



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

Date: Thursday, September 21, 2017  
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 3:06 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

- X Parent Representative: Andrea Rynberk
- X Parent Representative: Kimberly Dahlstrom
- X Education/Community Representative: Mary-Lou Smith
- X Parent Representative: Joe Dutra
- 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

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

JaDene Jones, Director of Operations

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

Feasibility Study, Horizon Learning Centers

Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

3.3 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

3.4 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6) Labor Negotiations- CSEA (California School Employees Association)

Lindsay Moore, ESQ, Kingsley Bogard, LLP

Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

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

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. – 6:01 p.m.**

4. ADJOURN TO OPEN SESSION

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

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

JaDene Jones, Director of Operations

No action taken.

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

Direction was given to the Superintendent.

- 4.3 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 was given to the Superintendent.

- 4.4 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6) Labor Negotiations- CSEA (California School Employees Association)  
Lindsay Moore, ESQ, Kingsley Bogard, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

No action taken.

- 4.5 PUBLIC EMPLOYEE PERSONNEL: Appoint, Employment, Evaluation of Performance, Discipline or Dismissal of Public Employee (Government Code Section 54957)  
Lindsay Moore, ESQ, Kingsley Bogard, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer  
Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer

The Governing Board took action by a vote of 4-0 to release a Supervising Teacher from an at-will employment.

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

### 5. STUDENT PRESENTATIONS

None

### 6. REPORTS AND COMMUNICATION

- 6.1 Horizon Certificated Employees Association
- Statement attached.

A revised statement was submitted by HCEA and was read by D. Giese. The revised statement has been added to these minutes.

- 6.2 California School Employees Association
- No statement

6.3 Assistant Superintendent, Business Services/ Chief Business Official

R. Courtright gave a brief update and said that the feedback from the auditors has been very positive.

6.4 Superintendent/ Chief Executive Officer – Cynthia Wood, EdD

C. Wood began her report with two (2) comments. I would like to first make a statement that is in reference to the original HCEA statement provided to the Governing Board for this evenings review. Following that, I would like to make a few comments about the recent teacher leadership team that we convened last week.

- The Governance Team of Board Members and the Superintendent, care about the teacher community, the parent community and the charter as a whole.
- The Administrative team is committed to the well-being of Horizon Charter Schools, employees and families.
- The entire Governing Board and Administrative team works specifically to protect the charter at large, which is the employer of all union groups, unrepresented employees and the Administration.
- We are passionate about serving the over 2,000 students that we serve.
- Decisions made by the Governing Board and the Administration come from the consideration of all needs, all perspectives, the financial considerations and the sustainability of the long term impact.
- This evening, the Governing Board will be asked to ratify a tentative agreement with the teachers, which has received a 97% ratification by the HCEA unit members. This agreement is the result of cooperative deliberation and the research necessary to provide the Governing Board with the necessary background for decision making.
- Sometimes a “no” answer is necessary to preserve the well-being and best interest of Horizon Charter Schools at large. A “no” answer is not an indication that Administration/ Governing Board is not hearing concerns.
- I would like to celebrate the fact that we have come to a place where we are endearing the entire operation to take charge of its’ future, by looking at an incentive payment that’s going to assist and support our operation in the increase of our enrollment, which will allow us to make advanced decisions in the future for our community of employees and our community of families and students. That is a good decision, that is a

forward thinking move on the part of this governance team, to put an incentive in place to increase our enrollment.

- Conservative planning and operations have allowed Horizon Charter Schools to provide a one-time, off the salary schedule, 2% compensation increase.
- The Tentative Agreement provides for a parent choice matter. Upon ratification, parents will have the option to order student materials with continued support of the Supervising Teacher. The proposal to implement new OPS procedures took a number of months to discuss the necessary implementation procedures.
- Sometimes decisions are not “yes” right away, but it takes a while to process through the procedures of what it will take to make the implementation something that will work well for our families and our staff community.
- The Horizon Charter Schools Governing Board and Administration appreciate the patience that was necessary to fully implement change in procedure or operation.
- At the request of our Supervising Teachers, the first Teacher Leadership meeting was held to discuss the vision of Horizon Charter Schools. We had some outstanding contributions from this leadership body. The next meeting of the Teacher Leadership group will surround the topic of support to, and retention of our families.
- I thank the Governing Board, the Administration, the Teacher Community, the Classified/ Confidential staff, our Parent Community, our Student Body and all friends of Horizon Charter Schools. They have committed to a choice of education that is outside of the traditional effort. This is a choice in education that has survived for 24 years and it will continue to survive for that many more and then some, because of the commitment to an alternative way of educating, in our great State of California.
- So I send a challenge out, to the entire community of Horizon Charter Schools, that we embrace and unify together and bring enrollment into this charter. We can only do this if we all band together in a unified way to achieve that goal.

## 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.*

- 7.1 Approval of Meeting Minutes:
  - August 17, 2017, Regular Meeting of the Governing Board
  - September 7, 2017, Special Meeting of the Governing Board Brown Act Workshop
- 7.2 Approval of Enrollment Report – Yvonne Allen, Director, Business Services
- 7.3 Approval of Warrant Report – Yvonne Allen, Director, Business Services
- 7.4 Approval of Certificated Personnel Report – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.5 Approval of Classified Personnel Report – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.6 Approval of Nicolaus Office Carpet Cleaning one-time service in the amount of \$3,510.41 – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.7 Approval of School Pathways Contract (CALPADS) for the 2017-2018 School Year in the amount of \$15,000. - Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.8 Approval of School Pathways (Parallax) in the amount of \$2,537.50 - Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.9 Approval of the Document Tracking Services Licensing Agreement for a term of 10/15/17 to 10/15/18 in the amount of \$595.00 – Kelly Collins, Assistant Superintendent, Educational Services/ Chief Academic Officer
- 7.10 Approval of the Valley Springs Facility Rental Contract for May 14, 2018 in the amount of \$295.00 – Kelly Collins, Assistant Superintendent, Educational Services/ Chief Academic Officer
- 7.11 Approval of the Middlebury Interactive Language Contract for a single elementary student license, two (2) semester course in the amount of \$99.00 -

Kelly Collins, Assistant Superintendent, Educational Services/ Chief Academic Officer

- 7.12 Approval of Edmentum Reading Eggs Cost Proposal for a 12-month program license in the amount of \$440.00 - Kelly Collins, Assistant Superintendent, Educational Services/ Chief Academic Officer
- 7.13 Approval of the CAMSA MS Licensing Agreement for the 2017–2018 School Year in the amount of \$7,359.70 – Sergio Herrera, IT Administrator/ Network Services Administrator and Advisor
- 7.14 Approval of Horizon Charter Schools 2017 Governance Handbook – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer
- 7.15 Approval of LMCC Shady Creek Science Camp in the amount of \$4,800 for a week long camp for 20 students – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.16 Approval of the Restoration Management Facility Repair Agreement in the amount of \$1,803.06 for repairs at the Nicolaus building – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer

Motion by: M.L. Smith to approve the Consent Agenda with two (2) corrections, on item 7.09 the date has been corrected to reflect 10/15/18 instead of 10/15/28 and on item 7.02 Enrollment Report is dated 2016/2017 but should reflect 2017/2018 instead. Items 7.08 and Item 7.14 were removed from the Agenda.

Second by: A. Rynberk

Aye No Abstain Absent

Andrea Rynberk: X  
Kim Dahlstrom: X  
Mary-Lou Smith: X  
Joe Dutra: 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*

- 8.1 Information/ Discussion/ Action  
 Consideration of Horizon Charter Schools Governing Board Vacancies – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer
- Community Representative

Motion by: J. Dutra to nominate M. Nuñez as the Governing Board Community Representative.  
 Second by: A. Rynberk

	Aye	No	Abstain	Absent
Andrea Rynberk:	X			
Kim Dahlstrom:	X			
Mary-Lou Smith:	X			
Joe Dutra:	X			

Motion carried.

- 8.2 Information/ Discussion/ Action  
 Consideration of Governing Board Officers – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Motion by: M.L. Smith to nominate K. Dahlstrom as the Governing Board President.  
 Second by: J. Dutra

	Aye	No	Abstain	Absent
Andrea Rynberk:	X			
Kim Dahlstrom:			X	
Mary-Lou Smith:	X			
Joe Dutra:	X			

Motion carried.

Motion by: K. Dahlstrom to nominate A. Rynberk as the Governing Board Vice President.  
 Second by: J. Dutra

	Aye	No	Abstain	Absent
Andrea Rynberk:	<input type="checkbox"/>	<input type="checkbox"/>	X	<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"/>
Joe Dutra:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.



8.3 Information/ Discussion/ Action

Consideration and approval of the Unaudited Actuals for fiscal year ending June 30, 2017 – Rebecca Courtright, Financial Consultant, Robert Half International; Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Motion by: A. Rynberk to approve the Unaudited Actuals for fiscal year ending June 30, 2017.

Second by: K. Dahlstrom

	Aye	No	Abstain	Absent
Andrea Rynberk:	X			
Kim Dahlstrom:	X			
Mary-Lou Smith:	X			
Joe Dutra:	X			

Motion carried.

8.4 Information/ Discussion/ ACTION

Consideration and approval of the Educator Effectiveness Plan Grant in the amount of \$363,408. to be spent prior to June 30, 2018 – Rebecca Courtright, Financial Consultant, Robert Half; Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Motion by: K. Dahlstrom to approve the Educator Effectiveness Plan Grant.

Second by: M. L. Smith

	Aye	No	Abstain	Absent
Andrea Rynberk:	X			
Kim Dahlstrom:	X			
Mary-Lou Smith:	X			
Joe Dutra:	X			

Motion carried.

8.5 Information/ Discussion/ Action

Consideration and approval of the Service and Curriculum Vendor Requests – Kelly Collins, Assistant Superintendent, Educational Services/ Chief Academic Officer

Motion by: J. Dutra to approve the Service and Curriculum Vendor Requests.

Second by: K. Dahlstrom

	Aye	No	Abstain	Absent
Andrea Rynberk:	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"/>

Joe Dutra: X     
Motion carried.

8.6 Information/ Discussion/ Action  
Consideration and approval of the Horizon Charter Schools (HCS) / Horizon  
Certificated Employees Association (HCEA) Agreement – Cynthia Wood, EdD,  
Superintendent/ Chief Executive Officer

Motion by: K. Dahlstrom to approve the HCEA Tentative Agreement with the following  
stipulations:

- Remove the word ‘Bonus’ and replace with the word ‘Payment’.
- Add language to allow parents to opt out of entering their own orders in OPS  
should they choose to return to having teachers do this for them.
- Obtain approval by teachers for the following years’ curriculum orders for  
students, prior to end of school year, to expedite families getting materials earlier.

Second by: A. Rynberk

Aye No Abstain Absent

Andrea Rynberk: X  
Kim Dahlstrom: X  
Mary-Lou Smith: X  
Joe Dutra: X

Motion carried with stipulations.

8.7 Information/ Discussion/ Action  
Consideration and approval of the Horizon Charter Schools (HCS) / California  
School Employees Association (CSEA) Agreement – Cynthia Wood, EdD,  
Superintendent/ Chief Executive Officer

This item was removed from the Agenda.

8.8 Consideration and approval of SELPA Policies and Procedures- Partnerships for  
Student Centered Learning (PaSCL) – Kelly Collins, Assistant Superintendent,  
Educational Services/ Chief Academic Officer

Motion by: A. Rynberk to approve the SELPA Policies and Procedures – Partnerships for  
Student Centered Learning (PaSCL)

Second by: K. Dahlstrom

Aye No Abstain Absent

Andrea Rynberk: X     
Kim Dahlstrom: X

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"/>

Motion carried.

## 9. INFORMATION/ DISCUSSION

### 9.1 Information/ Discussion

Consideration of the Partnerships for Student Centered Learning (PaSCL) Feasibility Study – Cynthia Wood, EdD, Superintendent, Chief Executive Officer; Rebecca Courtright, Financial Consultant, Robert Half

C. Wood noted that this item will be seen again on the next three (3) Agendas, and maybe more, if necessary.

The Elk Grove Learning Center falls under the PaSCL charter. There are currently a little under 40 students being served there (later corrected to 73 students). Administration is currently looking at the parent driven needs in that area and is considering a co-op effort there. The current lease on the Elk Grove Learning Center building will expire on June 30, 2018, so Administration is evaluating whether or not to move away from offering classes and services there. The primary concern is to look at the need of the families in that area. Some changes and modifications may take place that will affect the staff at that learning center. Staff may be offered opportunities that would be in cooperation with the respective teachers’ credentials. Nothing is changing right now, classes and services will continue at the Elk Grove Learning Center as they have until June 30, 2018. Administration is considering the feasibility of a transition whereby classes would no longer be held at that learning center. Parents will be consulted following communication with the teachers. The Special Education team will also be working on what to do to modify the service delivery at that learning center.

A. Rynberk stated that the numbers are telling the story, the Elk Grove Learning Center is no longer fiscally sustainable. Without the expense of the Elk Grove Learning Center, there will be more options for creativity available. A. Rynberk stated that it was a positive thing when the Placerville Learning Center was transitioned, and she looks forward to better things coming out of embracing this change. J. Dutra asked how many students were attending Elk Grove Learning Center at the peak of its existence. K. Collins stated that there were approximately 150-170 back in the “academy” era, around 2009-2012. C. Wood stated that there was an emphasis on ‘site-based’ academy schools and operations at that time, and as the charter, which was originally designed to be non-classroom based, was renewed, Administration was working with the sponsoring district to make sure that it was renewing the charter that it originated. J. Dutra added that, as an Elk Grove resident, having the ‘store-front’ of the Elk Grove Learning Center in the community was valuable. He understands the idea and

that change is difficult and hopes that something can be done to provide for the remaining students and parents in that area. J. Dutra is looking forward to the conversations regarding this learning center.

## 9.2 Information/ Discussion

Consideration of the Anderson Union High School v. Shasta Secondary Home School decision – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

C. Wood noted that this item will be seen again on the next three (3) Agendas, and more, if necessary.

C. Wood referenced the Auburn Learning Center and the Roseville Learning Center, which are located in Placer County. There was no question that operations at that learning center would be able to continue. Administration is working to make a transition away from the Roseville Learning Centers into another location that may draw families from the Auburn, Roseville and other areas. The concern is that some families may not want to come in from a distance, so Administration is currently looking at ways for families to obtain services without having to travel into the learning centers.

K. Dahlstrom inquired as to where the boundaries lie, with regard to where Horizon Charter Schools will be allowed to have learning centers. C. Wood replied that the learning centers will have to be within the attendance boundaries of the Western Placer Unified School District. It will no longer be allowed for Horizon Charter Schools to operate learning centers outside of WPUSD attendance boundary areas that are still within Placer County. PaSCL opened the door for the continuance of learning centers that were outside of the jurisdiction of Horizon Charter Schools. PaSCL came about through a request from Placer County Office of Education Superintendent, Gayle Garbolino-Mojica. The leadership at that time, looked into the matter and worked with the legal representatives for Horizon Charter Schools and with Placer County, and came up with an alternative, which was to birth the PaSCL charter.

## 10. GOVERNING BOARD

### 10.1 FUTURE AGENDA ITEMS

- October 19, 2017

### 10.2 BOARD MEMBER REPORTS/ COMMENTS

A. Rynberk commented that as a Board, they have to look at the entire school. So, if the school were a pond, and someone threw a pebble into one side of the pond, it's the Boards' job to look at the ripple effects for the entire organization. Sometimes we have to make decisions that aren't easy for one side of the pond. We have to look at if we are setting a precedent, are we being financially responsible? Can it be sustainable in the future? If we say 'yes' to one demand, will we be able to sustain that in the future as we grow? We sometimes have to

make decisions that are not popular. There can be some tension during the negotiation process, and there usually is, but I would like to see that tension not carry over to our communication with the people that are in our pond, because we are for you, if you are part of this pond, we are absolutely for you and we are looking to make sure that this is sustainable for the long term. I would like to respectfully ask that the communications that come to us, convey respect. If you have to restate something, then restate it. If there is something slipping through the cracks, we depend on your communication to let us know. Just because we don't mention it during a meeting, doesn't mean that we are not working on it behind the scenes. It takes a long time to figure out what the ripples in the pond are going to be and what the lawyers want us to do and what the State makes us do. The timing of the answer isn't always what you want, but it doesn't mean you are not being heard. So I want to say, we are for you, we are listening, we want you to know we like you, we would like to know that you like us and the job we are doing. If that is not the case, I would like it to be conveyed with respect.

J. Dutra stated that the last meeting was his first, he is pleased that an agreement was reached. Something was implemented as a result of what one of the teachers asked for to be in a group and have the ear of Administration, it was a successful meeting. That is an example that the Board and Administration are listening and doing all they can. That ability for Ms. Morales to come and ask for a meeting and have that implemented within a month is a testament to Horizon. Being a parent with Horizon for over 10 years, there is a healthy culture, there is allowance to let people voice concerns. I am pleased that there is an agreement.

#### 11. ADJOURNMENT – 7:45 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 scheduled.  
The Board may alter the order at their discretion.