

Highlands Community Charter and Technical Schools

Regular Board Meeting Minutes

1333 Grand Ave. , Sacramento, CA 95821

December 17, 2015

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

December 17, 2015

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: 01 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Quorum Required:	3 of 5	

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 5:04 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

2. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION (Gov't. Code Sec. 54956.9(d)(1) FPPC/Fowler

3. Public Employee Discipline/Dismissal/Release (Gov't. Code Sec. (54957(b)(1) 3 Items

4. Consider/Approve Public Employee Appointments (Gov't. Code Sec. (§54957)

- A. Title: CTE Teacher
- B. Title: Academic Teacher ELD Teacher
- C. Title: ELD Teacher
- D. Title: Apprentice Teacher
- E. Title: Apprentice Teacher

IV. OPEN SESSION 5:57 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

D. Anticipated Litigation – Legal Counsel.

Tom Cregger

1. Number of Potential Cases: Two

2. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION (Gov't. Code Sec. 54956.9(d)(1) FPPC/Fowler

3. Public Employee Discipline/Dismissal/Release (Gov't. Code Sec. (54957(b)(1) 3 Items

Minutes

Directions given for all 3 items to the attorney and given by the attorney.

4. Consider/Approve Public Employee Appointments (Gov't. Code Sec. (§54957)

- F. Title: CTE Teacher
- G. Title: Academic Teacher ELD Teacher
- H. Title: ELD Teacher
- I. Title: Apprentice Teacher
- J. Title: Apprentice Teacher

Minutes

Motion Carries

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input checked="" 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		5	0	0	1

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. Financial Report

General Manager

Report of the Finances, discussion and possible action.

Minutes

- Update on attendance – average daily attendance - 384
- Audit results – 100% clean
- HCCTS to receive a monthly allocation by March at 435 ADA.
- 2 new ELD evening classes to open at VOA

B. General Manager Report (Academic & CTE)

General Manager

And President

(To include VOA, Sacramento County Department of Human Assistance, and Sacramento Food Bank).

This presentation by the General Manager may include activity reports from the Coordinators, School Principal and other staff.

Minutes

- CAM to provide HCCTS with a loan to bridge the gap.
- 20-40 new students to register @ LaFamilia being held at Maplewood School.
- Negotiations are under way with Sacramento Food Bank and also (DHA) Department of Human Assistance

C. Status Report of Dress Code Policy

Michael Roessler

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

Minutes

The Board expresses their agreement for the Dress Code Policy for staff.

D. Charter Safe Risk Management

General Manager

Minutes

General manager attended a meeting with Charter Safe and learned that this company also assists with Human Resources Issues, Employee Discipline , Liability and contract reviews. They also need from HCCTS a list of properties, and inventory of all items.

E. 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. Approval of Facilities Use Agreement with La Familia - General Manager

Minutes

Motion Carries

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input checked="" 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	Second	<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		<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		5	0	0	1

B. Approve The Cooperative Development Agreement - Diane Spence between Council for Professional Recognition & HCCTS.

Minutes

Motion Carries

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input checked="" 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	Second	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		5	0	0	1

C. Discuss and Approve participation in California Department of General Services State and Federal Surplus Property Program. **John Surh**

Minutes

Motion Carries

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input checked="" 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		5	0	0	1

D. General Manager to authorize and secure services for - General Manager Paint and Repair of Building C. Not to exceed \$10,000.

Minutes

Motion Carries

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input checked="" 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	Second	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricky Jones	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total		5	0	0	1

**E. Approve additional Funding for December and - General Manager
January from Charter Assist Management (CAM)**

Minutes

Discussion and review of the funding plan.

**F. Approve the Creation of an Assistant Teacher Position, - Secretary
Job Description and Salary Schedule.**

Minutes

Motion Carries for the General Manager to create an Assistant/Apprentice Teaching Position.

Director	Order	Aye	Noe	Abstain	Absent
Ward Allen		<input checked="" 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		5	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

- Board Member Ms. Fowler reported that Board President Ward Allen will purchase the old diesel truck that sits in the parking lot.
- Ms. Fowler reports that the Start up Grant is being reviewed by legal counsel.
- Ms. Fowler comments on the Audit Report.

XI. ADJOURNMENT 7:10 P.M.