

# Highlands Community Charter and Technical Schools

## Regular Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

7/03/2014

### 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 and the recommendations of the administration. 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 2, 2014  
\_\_\_\_\_  
Date of Approval

## I. PRELIMINARY

### A. Call to Order

President

The meeting was called to order at 6:00 pm

### 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quorum:	5 of 7	

## II. NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

No non-scheduled items were brought up.

## III. CLOSED SESSION

The following items were considered, and if voted on then reported out in Open Session:

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

#### 1. Property: 1333 Grand Avenue, Sacramento, CA 95838

Agency negotiators: *Ward Allen and Jacob Walker*, Negotiating parties: *Twin Rivers Unified School District*, Under negotiation: *Price and Terms of Payment*

Direction was given to the negotiators

### B. Public Employment

**Gov. Code 54957**

#### 1. Title: *English Language Development Consultant*

Veslav Orvin was offered a contract for temporary consulting services.

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward Allen	Motion	<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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>

## IV. OPEN SESSION

### A. Call to Order of Open Session President

The regular session was called to order at 6:10 pm

### B. Flag Salute Vice-President

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

Closed session items were reported out to, as listed earlier in the minutes.

### D. Approve Minutes from Previous Board Meeting President

The minutes of the June 19 Regular Meeting, and June 26 Special Board Meeting were approved by the following vote:

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward Allen	Motion	<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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>

### E. Public Comment

#### 1. Matt Powers

Matt Powers talked about how he has been communicating with SETA about the good work that we are doing with the charter school.

### F. Principal's Report Principal

Kirk Williams, Principal, talked about how Charter School Capital requested additional information, which will go out this weekend. Also, the California Department of Education has requested additional information from us as an adult-serving charter school applying for the federal Public Charter School Grant Program, and we have not received the GAN number yet.

Kirk shared that we have had some issues with getting mail, because the Grand Avenue campus is not registered with the planning department, which will take some time.

Twin Rivers will need to contact them to get this resolved. Temporarily we will get a PO Box with the local post office.

There are 3 positions that we are interviewing, on Wednesday, including the Office Assistant, which we are interviewing on Wednesday. It is very important that this person can speak Russian. There are also positions of the custodian, and the data integrity technician. Kirk suggests we post for academic teachers as soon as possible. Kirk also shared that he would like to get the IT Technician / Webmaster hired soon to help with computer setup, and that there needs to be more discussion about whether we need a Public Safety Officer or will contract for this role.

## **G. Coordinator's Report**

## **Coordinators**

Jacob gave an explanation about the various broad levels of English Language Development (ELD) we will be working with, and what goals students may have. Specifically some students may start with wanting to reach a functional level of English proficiency, loosely defined as being able to function in society without needing a translator or dictionary all the time. After reaching this stage, we hope students will continue towards reaching a participatory level, where they can be at sufficient level to participate in society, including watching and reading U.S. media, and having civic participation.

Ward talked about how he and Kirk visited the San Ramon training facility, and the work he is doing on getting the pre-apprenticeship program started. He also talked about how the new DA is interested in learning about what we are doing, and see if she can work with us. We are now attending the PACT meetings. We are working on a basic agreement with Parole to get students sent our direction.

## **V. CONSENT AGENDA ITEMS**

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board Member for further discussion or removed from the agenda, there will usually be no discussion of these items prior to the Boards vote on them. The Principal recommends approval of all the consent items.

### **A. No Items**

There were no consent agenda items

## **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. Explanation of First Year's Budget Kirk Williams**

Kirk showed the first year's budget to the board in a more detailed manner, and explained the categories and reasons for projections.

### **B. General Employment Terms of Teachers Jacob Walker**

Several teachers that HCCTS have been pursuing as potential employees, came to the board meeting to share what they thought would be important in their contracts, and to have as part of the working relationship. Linda Quillen shared that she wants to be able to have a year to year contract, and benefits. Linda Fowler shared how she feels it is important that teachers and others should feel comfortable talking directly to board members. Kirk said he will bring a proposed contract to the board at the next meeting.

### **C. Update about PCSGP Grant, and Requested Info Kirk Williams**

This update occurred during the Principal's report.

### **D. Location of Truck Driving Ward Allen**

Ward shared information about potential locations for the Truck Driving program. He suggested we could use the outside part of Sac RT, but the MOU process has been slow. We could potentially use CalTrans space temporarily. He said that renting at the Super Shuttle would be about \$3,000 per month. He also talked about pursuing a relationship with Senior Gleaners, where a win-win might be able to occur.

### **E. SELPAs Jacob Walker**

Jacob discussed how it is still unclear whether we need to be in a SELPA or not, but that it is too late to join the El Dorado County SELPA this year. Mike Brunelle shared that he knows the head of another SELPA and he will talk with them about potentially joining.

## VII. ITEMS SCHEDULED FOR ACTION

### A. 401(a) Resolution

**Kirk Williams**

Based upon previous board discussion, the Principal recommends passing this resolution to offer 401(a) Retirement Plans. The board asked that there be clarification made to insure there was proper indemnification language.

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward Allen	Motion	<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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>

### B. Policy on Grade Level Placement, Pupil Promotion and Retention

Per Education Codes §§ 48070 and 48070.5, HCCS needs a policy regarding pupil promotion and retention. The proposed policy adapts the requirements of the Education Code to our context as an adult-serving charter school.

Director	Order	Aye	Noe	Abstain	Absent
Mike Brunelle		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward Allen	Motion	<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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>

## VIII. ITEMS TO BE ADDED FOR NEXT MEETING

Linda asked to see if we could get Principal Navaro to our next board meeting to talk about the potential for a CEd program at Harmon Johnson.

## IX. ADJOURNMENT

The regular meeting adjourned at 7:47 pm.