

Highlands Community Charter and Technical Schools

Regular Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

August 21, 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.

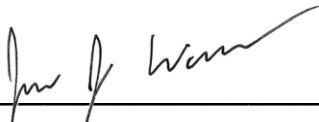
The original copy of the open session minutes are signed by the Secretary of the Board and approved by the Board. Original minutes are bound in chronological order, volumned by fiscal year and paged consecutively. The following documents are bound with the official minutes and referred to in the text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

President

Meeting was called to order at 6:11 PM

B. Roll Call

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 checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Murdock Smith, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dr. Doyle Redford, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Josie Washington, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quorum Required:	5 Of 7	

II. NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

No non-scheduled items were brought up.

III. OPEN SESSION

A. Call to order of Open Session

President

Open Session was called to order at 6:11 PM

B. Flag Salute

President

C. Reporting of Actions Taken in Closed Session

Closed session was delayed until after open session. Closed session items were reported after closed session.

D. Public Comment

Urban League discussed about the STRIPE Program having 35 people waiting for placement into the union. There is a strong interest in the Truck Driving, Pre-Apprenticeship and Entrepreneurship Programs at our school and the Urban League is willing to help spread the word about our school at their orientation. They have asked our school to make a list of expenses that the Urban League can cover for these programs (drug test, permit tests, pre skill activities, etc.). Our Transition Specialist, Lee Farrand, will be at Urban League part-time, starting next week. She will help spread awareness of our school and answer any questions about our school and our programs.

Matt Powers commented on making a connection with the Union Gospel Mission and United Christian Centers who have interest in sending students to our school. Federal halfway houses are making a comeback, being supported by the GEO Group may possibly have one in West Sacramento. Transportation would be an issue on getting students to the school, but is something that can be worked on. We would like to meet with Kathy Hamilton from Elk Grove Unified School District to receive insight and direction, to steer this effort in the right direction. Also, it has been asked for Director Murdock Smith, to provide the school with an outline of the process which we would take to make an agreement like this, to do it right and learn from it. This is the best solution for this population of students to set them on the right path.

E. Principal's Report

Principal, Kirk Williams, shared about our first week of school. Our students are quality students, and we are still enrolling students. Of the 191 we had enrolled before the start of the year, we have had an average of 46-55 students daily. Jacob shared that there are transportation issues for students, other students have received job offers and have not come. There is also a CBEd issue, as there are about 40 CBEd students, but no CBEd location yet. These are stable students we can get and are losing out on. We will focus more on the students coming in to enroll now, because they want to start now. We have placed Craigslist advertisements in 8 sections, which have produced a lot of phone calls and interest. PENSEC was reported last week with our enrolled numbers. Kirk has visited schools and churches with our CBEd Teachers in the Las Palmas and Rio Linda communities, asking if they would allow space to hold our CBEd classes. One parish in particular was interested and would allow classes to begin soon. Since Twin Rivers Unified School District does not want a partnership with us for the CBEd classes, we have to go out and look for ourselves. If in the future they would want to form a partnership, we would do it. Tonight, our CBEd Teachers are at the DELAC Meeting to educate themselves on English language Academics and building a successful program for our school. We have two AC units that are down in classrooms with students. We have reached out to Twin Rivers Unified School District for repairs on these units. The Grant status, we are told, is still in the hands of Federal lawyers.

F. Coordinators' Report

Jacob Walker, Coordinator of Academics, is concerned with the low attendance numbers. Teachers are doing very well in their classes. Ward Allen, Coordinator of CTE, shared about an AB86 meeting with Sue Warner with Los Rios Community College. We discussed about a possible Articulation Agreement to form a partnership with Los Rios Community College and our Truck Driving Program. For our Pre-Apprenticeship program, we are still waiting to get a final cost to run the program. Students are anticipating starting the program September 19, 2014.

IV. CONSENT AGENDA ITEMS

A. California Department of Education Academic Criterion

The following was the vote to use the CASAS Exam to compare student performance, on an objective assessment of basic skills in English Language arts:

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith	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"/>
Total		5	0	0	2

V. ITEMS SCHEDULED FOR INFORMATION & DISCUSSION

A. Conflict of Interest Bylaws Jacob Walker

The conflict of interest was discussed. It was agreed that we would wait until the outcome of Assembly Bill 913 was announced, to make changes to our bylaws.

B. School Logo Kirk Williams

The Board agreed that options #3 and #8 would be great, but need revision before making a final vote on a logo.

C. CBEd & School Calendar Changes Jacob Walker

The board was informed that changes would be coming to our calendar to accommodate CBEd and the delay in implantation by the district.

D. Job Descriptions Kirk Williams

The Following was a vote to approve the Job Descriptions for CTE Coordinator and Coordinator of Academics.

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

E. Public Employee Evaluation Instruments **Kirk Williams**

Evaluation instruments were given to both Classified and Certificated Staff member for them to review. Classified staff was happy with their Evaluation tool and will be evaluated on a 1-5 rating system. Our Certificated staff had comments on the evaluation tool and is still evaluating it. They will be evaluated on an A-F grade scale. Director Linda Fowler, suggested a more objective, fact based evaluation rather than the more subjective evaluation tool we have for our staff. Once we have the feedback from Certificated staff, we will vote on both Classified and Certificated Evaluation tools.

F. Use of Mathnasium for Educational Purposes **Kirk Williams**

We discussed the possibility of using educational entities, such as Mathnasium, to hold a classroom on our campus to benefit our students and other students of the community. Financially, if it works, it would be a great opportunity for our students to get help with their math skills.

G. Potential Los Rios Partnership **Ward Allen**

Please refer to the Coordinators' Report above for discussion on the potential Los Rios partnership.

VI. ITEMS SCHEDULED FOR ACTION

A. Proposed School Policies **Jacob Walker**

The following was a vote to approve the proposed Policy on Materials that have a Copyright:

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	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"/>
Total	5	0	0	2

B. 401a Agreements

We have received signature back from Sacramento County of Education.

VII. ITEMS TO BE ADDED FOR NEXT MEETING

Discuss the idea of implementing a Certificate of Functional Education for ELD students and possibly other milestones (lower/mid-level English Program for students enrolled in CTE Courses). Discussion and possible vote for logo, evaluation instruments, calendar and bylaw changes, contracts for Principal, CTE Coordinator and Coordinator of Academics.

VIII. CLOSED SESSION

A. Call to order of Closed Session

President

Open Session was called to order at 8:09 PM

B. Public Employee Contracts

1. Title: Principal- Kirk Williams

No action was taken.

2. Title: CTE Coordinator- Ward Allen

No action was taken.

3. Title: Coordinator of Academics- Jacob Walker

No action was taken.

4. Title: Educational Consultant- Derrick Aguiar

This vote was to amend Derrick Aguiar’s contract as Educational Consultant maximum pay, from \$8,000 to \$11,000:

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		<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	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"/>

Total	5	0	0	2
--------------	----------	----------	----------	----------

IX. ADJOURNMENT

The board adjourned at 8:12 PM