

Highlands Community Charter and Technical Schools

Regular Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

November 6, 2014

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

12/03/14
Date of Approval

I. PRELIMINARY

A. Call to Order

President

Meeting was called to order by the Board President at 5:02PM.

B. Roll Call

President

Director	Present	Absent
Mr. Mike Brunelle, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen, Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob Walker	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler, LEA Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Kenneth Miyao, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quorum Required:	4 of 7	

II. BOARD CHANGES

A. Board Secretary Stepping Down from the Board

Jacob Walker

Mr. Walker announced a decision to step down from the position of the Board Secretary. Nevertheless, Mr. Walker stated that he is still willing to provide help and support to the Board as needed. Mr. Walker expressed concern regarding his presence during closed sessions in the future, since now he is no longer a board member– this concern was not addressed.

The following was a vote to accept Mr. Walker’s notification of stepping down from the position of the Board Secretary:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mr. Doyle Radford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Kenneth Miyao	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total	6	0	0	2

B. Appointment of New Board Member

Ward Allen

Ward Allen nominated Matt Powers to become a new Board Member.

The following was a vote to accept Matt Powers as a new Board Member:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Kenneth Miyao		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		5	0	0	2

III. NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

No Non-Scheduled Items were presented to the Board.

IV. OPEN SESSION

A. Call to Order of Open Session

President

B. Flag Salute

Vice-President

C. Approve Minutes from Previous Board Meeting

President

No minutes were ready to be presented for approval.

D. Public Comment

Katerina Serdi was introduced to the board members as a new School Secretary of HCCS.

E. Principal's Report

Principal

Kirk Williams presented an overview of his conference in Irvine. During that conference Kirk learned a lot regarding requirements for Charter Schools, bylaws. Mr. Williams also picked up many useful ideas for our school, such as: necessity of having a pre-audit and audit system – who is familiar with Charter School system and adult education; the usefulness of having pre-established calendaring; possibility of having board members trained. During that conference Mr. Williams met many vendors, and organizations interested in our school and our programs. Our school and what we are doing here got a very positive feedback. This conference was so useful, helpful and informative that maybe our school should even consider getting a membership.

F. Coordinators' Report

Coordinators

Jacob Walker shared with the board the research regarding 504 Plan. Both are for the students with mental and/or physical impairments. Since our school is not working with IEP students, Jacob concentrated our attention on 504 Plan and our obligation, as a school to provide our students with information regarding this 504 Plan. One of the 504 Plans' provisions states that students who qualify may be completely excluded from CHASEE testing. Nevertheless, even if students qualify for the 504 Plan and will be exempt from taking a CHASEE test, they still will need to take and pass algebra test to be graduated with a High School Diploma. Therefore it has been suggested to add information concerning 504 Plan into our intake process. We should modernize our enrollment policies.

Ward Allen reported that our school progressing fairly well. We are planning to make a presentation at Senior Gleaners, and need 600 fliers. Also we are planning to pick up more computers from Senior Gleaner. And last but not least, we need to but equipment for our truck driving program from Senior Gleaners.

The following was a vote to approve purchasing equipment for truck driving class from Senior Gleaners:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Kenneth Miyao		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mr. Matt Powers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total	6	0	0	2

Lee Ferrand shared with the Board information regarding the work that has been done at St. John’s Center for Women.

G. Student Leadership Report Student Body President

Kevin – student leader, reported that since the last board meeting, they have got a few position filled, and now have a full board. Currently they are concentrating on cleaning the campus. Holiday season is coming up and students are planning to have a Bazaar (flea market). Another project is to purchase a school ring to honor student s with a perfect attendance. On December 12, 2014, students are planning to start school snack shack, and all the money they will raise thru that snack machine – will be 100% student’s money. One more thing student s feel like they should work on is to become more visible to the community, maybe have T-shirts with our school logo and name on it. Principal stated that we, as a school are working on getting a sign to be placed on school’s façade; we need to get approval from TRUSD. We also need to express our concern TRUSD regarding parking situation, it gets hazardous when nutrition services’ vans are parking in front of the building and blocking the view for incoming vehicles.

V. CONSENT AGENDA ITEMS

No items were presented in this section.

VI. ITEMS SCHEDULED FOR INFORMATION & DISCUSSION

This portion of the meeting is reserved for general discussions within the board in which the board may give direction to the principal or other designee. Formal motions and resolutions may also be voted on during this portion of the meeting.

A. SESL Presentation Margo Sterling

The Sacramento ESL Network will share about a potential collaboration with HCCTS

Margo Sterling, the President of SELS, introduced herself, her Vice President, and SELS organization. The mission of the Sacramento ESL Program is to provide non-English speaking adults with the English language skills needed to successfully advance towards educational, vocational and personal goals that lead to their full participation in the diverse society of the United States. SELS became a nonprofit organization very rapidly. They are experiencing difficulties with funding. SELS has a group of highly trained professional teachers; the fees for their program are \$25 a month, for 6 hours a week. They are currently having 3 locations, having approximately 40-50 students enrolled into

their program, receiving around 25 calls of interest a month along with 20 applications online.

Principal, Mr. Williams, is asking a board to vote on a motion to explore a potential collaboration with HCCTS.

The following was a vote to authorize Principal to explore potential collaboration SELS with HCCTS:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Kenneth Miyao		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		6	0	0	2

B. DMS Presentation

Kelly McDole

Mr. Williams introduced Kelly McDole and Karl Yoder, the founders and managers of Delta Managed Solutions (DMS). Delta Managed Solutions, LLC is an independent advisory firm offering financing solutions to California local governments.

DMS is sharing their internal control processes and information to help with drafting HCCTS policies and procedures.

Other areas we need their help with are drafting our budget for next school year, overseeing our organizational and financial situations, answering financial questions we are facing now and might face in a future. For example: "What is the best financing structure? How do the latest legal and legislative developments affect us? Can we refinance our existing issues now, or should we wait? How can we ensure that meeting our current needs ties in with our long-term financial goals?"

Mr. Karl Yoder suggested that we hire an auditor – independent voice, and do it as soon as possible, because it is curtail to have an independent auditor check our financial and organizational procedures in the beginning.

Jacob Walker asked DMS managers what are their connections with WASC. WASC is educational audit, and DMS is financial.

All auditors have to comply with CDE, there is a specific list and you can choose only from that list. DMS can provide us with the list of the best, most reliable auditors.

Mr. Karl Yoder stated that is extremely important to establish a good relationship with CDE and authorizer. Ms. Kelly McDole expressed her concern that a president of CDE is reluctant to pay on grants to charter schools.

Mr. Karl Yoder demonstrated willingness to come back in a month and present a draft budget to the board.

Mr. Murdock Smith expressed concern regarding a question of how legitimate it is that employees at our school have assorted roles.

Ms. Kelly McDole suggested we create more specific job descriptions and chart of responsibilities for each position.

Note: Work Chart needs to be presented to the next board meeting.

C. Internal Control Policies **Kirk Williams**

A discussion of internal control policies took place during the DMS presentation.

D. New Board Member Orientation **Kirk Williams**

Mr. Williams suggested we develop a process of orienting and training new board members. A process, where new board member will get: 1) an explanation of how adult school operates; 2) an information about his roles and responsibilities, and roles and responsibly of each board member; 3) manual with bylaws and all necessary materials.

Mr. Mike Brunelle suggested contacting Public Charter School Development Center and demonstrated willingness to work with Mr. Kirk Williams on creating a manual .

E. CBEd Program Locations and Start Dates **Kirk Williams**

A discussion on new location for CBEd classes to be held in West Sacramento with a potential start date of November 17, 2014.

We have two classes staring this November, 2014. Our intention was to pair it with another night class. We already have two English Learning classes, and wanted to create a class with multiple levels. At this moment we have two teachers for the afternoon classes, with only half full classes each.

F. Goodwill **Jacob Walker**

A discussion on the possibility of teaching business courses with Goodwill.

Potentially, we can partner with Goodwill. They already have a computer lab, which we can use as another campus. Or we can open up a class here, teaching Microsoft office class.

G. Stride Center **Jacob Walker**

A discussion on the possibility of teaching A+ courses with Stride Center.

They are having A+ technician program (22 weeks). The A+ course is designed for individuals who are seeking an IT career in technical support. Stride Center expressed desire to move to our campus, we just need to look at our facility agreement with Twin Rivers and see if we can lease out. They are teaching evening classes. Stride Center has very high job placement rate. There is one hesitation – their classes have higher fee than Microsoft office class.

H. Instructional Delivery Policy **Jacob Walker**

A discussion about having a formalized instructional delivery policy that also incorporates independent study, field trips, workplace education, etc.

Since we are a campus base school, 80% of instruction should be done at the site base.

Field Days are not considered independent study, but a field course.

Internship – remote classrooms, we can have it locally approved.

Note: Get all of the Educational Codes; their rules and regulations.

I. Paid Holiday **Kirk Williams**

A discussion to consider adding the day after Thanksgiving Day, a paid holiday for classified staff.

The following was a vote to approve the day after Thanksgiving a paid holiday:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Kenneth Miyao		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		6	0	0	2

J. Consulting Fixed Term Contract **Jacob Walker**

No need to get consultant’s help to assist in developing Independent Study program. DMS has resources and willingness to help us in this matter.

VII. ITEMS SCHEDULED FOR ACTION

Ward Allen expressed a need to purchase equipment for truck driving class from Senior Gleaners.

The following was a vote on motion to purchase equipment from Senior Gleaners:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Kenneth Miyao		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		6	0	0	2

VIII. ITEMS TO BE ADDED FOR NEXT MEETING

No items were added to the following board meeting agenda.

IX. ADJOURNMENT

The meeting adjourned at 8:42 pm