



## REGULAR MEETING OF THE GOVERNING BOARD ADOPTED MINUTES

Date: Thursday, June 16, 2016  
Meeting Place: Horizon Charter Schools Board Room  
2800 Nicolaus Road, #100  
Lincoln, CA 95648

### REGULAR BUSINESS MEETING 3:00 P.M. START

1. CALL TO ORDER – Horizon Charter Schools Board Room (3:04 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
- X Community Representative: Bob Collins
- Education/Community Representative: Vacant

2. 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.*

**3:10 P.M.**

3. CLOSED SESSION – Superintendent’s Office, 2800 Nicolaus Road, #100, Lincoln, CA (3:09 P.M.)

- 3.01 POLICY 3.4: MONITORING CEO PERFORMANCE (Government Code Section 54957)  
Employment Agreement for Superintendent/Chief Executive Officer: Contract Discussion.  
Horizon Charter Schools Governing Board  
Attorney, Paul Thompson, ESQ, Fagen, Friedman and Fulfroost, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer
- 3.02 CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)  
Discussion concerning: Unrepresented Employee: Superintendent/ Chief Executive Officer  
Attorney, Paul Thompson, ESQ, Fagen, Friedman and Fulfroost, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer
- 3.03 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
- 3.04 CONFERENCE WITH LABOR NEGOTIATORS – (Government Code Section 54957.6)  
Consideration of Labor Negotiations  
California Schools Employees Association  
Kim Bogard, ESQ, Kingsley Bogard, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer
- 3.05 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)  
Feasibility Study, Horizon Learning Centers  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer
- 3.06 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
- 3.07 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)  
Lindsay Moore, ESQ, Kingsley Bogard, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer  
Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer

**6:00 P.M.**

4. ADJOURN TO OPEN SESSION (6:00)

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

- 4.01 POLICY 3.4: MONITORING CEO PERFORMANCE (Government Code Section 54957)  
Employment Agreement for Superintendent/Chief Executive Officer: Contract Discussion.  
Horizon Charter Schools Governing Board  
Attorney, Paul Thompson, ESQ, Fagen, Friedman and Fulfroft, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

No action taken.

- 4.02 CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)  
Discussion concerning: Unrepresented Employee: Superintendent/ Chief Executive Officer  
Attorney, Paul Thompson, ESQ, Fagen, Friedman and Fulfroft, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Direction given to the Superintendent.

- 4.03 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.

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

No action taken.

- 4.05 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.

- 4.06 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

No action taken.

- 4.07 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)

Lindsay Moore, ESQ, Kingsley Bogard, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer  
Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer

No action taken.

## **6:10 P.M.**

### **5. STUDENT PRESENTATIONS**

None

### **6. REPORTS AND COMMUNICATION**

- 6.01 Horizon Certificated Employees Association  
No Statement Submitted
- 6.02 California Schools Employees Association  
No Statement Submitted
- 6.03 Assistant Superintendent, Business Services/ Chief Business Official – Daniel B. Schuler

D. Schuler noted that with respect to our submissions for the funding determination of non-classroom based funding for Average Daily Attendance (ADA), Horizon Charter Schools (HCS) was approved for an additional four (4) years, which provides approval through the year 2019-2020. The recommendation for Partners was approved last week by the Advisory Commission on Charter Schools (ACCS) for five (5) years and will go to the State Board of Education in July. D. Schuler cautioned that this means we will be on an uneven schedule for the two (2) charters and must make sure that we remain mindful of this and file at the appropriate times.

- 6.04 Superintendent/ Chief Executive Officer – Cynthia Wood, EdD

C. Wood commented on the graduation of our 281 students. She noted that the Sacramento Learning Center administration, through the church, will conclude HCS services. All families have been contacted to see if they care to continue with us. There will be no teacher layoffs due to this closure.

Administration has been busy planning for the upcoming school year and back to school orientation will be held on August 9<sup>th</sup>. This will be mandatory in-service training for our teachers. C. Wood continued by stating that we are about eighteen (18) months from our WASC accreditation review. We will be going for a five (5) year renewal. K. Collins will speak about where we stand with that timeline as well as the renaming of our ENDS, which was a request from the WASC team. C. Wood stated that our quarterly meetings with Western Placer Unified School District (WPUSD) will conclude for the year on June 22, 2016 and HCS is on target for renewal.

Following our increase of student funds, we have received an overwhelming positive response from our families.

## 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:
  - a. May 12, 2016 – Special Session of the Governing Board
  - b. May 19, 2016 – Regular Meeting of the Governing Board
- 7.02 Approval of Warrant Report – Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 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 CODESP Agreement – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.06 Approval of NCM for Parent Magazine Advertising – Kelly Collins, Assistant Superintendent, Educational Services/ Chief Academic Officer
- 7.07 Approval of Parent Magazine Advertising – Kelly Collins, Assistant Superintendent, Educational Services/ Chief Academic Officer
- 7.08 Approval of SSCAL Membership Renewal – Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.09 Approval of Facility Cleaning Services/ Auburn Learning Center – Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.10 Approval of OPS Service Agreements, Fiscal Year 2016-2017 – Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.11 Approval of Cal Card Rebate Transfer Authorization – Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.12 Approval of Facility Cleaning for Learning Centers – Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.13 Approval of OpenDNS Umbrella – 3 Year Subscription – Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official

- 7.14 Approval of CSDC (Charter Schools Development Center) Membership – Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.15 Approval of MedAssist Program for Medicare/Medicaid Reimbursement – Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.16 Approval of Folsom Sports Complex Rental Agreement – Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.17 Approval of Cisco Catalyst Switch – 3 Year SMARTnet – Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.18 Approval of Right Angle Project– Phase 1 Revision of Website – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer
- 7.19 Approval of Sierra School- PCOE SELPA Master Contract – Ramona Rogers, Director, Special Education

Motion by K. Dahlstrom to approve the consent agenda

Second by A. Rynberk

	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:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Lou Smith:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Oath of Office- New Board Member- Educational Representative – Mary Lou Smith – Michelle Johnson, Horizon Charter Schools Governing Board President

Mary Lou Smith was sworn in as Education/ Community Representative.

### 8.02 Information/ Discussion/ Action

WASC 2015 Follow-up Action Item/ Reviewing our Board ENDS – Kelly Collins, Assistant Superintendent, Educational Services/ Chief Academic Officer

K. Collins addressed the renaming of the Board ENDS and the process that Administration has been going through to find a new name.

Student Learning Goals (SLG) was voted as the new name for our Board ENDS.

Ayes: 6  
Nays: 1  
Absent: 0  
Abstain: 0

8.03 Information/ Discussion/ Action

Annual Operating Budget for 2016-2017 and Estimated Unaudited Actuals for 2015-2016 - Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official

D. Schuler addressed the fact that the document contains a lot of red and that is by design. Administration felt the need to make a change with respect to the delivery of service and specifically, student instructional funds. The subject document reflects the increase in HCS student funds from \$1600 and \$1800 to \$2600 and \$2800. When we take a look at where we are projecting ADA for the three (3) years, it drives the expenditure side for those increases in student instructional funds. For 2016-2017 we are showing a decline. Sacramento Learning Center confirmed leaving after this document was produced so we are anticipating an additional loss of students there. However, once marketing is implemented, this should change for the better. This information is based on the May revision. One time funds are a bit higher than what was proposed by the Governor in January, but not substantial. This worked out to about \$230 per ADA.

This document utilizes the latest and greatest Local Control Funding Formula (LCFF) calculator. For 2016-2017, we are projecting a \$1.6 Million deficit. We are projecting a similar deficit for 2017-2018, and for 2018-2019 it is actually a bit higher. This projected increase is due to the fact that we are not quite sure what is going to happen that year. The calculator is utilizing the fact that the Education Protection Account (EPA) is going to drop off. Proposition 30 is expected to be on the ballot in the fall, but we do not know if it will be supported or not. If it passes, then that 2018-2019 year will look different, if it does not, then it will already be built into the numbers that we see here. The 2017-2018 and 2018-2019 years are projected with higher ADA, but we are starting from a much lower base. We are down about 250 students from where we were in 2014-2015 and where we are projected to end up based upon P2 numbers and looking at our annual enrollment at the end of the year. If we could get Partners back up to the 2014-2015 enrollment of 1,115 for the 2016-2017 year (currently projected at 910), that would be an increase of \$4.3 Million over the three (3) years, in Partners alone.

D. Schuler continued, stating that the strongest component of the marketing piece is word of mouth which comes from the interaction that takes place between our teachers and families. Our website and the ability to enroll through the website is going to be a strong part of our marketing campaign.

HCS hasn't experienced the same fluctuations in enrollment and ADA as Partners has. Partners is where most enrollment has been lost.

M. L. Smith asked if our budget may be revised as we go.

D. Schuler stated that there is a 30-day window provided to make substantial changes, if needed. It is required for us to report out, not only to our Governing Board, but also to our sponsoring District and the County. The first interim is based upon information through October and the second interim is based upon information through January. There are essentially three (3) snapshots given throughout the year. This is the first snapshot, which profiles where we think we are going to be when we begin the year. We get another one in December for the first four (4) months of the year and then another one in March, which will incorporate the first seven (7) months of the year.

Motion by: K. Vicari to approve the Annual Operating Budget for 2016-2017 and Estimated Unaudited Actuals for 2015-2016.

Second by: B. Collins.

	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:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Lou Smith:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried.

8.04 Information/ Discussion/ Action

Allocation of 2015-2016 Ending Fund Balances - Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official

Notes: This item was tabled until the September Board meeting.

8.05 Information/ Discussion/ Action

Consideration and approval of HCEA Employee Agreement – Cynthia Wood, EdD, Superintendent/ CEO

Notes: This item was tabled until the September Board meeting.

8.06 Information/ Discussion/ Action

Consideration and approval of CSEA Employee Agreement – Cynthia Wood, EdD, Superintendent/ CEO

Notes: This item was tabled until the September Board meeting.

8.07 Information/ Discussion/ Action

Consideration and approval of Unrepresented/ Administrative Compensation – Cynthia Wood, EdD, Superintendent/ CEO

C. Wood stated that at this time, both union groups are in need of additional time.

Notes: This item was tabled until the September Board meeting.



8.08 Information/ Discussion/ Action  
 Consideration and approval of General Release Agreement – Cynthia Wood, EdD,  
 Superintendent/ CEO

Motion by: S. Infante to approve the General Release Agreement.  
 Second by: B. Collins.

	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:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Lou Smith:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried.

9. INFORMATION/ DISCUSSION

None

10. GOVERNING BOARD

10.01 FUTURE AGENDA ITEMS

a. August 18, 2016

10.02 BOARD MEMBER REPORTS/COMMENT

B. Collins read a statement that he prefaced by stating that this is what he stands for and what he believes. This statement focused on student achievement and parent support.

K. Vicari agreed that student achievement should always be our top priority.

M. Johnson gave her resignation as Board President. She will be leaving to go back to work full time, attend school and continue homeschooling her children. She gave accolades to C. Wood as having raised the bar to really invest in what we are doing here. She said there are no regrets for having chosen C. Wood as our Superintendent. She acknowledged B. Collins and the rest of the Board for their contributions as she gave her last comments to the Governing Board. M. L. Smith acknowledged M. Johnson’s leadership.

C. Wood thanked M. Johnson for her commitment and leadership and acknowledged the wisdom of the Board as a whole.

11. ADJOURNMENT (6:47 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.