

# Highlands Community Charter and Technical Schools

## Board Meeting Agenda

1333 Grand Avenue, Sacramento, CA 95838

June 10, 2015

Wednesday, 4:00 PM

Agenda Publicly Posted on June 5, 2015 by Connie Swink

### 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

President

### B. Roll Call

President

Director	Present	Absent
Mr. Mike Brunelle, President	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Ward Allen, Vice President	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Matt Powers, Secretary	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Linda Fowler, LEA Representative	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Murdock Smith, Treasurer	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Doyle Radford, Director	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Josie Washington, Director	<input type="checkbox"/>	<input type="checkbox"/>
Quorum Required:	4 of 7	

## II. NON-SCHEDULED ITEMS REQUIRING IMMEDIATE ACTION

Items not placed on the agenda may be considered by the board only in exceptional circumstances, such as emergency situations (requiring a majority vote to consider) or when an issue came to the attention of the school subsequent to the agenda being posted (requiring a two-thirds vote to consider).

### A. Status of AB 1221

Discussion regarding the demise of AB 1221 and how we should proceed. Urgency high, possible action item.

## III. OPEN SESSION

Secretary

### A. Contract for Legal Services

Interview and vote to retain new legal counsel.

## IV. CLOSED SESSION

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. Discussion Regarding Possible Litigation**

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9 1case

**B. New Employee Appointment**

Recommendation for new employee appointment - Data Integrity Technician.

**V. OPEN SESSION**

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

**B. Flag Salute** **Vice-President**

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

**D. Finance Committee Report** **Treasurer**

Report and recommend to accept LCAP and the 2015-2016 Budget

**E. Principal's Report** **Principal**

This is a presentation of information which has occurred since the last Board Meeting.

**F. Coordinators Report** **Coordinators**

This is a presentation of information which has occurred since the last Board Meeting by Jacob Walker, Academics Coordinator and Ward Allen, CTE Coordinator.

**G. 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.

**VI. 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.

**A. Approve Minutes from Previous Board Meeting** **President**

Vote to approve the minutes of the following Board Meetings

1. **May 6, Regular Board Meeting Minutes**

2. **May 6, Special Board Meeting Minutes**

**B. Lead Teacher Job Description** **Principal**

Approve the job description for Lead Teacher.

**C. New Employee Appointment** **Principal**

Vote to accept recommendation for Data Integrity Technician

**VII. 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. Student Retention** **Jacob Walker**

**B. Agreement for Charter School Business and Administrative Services.** **President**

Review the Agreement between HCCTS and DMS for a two year term of 2015-2017.

**C. EPA Spending Plan** **President**

Review the Spending Plan for the Education Protection Account.

**D. Independent Study** **Jacob Walker**

Discuss the Potential for Highlands Community independent Study School.

**E. Career Technical Education Program Proposal** **Ward Allen**

Presentation to the board of criteria for starting new Career Technical Education Courses.

**F. Revise Job Description for Office Software & Skills Career Academic Teacher.** **Jacob Walker**

Approve the revised Job Description for Office Software & Skills Career Academic Teacher by adding Multimedia Courses to the Job Description.

## VIII. ITEMS SCHEDULED FOR ACTION

- A. Draft Budget for 2015/2016** **Principal**  
Review and ratify the proposed budget.
- B. 2015-2016 Classified & Certificated Contracts** **Principal**  
Adopt the 2015-2016 Classified and Certificated contracts.
- C. Board Oversight Calendar** **President**  
Discussion and probable action taken on approval of the board oversight calendar.
- D. Insurance** **Vice President**  
Review and discuss the cost of current Insurance for the Truck Driving School or change to a different insurance carrier.
- E. Employee Handbook** **Principal**  
Approve modifications to the New Employee Handbook.
- F. Brown Act Training Contract** **Secretary**  
Approve proposal for upcoming Brown Act Training.

- IX. BOARD MEMBER COMMENTS AND REQUESTS** **President**  
Opportunity for Board Members to give comments and staff direction.

## X. 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.

- A. Review Board Oversight Calendar**

## XI. ADJOURNMENT

The meeting was adjourned