

# Highlands Community Charter and Technical Schools

## Board Meeting Minutes

Perko's Restaurant, 9647 Micron Ave, Sacramento, CA  
Sunday, August 4, 2013, 1:00 PM PDT

### 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.

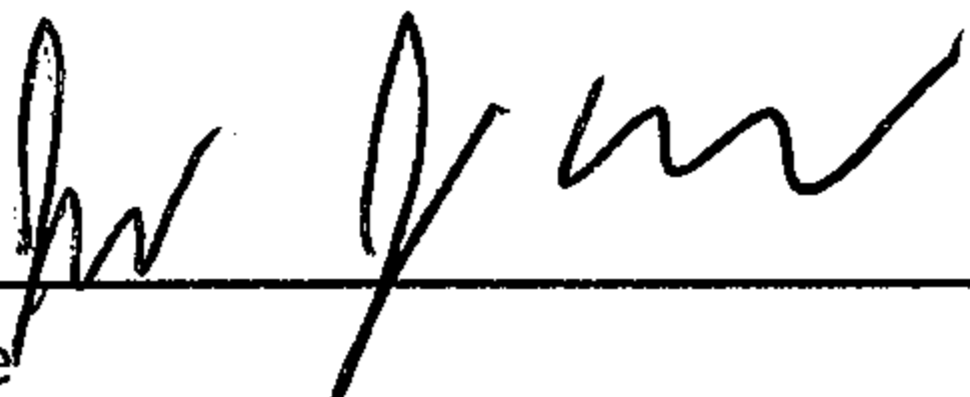
The original copy of the open session minutes are signed by the Secretary of the Board and approved by the Board. Original minutes are bound in chronological order, volumed by fiscal year and paged consecutively. The following documents are bound with the official minutes and referred to in the text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

1-11-2014  
\_\_\_\_\_  
Date Approved

**I. PRELIMINARY**

**A. Call to Order**

Meeting was called to order by the President at 1:07 pm.

**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"/>
Ms. Lori Lee, Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jacob J. Walker, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Kirk Williams, Interim Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Frances Hesselbein, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dr. Margot Daniels Tyler, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Bob Presley, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LEA Trustee, TBA	<input type="checkbox"/>	<input type="checkbox"/>
<b>Quorum:</b>	<b>6 of 8</b>	

**C. Flag Salute**

The flag salute was not conducted

**D. Reporting of Actions Taken in Closed Session**

The board approved (6 yes, 2 absent) that Kirk Williams, Ward Allen, and Jacob Walker should continue negotiations with Twin Rivers, and gave direction for guidelines for pricing and potential terms of payment.

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

It is recommended that the Board approve Minutes from July 6, 2013			
Motion:	<u>Ward Allen</u>	Action:	<u>Approved</u>
Second:	<u>Kirk Williams</u>	Vote:	<u>6 Yes, 0 No, 2 Absent</u>
Corrections:	<u>None</u>		

## **NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION**

Items not placed on the original agenda may be considered by the board only in exceptional circumstances. During the meeting no such circumstances and resulting items existed.

## **II. COMMUNICATIONS**

### **A. Public Comment:**

There was no public comment

### **B. Principal/Financial Report**

Kirk Williams discussed a little about the proposed SETA partnership, where students would just need to sign up with SETA and get their SMART card and they could enroll in our school. Further, students could get counseling and standard SETA services. Kirk also discussed that we are making forward movement with working with New Jerusalem Unified School District.

### **C. Board Report**

There was no report from the Board President.

## **III. CONSENT AGENDA ITEMS**

While the legal bill from Young, Minney & Corr was on the agenda, as a standard item, there had been no change in the bill, and the board had previously approved payment, so no vote was necessary this time. Jacob Walker shared that he had paid \$500 towards the bill this week.

## **IV. ITEMS SCHEDULED FOR BOARD DISCUSSION**

### **A. NJESD Dispute with CDE Regarding Basic Aid Funding**

Jacob Walker led the discussion about how New Jerusalem Elementary School District (NJESD) had previously received a large amount of funding (about \$8 million) due to being a Basic Aid District. While they should have still received the funding this year per the "hold harmless" clause of the Local Control Funding Formula (LCFF) legislation, the California Department of Education (CDE) had held up the funding, claiming that it wasn't protected by the Hold Harmless clause. The California Department of Finance disagrees, and believes NJESD should get the funding.

This is a critical issue to Highlands Community Charter School, as NJESD might not be able to fund the Highlands Community Charter Program as part of their Delta Charter School, if they did not receive the additional funding that they are legally entitled to. HCCTS is reaching out to government officials to explain the situation, and has gained some support from Darrell Steinberg's office based upon a meeting this past week.

**B. Petition to NJESD**

Jacob Walker led the discussion about the state of the petition to New Jerusalem Elementary School District. He explained that the current petition that has been sent to the board will need some changes, for example it does not yet comply with the new LCFF requirements for a charter petition. He also explained that it is important to submit at least an initial petition as soon as possible, as this is a requirement to apply for the Public Charter Schools Grant Program (PCSGP).

Jacob also shared that the current draft petition has changed in two significant ways from the past Twin Rivers petition. First, it is for an adult-serving charter school that can cover all primary and secondary grades (K-12). He explained that this is important as a legal requirement of applying with an Elementary School District is to serve all grade levels they serve. Further, this will provide the ability for HCCS to provide Adult Basic Education, such that students who don't score at above an 8<sup>th</sup> grade level can take basic education courses along with career technical education (CTE) and earn a Certificate of Primary Education. Jacob also explained that apportionment funding from Average Daily Attendance (ADA) is less for students registered in a pre-high school grade level.

Jacob explained that the second major difference was that the new petition was far more simplified than the Twin Rivers District. It was the general opinion of HCCTS that Twin Rivers had originally asked for unnecessary detail in their petition, which could affect the agility of the school. New Jerusalem has expressed that they prefer a more simplified petition, and the new petition uses much of the same language that is found in the Delta Charter School petition, which is the charter directly run by NJESD.

**C. Twin Rivers Unified School District Lease**

While the negotiating position of the HCCTS board was discussed in closed session (See Agenda Item I-D), there was a little bit of discussion in the open session about the meeting that Kirk Williams, Jacob Walker, and Ward Allen had with Dr. Martinez, Superintendent of Twin Rivers Unified School District (TRUSD) on behalf of HCCTS and Delta Charter School.

Dr. Martinez had stated that while the district lawyer had expressed some concern over the terms of the lease and wanted to be careful about how they set precedent, he assured HCCTS that he and his legal team would act in good faith, and would work toward forming a partnership, although he could not guarantee such a partnership.

**D. Delta Charter School MOU**

Kirk Williams explained how the draft Memorandum of Understanding (MOU) between Delta and HCCTS will be used to determine how the relationship between the two entities will function during the first year when the Highlands Community Charter Program (HCCP) will be under Delta. Jacob Walker and Ward Allen raised the point that it should have salary schedule included.

During the discussion about HCCP running under Delta in the 2013-2014 school year based upon this MOU and HCCS being its own charter school based upon the petition, Jacob Walker explained that there are two significant differences between the two. First, per Ed. Code of jurisdictional limits of Delta, HCCP would be non-classroom based, and that our facilities would only be used as resource centers, and not classrooms. HCCS would be a classroom-based school; where over 80% of the instruction occurred in a classroom. Kirk Williams explained that we would likely start a separate charter school in the future to be non-classroom based. It appears HCCTS could apply for separate startup grants for both schools. Jacob further explained that this organizational structure is similar to how Five Keys does their schools, where they have 3 charters: one specifically for adults, one for youth, and one for independent study. Jacob also shared that any future work we might do with youth, would highly likely be done through a partnership with Delta.

There was also a brief explanation that at least as currently written, the MOU with Delta and SETA requires 11<sup>th</sup> grade standing to enroll (100 credits), and that the plan for HCCS is to serve all grade levels.

**E. SETA MOU**

Jacob Walker led the discussion about the propose Memorandum of Understanding (MOU) with the Sacramento Employment and Training Agency (SETA), that would allow any non-youth (Age 22+), who doesn't have a U.S. High School Diploma, who registered with SETA and received their "SMART card" to be allowed to take courses with the Highlands Community Charter Program the first year (and then transition in July of 2014 to the Highlands Community Charter School). The MOU is in the hands of SETA's lawyers and Jacob said that hopefully there will be feedback this week from SETA.

**F. Regional Transit Lease Agreement**

Ward Allen led the discussion about the current state of the Regional Transit Lease Agreement. Ward explained how this agreement originally was to be between Twin Rivers Adult School and Sacramento Regional Transit (RT), but with us moving to being our own entity that it has been rewritten to being between HCCTS and RT. Ward explained that the current written agreement is only for parking lot space, for about \$500 per month, with the ability to do work to negate that cost. Ward also shared that the general verbal understanding is that there will also be a written agreement that includes the space inside the Sac RT building, but that Sac RT needed to do some demolition inside the building, although they plan to keep the Welding booths. Kirk Williams shared that HCCTS will likely get portables for either inside or outside of the RT building as opposed to trying to do its own construction.

**G. California Public Charter School Grant**

Kirk Williams led the discussion about the Public Charter Schools Grant Program (PCSGP) which if granted to the Highlands Community Charter School will provide a little over

\$500,000 of startup funding, which is critical because ADA funding doesn't start for several months from the start of a charter school, and there are many onetime costs necessary to start a charter school.

**V. ITEMS SCHEDULED FOR ACTION**

**A. Initial Approval of NJESD Petition**

The Board grants initial approval of the petition for a charter school through New Jerusalem Elementary School District, and authorizes Kirk Williams and Jacob Walker to submit the current petition with reasonable modifications.			
Motion:	<u>Ward Allen</u>	Action:	<u>Approved</u>
Second:	<u>Robert Presley</u>	Vote:	<u>6 Yes, 0 No, 2 Absent</u>

**VI. ITEMS SCHEDULED FOR INFORMATION**

**A. New Agenda Template and the Brown Act**

Jacob Walker conducted a small training session with the board members present about the general purpose of closed session and what type of items could be discussed in closed session per the Brown Act.

**B. Technology Standards & Vendors**

Jacob Walker discussed his general support for open source software, and that he planned to have the website use Moodle as the content management system. Ward Allen commented that the website was critical to have up and running, as many organizations he is contacting want to be able to go to the website. Jacob said that he would be working with Steve Jensen to improve the website, as it is still very rough at the moment.

Jacob also recommended that Google Apps be used for the school, and to utilize Google Voice's option to have a phone number, as Google donates these services to schools for no cost. Kirk Williams said that we clearly needed a phone number. Jacob shared that the Google Voice number could be routed easily to current cell phone numbers, and later could be routed to the office number. There was general agreement by the board to go ahead and use Google Apps.

**VII. ADJOURNMENT**

The board adjourned at 2:30 pm.