

Highlands Community Charter and Technical Schools

Board Meeting Agenda

1333 Grand Avenue, Sacramento, CA 95838

May 6, 2015

Wednesday, 4:00 PM

Agenda Publicly Posted on May 1, 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).

III. 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.

IV. 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 from the Finance Committee, discussion, and possible action.

E. Principal's Report

Principal

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

F. Coordinators’s 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

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.

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.

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

Vote to approve the minutes April 10, 2015 regular board meeting, March 4, 2015 special board meeting and April 29, 2015 special board meeting.

B. Ratify Payment of Current Bills **Treasurer**

Review the Payment of Current Bills and Aging Invoices

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. Draft Employment Agreements **Principal**

Review 2015/2016 Employment Contracts and Agreements.

1. **Classified**
2. **Certificated**
3. **Coordinators/Lead Teacher**
4. **Principal**

B. MOU/Lease Agreement Renewals **Principal**

Renew Agreements at ELD sites.

- | | | |
|-----------|--|---------------------|
| C. | 2015/2016 Employee Handbook
Approve modification to the new employee Handbook | Principal |
| D. | Highlands Community Technical School
Plan for BPPVE School Application and Structure for HCTS | Principal |
| E. | Public Charter School Grant Program Update
Discuss the Current Public Charter School Grant Schedule. | Linda Fowler |
| F. | Student Retention
Discussion of student enrollment, retention and retention strategies. | Jacob Walker |

VII. ITEMS SCHEDULED FOR ACTION

- | | | |
|-----------|---|---------------------|
| A. | Draft Budget for 2015/2016
Review and ratify the proposed budget. | Principal |
| 1. | Benefit Rate Changes
Adopt employee benefit plans for new school year. | |
| 2. | Employee Paid Benefit Limits
Determine Employee Benefit Limits for 2015/2016 | |
| 3. | 2015/2016 Employee Salary Schedule
Adoption of Salary Schedules for 2015/2016 | |
| 4. | Employee Calendars
Establish 2015/2016 Work Calendar | |
| B. | Single School District Plan
Adoption of the 2015/2016 Single School District Plan. | Principal |
| C. | Insurance
Review and discuss the cost of current Insurance provider or change to a different insurance carrier. | Principal |
| D. | Revised Policy Regarding Certificate of Functional Education
Adopt new Policy for a Certificate of Functional Education | Jacob Walker |

E. Approve School Calendars

Jacob Walker

1. **2014-2015 Clarification**
2. **2015-2016 Revised Calendar**

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.

The next regular Board Meeting will take place June 3, 2015.

IX. ADJOURNMENT