

Highlands Community Charter and Technical Schools

Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95838

March 13, 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: **Monday, March 13, 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 3:12 P.M.
Trustees Present: Sharon Rocco, Rick Jones and Sonja Cameron
Trustees Excused: Matt Powers and Doyle Radford

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 amended

Motion: Sonja Cameron

Second: Rick Jones

Vote: Motion Carries

- C. Flag Salute:** Led by all Board members

D. Closed Session:

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.

There are no closed session items for this meeting.

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

Report on closed session items

Chairperson Rocco

There are no closed session items for this meeting.

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.

There were no speakers

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. 2nd Interim Budget Report

Mark Hendrie/DMS

Request the Board approve the 2nd Interim Budget report as presented.

Motion to approve the 2ND Interim Budget report as presented

Motion: Sonja Cameron

Second: Rick Jones

Vote: Motion Carries

H. Adoption of Minutes

1. Regular Board Meeting March 02, 2017

Sharon Rocco

Request the Board approve the Minutes of March 2, 2017

Motion to accept the minutes as amended

Motion: Sonja Cameron

Second: Rick Jones

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 status of FCMAT audit

The audit team will be at the HCCTS site on April 25,26 & 2017. The office staff is currently reviewing all student files for completeness, including confirmation that every student is registered with SETA. Items requested by a specific date on the original document are being submitted to the Sacramento County Office of Education as requested. Things are progressing in a timely manner.

2. Report on status of new positions:

Murdock Smith

Request the Board approve the job descriptions and salary schedule for the new positions

- a. Coordinator of English Language Development
- b. Coordinator of Business Services
- c. Creation of Chief Operating Officer position, and related changes to board structure

Job Descriptions and Salary Schedules are not complete at this time and will be brought to the April 6 regular Board meeting for approval. A suggestion was made to hold off on interviewing applicants until after the April audit is completed. The interview team will consist of Murdock Smith, Board members, Veronica King and Mike Roessler.

J. Reports/Communications

Prior to 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. Consideration of a policy for HCCTS as a Safe Haven School for students.

This item will be brought forward to the April 6, 2017 Regular Board meeting as an Action item.

K. Board Comment

Sharon Rocco

L. Next Meeting: April 6, 2017

M. Adjournment: Sharon Rocco adjourned the meeting at 4:18 p.m.

If you would like to review any attachment or agenda, please contact Connie Swink at (916) 844-2283