



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

Date: Thursday, August 16, 2018
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 – 3:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

- X Parent Representative: Kimberly Dahlstrom
- X Education/Community Representative: Mary-Lou Smith
- X Parent Representative: Joe Dutra
- X Community Representative: Milly Nuñez
- X Parent Representative: Crystal Carrico

2. COMMUNICATION FROM THE PUBLIC

This portion of the meeting is set aside to allow 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 before the start of the meeting.

3:10 P.M.

3. CLOSED SESSION – Superintendent’s Office, 2800 Nicolaus Road, #100, Lincoln, CA
 - 3.01 ADMISSION OF EXPELLED STUDENT(S) – (Government Code Section 48918)
JaDene Jones, Director of Operations
 - 3.02 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)
Feasibility Study, Horizon Learning Centers
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer
 - 3.03 PUBLIC EMPLOYEE PERSONNEL: Appoint, Employment, Evaluation of Performance, Discipline or Dismissal of Public Employee (Government Code Section 54957)
Lindsay Moore, ESQ, Kingsley Bogard, LLP
James Traber, ESQ, Fagen, Freidman and Fulfrost, LLP
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer
Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
 - 3.04 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6) Labor Negotiations- HCEA (Horizon Certificated Employees Association)
Lindsay Moore, ESQ, Kingsley Bogard, LLP
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer
 - 3.05 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6) Labor Negotiations- HCSA/CTA/NEA (Horizon Charter Schools Association/California Teachers Association/National Education Association)
Lindsay Moore, ESQ, Kingsley Bogard, LLP
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer
 - 3.06 POLICY 3.4: MONITORING CEO PERFORMANCE (Government Code Section 54957)
Employment Agreement for Superintendent/ Chief Executive Officer: Contract Discussion.
Horizon Charter Schools Governing Board
Paul Thompson, ESQ, Fagen, Friedman and Fulfrost, LLP
James Traber, ESQ, Fagen, Freidman and Fulfrost, LLP
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

5:30 P.M.

4. ADJOURN TO OPEN SESSION

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

4.01 ADMISSION OF EXPELLED STUDENT(S) – (Government Code Section 48918)

JaDene Jones, Director of Operations

No action taken.

4.02 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.

4.03 PUBLIC EMPLOYEE PERSONNEL: Appoint, Employment, Evaluation of Performance, Discipline or Dismissal of Public Employee (Government Code Section 54957)

Lindsay Moore, ESQ, Kingsley Bogard, LLP

James Traber, ESQ, Fagen, Freidman and Fulfroost, LLP

Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer

Direction given to the Superintendent.

4.04 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6) Labor Negotiations- HCEA (Horizon Certificated Employees Association)

Lindsay Moore, ESQ, Kingsley Bogard, LLP

Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Direction given to the Superintendent.

4.05 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6) Labor Negotiations- HCSA/CTA/NEA (Horizon Charter Schools Association/California Teachers Association/National Education Association)

Lindsay Moore, ESQ, Kingsley Bogard, LLP

Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Direction given to the Superintendent.

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

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

Horizon Charter Schools Governing Board
Paul Thompson, ESQ, Fagen, Friedman and Fulfroost, LLP
James Traber, ESQ, Fagen, Freidman and Fulfroost, LLP
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Direction given to the Superintendent.

5:40 P.M.

5. STUDENT PRESENTATIONS

None

6. REPORTS AND COMMUNICATION

6.01 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.

Approximately 18 Teachers submitted speaker cards to share a variety of concerns regarding fair salary compensation and work requirements.

Teachers who spoke are listed below:

Darcie Hutcheson

Shannon Thompson

Stephanie Hildebrand

Noel Negri-Brown

Marilee Dalton

Kerry Moulin

Susan Pagel

Linda Gordon

Siri Denton

Alisa Bradbury

Sylvia Fulton

Marie Zambrana

Nancy Christiansen

Wendy Fayard

Becky Morales

Jalaine Morgan

Travis Stull

Vicki Hillier

6.02 Horizon Certificated Employees Association

- Statement attached.

Jalaine Morgan read the HCEA statement aloud to the Governing Board.

6.03 HCSA/CTA/NEA (Horizon Charter Schools Association/California Teachers Association/National Education Association)

- No statement.

6.04 Assistant Superintendent, Business Services/ Chief Business Official – Rebecca Courtright

Horizon Accounting Activities: Staff is currently busy paying the last of the bills from 2017/18 and preparing to close the books in order to begin preparing the 2017/18 financial reports. The independent auditors visited in July to review attendance and student records. They are coming out again in three (3) weeks to review the financial records and begin preparing the FY 2017/18 audit report.

Parent Curriculum Ordering Access: Additional access for parents to our curriculum ordering system (OPS) has been put in place. Parents tested this new feature last spring and gave feedback to the software programmers. As of the beginning of this school year, four (4) teachers have now opened the live environment for their parents to order curriculum and supplies if they wish. This feature will be offered to all parents in the spring semester.

Clean Energy Jobs Act Projects: New HVAC units have been installed at the Nicolaus Administration offices and are working quite well. The thermostats are WiFi capable which will allow for temperature control, even without access to the thermostat on the wall. Installation of new HVAC units will begin tomorrow at CRC/Warehouse on Venture Drive. The final portion of this project is to replace the lighting fixtures and controls with newer energy efficient alternatives.

6.05 Superintendent/ Chief Executive Officer – Cynthia Wood, EdD

C. Wood welcomed the Governing Board to the new, 2018/2019 school year and provided an update on the in-service that took place on August 9, 2018. The in-service addressed the 25-year Jubilee celebration and included a video presentation on CalPERS.

The theme of the in-service was the circle of support which embraces the staff and parent community in many ways. Each administrator went on stage and spoke briefly about specific programs and services for students and families. Break-out sessions included preparation for the start of school. Regions and Departments met to address area concerns. The longevity awards were acknowledged at the in-service.

C. Wood addressed the target of fairness concept. This term is used to identify what Horizon Charter Schools is doing in an ongoing quest to make sure that the compensation of employees is comparable to neighboring charter schools and traditional districts. Job descriptions, benefit packages, and salary schedules are currently under review. C. Wood mentioned that administration is listening to the teachers, and, all staff, and is looking for a way to give a full CalSTRS calendar year to all teachers.

HCSCA/CTA/NEA negotiations will begin in October, and HCSCA/CTA/NEA salary schedules will be addressed at that time.

C. Wood stated that the teachers who spoke during the communication from the public, brought up some important issues that will be clarified as we move forward. C. Wood stated that Horizon Charter Schools invested in the families it serves by increasing instructional funds last year. This year, Horizon is addressing comparable salary schedules for all employee groups.

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 business following the approval of the consent agenda.

- 7.01 Consideration and approval of Meeting Minutes:
 - June 21, 2018, Regular Meeting of the Governing Board
- 7.02 Consideration and approval of Enrollment Report – Rebecca Courtright, Assistant Superintendent, Business Services/ Chief Business Officer; Yvonne Allen, Director, Business Services
- 7.03 Consideration and approval of Warrant Report – Rebecca Courtright, Assistant Superintendent, Business Services/ Chief Business Officer; Yvonne Allen, Director, Business Services
- 7.04 Consideration and approval of Certificated Personnel Report – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer

- 7.05 Consideration and approval of Classified Personnel Report – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.06 Consideration and approval of the Apple One Contract for Employment Services – Terri McGill, Assistant Superintendent, Administrative Services/Chief Operations Officer
- 7.07 Consideration and approval of Epic Bible College Facility Rental for CAASPP Testing Site (*for facility use only, not affiliated with Horizon Charter Schools in any way*) April 2-5, 2019 in an amount not to exceed \$800.– Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.08 Consideration and approval of Destiny Community Center Facility Rental for CAASPP Testing Site (*for facility use only, not affiliated with Horizon Charter Schools in any way*) April 23-26, 2019 in an amount not to exceed \$2,340. – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.09 Consideration and approval of Shady Creek Science Camp for 5th and 6th grade Lincoln Montessori Community Co-Op (LMCC) students in the amount of \$3,500. – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.10 Consideration and approval of the Contract for School Pathways for CALPADs support in an amount not to exceed \$15,000. –Terri McGill, Assistant Superintendent, Administrative Services/Chief Operations Officer
- 7.11 Consideration and approval of Property for Disposal – Terri McGill, Assistant Superintendent, Administrative Services/Chief Operations Officer
- 7.12 Consideration and approval of Job Descriptions – Terri McGill, Assistant Superintendent, Administrative Services/Chief Operations Officer
- 7.13 Consideration and approval of Bomgar Service Renewal – Cynthia Wood, EdD, Superintendent/Chief Executive Officer; Sergio Herrera, IT Administrator/Network Services Administrator and Advisor
- 7.14 Consideration and approval of E-Rate Consultant Service Renewal - Cynthia Wood, EdD, Superintendent/Chief Executive Officer; Sergio Herrera, IT Administrator/Network Services Administrator and Advisor
- 7.15 Consideration and approval of Hewlett Packard Enterprise Service Renewal – Cynthia Wood, EdD, Superintendent/Chief Executive Officer; Sergio Herrera, IT Administrator/Network Services Administrator and Advisor
- 7.16 Consideration and approval of KACE Service Renewal - Cynthia Wood, EdD, Superintendent/Chief Executive Officer; Sergio Herrera, IT Administrator/Network Services Administrator and Advisor
- 7.17 Consideration and approval of Kajeet Service Renewal – Cynthia Wood, EdD, Superintendent/Chief Executive Officer; Sergio Herrera, IT Administrator/Network Services Administrator and Advisor

- 7.18 Consideration and approval of the Samanage ITMS (Information Technology Management System) for the 2018/2019 school year in an amount not to exceed \$8,436. - Cynthia Wood, EdD, Superintendent/Chief Executive Officer; Sergio Herrera, IT Administrator/Network Services Administrator and Advisor
- 7.19 Consideration and approval of the School Pathways Google Apps Bridge in he amount of \$250. Onetime setup fee and an annual maintenance fee of \$350 - Cynthia Wood, EdD, Superintendent/Chief Executive Officer; Sergio Herrera, IT Administrator/Network Services Administrator and Advisor
- 7.20 Consideration of the Valley Commercial Contractors, L.P. for the Restroom Renovation at Cirby in an amount not to exceed \$36,288. – Cynthia Wood, EdD, Superintendent/Chief Executive Officer
- 7.21 Consideration and approval of the Procopio Engagement Letter in an amount not to exceed \$50,000. for Professional Services – Cynthia Wood, EdD, Superintendent/Chief Executive Officer
- 7.22 Consideration and approval of the Williams & Paddon Professional Services Supplemental Authorization #1 for Restroom Renovation at Cirby in the amount of \$4,000. – Cynthia Wood, EdD, Superintendent/Chief Executive Officer
- 7.23 Consideration and approval of the Sacramento Convention Center- Memorial Auditorium Rental for 2019 Horizon Charter Schools Graduation Ceremony in the amount of \$6,500. – Cynthia Wood, EdD, Superintendent/Chief Executive Officer
- 7.24 Consideration and approval of the Brigham Young University (BYU) Memorandum of Understanding (MOU) Amendment extending the term of usage through the end of the 2018/2019 school year – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer
- 7.25 Consideration and approval of the Sunshine Event Center facility rental for the 2018/2019 School Year Parent Workshops in an amount of \$432.00 – Kelly Collins, Assistant Superintendent, Educational Services/ Chief Academic Officer
- ~~7.26 Consideration and approval of the Use of Growing Healthy Children for Special Education Services for the 2018/2019 school year in the amount of \$100 per hour, as per Placer County Office of Education (PCOE) Master Contract – Kelly Collins, Assistant Superintendent, Educational Services/ Chief Academic Officer; Lezley Holmes, Director, Special Education~~
- 7.27 Consideration and approval of the Memorandum of Understanding (MOU) for Jabbergym for the 2018/2019 school year – Kelly Collins, Assistant Superintendent, Educational Services/ Chief Academic Officer; Lezley Holmes, Director, Special Education

- 7.28 Consideration and approval of the Contract with Total Education Solutions (TES) for the 2018/2019 School year – Kelly Collins, Assistant Superintendent, Educational Services/ Chief Academic Officer; Lezley Holmes, Director, Special Education

Motion by: M. L. Smith to approve the entire Consent Agenda, except 7.26

Second by: J. Dutra

	Aye	No	Abstain	Absent
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"/>
Joe Dutra:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Milly Nuñez:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Carrico:	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 Consideration of the Horizon Certificated Employees Association (HCEA) Tentative Agreement - Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

This item was removed and added to the September Agenda.

- 8.02 Consideration of the Amendment to the Contract for the Assistant Superintendent, Educational Services/Chief Academic Officer – Cynthia Wood, EdD, Superintendent/Chief Executive Officer

Motion by: J. Dutra to approve the Contract for the Assistant Superintendent, Educational Services/ Chief Academic Officer

Second by: K Dahlstrom

	Aye	No	Abstain	Absent
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"/>
Joe Dutra:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Milly Nuñez:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Carrico:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

9. INFORMATION/ DISCUSSION

9.01 Information/Discussion

Presentation of the WASC (Western Association of Schools and Colleges) Renewal Update - Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer

K. Collins shared the Final Presentation from the WASC/CDE Visiting Committee.

10. GOVERNING BOARD

10.01 FUTURE AGENDA ITEMS

- September 20, 2018- Regular Meeting of the Governing Board

10.02 BOARD MEMBER REPORTS/COMMENT

11. ADJOURNMENT – 7:15 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: 916-408-5236

*Please note: items on the agenda may not be addressed in the order they are scheduled. Board may alter the order at their discretion.