

# Highlands Community Charter and Technical Schools

## Special Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

Monday, January 26, 2015

Open Session: 3:30 PM

### **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

## Rationale for Special Board Meeting

During the initial stages of the school, several contracts for consulting were accidentally considered and voted on in closed session. Most of these involved people who would later become employees, but due to not having all the human resource policies and procedures in place, it made more sense to initially pay for the services of these eventual employees as consultants (contractors). But this may have inadvertently been against the Brown Act, since at the time they were not employees and consulting contracts cannot be considered in closed session, and thus to remedy any potential problems, any consulting contract that was considered in closed session is being brought back to the board in open session, in a special board meeting, so any potential issues would be resolved as quickly as possible.

### I. PRELIMINARY

#### A. Call to Order

##### Minutes

Vice-president Ward Allen called the special board meeting to order at 3:55 p.m.

#### 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. 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 Required:	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

No non-scheduled items requiring immediate action were presented.

### III. ITEMS SCHEDULED FOR ACTION

#### A. Gap Funding Approval

Treasurer

Approve Delta Managed Solutions Resolution for Gap Funding.

##### Minutes

The Highlands Community Charter School (HCCS) needs \$140,000 by January 27, 2015 to meet January payroll. To assist HCCS, Delta Managed Solutions (DMS) has located outside sources willing to loan \$140,000 to HCCS at a 6.50% annual interest rate and a 3% loan fee (this equates to a loan amount of \$144,350 to net approximately \$140,000). DMS is acting as the lender on this Note and as liaison for all receipts and payments between the third-party lenders and HCCS. However, DMS is not receiving interest or fees on this transaction.

The following vote was taken to approve the promissory note resolution with background information:

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. Murdock Smith		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers	Motion	<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"/>
<b>Total</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>

### IV. ADJOURNMENT

##### Minutes

There being no further business, vice-president Ward Allen adjourned the meeting at 4:05 p.m.