

# Highlands Community Charter and Technical Schools

## Regular Board Meeting Minutes

1333 Grand Avenue Sacramento, CA 95838

September 4, 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.

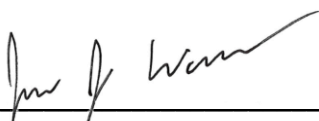
The original copy of the open session minutes are signed by the Secretary of the Board and approved by the Board. Original minutes are bound in chronological order, volumed by fiscal year and paged consecutively. The following documents are bound with the official minutes and referred to in the text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

October 10, 2014  
\_\_\_\_\_  
Date of Approval

## I. PRELIMINARY

### A. Call to Order

Meeting was called to order by the Vice President at 6:10PM

### B. Roll Call

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 J. Walker, Secretary	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quorum Required:	4 of 7	

## II. NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

Principal, Kirk Williams, discussed a concern regarding our insurance carrier with our CBEd class. The issue was brought to the school's attention earlier today. The issue is regarding the possibility of having a play care program at the same location as the CBEd classes. Play care would take place in a different room where parents of the CBEd class can take turns in watching over the play care program. Insurance is suggesting that we have the parents sign a liability waiver as well as receive a background check and TB test.

### A. Play Care – Consideration

A dialogue just occurred today with our insurance organization, which came after the Agenda or a Special Meeting Agenda. The following vote was taken to hear about the issue:

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward Allen		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob J. Walker		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Doyle Radford		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>

### III. CLOSED SESSION

#### A. **Conference with Real Property Negotiators** **Gov. Code 54956.8**

Discussion on a lease agreement with Saint Paul Church of God in Christ located at 2771 Grove Avenue, Sacramento, California 95815, for \$1,000 monthly plus a apportionment of monthly utilities.

#### B. **Conference with Labor Negotiators** **Gov. Code 54957.6**

Closed session discussion is limited to discussions with HCCT's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation.

##### 1. **Employment Contract for Kirk Williams**

Item was tabled for next Board Meeting.

##### 2. **Employment Contract for Ward Allen**

Item was tabled for next Board Meeting.

##### 3. **Employment Contract for Jacob J. Walker**

Item was tabled for next Board Meeting.

### IV. OPEN SESSION

#### A. **Call to Order for Open Session** **President**

#### B. **Flag Salute** **Vice President**

#### C. **Reporting of Actions Taken in Closed Session** **President**

Closed Session did not take place in this Regular Board Meeting.

**D. Approve Minutes from Previous Board Meeting**

There were no minutes available for the Board to approve. No action was taken.

**E. Public Comment:**

Pastor Joyner from Saint Paul Church of God in Christ joined our Board Meeting today to share about the history of his church and his vision for the program. His is happy to be partnering with us to help and change our community. The start date for the CBEd class at Saint Paul Church of God in Christ will be 9/15/14.

Kevin Benjamin, newly elected Student Body President also joined our Board Meeting. He was welcomed by the Board and shared about himself and his accomplishments since making changes in his life. He also shared on the play care issue with CBEd classes, and voiced that he would like to see this through.

Director of the Board, Murdock Smith, arrived during the dialogue:

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 J. Walker, Secretary	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quorum Required:	4 of 7	

**F. Principal's Report**

Principal Kirk Williams shared that our new Student Body President will be attending our Board Meetings from now on, to give the students a voice in the governance of the school. The Principal also shared on the test programs we are doing for our students, CELDT and CASAS. The first of the CELDT Tests will be administered the week of September 15, 2014 over four days. This will most likely be a monthly test given to our students. The CASAS Test will be administered to our students, every 80-100 hours of English Language Development classes. For the CAHSEE Exam, we have 6 set test dates over the regular school year. Students will be encouraged to take these tests to see where they are at, even if they are not ready for them. This can be used as a tool to see where we can help students out the most. The Principal also stressed the fact that the lack of positions such as IT and Data Integrity, is weighing on the staff as tasks these positions would be in charge of, are being delegated to all staff members. He also reported seeing a change in the caliber of students coming to enroll in our school. They are more serious and ready to be here. We are getting many enrollments for English Learning Development and Community Based Education Programs.

## G. Coordinators' Report

Jacob walker, Coordinator of Academics shared the attendance and enrolled statistics for the school. There are about 132 attending students and growing enrollment for Truck Driving and CBEed programs. Attendance chart shows little increase and there was a discussion regarding absences and what should make for an excused and unexcused absence. Director of the Board, Murdock Smith, shared that a Peer Review system would be a great idea so that students can monitor each other and keep each other accountable for their absences and school work. Ward Allen, Coordinator of CTE, waived his report in the interest of time.

The President of the Board, Mike Brunelle, left the Regular Board Meeting at 6:45PM.

Director	Present	Absent
Mr. Mike Brunelle, President	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Ward Allen, Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker, Secretary	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quorum Required:	4 of 7	

## V. CONSENT AGENDA ITEMS

### A. School Calendars

This vote was for Board approval on the slight changes made to the school Calendar to accommodate the later start of the Community Based Education Program:

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

## VI. ITEMS SCHEDULED FOR INFORMATION & DISCUSSION

### A. Reimbursement Policy

Ward Allen

No discussion took place on the Reimbursement Policy.

## VII. ITEMS SCHEDULED FOR ACTION

### A. Lease of Saint Paul Church of God in Christ

Kirk Williams

This was a vote for Board approval for the lease agreement with Saint Paul Church of God in Christ for a monthly payment of \$1000.00 and a proportion of monthly utilities:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Ward Allen		<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	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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>

### B. Reciprocity of International Academic Credit Policy Jacob Walker

No action was taken on the Reciprocity of International Academic Credit Policy.

## VIII. ITEMS TO BE ADDED FOR NEXT MEETING

Items to be added to next meeting include; Reimbursement Policy and Reciprocity of International Academic Credit policy.

## IX. ADJOURNMENT

The Regular Board Meeting adjourned at 7:06PM