

**Board Meeting/Closed Session  
Highlands Community Charter School  
Board of Directors**

**Perko's  
9647 Micron Ave, Sacramento, CA 95827  
Saturday May 4, 2013  
3:00 PM**

For purposes of describing closed session items pursuant to California Government Code Section 54954.2, the agenda may describe closed sessions as provided below. No legislative body or elected official shall be in violation of Section 54954.2 or 54956 if the closed session items were described in substantial compliance with this section. Substantial compliance is satisfied by including the information provided below, irrespective of its format.

- a) With respect to a closed session held pursuant to Section 54956.7:

**Discussion – Business License Highlands Community Charter School  
DBA – Highlands Community Technical School**

- b) With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

- i. Property: 5470 Windmill Way Ste. #6 Carmichael, CA 95608

Agency Negotiator: The Windmill

Negotiating Parties: Lynn and Steve Jensen (916) 730-3989

Under Negotiation: Use of space (16 seats) M-F, 8-5 on a month-to-month basis for VESL Program. Terms are inclusive of utilities and maintenance. Monthly term, \$200.00

- ii. Property: 1251 Del Paso Blvd Sacramento, CA 95815

Agency Negotiator: North Adult Day Reporting Center

Negotiating Parties: Chris Timpson (916) 875-0260

Under Negotiation: Use of space (24 seats, 16 classroom plus 8 computers in Lab) M-F, 8-8 on month-to-month basis for High School Program. Monthly term - Free.

**PUBLIC EMPLOYEE APPOINTMENT**

Title: Principal  
Vice Principal  
Lead Teacher – Industrial Education

**REGULAR BOARD MEETING**  
**Highlands Community Charter School**  
**Board of Directors**

**Perko's**  
**9647 Micron Ave, Sacramento, CA 95827**  
**Saturday May 4, 2013**  
**3:00 PM**

**Instruction 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 Board Policy # . Once such an item is properly agendized and publically noticed, the Board can discuss, respond and possibly act on such an 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 Principals office.

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by the President at \_\_\_\_\_.

**B. ROLL CALL**

	<b>Present</b>	<b>Absent</b>
1. Mr. Ward Allen, Vice President	_____	_____
2. Mr. Mike Brunelle, President	_____	_____
3. Mr. Tom Burruss, Treasurer	_____	_____
4. Ms. Frances Hesselbein, Director	_____	_____
5. Ms. Margot Daniels Tyler, Director	_____	_____
6. Mr. Jacob Walker, Secretary	_____	_____
7. Mr. Kirk Williams, Principal	_____	_____
8. LEA Trustee, TBA	_____	_____
9. WIA Trustee, TBA	_____	_____

**C. FLAG SALUTE** Mr. Burruss

**D. REPORT ACTION TAKEN IN CLOSED SESSION** Mr. Brunelle

**E. APPROVE MINUTES FROM BOARD MEETINGS** Mr. Brunelle

1. November 18, 2012	Page 7
2. February 21, 2013	Page 10
3. March 16, 2013	Page 14

It is recommended that the Board approve Minutes from May 4, 2013

Motion: \_\_\_\_\_ Action: \_\_\_\_\_  
 Second: \_\_\_\_\_ Vote: \_\_\_\_\_

Corrections: \_\_\_\_\_

**II. COMMUNICATIONS**

B. 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.

C. Principal/Financial Report: Mr. Williams  
This is a presentation of information which has occurred Staff  
since the last Board Meeting.

D. Board Report: Mr. Brunelle  
This is a presentation of information which has occurred  
since the last Board Meeting.

### 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 be no discussion of these items prior to the Boards vote on them. The Principal recommends approval of all the consent items.

- A. Approval of Invoice – Young Minney & Corr Page 16
- B. Certificated Personnel Action Report  
Adopt Job Descriptions
  - a. Principal Page 17
  - b. Vice Principal Page 19
  - c. Lead Teacher – CTE Page 21

It is recommended that the Board approve Consent Agenda items A through B.			
Motion:	_____	Action:	_____
Second:	_____	Vote:	_____
Items Removed:	_____		

### IV. ITEMS SCHEDULED FOR ACTION

- A. Adoption of School Policy (01050413 Board Meeting Policy) Page 23

It is recommended that the Board approve Action Agenda item A.			
Motion:	_____	Action:	_____
Second:	_____	Vote:	_____

B. Adoption of School Policy (02050413 Harassment Policy) Page 26

It is recommended that the Board approve Action Agenda item B.			
Motion:	_____	Action:	_____
Second:	_____	Vote:	_____

C. Adoption of School Policy 03050413 Drug-Free Policy Page 30

It is recommended that the Board approve Action Agenda item C.			
Motion:	_____	Action:	_____
Second:	_____	Vote:	_____

E. Adoption of School Policy (04050413 Health/Safety Policy) Page 32

It is recommended that the Board approve Action Agenda item D.			
Motion:	_____	Action:	_____
Second:	_____	Vote:	_____

**V. ITEMS SCHEDULED FOR INFORMATION**

A. NJSD/Delta Charter Proposal Mr. Williams  
Mr. Walker

B. Discussion – Meeting Location/Time for Future Meetings Mr. Brunelle

**VI. ADJOURNMENT**

# Minutes of 11-18-2012 Board Meeting

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Minutes/Meeting Notes by Jacob J. Walker

The board meeting on Sunday, November 18, 2012 was the second official meeting of the Board of Directors of the Highlands Community Charter School. A general consensus of the group showed preference to having current meeting discussions being flexible, such that topics of discussion were sometimes revisited. To help keep these topics clear, they are presented by topic, with corresponding motions and votes, with the major topics voted upon listed in chronological order.

## **Date, Time, Location**

11/18/2012, 1:33 pm to 3:17 pm, Winona Center 3222 Winona Way, North Highlands, CA 95660

## **In Attendance**

- Mike Brunelle
- Kirk Williams
- Ward Allen
- Jacob J. Walker
- Thomas W. Burruss (For part of the meeting via phone conference)

## **Agenda**

- I. Legal Services Agreement – Kirk
- II. Budget – All
- III. Grants – Jacob
- IV. Timelines
- V. Other
- VI. Adjourn

## **Meeting**

### **Call to Order**

The meeting was called to order at 1:33 pm by Mike Brunelle. Tom Burrus was initially absent from the meeting, but a quorum existed, and Tom joined later in the meeting briefly via teleconferencing.

## **Name of the Non-Profit Corporation & School**

Ward moved to officially name the school and non-profit to “Highlands Community Charter School”. Kirk seconded the motion, and the board voted unanimously to approve the motion with Tom Burruss absent.

## **JPA Discussion**

The board discussed that there will be a meeting with SETA on December 5, from 2:30 pm to 3:30 pm. It was suggested that the petition is written with the JPA as part of it, and a preface up-front that explains the importance of the JPA, and that it would need to also have approval. No motions were made.

## **Discussion and Tabling of the Budget**

Kirk shared his proposed budget with board. At this time Tom Burruss joined via conference call. It was suggested that every program must be able to fund itself, and not have one program carry another. Mike and Ward asked for a cost/benefit analysis of each program to show what a break-even point would be for each one. Kirk said he would be happy to do this. Ward moved to table the budget until the next meeting, and Kirk seconded. The board voted unanimously to approve the motion, with Tom voting via teleconference.

## **Discussion about Loans from Ward for Seed Money**

There was discussion of whether funding provided by founding board members could be a loan, and paid back to them. Tom had some legal concerns and said he would check with his CPA about this. Thus far Ward has spent \$1,000 for a CCSA and \$500 to open a checking account, but the money has not been deposited by Tom, due to his concern it might not be able to be returned. Ward is also willing to lend \$2,500 for the retainer of an attorney, subject to what Tom learns. No motions were made.

## **Board Members**

Ward discussed how Frances Hesselbein and Margot (Margaret) Daniels Tyler have both informally said they would be willing to serve on the board, and would be good additions to the board. Ward moved to appoint Frances Hesselbein and Margaret Daniels Tyler to the Highlands Community Charter School board. Jacob seconded the motion. The board voted unanimously to approve the motion, with Tom voting via teleconference.

It was discussed that Ward would send an email to Frances and Margot, and that we would figure out how they wished to participate, with Skype® being recommended as an option. After the vote and discussion Tom had to hang up from the teleconference due to time constraints.

## **Minutes from the Previous Meeting**

Due to earlier technical difficulties, the previous minutes were not printed out at the beginning of the meeting, but had been emailed out. Jacob printed the current copy, based upon revision recommendations from the board. Two small errors were found by board members. Ward moved to approve the previous minutes with corrections designated by the board. Kirk seconded the motion. The board voted unanimously to approve the minutes with Tom Burruss absent.



## **Legal Services Agreement**

There was discussion about the legal services agreement with Young, Minney & Corr, LLP. Due to uncertainty about the ability for Ward to loan money to pay for the services, and that the services were not immediately needed, Kirk moved to table discussion to the next meeting. Jacob seconded the motion, and the board voted unanimously to approve the motion with Tom Burruss absent.

## **Discussion of Petition Items**

Jacob shared parts of a very rough draft of some petition items. These were discussed briefly. Mike volunteered to research Special Education requirements more. Jacob & Kirk said they would both work more on independent study. Ward said he would research and work on Return Rights of Employees, Dispute Resolution Procedures, and Employee Representation, by talking with TRUE as well as looking at the current teacher contract.

## **Measurable Pupil Outcomes**

Jacob discussed having the charter have four School-wide Student Learning Outcomes that would be capable of fitting all programs, and align with regulatory and accreditation needs. After discussion the following School-wide Student Learning Outcomes were proposed to the board:

- Students will achieve academic success
- Students will complete their education goal with our school
- Students will go on to postsecondary education and/or a career
- Students will gain recognition and celebrate their achievements

Ward moved to approve these as the School-wide Student Learning Outcomes. Mike seconded the motion. The board voted unanimously to approve the motion with Tom Burruss absent.

## **Discussion of the Next Board Meeting**

There was discussion about having the board meetings potentially on a weekday after 3:00 pm. Mike said he would email the group, and call a meeting after sufficient feedback.

## **Motion to Adjourn**

At 3:17 pm, Jacob moved to adjourn the meeting. This was approved unanimously.

# Minutes of 02-21-2013 Board Meeting

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Minutes/Meeting Notes by Jacob J. Walker

A board meeting of the Highlands Community Charter School was conducted in-person on 2/21/2013. A general consensus of the group showed preference to having current meeting discussions being flexible, such that topics of discussion were sometimes revisited. To help keep these topics clear, they are presented by topic, with corresponding motions and votes, with the major topics voted upon listed in chronological order.

## **Date, Time, Location**

02/21/2013, 3:30 pm to 4:30 pm, Perko's Restaurant, 9647 Micron Ave, Sacramento, CA

## **In Attendance**

- Mike Brunelle
- Kirk Williams
- Ward Allen
- Jacob J. Walker

## **Agenda**

- I. Legal Name of the Non-Profit Corporation
- II. Bylaw Changes
- III. Petition Submission, and other School Districts

## **Meeting**

### **Call to Order**

At 3:30 pm, the meeting was called to order. The four out of seven board members present formed a quorum, so business could proceed.

### **Legal Name of the Non-Profit Corporation**

A discussion occurred about the legal name of the non-profit corporation, with a discussion of Tom Burruss's concern that we had removed "Adult" from our name. Ward Allen explained that he had contacted the IRS, and made the correction with them, so we can proceed with the name we approved at the 11-18-2012 board meeting: "Highlands Community Charter School"

## **Bylaw Changes**

The board members discussed the proposed changes that Jacob had sent to the board during the week, with the following being the potential changes, and the decision by the board:

### **Addition of a Postsecondary School in the Purpose**

By general consent all board members thought adding the Postsecondary School to the bylaws was a good idea. Ward brought up the possibility of adding “ex-offenders” to the purpose, but after discussion, the consensus was that leaving a more broad purpose is better, as the bylaws specifically say that the board needs to take actions within its purpose.

### **Minimum and Maximum Number of Directors**

Jacob had suggested adding a minimum required number of directors to being 3, and Ward suggested adding a maximum to being 11. After discussion, while the group generally felt that it was important to not have too many board members, as to not to unduly slow down the process of deliberation and decision making, that increasing the maximum to 11 would be a good idea, with the intent to generally have less than this maximum. A motion was made by Mike Brunelle, and seconded by Kirk Williams, and voted unanimously, to have this minimum and maximum set in the bylaws.

### **Conflict of Interest and Discussion of Board Members as Potential Employees**

Via email, Jacob had originally proposed that Lisa Corr’s recommendation that board members not be allowed to be employees, as per one interpretation of California Law, should be adopted. But, Ward Allen had produced several examples of Charter Board Bylaws that allowed, or even required one or more employees to be on the board. Further, one of these examples, from the Gateway charter school, came from a school approved by Twin Rivers. Based upon this evidence, Jacob dropped his proposal to change the bylaws, and that the original language of no more than 49%, as per the California general requirements for Nonprofit Corporations should stand. This was generally met with agreement, and no motion was required as no change would occur. There was also discussion during this time of whether Kirk Williams is a voting board member. As no resignation was ever given, and he is not employed by the charter school (as currently there are no employees) and as discussed, the bylaws do not preclude employment of board member (only of too many employees), it was recognized that he is voting board member. But, it was clarified that past thoughts about him not being a voting member, were based upon the Conflict of Interest clause, which needs to be followed by all board members, that they will recuse themselves of any vote that directly has a financial interest for him or herself (or other interest defined by the bylaws or in law).

## Proposed Meeting Dates

By general consensus, the meeting dates will be set to the first Saturday of each month, at 2 pm, at a location to be specified for each meeting. A motion to this effect was made by Mike Brunnelle, seconded by Jacob Walker, and approved unanimously.

## Non-Discrimination Policy

Jacob had expressed concerns that by the original definition of “discrimination” which simply meant “an act or instance of discriminating, or of making a distinction”, such as being a “discriminating consumer” meaning in essence that one is choosy. Although the current definition is also valid “treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit”

Specifically, his concern is that in the case of age, disability, and past criminal convictions, that the board may be legally required to discriminate, in the sense that a person’s categorization by their age, disability, or past criminal conviction requires them to not be employed for specific jobs, or possibly not be a student. As an example he had sent in email: “For example, we can never hire sex offenders; that is the law. By our first set of wording, it might have put us in a legal bind. We also don’t have to hire people who are blind to drive trucks, as there is no reasonable accommodation for this disability in this job, and often as a school we must have rules that differentiate, and thus de facto discriminate, between students based upon their age.”

Ward said that he had gotten the original language directly from a Federal form. By general agreement, the original language would stand. But, it should be noted that after the meeting, to address Jacob’s concern, he added “except where prohibited by law” to the non-discrimination station, which is a clarification in line with the thinking of the board.

## General Motion to Approve Bylaw Changes Discussed

Mike Brunnelle motioned to approve the bylaw changes as discussed, seconded by Kirk Williams, and approved unanimously.

## Submission of Petition

It was generally agreed, that after changing the bylaws, and putting them back into the petition, that the petition should be submitted on Friday 2/22/13. Further, the board discussed submitting similar petitions to several school districts, with the following table being a summary of which school districts and which type of charter school focus each petition would have:

School District	Focus of Charter
Natomas	General Adult Education
Sac City	General Adult Education
Elk Grove	Ex-Offenders
San Juan	General Adult

	Education
<b>Roseville</b>	General Adult Education
<b>Woodland</b>	Ex-Offenders

The approval of submitting the current petition to TRUSD, and starting the process of revising the petition for the other districts was motioned by Jacob, seconded by Kirk and approved unanimously.

### **Motion to Adjourn**

At 4:30 pm, Jacob moved to adjourn the meeting. This was approved unanimously.

# Minutes of 03-16-2013 Special Board Meeting

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Minutes/Meeting Notes by Jacob J. Walker

A board meeting of the Highlands Community Charter School was conducted in-person on 3/16/2013. A general consensus of the group showed preference to having current meeting discussions being flexible, such that topics of discussion were sometimes revisited. To help keep these topics clear, they are presented by topic, with corresponding motions and votes, with the major topics voted upon listed in chronological order.

## **Date, Time, Location**

03/16/2013, 9:00 am, Perko's Restaurant, 9647 Micron Ave, Sacramento, CA

## **In Attendance**

- Mike Brunelle
- Ward Allen
- Thomas W. Burruss
- Kirk Williams
- Jacob J. Walker

## **Agenda**

- IV. FoodLink partnership
- V. Tuesday's Presentation to Twin Rivers

## **Meeting**

### **Call to Order**

At 9:11 am, the meeting was called to order. The five out of seven board members present formed a quorum, so business could proceed.

## **Potential FoodLink Partnership**

Ward discussed about previous connection to FoodLink with Sac City Unified and his past work with them as an organization, and the positive relationship that existed. Ward, Kirk, and Jacob discussed the very positive meeting on 3/15/2013, with John Healey, President & CEO of FoodLink, and how he is interested in partnering with us to help run a truck driving and other programs at FoodLink's site. Kirk informed the group that on Tuesday April 9, there will be a FoodLink Board Meeting, and that he recommended several of the HCCS board members attend that meeting.

Ward recommended continuing forward with the charter school petition with Twin Rivers, and to make an additional petition to go to Sac City Unified School District, whose boundaries includes FoodLink's campus. Jacob also reminded the board, that if an adult-serving charter is approved by any district, that it does not have the jurisdictional boundary issues of a standard charter school, but all on the board (including Jacob), agreed that it is best to work collaboratively with the school districts, whose territory a campus may be within.

It was discussed what type of focus the charter school petition for Sac City would have. Jacob recommended a focus on at-risk adults, as this clearly includes the ex-offender focus, and also can include the homeless, and ESL students. There was general consensus that this was a good idea. Jacob recommended waiting until we see what concerns Twin Rivers legal counsel might raise on Tuesday, which was also generally agreed upon by the board members.

A motion was made by Kirk Williams to pursue a partnership for training at-risk adults with FoodLink. Tom Burruss seconded the motion, and there was unanimous consent.

## **Tuesday's Presentation the TRUSD Board**

There was discussion about the logistics of the presentation of the HCCS Charter School Petition to the TRUSD Board on Tuesday, 3/19/2013. Ward asked Jacob to meet with Tom Janis of TRUSD on Monday morning, which Jacob agreed to. Ward is going to work on getting a dignitary to introduce the charter school to the board, with our hope to have Susan McKee from Senator Steinberg's office to open the presentation. Ward is also going to create binders for every board member that includes letters of support along with the official petition. After Susan or another dignitary speaks, Mike will introduce himself and speak a little, and then Jacob will present the PowerPoint to the TRUSD Board. Jacob will work with Kirk this weekend to improve the PowerPoint presentation.

## **Adjournment**

Meeting adjourned at 10:07 am

**Invoice**  
**Young, Minney and Corr, LLP**



# Highlands Community Charter School

## Job Description: Principal

Date Adopted:

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Exempt, 12 Month - 220 Days

Salary Range: \$95,000 - \$120,000

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### **BASIC FUNCTION**

Under direction of the Board of Directors, the Principal will serve as an innovative educational leader and administrator of HCCS programs. Plan, organize, direct and control the operation of the HCCS including development of courses, schedules, and curriculum; Supervise certificated and classified staff.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Plans, organizes, coordinates, supervises and administers educational programs.
- Keeps the Board of Directors informed regarding all developments of the school, including but not limited to, school finance, personnel, programs, legal status and strategic plans.
- Maintains a cooperative working relationship with the sponsoring Local Education Agency (LEA). Submits periodic and annual reports, applications and renewal applications as necessary to satisfy the ongoing operation of the school.
- Meets with advisory groups and individuals.
- Selects and organizes new courses of instruction.
- Prepares class schedules and catalog of courses.
- Evaluates the effectiveness of courses in meeting needs of students.
- Serves as educational leader of schools curriculum committee, budget committee and to the Board of Directors.
- Serves in a liaison capacity between the adult school and community professional government, business, community service, and industrial organizations in activities related to the function of programs and operations.
- Prepares, and implements a program of public relations, marketing and advertising the school and related programs.
- Develops and coordinates apprenticeship programs for students involved in career education.
- Prepares annual contracts and services, and Memorandums of Understandings for all contracts and services.
- Plans staff meetings and conduct appropriate meetings involving the staff of school sites.
- Supervises the preparation of reports to the Department of Education, accrediting bodies, the Board of Directors, and other reports necessary to operate the school.
- Keeps current, interprets accurately, and applies local, state and federal regulations as they apply to the school and programs.
- Supervises the maintenance of student attendance records and appropriate records of student achievement.
- Requests new personnel as needed, recruits and recommends the employment and assignment of certificated and classified employees, evaluates performance of certificated and classified employees.
- Supervises the preparation of payroll, prepares and administers the school budget, administer funding allocations and distribution of funds within the school.
- Prepares requests for reimbursement for services performed by the school.

- Supervises student government, other student extracurricular activities, and maintenance of records for student funds.
- Supervises the operation, utilization, maintenance and safety of facilities and the physical plant of all properties occupied by the school.
- Is visible to deal with everyday functions and issues of programs, confer and meet with students, and staff to build cohesive relationships.
- Schedules conferences with parents, students, counseling and faculty as needed to assure individual student needs are met.
- Develops a vision for student success to enrich all student experiences related to their academic, career, technical and citizenry needs.
- Collaborates with local secondary principals to provide information related to credit recovery and Advanced Placement credits.

## **QUALIFICATIONS**

*Ability to:* (Consideration will be given to reasonable accommodation for the following physical requirements);

- See sufficiently to read printed materials;
- Hear sufficiently to conduct in person and telephone conversations;
- speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and when addressing large and small groups;
- work with youth and adult learners;
- move about the school from one site to another;
- maintain open communication and encourage questions and problem solving;
- work irregular hours/days, including evenings, weekends and holidays, and on-call for emergencies;
- Possess a valid California drivers license.

## **EXPERIENCE & EDUCATION**

Minimum of five years experience in a secondary or adult school is required, including at least one year as a vice principal.

## **CREDENTIAL**

Possession of a valid and appropriate administrative credential.

## **WORKING CONDITIONS**

### ***Environment:***

- Office environment
- Constant interruptions
- Driving a vehicle to conduct work

### ***Hazards:***

May come in contact with individuals who are distressed or angry.

**Highlands Community Charter School**  
**Job Description: Vice Principal**

**Date Adopted:**

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**Exempt, 12 Month - 220 Days**

**Salary Range: \$80,000 - \$100,000**

**BASIC FUNCTION:**

Under the direction of a Principal, organize, coordinate and administer assigned programs and activities related to attendance, instruction and staff development; assist the Principal with administrative duties involving curriculum development and school plant operations as assigned; supervise and evaluate the performance of assigned personnel.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate and participate in programs and activities related to the operation of assigned programs, including instruction, staff development and other functions; reinforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs.
- Perform a variety of administrative duties to assist the Principal in managing course development, scheduling, curriculum development and school and off-site operations; assume the duties of the Principal as assigned.
- Supervise and evaluate the performance of designated certificated and/or classified personnel; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff.
- Provide input to assessment of community needs for courses; meet with advisory councils; prepare grant requests.
- Monitor and organize attendance functions; confer with personnel and students to resolve attendance issues; prepare related records and reports.
- Supervise and evaluate student performance.
- Provide direction to a variety of faculty, staff and student programs and services; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate; oversee off-campus programs at other school sites and County jail including a variety of fee-based programs.
- Provide direction to the school's attendance issues and plant maintenance; assure programs and services meet established policies, procedures, objectives and requirements.
- Assist with developing, monitoring, analyzing and projecting the school budget; assist with fundraising; ordering supplies, materials and equipment as needed.

- Communicate with administrators, personnel, students and outside agencies to exchange information and resolve issues or concerns related to school activities, services and student behavior.
- Assist in the development and implementation of the school master schedule.
- Participate in leadership teams and other school and community related organizations.
- Operate standard office equipment, including a computer and assigned software; drive a vehicle to conduct work.
- Prepare and maintain a variety of District, County, State and federally-mandated records and reports regarding student discipline, cumulative records and academic achievement.
- Perform related duties as assigned.

### **QUALIFICATIONS**

*Ability to:* (Consideration will be given to reasonable accommodation for the following physical requirements);

- See sufficiently to read printed materials;
- Hear sufficiently to conduct in person and telephone conversations;
- speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and when addressing large and small groups;
- work with youth and adult learners;
- move about the school from one site to another;
- maintain open communication and encourage questions and problem solving;
- work irregular hours/days, including evenings, weekends and holidays, and on-call for emergencies;
- Possess a valid California drivers license.

### **EXPERIENCE & EDUCATION**

Minimum of five years experience in a secondary or adult school is required.

### **CREDENTIAL**

Possession of a valid and appropriate administrative credential.

### **WORKING CONDITIONS**

#### ***Environment:***

- Office environment
- Constant interruptions
- Driving a vehicle to conduct work

#### ***Hazards:***

May come in contact with individuals who are distressed or angry.

**Highlands Community Charter School**  
**Job Description: Lead Teacher – I.A.**

**Date Adopted:**

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**Non Exempt, 12 Month - 225 Days**

**Salary Range: \$75,000 - \$90,000**

**BASIC FUNCTION**

This job description is not a stand-alone job description, but a rider to the “Instructor - CTE” job descriptions. This teacher must participate on a regular basis in the direct instruction of students and serve as faculty and/or facilitator for professional development activities. This instructor is responsible for organizing and implementing curriculum and instructional programs for students and meeting the duties of teaching as outlined in both job descriptions. During non-student contact time, this employee is responsible for assisting in the development of standards-based curriculum and assessment opportunities, research-based instructional methods, aligning of materials and resources to curriculum outcomes, meeting with industry partners, and other teacher leadership responsibilities.

**MAJOR DUTIES AND RESPONSIBILITIES**

Duties of this position include but are not limited to:

*1. Professional Development:*

- Training teachers and other Lead Teachers.
- Observing and providing peer assistance for colleagues.
- Participating in professional development activities.
- Participating in a formalized peer review process as a formative evaluator.
- Assisting in the coordination of all school based professional development opportunities linked to individual professional development plans and job competencies.

*2. Curriculum:*

- Collaborating with colleagues to construct benchmark lessons.
- Assisting with identifying the curriculum needs of the faculty.
- Planning and managing the development of standards-based curriculum, instruction, and assessment plans and strategies.
- Assisting in the adoption of curriculum resources.
- Ensuring that all textbooks are used effectively as a resource to meet curriculum goals.
- Ensuring that all substitutes have lesson plans.

*3. Leadership:*

- Serving as a resource to the School Advisory Council and working with school administrators to develop, implement, and evaluate the school's Continuous Improvement Plan.
- Serve as a Mentor Teacher to new teachers obtaining a teaching credential.
- Serve on various committees.

- Writing grants and contracts to aid in meeting the goals of the Continuous Improvement Plan.

## **QUALIFICATIONS**

### *Ability to:*

- manage the operations of the assigned work;
- establish and meet schedules and timelines;
- work with discretion and confidentiality;
- perform peer observation, coaching, mentoring, and conferencing;
- coordinate standards-based curriculum development;
- demonstrate effective assessment of student performance;
- draft local, State, Federal grants and contracts;
- plan, organize, coordinate, review, train and evaluate the work of others;
- read printed materials;
- hear to conduct in person and telephone conversations;
- speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and when addressing large and small groups;
- work with adult learners;
- move sufficiently about the school and from one site to another;
- maintain open communication and encourage questions and problem solving;
- work irregular hours/days, including evenings, weekends and holidays, and on-call for emergencies;
- Possession of a valid California Drivers License.

## **EXPERIENCE & EDUCATION**

Minimum of three years teaching experience in an adult or career and technical education setting is required.

## **CREDENTIAL**

Possession of a valid and appropriate credential.

## **WORKING CONDITIONS**

### *Environment:*

- Classroom environment
- Constant interruptions
- Driving a vehicle to conduct work

### *Hazards:*

May come in contact with individuals who are distressed or angry.

**HIGHLANDS COMMUNITY CHARTER SCHOOL  
BOARD MEETING POLICY  
Policy #01050413**

**BOARD GOVERNANCE: REGULAR AND SPECIAL SCHOOL BOARD MEETINGS**

**Regular Meetings**

Regular meetings of the Board shall be held consistent with the calendar for such meetings as established by the Board each year.

If at any time any regular meeting falls on a holiday, (Federal, State or local), such regular meeting shall be held on the next business day.

**Special Meetings**

Special Meetings may be called on an as-needed basis, consistent with legal requirements.

**Notification of Meetings**

Not later than 72 hours prior to a regular meeting and not later than twenty-four (24) hours prior to a Special Meeting, the Principal shall provide notice of the time and place of the meeting, and the agenda shall be provided to all Board Members and those persons or entities who have previously requested notice of such meetings.

**Meetings Open To The Public**

**A. Open Session**

All meetings of the Board shall be open to the public and the press except Closed Sessions, as authorized by law.

**B. Presentations to the Board/Agenda Items**

Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted five minutes to make a presentation to the Board at the time the specific item is under discussion. The President of the Board may grant additional time for an individual to address the Board if circumstances permit. The total time devoted to presentations to the Board on agenda items shall not exceed one-half hour, unless additional time is granted by the Board. The President may curtail individual presentations if repetitive of points raised by others, particularly if it appears the total allotted time may be exceeded.

All presentations shall be heard by the Board prior to the formal discussion of the agenda topic by the Board and consideration of action.

**C. Public Comment**

Citizens may address the Board on any item not listed on the Board meeting agenda. Speakers will be limited to three (2) minutes. No more than a total of fifteen (20) minutes shall be devoted to all non-agenda items at a regular meeting. The President may disallow a request to address the Board if repetitive of other speakers, or if the speaker seeks to make a presentation that he or another speaker has made at a previous meeting, particularly if it appears that the total allotted time may be exceeded.

Citizens desiring Board action on an item are encouraged to seek placement of the issue on the Board Agenda in accordance with policy rather than presenting the matter during the "Public Comment" portion of the meeting. This will facilitate discussion and expedite resolution.

Members of the public attempting to make complaints or charges against a School employee before the Board in open session will be referred to the appropriate staff for the purpose of receiving a complaint form and filing a complaint under the School's established complaint procedures.

#### **D. Disturbance of Meetings**

Any person who willfully disturbs any Board meeting will be asked to leave immediately and may be guilty of a misdemeanor punishable by law.

#### **E. Requests to Address the Board**

Prior to the beginning of the meeting, citizens seeking to address the Board on an item on the agenda or during time allocated for public comment shall complete the card, "Request to Address the Board" (located in the Board Meeting Room), and give it to the School Board President or Secretary to the Board prior to the meeting being called to order.

#### **Minutes of Board Meetings**

The minutes of open session meetings of the Board shall record all motions, show the names of Board members making and seconding motions and state the vote upon the motion. The open session minutes shall 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 shall follow the generally accepted pattern in form.

The original copy of the open session minutes shall be signed by the Secretary of the Board and approved by the Board. Original minutes shall be bound in chronological order, volumed by fiscal year and paged consecutively. The following documents shall be 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; and
- 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 shall be maintained in the office of the Secretary of the Board. This set of minutes shall be bound, indexed by those categories detailed above and by subject.

### **Quorum Requirements**

A majority of the voting members of the Board shall constitute a quorum of the Board which is necessary for the Board to transact business. All motions, in order to pass, need positive action by at least a majority of the Board. Should there be fewer than a majority of the Board present at any meeting, the meeting shall be adjourned.

Adopted:

Amended:

**HIGHLANDS COMMUNITY CHARTER SCHOOL  
HARASSMENT POLICY  
Policy #02050413**

**Bullying and Harassment**

Bullying or harassment is when a person is picked on over and over again by an individual or group. Bullying and harassing behavior consists of three basic types of abuse – emotional, verbal and physical.

Highlands Community Charter School forbids the following: (1) an intentional written, verbal, or physical act that occurs more than once and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student, and to include (2) violence within a dating relationship.

Any student who believes he/she has been harassed, intimidated or bullied by another particular student should bring forward a complaint to a teacher, counselor or the school principal.

**Sexual Harassment**

The Board of Directors of Highlands Community Charter School has adopted a policy that affirms its opposition to sexual harassment and established specific guidelines to address sexual harassment among both employees and students of Highlands Community Charter School. The policy is designed to help employees and students recognize, understand, prevent and take corrective action to address sexual harassment and other inappropriate behavior of a sexual nature in the workplace and in instructional settings.

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. HCCS does not condone or tolerate any form of sexual harassment involving employees or students. The school is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

HCCS will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school system will also take disciplinary action against employees and students. Employees who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, reassignment, demotion, suspension or termination. Disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving HCCS employees and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy recognizes that it is unlawful for employees to commit acts of sexual harassment. Sexual harassment committed by students of either sex against students or staff of the opposite or same sex constitutes inappropriate behavior and is

subject to disciplinary action under the Board discipline policies. The policy also recognizes that employees and students have a right to be free from sexual harassment by others such as contractors, vendors, and volunteers.

It is the responsibility of every supervisor and principal to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively. HCCS prohibits retaliation against an individual who reports an incident or cooperates with an investigation of a reported incident.

### **What Is Sexual Harassment?**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities;
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual harassment; and/or
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance; or creating an intimidating, hostile, or offensive work or learning environment.

It is against HCCS policy and unlawful for HCCS employees to commit acts of sexual harassment. Sexual harassment committed by students against students or staff is inappropriate and violates HCCS policies.

### **Prohibited Conduct**

Prohibited conduct may include, but is not limited to, unwelcome behavior of a sexual nature. For example:

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Repeated pressure or requests for sexual activities
- Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

Such conduct may also constitute sexual harassment. In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred. Dating or sexual relationships between employees/adult volunteers and students is prohibited.

## **Expectations**

The Board of Education expects employees and students to be committed to creating and maintaining an environment in which all persons participating in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

HCCS policy on sexual harassment will be communicated to all employees and students. Education programs, to include all employees and students, will be implemented. Employees and students will be informed of procedures to follow for filing complaints of sexual harassment.

Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with HHCS obligation to investigate and address complaints. Retaliation against anyone who files a complaint or cooperates with an investigation about sexual harassment is prohibited.

## **Actions for Employees**

If you believe you are a target of sexual harassment, you should report such incidents. You may report this information verbally or in writing to your immediate supervisor or principal. When reporting an incident, it is helpful to provide as much information as possible, including the following:

- A description of the event(s)
- The number of occurrences, with dates and places
- The names of any witnesses
- Any documents or other exhibits, if appropriate

## **Where to Go for Help**

Employees may contact any of the following individuals or offices for guidance, information, or resolution of a sexual harassment issue:

- Your supervisor or principal
- The Schools Human Resources Compliance Specialist
- LEA Superintendent

## **Actions for Students**

If you believe that you are the target of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and school authorities. You may report the information verbally or in writing to the principal, a counselor, a teacher, or another staff person.

When reporting an incident, it is helpful to provide as much information as possible, including the following:

- A description of the event(s)
- The number of occurrences, with dates and places
- The names of any witnesses
- Any documents or other exhibits, if appropriate

Students may receive guidance, advice, support and/or advocacy from school staff, including administrators, counselors, teachers, or other staff.

### **Where to Go for Help**

Students may contact any of the following individuals or offices for guidance, information, or resolution of a sexual harassment issue:

- Your supervisor or principal
- LEA Human Resources Compliance Specialist
- LEA Superintendent

Adopted:

Amended:

**HIGHLANDS COMMUNITY CHARTER SCHOOL  
DRUG-FREE WORKPLACE POLICY  
Policy #03050413**

Pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and California Drug-Free Workplace Act of 1990, Highlands Community Charter School (HCCS) prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on school property, or as part of any school activity.

In order to enforce this policy, HCCS reserves the right to conduct searches of school property, student, or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

**Students of HCCS**

The illegal use or abuse of drugs which impair a student's ability to perform academically, or disrupts others in the performance of their work or academic endeavors is strictly prohibited. The unlawful sale, manufacture, possession, distribution or use of controlled substances on HCCS campuses is strictly prohibited. Students who have been convicted of any criminal drug violation are required to notify the school within five days of the conviction. HCCS may then report this conviction to the appropriate agencies.

Any student who is using prescription or over-the-counter drugs that may impair their ability to safely perform their academic duties, or affect the safety or well-being of others, must notify the administration. The individual need not disclose the condition(s) for which the drugs are being used. Following the required disclosure, HCCS will determine whether reasonable accommodations can be made which would allow the student to perform his or her duties safely.

Any student who violates this policy will be subject to disciplinary action, up to and including dismissal from his/her program of study.

HCCS will encourage and reasonably accommodate students with alcohol or drug dependencies to seek treatment and/or rehabilitation. Students may consult with an administrator or school counselor for referral information. HCCS is not obligated, however, to retain any student whose academics, professionalism or performance is impaired because of drug or alcohol use, nor is HCCS obligated to re-admit any person who has participated in treatment and/or rehabilitation if that student's performance remains impaired as a result of dependency. Students who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency, will not automatically receive a second opportunity to seek treatment and/or rehabilitation.

## **Employees of HCCS**

The illegal use or abuse of drugs which impair an employee's ability to perform their duties, or disrupts others in the performance of their work or endeavors is strictly prohibited. The unlawful sale, manufacture, possession, distribution or use of controlled substances on HCCS campuses is strictly prohibited. Employees who have been convicted of any criminal drug violation are required to notify the school within five days of the conviction. HCCS may then report this conviction to the appropriate agencies.

Within 10 calendar days of receiving notice from an employee or otherwise receiving actual notice of such a conviction, notice (including the employee's title) of the conviction will be provided to all Federal Grant programs under which the school participates.

Within 30 calendar days of receiving notice from an employee or otherwise receiving actual notice of a conviction, HCCS will;

- Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

Any employee who violates this policy will be subject to disciplinary action, up to and including dismissal.

HCCS will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees may consult with an administrator or school counselor for referral information. HCCS is not obligated, however, to retain any employee whose professionalism or performance is impaired because of drug or alcohol use, nor is HCCS obligated to re-employ any person who has participated in treatment and/or rehabilitation if an employee's performance remains impaired as a result of dependency. Employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency, will be terminated.

Adopted:

Amended:

**HIGHLANDS COMMUNITY CHARTER SCHOOL  
HEALTH AND SAFETY POLICY  
Policy #04050413**

In order to provide safety for all students and staff, HCCS will adopt and implement full health and safety procedures and risk management policies at its school site in consultation with its insurance carriers and risk management experts. A full draft will be provided to HCCS for review at least 30 days prior to operation.

The following is a summary of the health and safety policies of HCCS:

**General Guidelines**

It is the policy of, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' duties where appropriate.

**Responsibility of the Administration**

The school administrators are responsible for implementing this policy within the school.

In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure;
3. make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the District;
4. develop an accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;



6. ensure that monthly safety inspections are undertaken (to be performed by the Lead Custodian, or designee and signed by the site administrator);
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
8. monitor, within the limits of their expertise, the activities of contractors, hirers and other organizations present on site;
9. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist administration in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

### **Duties of Student Services Delegated to Assist in the Administration of Health and Safety**

The delegated person, shall:

1. assist administration in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters given by staff and other relevant bodies and advise on its application to the school;
3. co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by administration;
6. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

### **Responsibilities of Staff toward Students and Others in their Care**

All staff is responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally.
3. identify actual and potential hazards and introduce procedures to minimize the possibility of mishap;

4. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
5. provide written job instructions, warning notices and signs as appropriate;
6. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
7. minimize the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
8. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
9. provide the opportunity for discussion of health and safety arrangements;
10. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
11. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
12. where private vehicles are used to transport students to and from school functions, staff should ensure that restraints are used.

## **Responsibilities of all Employees**

All employees have a responsibility to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate with Administration and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from Administration;
4. ensure that tools and equipment are in good condition and report any defects to Administration;
5. use protective clothing and safety equipment and ensure that these are kept in good condition;
6. ensure that offices, general accommodation and vehicles are kept tidy;
7. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to Administration.

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF ADMINISTRATION.**

Please note the following:-

1. It must be realized that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.

2. Whilst it is an administrative responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

### **Role of Staff as Mandated Student Abuse Reporters**

All non-certificated and certificated staff will be mandated as student/student abuse reporters and will follow all applicable reporting laws, using the same policies and procedures used by HCCS.

### **Responsibilities of Students**

All Students are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow students;
2. observe standards of dress consistent with safety, hygiene and programmatic dress codes (this would preclude unsuitable clothing and items considered dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not willfully misuse, neglect or interfere with items provided for safety purposes.

### **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

### **Procedures for Background Checks**

HCCS, at its sole cost and expense, shall obtain fingerprint, criminal record summaries and subsequent arrest information for all Charter School employees in positions requiring contact with minor student in accordance with the requirements of Education Code section 44237. HCCS shall require all its subcontractors and vendors whose duties require contact with minor Charter School students to submit fingerprints in accordance with Education Code section 45125.1. HCCS shall require all parent volunteers, who will supervise minor students outside of the presence of a credentialed employee to undergo fingerprinting/background checks pursuant to Education Code sections 35021 *et seq.* HCCS shall notify HCCS in writing of its compliance with this paragraph. HCCS shall make Charter School employee and volunteer fingerprint verification information available to HCCS upon request. The Principal of HCCS shall monitor compliance with this policy and report to HCCS Board of Directors on a quarterly basis. The Board President shall monitor the fingerprinting and background clearance of the Principal.

## **TB Testing**

Faculty and staff will be tested for tuberculosis prior to commencing employment and working with students as required by Education Code Section 49406.

## **Immunizations**

All students enrolled and staff will be required to provide records documenting immunizations as is required at public schools pursuant to Health and Safety Code Sections 120325-120375, and Title 17, California Code of Regulations Sections 6000-6075.

## **Medication in School**

HCCS will adhere to Education Code Section 49423 regarding administration of medication in school.

## **Vision, Hearing, and Scoliosis**

Students will be screened for vision, hearing and scoliosis. HCCS will adhere to Education Code Section 49450, *et seq.*, as applicable to the grade levels served by HCCS.

## **Emergency Preparedness**

HCCS shall adhere to an Emergency Preparedness Handbook drafted specifically to the needs of the school site in conjunction with law enforcement and the Fire Marshall. This handbook shall include, but not be limited to the following responses: fire, flood, earthquake, terrorist threats, and hostage situations. If assuming a facility that was previously used as a School site, any existing emergency preparedness plan for the school site shall be used as a starting basis for updating the handbook for HCCS.

## **Blood borne Pathogens**

HCCS shall meet state and federal standards for dealing with blood borne pathogens and other potentially infectious materials in the work place. The Board shall establish a written infectious control plan designed to protect employees and students from possible infection due to contact with blood borne viruses, including human immunodeficiency virus (“HIV”) and hepatitis B virus (“HBV”).

Whenever exposed to blood or other bodily fluids through injury or accident, staff and students shall follow the latest medical protocol for disinfecting procedures.

## **Drug Free/Alcohol Free/Smoke Free Environment**

HCCS shall function as a drug, alcohol and tobacco free workplace.

## **Facility Safety**

HCCS shall comply with Education Code Section 47610 by either utilizing facilities that are compliant with the Field Act or facilities that are compliant with the California Building Standards Code. HCCS agrees to test sprinkler systems, fire extinguishers, and fire alarms annually at its facilities to ensure that they are maintained in an operable

condition at all times. HCCS shall conduct fire drills as required under Education Code Section 32001 and in conjunction with HCCS.

## **Comprehensive Sexual Harassment Policies and Procedures**

HCCS is committed to providing a school that is free from sexual harassment, as well as any harassment based upon such factors as race, religion, creed, color, national origin, ancestry, age, medical condition, marital status, sexual orientation, or disability. HCCS shall develop a comprehensive policy to prevent and immediately remediate any concerns about sexual discrimination or harassment at HCCS (including employee to employee, employee to student, and student to employee misconduct), including procedures and timelines for handling and/or responding to such complaints, and how staff and students will be notified of these policies and procedures. On or before the first day of operation, and by July 1 of each subsequent year, HCCS shall provide NJESD with two (2) copies of all such policies and procedures. Misconduct of this nature is very serious and will be addressed in accordance with HCCS's sexual harassment policy.

## **Pupil Records**

HCCS shall at all times maintain pupil records in accordance with any pupil record system utilized by NJESD, or as agreed upon by NJESD (such agreement not to be unreasonably withheld) including but not limited to cumulative files, student work portfolios, immunization records, special education files, and/or attendance verification at the school site within HCCS. Notwithstanding Education Code section 47610, HCCS shall voluntarily agree to comply with Education Code sections 49060 through 49079. Given that these sections do not apply to a charter school, should NJESD seek an exception to these sections, it shall seek the same from HCCS, and such agreement shall not be unreasonably withheld. Charter School pupil records maintained by HCCS shall be made available for inspection by NJESD at any time for purposes of verifying that HCCS is in compliance with all State and federal laws, its Charter, and MOU, as applicable.

## **Lettings**

The Administration must ensure that:

1. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If Administration knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures will be prominently displayed;
4. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.

## **Fire and Emergency Evacuation Procedures**

1. The school's procedures for fire and emergency evacuation are posted in the school entrance hall.
2. These procedures will be updated as appropriate.
3. A log book for the recording and evaluation of practice and evacuation drills is available.

## **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

## **First Aid and Accident Reporting Procedures**

1. First aid kits are available in school offices and additional first aid boxes located in all CTE classrooms.
2. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the chief administrator. The report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee are to be found with the school secretary.
3. It is the responsibility of supervising staff/faculty to contact Emergency Medical Systems (EMS) by dialing 911 in the unlikely event of an accident, fire, or other emergency.

Adopted:

Amended: