

Highlands Community Charter and Technical Schools

Regular Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

7/17/2014

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.

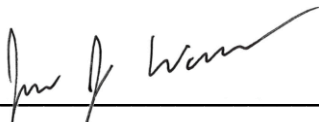
The original copy of the open session minutes are signed by the Secretary of the Board and approved by the Board. Original minutes are bound in chronological order, volumed by fiscal year and paged consecutively. The following documents are bound with the official minutes and referred to in the text 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 10, 2014

Date of Approval

I. PRELIMINARY

A. Call to Order

President

The meeting was called to order at 6:12 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 type="checkbox"/>	<input checked="" 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:	5 of 7	

II. NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

Items not placed on the agenda may be considered by the board only in exceptional circumstances, such as emergency situations (requiring a majority vote to consider) or when an issue came to the attention of the school subsequent to the agenda being posted (requiring a two-thirds vote to consider). There were no such items.

III. CLOSED SESSION

Prior to closed session, Gary McDonald, CEO of Senior Gleaners spoke. Ward introduced Gary and talked about how we can have a partnership that is similar to the former Sac City and Food Link partnership. Gary talked about his background with managing food organizations for many years, and was asked to help Senior Gleaners. Gary went over some changes that he would like from the draft MOU that Ward had initially drafted. After his presentation the board went into closed session.

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

Closed session discussion is limited to price and terms of payment for real estate.

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

Agency negotiator: *Ward Allen*

Negotiating parties: *Twin Rivers Unified School District*

Under negotiation: *Price and Terms of Payment*

The following was the vote to approve the Facilities Use Agreement with Twin Rivers Unified School District:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<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"/>
Mr. Jacob J. Walker	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Total		5	0	0	2

2. Property: 1951 Bell Ave, Sacramento, CA 95838

Agency negotiator: *Ward Allen*

Negotiating parties: *Senior Gleaners*

Under negotiation: *Price*

The following was the vote to approve the Facilities Use Agreement with Senior Gleaners, as modified prior to closed session:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<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"/>
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Total		5	0	0	2

IV. OPEN SESSION

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

B. Flag Salute **Vice-President**

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

The closed session actions and votes were reported as noted in the minutes above.

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

Jacob asked to table voting on the minutes, as they were not done yet, and that in the future the school secretary would take the minutes.

E. Public Comment

Matt Powers talked about how Sam Summers, the Sac City Police Chief is working with a group called Cops and Clergy, which works with gangs. They are looking at interventions that can really help at-risk adults to turn their lives around. Matt said we could have a table at the Cops and Clergy graduation on July 31, 6 to 8 pm. Kirk Williams said we would be able to have a teacher go to the graduation.

F. Principal's Report / Financial Report **Principal**

Kirk showed the current cash flow to the board. Jacob suggested he could go without consulting payment for a while. Doyle suggested that it is critical to pay outstanding personal expenses first, as it is important for audits. Because we got the CDE code only recently, we were not able to apply for early apportionment. Kirk is working to get a cash flow schedule from the state. Kirk said that next week we will be doing teacher interviews, where Monday will be for the Math teacher, and hopefully also for some Learning Lab teachers, and Tuesday will be for ELD teachers.

G. Coordinators' Report **Coordinators**

Ward talked about how there will be a meeting with Brant Choate on July 31, to create an agreement with us. The first agreement will be to do inside outside correspondence training, and also have an articulation agreement. The board briefly discussed about how we could provide training to ex-offenders for the technical school, for startup.

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.

The board approved the District’s Inventory List and B. Truck Driving Instructional Para-Educator Job Description with the following vote:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<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"/>
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Doyle Radford		<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"/>
Total		5	0	0	2

VI. ITEMS SCHEDULED FOR INFORMATION & DISCUSSION

A. Teacher Employment Agreement Principal/Teachers

There was a discussion on the employment agreement / contract to offer to teachers. Kirk shared a little about the process of talking with Derrick about a draft agenda. Linda Fowler and Mike Brunelle both said that we need to have some more H.R. policies in place, that teachers have a default of the contract being renewed. An Ad-Hoc committee was formed to work on this, composed of Linda Fowler, Doyle Radford, and Mike Brunelle.

B. Employee Salary Schedule Principal

A revised employee salary schedule that includes the truck driving para-educator position was ratified with the following vote:

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<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"/>
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Total		5	0	0	2

C. Logo Principal

A discussion occurred about logo ideas that have come up. It was decided that Linda Fowler and Kirk Williams would work on this.

VII. ITEMS SCHEDULED FOR ACTION

A. 403b Plan

Principal

The board passed the resolution about offering 403b Plans staff, where the school would cover the \$2 monthly fee on behalf of employees.

Director	Order	Aye	Noe	Abstain	Absent
Mr. Mike Brunelle		<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"/>
Mr. Jacob J. Walker	Second	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Doyle Radford		<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"/>
Total		5	0	0	2

VIII. ITEMS TO BE ADDED FOR NEXT MEETING

Per board discussion the next board meeting should include discussion and/or voting on the school logo and employee contracts.

IX. ADJOURNMENT

The regular board meeting adjourned at 7:05 pm