



**SPECIAL SESSION OF THE GOVERNING BOARD
ADOPTED MINUTES***

DATE: Monday, July 22, 2013
TIME: 9:00 a.m.
MEETING PLACE: Horizon Board Rooms
2800 Nicolaus Road, Suite 100
Lincoln, California

- 1. MEETING CALLED TO ORDER BY SANDRA FRAME AT 9:10 A.M.**
- 2. ROLL CALL:**
 - Education/Community Representative: Sandra Frame, President PRESENT
 - Parent Representative: Angela Henning, Vice President PRESENT
 - Parent Representative: Andrea Rynberk ABSENT
 - Parent Representative WPUSD: Carmen Del Prado PRESENT
 - Parent Representative: Carmen Oates PRESENT (left right after closed session)
 - Business Representative: Frank Kavenik PRESENT (appointed during meeting)
- 3. STUDENT PRESENTATION**

None
- 4. ADJOURN TO CLOSED SESSION AT 9:12**
 - 4.01 Public Employee Personnel: Appointment, employment, evaluation of performance, discipline or dismissal of public employee (Government Code Section 54957)
 - a. Policy 3.4: Monitoring CEO Performance
- 5. ADJOURN TO OPEN SESSION AT 1:00 P.M.**
 - 5.01 Pledge of Allegiance
- 6. DISCLOSURE OF ACTION TAKEN IN CLOSED SESSION, IF ANY**
 - 6.01 Public Employee Personnel: Appointment, employment, evaluation of performance, discipline or dismissal of public employee (Government Code Section 54957)
 - a. Policy 3.4: Monitoring CEO Performance
No Action Taken
- 7. APPOINTMENT/SPECIAL ELECTION (this item was moved from #17 to #7)**
 - 7.01 The Board appointed Frank Kavenik as the Governing Board Business Representative.
The Board will elect/appoint a new parent representative at a later date.
- 8. CONSIDERATION OF CONSENT AGENDA (this item was moved from #7 to #8)**

Items on the Consent Agenda are considered routine and/or are deemed to be consistent with the item adopted Board Policies and carry the recommendation of the Administration. The Consent Agenda may be enacted by one motion with a Roll Call vote. There will be no separate

discussion of the items unless a trustee or citizen so requests, in which case the designated item(s) will be considered following approval of the remaining items.

8.01 Chief Business Officer

- a. Approve Purchase Orders over \$25,000
None

8.02 Chief Executive Officer

- a. June 20, 2013 Regular Board Meeting minutes for approval
Motion made by Angela Henning to adopt the minutes of the June 20, 2013 Regular Board Meeting and Approve the Consent Agenda
Second by Carmen Del Prado
Roll Call Vote:

	Aye	No	Abstain	Absent
Sandra Frame	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Rynberk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Angela Henning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Del Prado	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Oates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frank Kavenik	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motion passed				

9. COMMUNICATION FROM THE PUBLIC

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Governing Board regarding matters not on the Agenda but within the Governing Board's subject matter jurisdiction. The Governing Board is not allowed to take action on any item that is not on the Agenda, except as authorized by Government Code Section 54954.2.
None

10. COMMUNICATION FROM THE BARGAINING UNITS

- 10.01 Horizon Certificated Employees Association
None
- 10.02 California School Employees Association
None

11. COMMUNICATION FROM THE ADMINISTRATION

11.01 Chief Executive Officer

- Delighted that Frank Kavenik will continue to serve most admirably on Horizon Charter Schools Governing Board. Frank is moving from the Parent Representative role, to the role as a Business Representative.
- Commended Cynthia Wood for her exceptionally hard work and long hours. The dedication she has put into our collaborative model has produced surprising results. We are looking forward to a bright future at Horizon Charter Schools.

11.02 Chief Academic Officer

- Actively working on the Master Schedule this week
- Reviewing and adding Governance Policies that will be monitored annually once they are finalized

11.03 Chief Business Officer

- Cynthia Wood shared that Interim CBO, Ana Mendez, has been attending the HCEA and CSEA employee group meetings and has continued with careful fiscal commitments

12. EXECUTIVE LIMITATIONS

12.01 Executive Limitations Policy 2.4: Financial Planning and Budgeting

a. Total Education Solutions Consulting and Services Agreement

Cynthia Wood explained that this is a consulting firm for Special Education services that we have used for years. It is a two- year term with a 30-day cancellation policy. Carmen Del Prado expressed her concern with the costs.

Motion made by Frank Kavenik to approve the Total Education Solutions Contract
Second by Angela Henning

Roll Call Vote:

	Aye	No	Abstain	Absent
Sandra Frame	✗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Rynberk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✗
Angela Henning	✗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Del Prado	✗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Oates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✗
Frank Kavenik	✗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Passed

13. ENDS

13.01 Global Ends

- Sandra Frame stated that this board exists because of our belief in the Board Ends. There was discussion on quantifying some elements in our Board Ends. Board will readdress this at the August meeting.
- Carmen Del Prado would like to see a process in place for practicing fiscal prudence

14. BOARD SELF-EVALUATION

14.01 Board Self Evaluation

- Discussed going through all of our Board and Governance Policies one by one to ensure integrity for Horizon Charter Schools.
 - Sandra Frame shared how she and a past Board President attended a “Carver Model” workshop years ago, and adapted some of their policies, along with our own Board revisions to write our own set of policies.
 - Cynthia Wood and/or Craig Heimbichner will oversee review of all Board Policies and Governance Policies. All will then come to the Board for approval.
 - Discussion on possibly starting some oversight committees, such as a Finance Oversight Committee, Human Resources Committee, etc.
 - Policy 3.0: Global Board-Management Connection
 - Policy 3.1: Unity of Control
 - Policy 3.2: Accountability of CEO
 - Policy 3.3: Delegation to CEO
 - Policy 4.0: Global Governance Commitment
 - Policy 4.1: Governing Style
 - Policy 4.2: Board Job Product
 - Policy 4.4: Board Presidents Role
 - Policy 4.5: Board Members’ Code of Conduct
 - Policy 4.6: Board Committee Principles
 - Policy 4.7: Board Committee Structure
 - Policy 4.8: Governance Investment
- No action taken

15. GOVERNANCE POLICIES

Cynthia Wood handed out a set of Human Resources Policies to the Board. The Board will review these and bring feedback to the August 15th meeting. Cynthia Wood will pull Finance Policies for the Board as well. The Board will establish a timeline to review each policy section.

15.01 Policy: Employment of Relatives

No action taken

16. BOARD MEMBER COMMENTS

17. AGENDA TOPICS FOR FUTURE MEETING(S)

- Employee Handbook
- The next Regular Board Meeting will be Thursday, August 15, at 4:00 p.m.

18. ELECTION OF OFFICERS

Since two Board members were absent at this time, the Board moved this discussion to the August 15th meeting agenda.

19. INSERVICE – AUGUST 9, 2013

Rocklin Event Center
2650 Sunset Blvd.
Rocklin, CA 95677

20. ADJOURNMENT by Sandra Frame at 3:10 p.m.

The Governing Board may be reached via **e-mail** at: horizonboard@hcs.k12.ca.us

Via **U.S. Mail** at: Horizon Governing Board, P.O. Box 489000, Lincoln CA 95648

Or by leaving a message with the **Board Secretary**, at 916-408-5252 or 1-800-338-8003 ext 5252

*Please note: items on the agenda may not be addressed in the order they are agendized.

The Board may alter the order at their discretion.