

REGULAR SESSION OF THE GOVERNING BOARD
ADOPTED MINUTES*

DATE: Thursday, September 19, 2013
TIME: 4:00 p.m.
MEETING PLACE: Horizon Board Rooms
2800 Nicolaus Road, Suite 100
Lincoln, California

1. MEETING CALLED TO ORDER AT 4:00 P.M. BY SANDRA FRAME

2. ROLL CALL:

Business/Community Representative: Frank Kavenik, President ABSENT
Parent Representative: Angela Henning, Vice President PRESENT
Parent Representative: Andrea Rynberk PRESENT
Parent Representative WPUSD: Carmen Del Prado PRESENT
Parent Representative: Carmen Oates PRESENT
Education/Community Representative: Sandra Frame PRESENT
Parent Representative: Vacant
A QUORUM WAS ESTABLISHED WITH FIVE (5) MEMBERS PRESENT

3. STUDENT PRESENTATION
NONE

4. ADJOURN TO CLOSED SESSION AT 4:02 P.M.

- 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
- 4.02 Conference with Legal Counsel – Anticipated Litigation – Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.99.03
 - HCEA Grievance

5. ADJOURN TO OPEN SESSION AT 5:20 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
Sandra Frame reported the CEO Performance Evaluation was finalized
- 6.02 Conference with Legal Counsel – Anticipated Litigation – Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.99.03
 - HCEA Grievance
Sandra Frame reported that no action was taken

7. CONSIDERATION OF CONSENT AGENDA

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.

7.01 Chief Business Officer

- a. Approve Purchase Orders over \$25,000
- b. For information: Purchase Orders under \$25,000
- c. Approve Contracts

7.02 Chief Executive Officer

- a. Approve minutes of the August 15, 2013 Board Meeting
- b. Admission of Expelled Students (Government Code 48957.6)
 - ES#13-06
 - ES#13-08
- c. Approve the Consent Agenda

Motion by: Andrea Rynberk to approve the Consent Agenda

Second by: Carmen Del Prado

Roll Call Vote:

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

MOTION PASSED

8. 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.

- Travis Stull (HCEA President and Horizon Supervising Teacher) spoke to the Board regarding Cohort Longitudinal Data and California Charter Schools Association membership.

9. COMMUNICATION FROM THE BARGAINING UNITS

9.01 Horizon Certificated Employees Association

HCEA Representative Kaatri Percival provided the following communication from HCEA:

“HCEA believes we have an opportunity to ensure that HCS sees its most effective and prosperous years ahead. We have an administrative team that is bright, experienced, moral and hard working. We have always been blessed with teachers and classified staff that are fully committed to the success of HCS and share a common goal to effectively serve each of our home and independent study students. However, there has been a communication problem at our school that we believe comes from inadequate administrative staffing resulting in a crisis in communication this school year.”

The HCEA president met with administration and feels optimistic that the plan they developed to improve communication will help greatly. We have already seen improvements in communication and are appreciative of that.

HCEA requests that the board move quickly to provide adequate support to our overworked and overburdened, CEO and CAO, by staffing key administrative positions, to allow for the numerous issues facing our school to be addressed in a timely manner. We are aware that there are financial constraints and pressure from our sponsoring district. Teachers don't understand fully the ramifications of these and have started this year with many questions, concerns, uncertainty, and a seeming lack of support. We would like to see increased communications and more high level administrative support staff to help alleviate these issues. HCS teachers continue to do their best to serve and recruit students and to uphold the highest level of professionalism. We will support our administration and look forward to increased collaboration and communication."

HCEA President Travis Stull announced that Kaatri Percival is going out on medical leave and will no longer be the HCEA Representative to the Board.

9.02 California School Employees Association
NO REPORT

10. COMMUNICATION FROM THE ADMINISTRATION

10.01 Superintendent/Superintendent

Craig Heimbichner reported:

- HCS' API test scores may be adjusted by the state
- HCS' API scores are ahead of South Sutter and Visions
- Terri McGill reported HCS Montessori utilizes the Cohort Longitudinal Data
- Board is invited to visit Montessori and the Elk Grove Learning Center (both exemplary HCS personalized learning options)
- Stellar leadership by Kelly Collins, principal at Elk Grove
- New advertising being developed for mass media
 - Movie theater advertising
 - Professional commercial being produced with current and past successful students
- In transition
 - Communication is being improved
 - Newsletter
 - Working with staff and parent educators

10.02 Chief Academic Officer/Deputy Superintendent

Cynthia Wood reported:

- Introduced Linda Bentley, new Administrative Support
- Kelly Collins (Principal, Elk Gove Learning Center) reported:
 - Educating parents at the Elk Grove Learning Center Back to School night regarding what, who, and where Horizon Charter Schools are and what it means to be enrolled in a non-classroom-based home school/independent study charter school.
 - Focusing on clear communication

10.03 Chief Business Officer

Ana Mendez reported on:

- Draft Budget Revision
 - Horizon Charter School charging Partnerships for Student-Centered Learning for loans

11. ENDS

Discussion

11.01 Global Ends

For November Workshop

12. EXECUTIVE LIMITATIONS

Discussion/Action

12.01 Policy 2.3: Financial Condition and Activities

Ana Mendez presented the Unaudited Actuals report and led discussion

- Unaudited Actuals
 - Motion by Andrea Rynberk to accept the Unaudited Actuals Report
 - Second by Angela Henning
 - Ayes: 5
 - Noes: 0
 - Abstain: 0
 - Absent: 1
 - Motion passed

Discussion

12.02 Policy 2.0: Global Executive Constraints

Cynthia Wood led discussion and answered questions from the Board regarding Human Resources Policies for action in the future.

- Board Policy HR13-4111.2: Legal Status Requirements
- Board Policy HR13-4111: Recruitment and Selection
- Board Policy HR13-4040: Employee Use of Technology
- Board Policy HR13-4030: Nondiscrimination in Employment
- Board Policy HR13-4000: Concepts and Roles
- Board Policy HR13-4112.24: Teacher Qualifications Under the No Child Left Behind Act
- Board Policy HR13-4020: Drug and Alcohol-Free Workplace
- Board Policy HR13-4112.2: Certification
- Board Policy HR13-4112.21: Interns
- Board Policy HR13-4112.41: Employee Drug Testing
- Board Policy HR13-4112.61: Employment References
- Board Policy HR13-4113.4: Temporary Modified/Light Duty Assignment
- Board Policy HR13-4115: Evaluation/Supervision
- Board Policy HR13-4117.3: Personnel Reduction
- Board Policy HR13-4118: Suspension/Disciplinary Action
- Board Policy HR13-4119.1: Civil and Legal Rights
- Board Policy HR13-4119.11: Sexual Harassment
- Board Policy HR13-4119.22: Dress and Grooming
- Board Policy HR13-4119.23: Unauthorized Release of Confidential/Privileged Information
- Board Policy HR13-4219.25: Political Activities of Employees

- Board Policy HR13-4119.41: Employees with Infectious Diseases
- Board Policy HR13-4119.42: Exposure Control Plan for Bloodborne Pathogens
- Board Policy HR13-4119.423: Universal Precautions
- Board Policy HR13-4112.8/4212.8/4312.8: Employment of Relatives

13. BOARD SELF-EVALUATION TIMELINE

Discussion/Action

13.01 Policy 4.3: Agenda Planning

- a. Timelines for Monitoring Ends/Executive Limitations

Motion by Carmen Oates to accept the new Timelines as presented

Second by Angela Henning

Ayes: 5

Noes: 0

Abstain: 0

Absent: 1

Motion passed

14. BOARD EVALUATION

Carmen Del Prado reported a satisfactory evaluation and appreciation for the presentation by Kelly Collins

15. BOARD MEMBER COMMENTS

Carmen Oates: would like Kelly Collin's presentation videoed and put on the web for all existing and interested parents

Sandra Frame: thanked Linda Bentley for attending the meeting

16. AGENDA TOPICS FOR FUTURE MEETING(S)

16.01 Human Resources Policies for Action

16.02 Guidance Policies for Discussion

16.03 Revised Budget for Action

17. ADJOURNMENT AT 6:50 P.M. BY SANDRA FRAME

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.