

# Highlands Community Charter and Technical Schools

## Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

9/18/2014 6:00PM

### 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.

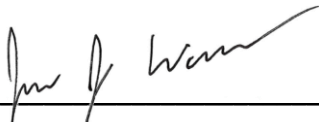
The original copy of the open session minutes are signed by the Secretary of the Board and approved by the Board. Original minutes are bound in chronological order, volumed by fiscal year and paged consecutively. The following documents are bound with the official minutes and referred to in the text 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 16, 2014  
\_\_\_\_\_  
Date of Approval

## I. PRELIMINARY

### A. Call to Order

Meeting was called to order by the Vice President at 6:08PM.

### B. Roll Call

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 type="checkbox"/>	<input checked="" 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:	4 of 7	

\*We did not have a quorum.

### C. Flag Salute

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

No closed session took place in this Regular Board Meeting.

### E. Approve Minutes from Previous Board Meeting

We did not have a quorum, no action was taken.

## II. NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

No non-scheduled items requiring action were brought up at this Regular Board Meeting.

## III. COMMUNICATIONS

### A. Public Comment:

Matt Powers shared about meeting with an Associate Warden from Folsom State Prison about pre-release soft skills training and showing an interest in Highland Community Charter School. Warren Murphy has demonstrated interest in taking a tour of Highlands Community Charter School. Larry Frank from LA Trade Tech is also showing an interest in Highlands Community Charter School.

**B. Principal’s Report**

Principal Kirk Williams reported that LiveScans of all employees were completed on campus by a private company and the first 4 results were received in the mail today. Attendance is doing well (1<sup>st</sup> day of class: 52 attending vs. 9/17/14: 138 attending). The difference between regular attending students, enrolled student and registered students is very different and we want to focus in on why they are so different. There is a funding concern as funds available are low. With payroll and invoices to pay, we need to reach out to Charter School Capital to pass the month of September. State money is to be received early to mid-October. Update on the Grant we are still waiting. The Charter Association has offered to ask questions regarding its status on our behalf. This was Jose’s first week at the Fountain of New Life Ministries Church (formally known as Saint Paul Church of God in Christ). We have scheduled interviews for a new ELD Teacher next Wednesday afternoon. Ms. Linda Fowler has been in contact with Immanuel Church and Bethany Church in an attempt to reach out to the Russian community. Also, Ward has been in touch with neighboring Robla Unified School District about starting something in the Robla community.

**C. Coordinators’ Report**

Coordinator of Academics, Jacob Walker, was absent from today’s Board Meeting. Coordinator of CTE, Ward Allen, shared an update about the big clean up going on at the Senior Gleaners site. They are preparing to have two classrooms (for Pre-Apprenticeship and Truck Driving), but there is a need for tables, chairs and computers for the classrooms. Two Senior Gleaners volunteers have agreed to volunteer for our programs, giving us a person of contact in the office.

**D. Student Leadership Report**

The Student Council President, Kevin Benjamin, shared that the Student Council held their first meeting and it was successful. Two members resigned from the council and now they are inquiring other students to fill these vacancies. Some issues that were addressed at the meeting were: students not being aware of rules, not being allowed to smoke on campus, and a dress code that is both casual and respectful. The first line of defense is teachers; they can address students about the rules. It is suggested that students sign a code of conduct that define important rules and have it be a part of enrollment. This way students sign they are aware of the rules and consequences for violating such rules.

6:47PM- The Board President, Mike Brunelle, arrived to this meeting.

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 type="checkbox"/>	<input checked="" 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:	4 of 7	

#### IV. CONSENT AGENDA ITEMS

##### A. Board Meeting Schedule

This item was incorrectly placed under “Consent Agenda Items”.

It is recommended that this item be moved to “VI. Items Scheduled for Action”.

Motion: Ward Allen Action: Motion Carried

Second: Linda Fowler Vote: Unanimous

#### V. ITEMS SCHEDULED FOR INFORMATION & DISCUSSION

##### A. Union Courses

The discussion was on a quote from Laborers’ Community Service & Training Foundation for 6 week instruction courses. Of an approximate 5 sessions given over the span of a school year, probability is questionable. We are committed to starting this program but hope to get better pricing. Director, Doyle Radford, will follow-up on the pricing of this quote.

##### B. Committee Calendar

The President of the Board suggested that the Executive Board/Finance Committee maintain as a Board function and all other committees become a function of the school (Growth/marketing, Academic Performance, and Community/Occupational Advisory) with each board member assigned to a committee. This item will be moved to take action in our next Board Meeting.

**C. CBEd Teacher**

Principal Kirk Williams shared that interviews for a new CBEd/ELD Teacher will be held next Wednesday September 24, 2014 in the afternoon.

**VI. ITEMS SCHEDULED FOR ACTION**

**A. Employment Contracts:**

**1. Employment Contract for Kirk Williams**

No action was taken.

**2. Employment Contract for Ward Allen**

No action was taken.

**3. Employment Contract for Jacob Walker**

No action was taken.

**B. Revised Salary Schedule for Classified Employees**

This item was previously voted on the last Special Board Meeting held September 4, 2014 in closed session. The following was the vote:

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	Second	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>

**C. Reimbursement Policy**

This vote was to Delta Managed Solutions to honor all reimbursements approved by the school's administration.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>

#### D. Board Meeting Schedule

This vote was to hold Regular Board Meetings on the 3rd Thursday of the month at 5:00PM, starting November, 2014.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Josie Washington		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>

## VII. ADJOURNMENT

The board adjourned at 7:48PM