

Highlands Community Charter and Technical Schools

Special Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

7/31/2014

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.

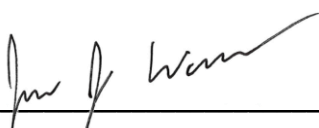
The original copy of the open session minutes are signed by the Secretary of the Board and approved by the Board. Original minutes are bound in chronological order, volumed by fiscal year and paged consecutively. The following documents are bound with the official minutes and referred to in the text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

Purpose of a Special Meeting that Follows a Regular Meeting

This special meeting was called, because there was a fifth Thursday of the month and there were sufficient agenda items that needed to be addressed quickly due to the opening of the school.

I. PRELIMINARY

A. Call to Order

President

The meeting was called to order at 6:07 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 type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith, Director	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input type="checkbox"/>
Quorum:	4 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). No such issue occurred.

III. CLOSED SESSION

A. Public Employment

Gov. Code 54957

The employment of James Powers as Custodian; Alejandra Cox as School Secretary; Derrick Aguiar, Linda Quillen, and Have Happy Cook as Academic Teachers; Jose Rodriguez and Graciela Jaime as CBEd teachers, and Veslav Orvin and Oksana Reznik as ELD teachers, were approved for employment at the salary scale offered to them by the Principal, Kirk Williams, with start dates and hours dependent upon enrollments.

This was done with the following single 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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		4	0	0	3

B. Conference with Labor Negotiators

Gov. Code 54957.6

1. Employee Organization or Unrepresented Employee

Agency designated representatives: Kirk Williams

Self-Represented employees: Counselor, Custodian, Secretary, Transition Specialist, Office Assistant, Academic Teachers (3), Community Based Education ELD Teachers (2), English Language Development Teachers (2), Entrepreneurship Teacher

A set of contracts to offer these employees was approved by the board 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	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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		4	0	0	3

2. Employee Organization or Unrepresented Employee

Agency designated representatives: Kirk Williams, Ward Allen

Potential unrepresented employee: Pre-Apprenticeship Teacher

Discussion occurred, no action was taken.

IV. OPEN SESSION

- A. Call to Order of Open Session** **President**
Open session was called to order at 6:49 pm
- B. Flag Salute** **Vice-President**
- C. Reporting of Actions Taken in Closed Session** **President**
Actions from the closed session were reported out, as indicated above.
- D. Approve Minutes from Previous Board Meeting** **President**
Due to the past minutes not being finished, and that generally minutes are not voted on during special meetings, the vote on past minutes was deferred to a future meeting.
- E. Public Comment**
There was no public comment.
- F. Principal's Report** **Principal**
Kirk talked about several issues, including that the school was having challenges getting work orders in due to needing a username and password.
- G. Coordinator's Reports** **Coordinators**
Jacob, Coordinator of Academics, went over enrollments, and talked about having books, and being able to print packets from Five Keys. Ward, Coordinator of CTE, talked about how we are working to clean up the Senior Gleaners back parking lot, and working with some partners to help out. Further, he discussed meetings he is having with law enforcement and corrections.

V. CONSENT AGENDA ITEMS

There were no consent agenda items

VI. ITEMS SCHEDULED FOR INFORMATION & DISCUSSION

A. Portable Classroom at Senior Gleaners

Ward Allen

Ward talked about the potential for a portable classroom at Senior Gleaners. He got a quote from Mobile Modular which would cost approximately \$450 / month, \$4,000 up front, and a \$4,000 security deposit. Williams Scotsman gave a quote for approximately \$325 / month, with \$4,000 up front. He said we need the modular by October, and we should have it on the next agenda for approval.

VII. ITEMS SCHEDULED FOR ACTION

A. Surplus Property Acquisition Resolution

Principal

The resolution to grant authorization to the Principal and potentially other employees to acquire surplus property from the California Department of General Services on behalf of HCCTS was passed 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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		4	0	0	3

VIII. ITEMS TO BE ADDED FOR NEXT MEETING

Discussion amongst the board suggested that the next board meeting's agenda should include the agreement for a modular building, approval of the logo, and approval of the Truck Driving Paradeducator hiring.

IX. ADJOURNMENT

The meeting adjourned at 7:08 pm