

Highlands Community Charter and Technical Schools

Regular Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95838

April 06, 2017

Board Policy Regarding Board Minutes:

The minutes of open session meetings of the Board record all motions, show the names of Board members making and seconding motions and state the vote upon the motion. The open session minutes also record all resolutions, the recommendations of the administration and the substance of the Board's discussion or the substance of statements pertinent to Board's business made by members of the staff or public. The minutes follow a generally accepted pattern in form.

The original copy of the open session minutes are signed by the Secretary of the Board and approved by the Board. Original minutes are bound in chronological order, volumed by fiscal year and paged consecutively. The following documents are bound with the official minutes and referred to in the text of the minutes to which they apply:

- Original copies of all resolutions unless required by other agencies, in which case photocopies of the originals may be substituted
- Original copy of all budget transfers
- Copies of any document determined by the Board of Trustees to be attached to the official minutes
- Other documents which, in the opinion of the Secretary, are necessary to fully substantiate or record Board of Trustee action.

In addition to the official minutes, an additional copy of all minutes and attached documents are maintained in the office of the Secretary of the Board. This set of minutes is bound, indexed by those categories detailed above and by subject. The bound minutes and accompanying documents are open to public scrutiny within the boundaries of the law.

Pledge of Accuracy

As the Secretary of Highlands Community Charter School, the following minutes are to the best of my knowledge accurate and sufficiently complete to represent what occurred at the board meeting.


Signature


Date



HIGHLANDS

COMMUNITY CHARTER SCHOOL

Board Members

Sharon Rocco, Matt Powers, Doyle Radford, Ricky Jones, Sonja Cameron

Executive Director/Legal Counsel

Murdock Smith, Tom Cregger

Minutes

DATE & TIME: **Thursday, April 6, 2017 @ 3:00 p.m.**

LOCATION: 1333 Grand Ave., Sacramento, CA 95838, Location Change, Classroom A-2
916-844-2283

A. Call to Order & Roll Call: Meeting was called to order by Sharon Rocco at 3:07 P.M.

Trustees Present: Sharon Rocco, Matt Powers, Doyle Radford, Sonja Cameron

Trustees Excused: Rick Jones

B. Adoption of Agenda

This is an opportunity for the Board to adjust the order of, or remove agenda items.

Motion to accept the agenda as presented

Motion: Sonja Cameron

Second: Matt Powers

Vote: Motion Carries

C. Flag Salute: Led by Matt Powers

D. Closed Session: 3:09 to 3:30 P.M.

Prior to the Closed Session, anyone may address the board regarding any item that is on the agenda for the Closed Session. Interested persons must submit a request, which are available in a card form, prior to commencement of the Board Meeting.. These presentations are limited to 2 minutes.

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION -1 item

1. Cal. Govt. Code § 54956.9 (d)(1), (h). Name of case: Ongoing FPPC investigation.

Open Session reconvened at 3:23 pm

E. Reporting of Action(s) Taken in Closed Session

Chairperson Rocco

Report on closed session items

1. Advice was given by counsel to the Board. No action was taken.

F. Hearing of Parties Desiring to Address the Board and/or Present Petition

Anyone may address the board regarding any item that is within the board's subject matter jurisdiction. At this point on the agenda, an opportunity is provided for any individual or representative of a group to make statements to the board regarding any items not listed on the agenda. Interested persons must submit a request, which are available in a card form. The board, by law, may not take action on an item introduced during this portion of the agenda. These presentations are limited to 2 minutes, and total time allotted to non-agenda items will not exceed (20) twenty minutes.

1. Linda Fowler gave an update regarding the Mather program. She states that Mather needs more space. Another classroom is needed as well as space for a day care center. The lack of space means turning away ELD students. Mather could use a Para educator.
2. AA Concrete has agreed to give HCCTS priority hiring for truck driving. These are cement trucks. The company will subsidize the student with welfare to work program. Matt Powers has more information on this. SETA has a career center to help employ our students. It can earn income for the employer as well.

G. Business, Action Items:

Prior to consideration of the Business, Action Items, anyone may address the board regarding any item that is on the agenda for said items. Interested persons must submit a request, which are available in a card form, prior to commencement of the Board Meeting.. These presentations are limited to 2 minutes.

1. Annual Organizational meeting to select Corporate officers

Sharon Rocco

Election of Corporate officers

- a. President and/or Chairperson of the Board
- b. Treasurer
- c. Secretary

Motion: Matt Powers nominates Sharon Rocco for Corporation President

Second: Doyle Radford

Abstain: Sonja Cameron

Vote: Motion Carries

Motion: Doyle Radford nominates Murdock Smith for Corporation Treasurer and CFO

Second: Sharon Rocco

Abstain: Sonja Cameron

Vote: Motion Carries

Motion: Doyle Radford nominates Matt Powers for Corporation Secretary

Second: Sharon Rocco

Abstain: Sonja Cameron

Vote: Motion Carries

This fulfills the corporate annual meeting obligation.

2. Institute a vehicle allowance for the Executive Director

Matt Powers/Veronica King

The Board approves a vehicle allowance for an Executive Director

Motion: Matt Powers to approve the \$700 vehicle allowance

Second: Doyle Radford

Vote: Motion carries

3. Consideration of a policy for HCCTS as a Safe Haven for students.

Request the Board approve the new policy for a Safe Haven school

This item has been tabled.

H. Adoption of Minutes

1. Regular Board Meeting March 13, 2017 Sharon Rocco
Request the Board approve the Minutes of March 13, 2017

Motion: Sonja Cameron
Second: Matt Powers
Vote: Motion carries with the understanding that going forward Board member names as presenters will not be listed.
2. Revised Board Minutes of 9-01-2016
Request the Board approve the revised Board meeting minutes of September 1, 2016

Request the Board approve the Minutes of March 13, 2017
Motion: Sonja Cameron
Second: Matt Powers
Vote: Motion carries

I. Unfinished Business, Information, and Discussion

This portion of the meeting is reserved for general discussions within the board in which the board may give direction to staff. Prior to the this portion of the Board Meeting, anyone may address the board regarding any item that is on the agenda for this portion.. Interested persons must submit a request, which are available in a card form, prior to commencement of the Board Meeting.. These presentations are limited to 2 minutes.

1. Status of FCMAT Audit Murdock Smith
Update on the progress of the audit.

The audit is on track. All requested items have gone forward to SCOE and SCOE has forwarded items to FCMAT. Murdock Smith will put together an executive summary including many methodology pages for board members.

FCMAT will be on site April 25, 26 & 27 to go through the files. They will be back in May to talk to staff and Board members.

Sharon Rocco, thanks Murdock and the staff for all their hard work. Murdock thanks everyone and especially Jacob and his crew for the inordinate amount of hours they have put in to work on this.
2. Report on status of new positions: Murdock Smith
Request the Board approve the job descriptions and salary schedules.
 - a. Coordinator of English Language Development
 - b. Coordinator of Business Services
 - c. Creation of Chief Operating Officer position, and related changes to board structure

Draft job descriptions were presented during the meeting. Item C was not available at this time. These will need to be brought back to the next meeting.

J. Reports/Communications

Prior to the this portion of the Board Meeting, anyone may address the board regarding any item that is on the agenda for this portion. Interested persons must submit a request, which are available in a card form, prior to commencement of the Board Meeting.. These presentations are limited to 2 minutes.

1. General Report by Executive Director Murdock Smith

a. Independent Study Charter School

Update on the search for an authorizing agent for an Independent Study Charter school. Murdock Smith

Independent Study Charter School is on hold for now. This will be looked at again after the audit has been completed.

2. Report by Human Resources Veronica King

a. Update on the revisions to new employee handbook.

A revised draft was presented at the meeting. The handbook should be ready for the new school year.

b. Introduction of new employees:

Jermaine Sullivan –Teacher ELD – Part time at Mather
Rick Secrist – Teacher – Full time at Our Lady of Guadalupe
Salma Anwar – Para Educator- split: AM, Faith Legacy, Evening, SALAM

K. Board Comment:

- a. To research a different health insurance company to reduce the cost to HCCTS.
- b. To do a cost analysis of legal counsel fees
- c. Ask Mari Lowes to provide a list of who has completed and participated in the San Diego Credentialing program.
- d. Murdock would like to invite all Board members to accompany him to the scheduled meeting with a potential new insurance broker coming up next week.

L. Next Meeting: April 18, 2017

M. Adjournment: Meeting was adjourned by Sharon Rocco at 5:23 pm