

Highlands Community Charter and Technical Schools

Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

January 7, 2015

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

02.04.2015
Date of Approval

I. PRELIMINARY

A. Call to Order

Minutes

Vice-president Ward Allen called the regular board meeting to order at 4:15 p.m. in the conference room of the Highlands Community Charter School, located at 1333 Grand Avenue, Building B Sacramento, CA 95838.

B. Roll Call

President

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. Murdock Smith, Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers, Secretary	<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"/>
Ms. Linda Fowler, LEA Representative	<input checked="" 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).

Minutes

Principal Kirk Williams provided the board an additional (winter course) invoice and an email message sent from Laborers' Community Service & Training Foundation (LCSTF) asking to submit payment immediately. So far Highlands Community Charter School received two invoices from LCSTF: for the Fall course - \$24,150.00 and for the Winter course - \$24,150.00.

The negotiation letter regarding payments to LCSTF will be prepared by Linda Fowler and Matt Powers.

I. CLOSED SESSION

In general, the purpose of a closed session is to avoid revealing confidential information that may, in specified circumstances, prejudice the legal or negotiating position of the agency or compromise the privacy interests of employees or students. Only items that are allowed by the Brown Act and on the agenda in accordance with Government Code Section 54954.2 may be considered in Closed Session.

Minutes

Vice-president Ward Allen announced closed session items listed on the agenda.

A. Real Property Negotiations

Negotiations for Real Property located at Broderick Christian Center 110 Sixth Street, West Sacramento, CA 95605

Minutes

Vice-president Ward Allen recessed the open session meeting at 4:32 p.m., at which time the Board convened in closed session in the conference room.

II. OPEN SESSION

A. Call to Order of Open Session

President

Minutes

President Mike Brunelle reconvened the open session meeting at 6:10 p.m. in the conference room.

B. Pledge of Allegiance

Vice-President

C. Reporting of Actions Taken in Closed Session

President

Minutes

Secretary Matt Powers announced the following action in closed session: Principal Kirk Williams will respond to Broderick Christian Center explaining the Highlands Community Charter School current financial situation and need to delay negotiation for property.

D. Approve Minutes from Previous Board Meeting

President

Vote to approve the minutes of December 3rd and 29th, 2014.

Minutes

The following was a vote to approve minutes of December 3rd 2014, regular board meeting:

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. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers	Second	<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"/>
Ms. Linda Fowler		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total		4	0	1	2

Approved by majority vote.

The following was a vote to approve minutes of December 29th 2014, special board meeting:

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. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers	Second	<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"/>
Ms. Linda Fowler		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total		4	0	1	2

Approved by majority vote.

NOTE: Linda Fowler recommended having higher standards for the board minutes.

E. Public Comment

Non-agenda items: no individual presentation shall be more than (2) two minutes and the total time for this purpose will not exceed (20) twenty minutes. Ordinarily, Board Members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

Minutes

President Mike Brunelle provided an opportunity for members of the public to address the Board.

There were no public comments.

F. Principal's Report

Principal

This is a presentation of information which has occurred since the last Board Meeting.

Minutes

Principal Kirk Williams reported regarding raffle that the school held during the holidays, among students, which helped to keep average daily attendance up. He acknowledged the success in CAHSEE testing after receiving and reviewing the CAHSEE test report. He recognized three (3) students who graduated in December 2014.

G. Coordinators' Report

Coordinators

This is a presentation of information which has occurred since the last Board Meeting by Jacob Walker, Coordinator of Academics and Ward Allen, Coordinator of CTE.

Minutes

Coordinator of Academics Jacob Walker asked board to move Item IV. A. – Data Report.

President Mike Brunelle declares by the executive order, we are moving to the Item IV. A. – Data Report.

Jacob Walker presented average daily attendance charts (ADA). He explained that Highlands Community Charter School, as well as any other school agency reports its attendance three times during a school year. State aid is given to a school based on these reports. Apportionments are calculated three times for each school year: (1) the First Principal Apportionment (P-1) is calculated in February of the school year corresponding to the P-1 ADA ; (2) the Second Principal Apportionment (P-2) is calculated in June corresponding to the P-2 ADA, which is a sum of the P-1 ADA and P-2 ADA; and (3) the annual recalculation of the apportionment (P-3) is made in February following the school year and is based on the sum of the P-1 ADA, P-2 ADA and P-3 ADA.

Jacob Walker mentioned that school has a better chance of getting funding when enrolling students early in a school year; and we should let teachers know that they need to start recruiting right now.

Coordinator of Career and Technical Education Ward Allen reported regarding possibility to become a food distribution agency. Sacramento Food Bank will allow Highlands Community Charter School to distribute food at our premises twice a week (dry food only: no meat, dairy or perishables).

H. Student Leadership Report Student Leadership President

This is a presentation of information which has occurred since the last Board Meeting by Kevin Benjamin.

Minutes

The student leadership president was not present; therefore no student leadership report was made.

III. 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.

Minutes

There were no consent agenda items.

IV. 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. Student Data Reports

Jacob Walker

During Previous Board Meeting it has been suggested to present a Student Data Reports, to inform and update board members on our enrollment and average daily attendance.

Minutes

This item was presented to the board earlier on the agenda, during Coordinator of Academics report.

V. ITEMS SCHEDULED FOR ACTION

A. Revised Delivery Policies

Jacob Walker

General Instructional Delivery Policy; Internship and Externship Delivery Policy and Independent Study Policy.

Minutes

The following vote was made to approve all three (3) Delivery Policies: General Instructional Delivery Policy, Internship and Externship Policy and Independent Study Policy:

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. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers	Second	<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"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		5	0	0	2

Approved by majority vote.

B. Fiscal Policies and Procedures Manual

Kirk Williams

Review and adoption of HCCS fiscal policies and procedures.

Minutes

This item was tabled for the next board meeting.

C. Adoption of Gap Funding Plan

Kirk Williams

Presentation of a "Gap Funding Plan" for the balance of the 2014-2015 school year.

Minutes

Principal Kirk Williams presented a Power Point presentation and outlined the list of lending organizations and the options, terms and conditions under which those organizations can give our school a loan to fill gap in our funding. The list of organizations included: Capital Impact Partners, Gulf Coast Business Credit, and Twin Rivers Unified School District. After a thorough research it has been suggested to fill out an application for a “Gap Funding Loan” with Gulf Coast Business Credit.

LEA Representative Linda Fowler suggested removing Jack Duran’s name from this application and leave attorney section blank.

The following vote was made to submit the application with the Gulf Coast Business Credit for a gap funding loan:

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. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers	Second	<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"/>
Ms. Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		5	0	0	2

Approved by majority vote.

D. Charter School Revolving Loan Fund Application Kirk Williams

Approval to apply for the 2014-2015 school year Charter School Revolving Loan Fund up to \$250,000.

Minutes

The following vote was made to approve to apply for the 2014-2015 school year Charter School Revolving Loan:

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. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers		<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"/>

Ms. Linda Fowler	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		5	0	0	2

Approved by majority vote.

E. Employee Contracts

Mike Brunelle

1. Coordinator of Academics- Jacob Walker

Minutes

This item was tabled for the next board meeting.

2. Coordinator of CTE- Ward Allen

Minutes

This item was tabled for the next board meeting.

VI. ITEMS TO BE ADDED FOR NEXT MEETING

This portion of the meeting is reserved for the addition of agenda items for a following board meeting by any board member. Items may also be added to the agenda by any Board Member, the Principal, or a Coordinator, at any time prior to the public posting of the agenda.

The next monthly Board Meeting will be held on February 4, 2015.

VII. ADJOURNMENT

Minutes

Board President Mike Brunelle adjourned the regular board meeting at 7:25 p.m.