

# Highlands Community Charter and Technical Schools

## Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

August 7, 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, 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.

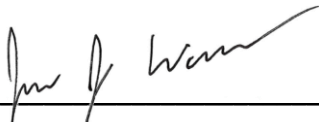
The original copy of the open session minutes are signed by the Secretary of the Board and approved by the Board. Original minutes are bound in chronological order, volumned by fiscal year and paged consecutively. The following documents are bound with the official minutes and referred to in the text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

Vice President

Meeting was called to order at 6:02 PM

### 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler, LEA Representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Murdock Smith, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dr. Doyle Redford, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Josie Washington, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quorum Required:	<b>4</b>	<b>Of 7</b>

## II. NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

No non-scheduled items were brought up.

### A. Call to order of Open Session

Vice President

Open Session was called to order at 6:03 PM

### B. Flag Salute

Vice President

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

No actions to be reported, as Closed Session took place after Open Session.

### D. Public Comment

Matt Powers shared about a great meeting at the Cops & Clergy Community Event and made comment on a great job done by Lee Farrand, Transition Specialist of Highland Community Charter School. At the AB86 event at SCOE, Ward and Linda made contact with Sue Warner at Los Rios CTE Program, in an attempt to expose Los Rios Community College to Los Angeles Tech model and that of Highlands Community Charter School.

### E. Principal's Report

Kirk said there was good news to report. New classified staff began this week and is in staff development. We have 141 students enrolled. We are confident in reaching the 200 student enrollment mark. An ad has been placed in News & Review. Letters for parents were sent to schools with interest in holding the CBED program. Students could start to take letters home to parents in an attempt to enroll more students now before classes begin next week. This week we had new furniture delivered, we had DMS

training for the School Secretary and Principal (in purchase orders and payroll). We discussed with DMS that basic needs of the school have to be covered now. PENSEC numbers will be done soon. The Grant providers are not returning communication but have said they are waiting on Federal Government to answer on our Grant (which is paying for a lot of big ticket items such as our new furniture). We would like to adopt the CASAS Exam for a school as a tool we can use to place students correctly in their classes.

**F. Coordinators’ Report**

Jacob, Coordinator of Academics, reports that we are making forward progress. Teachers begin training next week (including policy, procedures, curriculum that will target our population, lesson study, approaches to improve learning, etc.). Twin Rivers Unified School District hired a company to replace filters and service our air conditioning systems. Bathrooms are not usable and need to be fixed, we also need to service the alarm system, fix wire hazards. Ward, Coordinator of CTE, discussed a meeting with Twin Rivers Unified School District regarding trucking equipment. From CalTrans, 57 members possibly will be trained with us for Rollover and Recovery, as part of the technical school. Negotiations with Senior Gleaners are done. We will visit the Department of General Services tomorrow to see their surplus items.

**III. CONSENT AGENDA ITEMS**

**A. CharterSAFE**

The following was the vote to elect monthly instalment payments for the CharterSAFE invoice:

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		<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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
<b>Total</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>

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

##### A. Portable Classrooms

Ward Allen

These are to be placed at Senior Gleaners around October. On lease, it will cost around \$320 monthly. We have options to purchase, lease or lease to purchase. Delivery and set up will cost about \$4,000.00. The following is the vote to pursue getting the lease:

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		<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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
<b>Total</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>

#### V. ITEMS SCHEDULED FOR ACTION

##### A. Proposed School Policies

Jacob Walker

The Internet Acceptable Use Policy, Policy on Teacher Qualifications and Recognition of Core Subjects, Student Absence Policy, and Alignment with Educational Content Standards Policy were approved with the following 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		<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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
<b>Total</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>

## VI. CLOSED SESSION

### A. Call to order of Closed Session

Vice President

Open Session was called to order at 6:58 PM

### B. Public Employment

#### 1. Title: Truck Driving Paraeducator

The following was the vote to hire Sergey Ivanyak for the position of Truck Driving Paraeducator.

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		<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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
<b>Total</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>

## VII. ADJOURNMENT

The board adjourned at 7:03 PM