



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

Date: Thursday, January 19, 2017
Meeting Place: Horizon Charter Schools Board Room
2800 Nicolaus Road, #100
Lincoln, CA 95648

**REGULAR BUSINESS MEETING
4:30 P.M. START**

1. CALL TO ORDER – Horizon Charter Schools Board Room (4:30 p.m.)

PLEDGE OF ALLEGIANCE

ROLL CALL

- X Parent Representative: Karen Vicari (President)
- Community Representative: Bob Collins (Vice President)
- X Parent Representative: Andrea Rynberk
- X Parent Representative: Sara Infante
- X Parent Representative: Kimberly Dahlstrom
- X Education/Community Representative: Mary-Lou Smith
- Parent 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.

4:40 P.M. (4:35 p.m.)

3. CLOSED SESSION – Superintendent’s Office, 2800 Nicolaus Road, #100, Lincoln, CA

3.01 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Feasibility Study, Horizon Learning Centers

Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

3.02 POLICY 3.4: MONITORING CEO PERFORMANCE (Government Code Section 54957)

Employment Agreement for Superintendent/Chief Executive Officer: Contract Discussion.

Horizon Charter Schools Governing Board

Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

6:00 P.M. (6:04 p.m.)

4. ADJOURN TO OPEN SESSION

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

4.01 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Feasibility Study, Horizon Learning Centers

Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Direction given to the Superintendent.

4.02 POLICY 3.4: MONITORING CEO PERFORMANCE (Government Code Section 54957)

Employment Agreement for Superintendent/Chief Executive Officer: Contract Discussion.

Horizon Charter Schools Governing Board

Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Direction given to the Superintendent.

6:10 P.M.

5. STUDENT PRESENTATIONS

None

6. REPORTS AND COMMUNICATION

6.01 Horizon Certificated Employees Association

Statement attached.

J. Gamble read the HCEA statement for the month.

6.02 California School Employees Association

No statement.

6.03 Assistant Superintendent, Business Services/ Chief Business Official – Daniel B. Schuler

No statement.

6.04 Superintendent/ Chief Executive Officer – Cynthia Wood, EdD

C. Wood began by noting that the California Finance process will continue for the next several months, through the May revision. C. Wood then spoke regarding the State of California School Services Workshop where the first glimpse of the Governors' budget for the year was seen. Once again, schools were cautioned to budget conservatively and to hold reserves as securely as possible, due to the uncertainty at the Federal level.

Horizon Charter Schools (HCS) has concluded all negotiations for the school year. An all-school Inservice is coming up on March 14, 2017, where professional development opportunities for HCS staff will be offered.

Western Association of Schools and Colleges (WASC) accreditation efforts will continue as HCS prepares for renewals in Spring 2018. The charter renewal process has also begun.

The Parent Liaison and Parent Educator are working to engage families in the teaching of their children.

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 December 15, 2016

- 7.02 Approval of Enrollment Report – Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.03 Approval of Warrant Report – Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.04 Approval of Certificated Personnel Report – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.05 Approval of Classified Personnel Report – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.06 Approval of Eagle’s Nest Regional Awards Ceremony- Valley Springs Church in the amount of \$318.00 for March 2017 – Kelly Collins, Assistant Superintendent, Educational Services/ Chief Academic Officer
- 7.07 Approval of Sonitrol Verified Electronic Security at Roseville Learning Center in the amount of \$895.00 and \$15.00 per month – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer
- 7.08 Approval of MOU for School Nurse not to exceed \$640.00 per week – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.09 Approval of Job Description – High School Guidance Counselor – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.10 Approval of Job Description – Department Head (Math, English, History and Science) – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.11 Approval of Job Description – Information Technology (IT) Administrator/ Network Services Administrator and Advisor – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.12 Approval of Job Description – Speech and Language Pathology Assistant– Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.13 Approval of Job Description – Payroll Technician – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.14 Approval of Job Description – Regional Administrator– Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- ~~7.15 Approval of Job Description – Principal/ Lead Teacher – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer~~
- 7.16 Approval of Organizational Chart 2017– Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Motion by: K. Dahlstrom to approve the consent agenda with the exception of item 7.15, which was moved to the February 2017 Agenda.

Second by: A. Rynberk

	Aye	No	Abstain	Absent
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
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"/>
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

8.01 Information/ Discussion/ Action
 Consideration and approval of Policy – Dress and Grooming – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

C. Wood introduced the policy discussion, stating that these policies are a standard and were taken directly from the California School Boards Associations’ (CSBA) online policy review system, called GAMUT. These policies are general in nature and are in keeping with the work being done on the charter renewals for 2018.

Motion by: M. L. Smith to approve the Dress and Grooming Policy as written.

Second by: A. Rynberk

	Aye	No	Abstain	Absent
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
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"/>
Mary-Lou Smith:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried.

8.02 Information/ Discussion/ Action
 Consideration and approval of Policy –Universal Precautions – Cynthia Wood,
 EdD, Superintendent/ Chief Executive Officer

Motion by: S. Infante to approve the Universal Precautions Policy as written.

Second by: K. Dahlstrom

	Aye	No	Abstain	Absent
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
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"/>
Mary-Lou Smith:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried.

8.03 Information/ Discussion/ Action
 Consideration and approval of Policy – Exposure Control Plan for Bloodborne
 Pathogens – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Motion by: S. Infante to approve the Exposure Control Plan for Bloodborne Pathogens Policy as written.

Second by: M.L. Smith

	Aye	No	Abstain	Absent
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
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"/>
Mary-Lou Smith:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried.

8.04 Information/ Discussion/ Action
 Consideration and approval of Policy – Legal Status Requirements – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Motion by: K. Dahlstrom to approve the Legal Status Requirements Policy as written.
 Second by: M. L. Smith

	Aye	No	Abstain	Absent
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
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"/>
Mary-Lou Smith:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried.

8.05 Information/ Discussion/ Action
 Consideration and approval of Policy – Political Activities of Employees – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Motion by: A. Rynberk to approve the Political Activities of Employees Policy with the requested change.
 Second by: S. Infante

	Aye	No	Abstain	Absent
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
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"/>
Mary-Lou Smith:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried.

8.06 Information/ Discussion/ Action
 Consideration and approval of Policy – Recruitment and Selection – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Motion by: S. Infante to approve the Recruitment and Selection Policy as written.

Second by: K. Dahlstrom

	Aye	No	Abstain	Absent
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
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"/>
Mary-Lou Smith:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried.

9. INFORMATION/ DISCUSSION

9.01 Information/ Discussion/ Action
 Marketing Review
 Colleen Nihen, Right Angle Productions
 Cynthia Wood, EdD, Superintendent/ Chief Executive Officer
 Eric Sweiven, Director of Innovation and Marketing
 Michele Giacomini, Community/ Parent Support Liaison

C. Wood introduced C. Nihen, who shared a marketing presentation and an update on the Horizon Charter Schools (HCS) website. C. Nihen will also assist with discussions among the HCS teaching staff during the March 14, 2017 Inservice.

C. Wood acknowledged the staff members who participated in the HCS sponsored events throughout the year.

K. Vicari voiced a concern regarding the lack of diversity in the marketing ads. C. Nihen replied that she has used stock photos in order to add some diversity, but will be incorporating photos of our actual student population as these photos become available.

A. Rynberk remarked on the radio ads that were played during the presentation and C. Nihen stated that they are not running right now, they will begin again in March, 2017.

A. Rynberk commented on the family that was in the video, stating that she appreciated the spot.

K. Vicari mentioned the need for a very clear list of HCS vendors, to which C. Nihen responded that this list appears at different places on the website.

A. Rynberk mentioned the importance of having the specific Western Association of Schools and Colleges (WASC) accreditation showcased up front on the Home page, not

just the word “accredited”. C. Wood stated that the WASC accreditation will be addressed in her Superintendents’ message as well.

A. Rynberk also mentioned highlighting the A-G courses and the University of California doorway to support High School students. C. Nihen replied that this is included on the Independent Study page, which speaks more to High Schoolers.

K. Dahlstrom directed attention to the movement of the text on the web page and mentioned that it was a bit distracting.

A. Rynberk asked if there were a place on the website for struggling student support. C. Nihen mentioned that this help is located on the Parent Support pages.

A. Rynberk spoke about the Parent Skimm and the possibility of putting that on the web page. C. Nihen stated that will be included when the Hub is transferred over and there is a secured area. Until then, a recap will be posted on the web site with pictures and/or video of trips and activities at Horizon Charter Schools.

10. GOVERNING BOARD

10.01 FUTURE AGENDA ITEMS

- a. February 16, 2017

10.02 BOARD MEMBER REPORTS/COMMENT

A. Rynberk commented on the work that C. Nihen has done on the website and thanked her for her efforts.

A. Rynberk suggested a video clip of Auburn Road, the singing trio from Horizon Charter Schools, be placed on the website.

11. ADJOURNMENT (7:33 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
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: 916-408-5200 X 5141*Please note: items on the agenda may not be addressed in the order they are agendaized. The Board may alter the order at their discretion.