

# Highlands Community Charter and Technical Schools

## Regular Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95821

January 7, 2016

Thursday, 2:00 P.M.

### 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



Date



# Highlands Community Charter and Technical Schools

## Regular Board Meeting Minutes

1333 Grand Avenue, Sacramento, CA 95838

January 7, 2016

Thursday 5:00 PM

### **Instructions for Presentations to the Board by Parents, Students and Citizens**

Highlands Community Charter School (HCCS) welcomes your participation at the schools Board Meetings. The purpose of a public meeting of the Board is to conduct the affairs of HCCS in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to audience members at the door to the meeting
2. Blue "Request to Speak" cards are available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment".
3. "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to 2 minutes and total time allotted to non-agenda items will not exceed (20) twenty minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your blue request card and you will be given an opportunity to speak for up to (5) five minutes when the Board discusses that item.
5. When addressing the Board, speakers are requested to state their names and address from the podium and adhere to the time limits set forth.
6. Citizens may request that a topic related to school business be placed on a future agenda in accordance with guidelines in the Board Policies. Once such an item is properly on the agenda and publicly noticed, the Board can discuss, respond and possibly act on that item.
7. In compliance with the Americans with Disabilities Act (ADA) and upon 72 hour request, the school may furnish auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternatives modification of the agenda in order to participate in Board Meetings are invited to contact the Principal's office.

## I. PRELIMINARY

A. Call to Order 5:02 P.M.

President

B. Roll Call

President

Director	Present	Absent
Mr. Ward Allen, Corporate President, Non-Voting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler, LEA Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford, Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Sharon Rocco, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Ricky Jones, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Murdock Smith, General Manger, Non-Voting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Cregar, Legal Counsel, Non-Voting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quorum Required:	3 of 5	

Tom Cregar Present by cell phone

## 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

None

## III. CLOSED SESSION 5:02 P.M.

President

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.



**A. Anticipated Litigation – Legal Counsel**

**Tom Cregger**

1. **Number of Potential Cases: Two (Gov't. Code Sec. 54956.9(d)(1))**

**B. Public Employee Discipline/Dismissal/Release (Gov't. Code Sec. (54957(b)(1) 1 Item**

**IV. OPEN SESSION 600 P.M.**

**Secretary**

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

**A. Call to Order of Open Session**

**President**

**B. Flag Salute**

**Secretary**

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

**President**

Minutes

Board members received direction from Legal Council by teleconference call.

**V. 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 Board's vote on them. The Principal recommends approval of all the consent items.

Minutes

None

## **VI. 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. Update on the Web Site Upgrade**

**John Suhr, I.T.**

#### **1. Presentation by CEO of Update Studios**

#### Minutes

Correction of the name of the company: It should read Uptown Studios and the Project Manager is Tonya Torres. Ms Torres gave a full description of what her company would do before creating the website, including Human- Centered Design focus groups with partners, staff and students, to build the website to be unique for HCCTS and to be more user friendly. Typical time frame from beginning to approve approximately four months. Ms Fowler wants to have strict accountability regarding access to the website and what can be changed. Ms. Fowler wants to have a policy and procedure guide for all staff.

### **B. Financial Report**

**General Manager**

Report of the Finances, discussion and possible action.

#### Minutes

Income loan of \$400,000 to be received on Monday, January 11, 2016. February 1, HCCTS to receive new apportionment funds. March 1- to receive new ADA money.

#### **1. Update of Current Attendance.**

**Lee Farrand**

#### Minutes

P-1 321 Final count.

P-2 Will be due March 25. Total funding will go up from \$10,268 to \$10,591. Plus supplement funds from ESL and Low Income.

CTE Grant will only be \$60,000. But, with additional information to be submitted, we may qualify for additional funds: As in Unduplicated funds (EL or free Lunch).

## **C. General Manager Report (Academic & CTE)**

**General Manager**

### Minutes

1 - John Suhr will start a new class – Microsoft Office in Building F.

2 - Diane Spence opens the new ECE class to students on Monday, January 11, in Building C. Children won't start until January 19<sup>th</sup>.

3 – Amanda Aquirrer to teach a new Bridge English class starting January 11, - 2 paths – Students to continue to High School Level or to go on to a CTE option.

## **D. Public Comment**

**President**

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

None

## **VII. ITEMS SCHEDULED FOR ACTION**

This portion of the meeting is reserved for general discussions within the board in which the board may give direction to staff. Formal motions, action and resolutions may also be voted on during this portion of the meeting.

### **A. Approve the Recommended Dress Code Policy – Michael Roessler for Employees**

Report of the new committee of the proposed Student Dress Code Policy.

### Minutes

Board members are in agreement to the new Dress Code Policy and to have it added to the Employee Handbook.

Motion Carries

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sharon Rocco	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		4	0	0	1

**B. Discuss and Authorize the Repair or Replacement – Secretary of the Heating and Air Conditioning unit for Building C. Estimated repair \$20,000.**

Minutes

Item B was addressed out of order. Discussion and vote followed Item VI. C. Two new Heating/AC units to be repaired or replaced on the roof top of Building C still needs to be completed before children can be present. This vote is pending the approval to get it done ASAP. HCCTS to fund it first then ask later for TRUSD to reimburse. Motion carries

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sharon Rocco	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		4	0	0	1



**C. Authorize the Change and Addition of -  
Signature Cards With Mechanics Bank.**

**General Manager**

Minutes

Currently the signing parties are Kirk Williams and Jacob Walker. The School Board changes are to add the following: The new signers will be all Board Members: Matt Powers, Linda Fowler, Doyle Radford, Sharon Rocco and Ricky Jones with the Primary Signers to be Murdock Smith and Ward Allen.

Motion Carries

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Powers	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fowler		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doyle Radford		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sharon Rocco	Sharon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		4	0	0	1

**VIII. 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.

Minutes

None

**IX. Review Board Oversight Calendar**

Minutes

None



## **X. BOARD MEMBER COMMENTS AND REQUESTS**

**President**

Opportunity for Board Members to give comments and staff direction.

### Minutes

- Linda Fowler – would like the Board to recognize Josie Washington by inviting her and her husband to the January 14, 2016, HCCTS Graduation. During graduation present Ms Washington with a plaque.
- All Board Members have been invited to the Graduation to be held at Life Point Church of the Nazarene, 7200 Rio Linda Boulevard, Rio Linda, C A 95673. HCCTS will graduate 29 students. Speakers will be Murdock Smith, Ricky Jones and 2 students.
- Diane Spence will hold an Open House for the new ECE class with the date TBD.
- Sharon Rocco has furniture, toys and other items to donate to the new ECE program.
- Sharon Rocco has clothing to donate to the Hccts Clothes Closet.
- Sharon Rocco commented on the idea that was presented earlier in the year to have a polo shirt with HCCTS logo on it given to each student. She is in favor of this idea.
- Linda Fowler reminded everyone that RLHS has a class that makes these logos for a fee and she suggested that this be researched and considered.
- Murdock Smith made the comment that the open position for custodian will be filled by February 1<sup>st</sup>.
- Murdock Smith asked Connie Swink to research a Board Clerical position and has approval in advance to find training classes to attend.
- Matt Powers commended Ricky Jones for being appointed to an oversight committee in the Police Department. This was a pleasant surprise.

## **XI. ADJOURNMENT 7:24 P.M.**