



**REGULAR MEETING OF THE GOVERNING BOARD  
ADOPTED MINUTES**

Date: Thursday, March 17, 2016  
 Meeting Place: Horizon Charter Schools Board Room  
 2800 Nicolaus Road #100  
 Lincoln, CA 95648

**REGULAR BUSINESS MEETING  
4:00 P.M. START**

1. CALL TO ORDER – Horizon Charter Schools Board Room - 4:04 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

- X Parent Representative: Michelle Johnson (President)
- X Parent Representative: Karen Vicari (Vice President)
- X Parent Representative: Andrea Rynberk
- X Parent Representative: Sara Infante
- X Parent Representative: Kimberly Dahlstrom
- Community Representative: Bob Collins
- Education/Community Representative: Vacant

2. STUDENT PRESENTATIONS – 6:12 p.m.

- 2.01 Board ENDS -Mathematics Student and Teacher Presentation

Motion by: A. Rynberk to accept that the Board ENDS Mathematics standard has been met.  
 Second by: K. Vicari

	Aye	No	Abstain	Absent
Michelle Johnson:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Rynberk:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Infante:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Dahlstrom:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

**Motion Carried** It has been proven with reasonable interpretation and sufficient data.

### 3. 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. Request cards for this purpose. "Speaker Cards" are located at the entrance to the Board Room. Speaker Cards are to be submitted to the Board Secretary prior to the start of the meeting.*

T. Stull spoke about the time and energy that went into the school calendars and thanked those who contributed. The need for assessing student progress and interpreting data properly was addressed. T. Stull believes that cohort data longitudinal analysis is necessary to better understand student scores and would like the Board to consider doing data analysis to better understand results.

### 4:10 P.M.

#### 4. CLOSED SESSION – Superintendent's Office, 2800 Nicolaus Road, #100, Lincoln, CA – 4:10 p.m. and 8:45 p.m.

4.01 ADMISSION OF EXPELLED STUDENT(S) - (Government Code Section 48918)  
JaDene Jones, Director of Operations

4.02 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)  
Consideration of Labor Negotiations  
Horizon Certificated Employees Association  
Kim Bogard, ESQ, Kingsley Bogard, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

4.03 CONFERENCE WITH LABOR NEGOTIATORS – (Government Code Section 54957.6)  
California School Employees Association;  
Kim Bogard, ESQ, Kingsley Bogard, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

4.04 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)  
Feasibility Study Horizon Learning Centers  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

4.05 CONFERENCE WITH LEGAL COUNSEL (Anticipated Litigation – Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (b) of Government Code Section 54956.9)  
James Ward, ESQ, Evans, Wieckowski, Ward and Scoffield, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer  
Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer

**6:00 p.m.**

5. ADJOURN TO OPEN SESSION – 6:09 p.m.

The Governing Board will disclose any action taken in Closed Session regarding the following items:

- 5.01 ADMISSION OF EXPELLED STUDENT(S) - (Government Code Section 48918)  
JaDene Jones, Director of Operations

Motion by: S. Infante to approve Student 16-06 with conditions by

Second by: K. Dahlstrom

**Motion Carried**

- 5.02 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)  
Consideration of Labor Negotiations  
Horizon Certificated Employees Association  
Kim Bogard, ESQ, Kingsley Bogard, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

**No Action Taken**

- 5.03 CONFERENCE WITH LABOR NEGOTIATORS – (Government Code Section 54957.6)  
California School Employees Association;  
Kim Bogard, ESQ, Kingsley Bogard, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

**No Action Taken**

- 5.04 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)  
Feasibility Study Horizon Learning Centers  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

**No Action Taken**

- 5.05 CONFERENCE WITH LEGAL COUNSEL (Anticipated Litigation – Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (b) of Government Code Section 54956.9)  
James Ward, ESQ, Evans, Wieckowski, Ward and Scoffield, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer  
Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer

**Direction given to the Superintendent to continue negotiations**

6. REPORTS AND COMMUNICATION

- 6.01 Horizon Certificated Employees Association  
No Statement Submitted  
6.02 California School Employees Association  
No Statement Submitted

- 6.03 Assistant Superintendent, Business Services/ Chief Business Official– Daniel B. Schuler
- 6.04 Superintendent/ Chief Executive Officer – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

C. Wood reported meeting with the Western Placer Unified School District (WPUSD) and Scott Leaman on March 16, 2016. Horizon Charter Schools (HCS) is on schedule with charter renewal timelines.

The HCS all teacher in-service was held on Mar. 15, 2016. Teacher requested items were the foundation of the in-service day. This was another opportunity for HCS staff to connect and network with others who teach in like-ways across the area. It was a great day of learning and sharing.

C. Wood then addressed C. Hartman and her efforts to make the in-service a success. She also thanked the administrative team, teachers and M. Krentz as well as L. McGillicuddy and J. Peat who made sure all needs were taken care of.

## 7. CONSENT AGENDA

### NOTICE TO THE PUBLIC

*All items on the Consent Agenda will be approved with one motion, which is not debatable and requires a unanimous vote for passage. If any member of the Board, Superintendent, or the public so request, items may be removed from this section and placed in the regular order of the business following the approval of the consent agenda.*

- 7.01 Approval of Meeting Minutes for:  
February 18, 2016 - Regular Meeting of the Governing Board
- 7.02 Approval of Warrant Report  
Horizon Charter Schools
- 7.03 Approval of Certificated Personnel Report – Terri McGill, Assistant Superintendent,  
Administrative Services/ Chief Operations Officer
- 7.04 Approval of Classified Personnel Report – Terri McGill, Assistant Superintendent,  
Administrative Services/ Chief Operations Officer
- 7.05 Approval of Job Descriptions – Terri McGill, Assistant Superintendent, Administrative  
Services/ Chief Operations Officer
- 7.06 Approval of Assessment Facility – Grace Church – Terri McGill, Assistant Superintendent,  
Administrative Services/ Chief Operations Officer
- 7.07 Approval of Enrollment Report - Daniel B. Schuler, Assistant Superintendent, Business  
Services/ Chief Business Official
- 7.08 Approval of School Pathways Scope of Work (SOW) to Recover Deleted Class - Daniel B.  
Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.09 Approval of VBM, Inc., Janitorial Services for the Venture & Nicolaus Sites - Daniel B.  
Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.10 Approval of Parallax SSL Certificate Renewal - Daniel B. Schuler, Assistant Superintendent,  
Business Services/ Chief Business Official
- 7.11 Approval of Follett Schools Solutions – Yvonne Allen, Director, Business Services
- 7.12 Approval of Bilingual Assessment Memorandum of Understanding (MOU) – Ramona  
Rogers, Director of Special Education

- 7.13 Approval of Granite Bay Speech Memorandum of Understanding (MOU) - Ramona Rogers, Director of Special Education
- 7.14 Approval of IEE Music Therapy Memorandum of Understanding (MOU) - Kelly Collins, Interim Assistant Superintendent, Educational Services/ Chief Academic Officer
- 7.15 Approval of Cost Proposal, Edmentum for the English Second Language (ESL) Curriculum - Kelly Collins, Interim Assistant Superintendent, Educational Services/ Chief Academic Officer – Caitlin Hartman, Director, Curriculum, Learning and Professional Instruction
- 7.16 Approval of El Dorado Kids Expo Sponsor/Exhibitor - Kelly Collins, Interim Assistant Superintendent, Educational Services/ Chief Academic Officer
- 7.17 Adoption of the 2016-2017 School Calendar - Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Motion by K. Vicari to approve the consent agenda

Second by S. Infante

	Aye	No	Abstain	Absent
Michelle Johnson:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Rynberk:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Infante:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Dahlstrom:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

**Motion Carried**

8. INFORMATION/DISCUSSION/ACTION

***“ACTION”***: Indicates items the Board has seen previously  
***“Action”***: Indicates items the Board is seeing for the first time

*Members of the public wishing to comment on any items should complete a Speakers Card located on the table at the entrance to the Board Room. Speakers Cards are to be submitted to the Board Secretary before each item is discussed.*

- 8.01 Information/ Discussion/Action  
 2015-2016 Second Interim Budget - Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official

D. Schuler addressed the important assumption changes that were made from the 1<sup>st</sup> Interim Budget. The combined projected ADA (Average Daily Attendance) is at 2,343 and represents another drop in the projected ADA from the original budget that was approved by the Governing Board. The second decline was 83 students from the 1<sup>st</sup> Interim Report, which will be reflected in the revenue numbers. HCS still held with the additional ADA decline in year two, which is presented as fiscal year 2016-2017. Fiscal year 2017-2018 remained flat. The combined revenues for both organizations show a slight decrease of \$250K, driven mainly because of the decrease in P2. The expenditures showed a slight decrease as well. This is due to the fact that we have an additional three (3) month maturation of the compensation and benefits for individuals hired and positions not filled. Additionally, there was an expenditure in the 1<sup>st</sup> Interim Budget that was not taken out, as we did not know if we would

be expending funds in that area or not. This was an entry put in by Delta Managed Solutions (DMS) for DMS, so we took that out as well. The LCFF (Local Control Funding Formula) has been adjusted to reflect information that was provided in the Governor’s January address with respect to the decrease in the COLA (Cost of Living Allowance) for 2016-2017, now projected at under ½%. Additionally, there were some one-time funds that you will see in 2016-2017, and some changes with respect to the amount of money that will be put in to get us from the transition between the floor and the benchmark in the LCFF.

D. Schuler shared the presentation that he gave at the March 15<sup>th</sup> in-Service and closed his presentation by stating that this is a tremendous group of people at Horizon Charter Schools who are all pulling together in the right direction. It does not matter what challenges are ahead, we will continue to work as hard as possible to make sure that our students move forward.

Motion by K. Vicari to approve the 2<sup>nd</sup> Interim Budget Report

Second by A. Rynberk

	Aye	No	Abstain	Absent
Michelle Johnson:	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Vicari:	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Rynberk:	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Infante:	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Dahlstrom:	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

**Motion Carried**

8.02 Information/ Discussion/Action

Board ENDS Monitoring Report Mathematics - Kelly Collins, Interim Assistant Superintendent, Educational Services/ Chief Academic Officer

C. Wood directed attention to the blue cards that were provided to the Board. These cards were designed to give opportunity to ask questions or make comments that the Board may have during the presentation. The staff addressed the questions at the end of the presentation.

K. Collins presented the Monitoring Report results.

S. Infante inquired about the possibility of analyzing the data to see exactly which students are coming from VLI (Virtual Learning Instruction), learning centers, etc.

K. Collins replied that there is not a program that would do that for us automatically, although it is possible, we are not sure of the logistics to do it. The use of data director in the past has been ineffective.

M. Johnson asked why one of the multiple measures is not grades and percentages like it is in ‘normal’ schools.

K. Collins stated that the grades are a multiple measure assessment as an added layer of assessment, however, they are not common. Our instruction is different per student, per classroom, so the data is subjective. C. Hartman added that if we used the same rubrics and calibrated it all and made sure the scoring was aligned, then they could do it. She stated that most districts do not use grades as a way to reward, it is not typical. K. Collins mentioned the variety of different curriculum and curriculum imbedded assessments. iReady does not use a curriculum imbedded assessment.

A. Rynberk added that as long as she has been on the Board, they have been looking for a way to assess the students. It was a relief not to have to do the benchmarks, however, measurements are necessary and it is crucial to our education system. HCS cannot prove that we are doing what we set out to do without the measurement.

Motion by: A. Rynberk to approve the Board ENDS Monitoring Report as reasonable interpretation and sufficient data.

Second by: M. Johnson

	Aye	No	Abstain	Absent
Michelle Johnson:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Rynberk:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Infante:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Dahlstrom:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

**Motion Carried**

8.03 Information/ Discussion/Action

Horizon Charter Schools Governing Board handbook – Horizon Charter Schools Governing Board – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer;  
Michelle Johnson, Horizon Charter Schools Governing Board President

C. Wood stated that the ensuing conversation will guide the next steps as the Board puts together the Governance handbook. It is not intended to be restrictive. The handbook draft will come back around again as we receive feedback and revise it accordingly. Until we complete the handbook, there will not be anything to vote on. What you see is not mandated, it is meant to be a guideline.

K. Vicari liked the idea of reevaluating the handbook once a year and asked if it is necessary to use step 1, 2, 3, in accordance with the superintendent evaluation, as she would rather see a timeline.

M. Johnson stated that the reason for the steps is that a timeline will eventually be assigned. CSBA (California School Board Association) recommended keeping it in the structure you see here during the year process.

C. Wood clarified that once the steps are done, the superintendent contract items would be incorporated into the evaluation. Anything, in terms of expectations or modifications to accomplish the goals for the organization, may be changed.

A. Rynberk spoke to the comments made by M. Johnson earlier in the meeting, regarding long term goals. These goals are seen in the WASC and the timeline provided by K. Collins, which showed Horizon Charter Schools is on schedule with getting these goals accomplished. The same with the charter renewal, the goals exist within these documents and, in some cases, they are already implemented.

A. Rynberk continued by saying the charter renewal goal may be seen in the Ryland Report. The long term goals are already there.

C. Wood replied that although these goals may not be ‘formerly’ put through, they are obvious. They are addressed at every Board meeting in the Superintendent’s update to the Board. Goals such as, student achievement, renewing our charter and accreditation. These are big ticket items for our charter.

A. Rynberk mentioned the fact that C. Wood is always looking ahead, whether the charter will build out or scale back.

C. Wood replied that our LCAP is a great example of that. It is important to always keep a three (3) year perspective. As the Board puts together the goals for the organization, it is also putting together the goals for the Superintendent and administrative team.

A. Rynberk replied that the organization is also putting out fires and implementing policy along the way. For instance, the master schedule and calendar have been set early and our teachers are receiving more support. Not everyone has been happy with the changes, however, there are some things that we cannot change, we are a government organization and we are accountable.

C. Wood replied that these comments have been well stated. Although we are unable to please all the people, all the time, we shoot for it on a regular basis. However, if we focus only on pleasing people, we probably won't change much for the betterment of the organization. Sometimes there are growing pains. We want to maintain continuity as much as we are able, even though we are in a changing world, we are keeping up with the changes and the technology that supports our students.

#### 8.04 Information/ Discussion/Action

Horizon Charter Schools Governing Board Vacancy - Cynthia Wood, EdD, Superintendent/  
Chief Executive Officer

C. Wood stated that this position was advertised, both internally and externally, for the filling of this vacancy. Although there were four (4) who initially showed interest and were sent applications, only one returned the application.

K. Vicari and M. Johnson said they would like to do an interview and would like to use the previous questions.

M. Johnson said she would like to run another ad.

L. Bentley said it will cost \$500 to do that.

The recommendation was to run the ad for another two (2) weeks and then interviews would be conducted with the same questions.

A. Rynberk said she would like to see the responses to the ad, then decide who to interview.

#### 8.05 Information/ Discussion/Action

Consideration and approval of Contract Extension for 1515 Cirby - Cynthia Wood, EdD,  
Superintendent/ Chief Executive Officer

### **Nothing to consider at this time**

#### 8.06 Information/ Discussion/ Action

Policy – Vacation Buy-Back - Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

### **This policy is currently with legal review**

#### 8.07 Information/ Discussion/ Action

Policy – Sick Leave - Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

### **This policy is currently with legal review**

#### 8.08 Information/ Discussion/ Action

Policy – Filling Board Vacancies - Cynthia Wood, EdD, Superintendent/ Chief Executive  
Officer



C. Wood stated that this policy came directly from CSBA. Policy notes were taken by M. Rogers and incorporated into the policy.

## 9. INFORMATION/ DISCUSSION

### 9.01 Marketing Strategies - Cynthia Wood, EdD, Superintendent/ Chief Executive Office

C. Wood began with the enrollment concern and spoke specifically to the recruitment of new families. She mentioned that she had recently interviewed two (2) marketing firms and they are currently putting together proposals for HCS (Horizon Charter Schools).

E. Sweiven spoke about the value of word of mouth and how he has been putting together tools to help people share their passion for HCS. Saturday, E. Sweiven will be at Kidtopia in Fair Oaks. S. Infante suggested using students to help with the activities at the fair booths. K. Dahlstrom mentioned Rusch Park's family day.

C. Wood stated that part of the marketing effort, is our website. How do we impart the excitement of HCS when they come in our doors? What do we want to package for them so that they get even more excited when they come through the doors of our charter?

K. Dahlstrom said people who ask about homeschooling are usually asking about what it looks like. One thought to get more internet exposure, was to do a blog and include interviews with HCS families. Another thought was for buddy families, where a veteran HCS parent would help usher in the new parents.

## 10. GOVERNING BOARD

### 10.01 FUTURE AGENDA ITEMS

- a. April 21, 2016
  - Approval of Meeting Minutes for March 17, 2016 Regular Meeting of the Governing Board
  - Enrollment

### 10.02 BOARD MEMBER REPORTS/COMMENT

## 11. ADJOURNMENT – 10:30 p.m.

### *Information for the Public*

*Members of the public wishing to comment on any items should complete a Speaker's Card. Speaker's Cards are located at the entrance to the Board Room. Speaker's Cards are to be submitted to the Board Secretary prior to the start of the meeting.*

*Backup materials for this agenda are available at the Horizon Charter Schools Administrative Offices located at 2800 Nicolaus Road, Suite 100, Lincoln CA 95648.*

*Members of the public may submit a written request for the entire agenda packet to:*  
*Horizon Charter Schools Board Secretary*  
*PO Box 489000*

*Lincoln CA 95648*

*The request must be submitted 10 working days prior to the meeting.  
Individuals requiring disability-related accommodations or modifications including auxiliary aids  
and services in order to participate in the Governing Board meeting should contact the Chief  
Executive Officer or designee in writing, at least two days prior to meeting date. Government  
Code 54954.1*

This agenda is posted at least 72 hours in advance of the meeting at:

Horizon Administration Office, 2800 Nicolaus Road Suite 100, Lincoln, California,  
and on the Horizon Charter Schools Website: [horizoncharterschools.org](http://horizoncharterschools.org)

The Governing Board may be reached via e-mail at: [horizonboard@hcs.k12.ca.us](mailto: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: 916-408-5200 X 5141

\*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.