



## REGULAR MEETING OF THE GOVERNING BOARD AGENDA

Date: **Thursday, August 15, 2019**

Meeting Place: Horizon Charter School 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  
PLEDGE OF ALLEGIANCE

#### ROLL CALL

- Education Representative: Joe Dutra
- Community Representative: Milly Nuñez
- Parent Representative: Alexis Spiva
- Parent Representative: Vacant
- Parent Representative: Vacant

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.*

### 4:10 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)  
*Student #19-12*

JaDene Jones, Director of Operations

- 3.02 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)  
Horizon Learning Center Negotiators:  
Chip Eady, ESQ, Procopio Law Firm  
Aiko Yamakawa, ESQ, Procopio Law Firm  
Cynthia Wood, EdD, Superintendent/Chief Executive Officer  
Kevin Sheehan, Kidder & Matthews
- 3.03 PUBLIC EMPLOYEE PERSONNEL: Appoint, Employment, Evaluation of Performance, Discipline or Dismissal/Release of Public Employee (Government Code Section 54957)  
Lindsay Moore, ESQ, Kingsley Bogard, LLP  
Dale R. Kuykendall, ESQ, Jackson Lewis, P.C.  
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  
Paul Thompson, ESQ, Fagen, Friedman and Fulfroft, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer  
Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer  
Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer
- 3.05 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)  
Labor Negotiations- HCSCA/CTA/NEA (Horizon Charter Schools Association/California Teachers Association/National Education Association)  
Lindsay Moore, ESQ, Kingsley Bogard, LLP  
Paul Thompson, ESQ, Fagen, Friedman and Fulfroft, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer  
Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 3.06 POLICY 3.4: MONITORING CEO PERFORMANCE (Government Code Section 54957)  
Employment Agreement for Superintendent/ Chief Executive Officer: Goals and Objectives  
Horizon Charter Schools Governing Board  
James Traber, ESQ, Fagen, Freidman and Fulfroft, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

**6:00 P.M.**

4. ADJOURN TO OPEN SESSION

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

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*Student #19-12*  
JaDene Jones, Director of Operations
- 4.02 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)  
Horizon Learning Center Negotiators:  
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Aiko Yamakawa, ESQ, Procopio Law Firm  
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- 4.03 PUBLIC EMPLOYEE PERSONNEL: Appoint, Employment, Evaluation of Performance, Discipline or Dismissal/Release of Public Employee (Government Code Section 54957)  
Lindsay Moore, ESQ, Kingsley Bogard, LLP  
Dale R. Kuykendall, ESQ, Jackson Lewis, P.C.  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer  
Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 4.04 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)  
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Lindsay Moore, ESQ, Kingsley Bogard, LLP  
Paul Thompson, ESQ, Fagen, Friedman and Fulfrost, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer  
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Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer
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Paul Thompson, ESQ, Fagen, Friedman and Fulfrost, LLP  
Cynthia Wood, EdD, Superintendent/Chief Executive Officer  
Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 4.06 POLICY 3.4: MONITORING CEO PERFORMANCE (Government Code Section 54957)  
Employment Agreement for Superintendent/Chief Executive Officer: Goals and Objectives  
Horizon Charter Schools Governing Board  
James Traber, ESQ, Fagen, Freidman and Fulfrost, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

**6:05 P.M.**

5. STUDENT PRESENTATION

None

6. REPORTS AND COMMUNICATION

6.01 Communication from the Public

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6.02 Horizon Certificated Employees Association

- Statement attached.

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

- No statement submitted.

6.04 Interim Assistant Superintendent, Business Services/ Chief Business Official – Yvonne Allen

6.05 Superintendent/ Chief Executive Officer – Cynthia Wood, EdD

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 20, 2019, Regular Meeting of the Governing Board

7.02 Consideration and approval of Enrollment Report – Yvonne Allen, Director of Business, Interim Chief Business Official

7.03 Consideration and approval of Warrant Report – Yvonne Allen, Director of Business, Interim Chief Business Official

- 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 Horizon Charter School 2020 Graduation Ceremony Contract for Memorial Auditorium– Cynthia Wood, EdD, Superintendent/Chief Executive Officer
- 7.07 Consideration and approval of the Placer County Office of Education (PCOE) Consulting Services for the Escape Online Accounting Software for the term of July 1, 2019 to June 30, 2020 in the amount of \$40,375.00 – Yvonne Allen, Director of Business, Interim Chief Business Official
- 7.08 Consideration and approval of the DocuSign Quote & Service Agreement for the term of August 30, 2019 to August 29, 2020 in the amount of \$5,500.00 – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer
- 7.09 Consideration and approval of the Teacher Induction Memorandum of Understanding (MOU) July 1, 2019 – June 30, 2020 – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer; Caitlin Hartman, Director of Curriculum, Instruction and Professional Learning
- 7.10 Consideration and approval of the Facility Rental- Placerville Seventh Day Adventist Church (*for facility use only, not affiliated with Horizon Charter School in any way*), Reservation of two (2) dates for Eagles Nest, Virtual Learning Instruction (VLI) and Teacher Checkout day in an amount not to exceed \$1,500.00 - Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer
- 7.11 Consideration and approval of the Facility Rental- Sunshine Event Center for three (3) Guidance department dates and an October Eagles Nest event in an amount not to exceed \$360.00 - Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer
- 7.12 Consideration and approval of the Facility Rental- Valley Springs Church (*for facility use only, not affiliated with Horizon Charter School in any other way*), for Eagles Nest on October 1, 2019 in the amount of \$287.50 - Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer
- 7.13 Consideration and approval of the Total Education Solutions (TES) Therapy Service Contract and Rate Schedule - Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer; Lezley Holmes, Director of Special Education
- 7.14 Consideration and approval of the Job Descriptions for Classified and Certificated positions – Terri McGill, Assistant Superintendent, Administrative Services/Chief Operations Officer

- 7.15 Consideration and approval of the DigiCert Multi-Domain SSL Certificate Two (2) year Service Renewal in the amount of \$1,553.00 – Yvonne Allen, Director of Business, Interim Chief Business Official; Sergio Herrera, Information Technology Administrative Advisor
- 7.16 Consideration and approval of the Omni Services 403(b) Agreement commencing April 1, 2019 at a cost of \$36. per year/per contributing employee– Cynthia Wood, EdD, Superintendent, Chief Executive Officer
- 7.17 Consideration and approval of the Omni 457 Deferred Compensation Plan Program Recordkeeping and Administrative Service Agreement – Cynthia Wood, EdD, Superintendent/Chief Executive Officer
- 7.18 Consideration and approval of the New Retiree Salary Schedule – Yvonne Allen, Director of Business Services, Interim Chief Business Official
- 7.19 Consideration and approval of the 2019/2020 Horizon Charter School Organization Chart – Cynthia Wood, EdD, Superintendent/Chief Executive Officer
- 7.20 Consideration and approval of the Facility Rental Agreement with William Jessup University (*for facility use only, not affiliated with Horizon Charter School in any other way*) for InService on August 13, 2019 in the amount of \$2,215.00 – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer

## 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 of Resolution #19-0815 for the Closure of Partnerships for Student Centered Learning (PaSCL)- Yvonne Allen, Director of Business, Interim Chief Business Official
- 8.02 Information/Discussion/Action  
Consideration of the Governing Board Email Account Communication Protocol – Cynthia Wood, EdD, Superintendent/Chief Executive Officer
- 8.03 Information/Discussion/Action  
Consideration and approval of the Mission/Vision Statements– Cynthia Wood, EdD, Superintendent/Chief Executive Officer
- 8.04 Information/Discussion/Action  
Consideration of the 2019/2020 Governing Board Parent Representative Interviews – Cynthia Wood, EdD, Superintendent/Chief Executive Officer
  - Parent Representative Candidate – Elaine Palmer

- Parent Representative Candidate – Tom Cascaddan

8.05 Information/Discussion/Action

Consideration of the Election of 2019/2020 Governing Board Officers

- Governing Board President
- Governing Board Vice President

9. INFORMATION/ DISCUSSION

9.01 Information/Discussion

Discussion of the Professional Development Plan – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer; Caitlin Hartman, Director of Curriculum, Instruction and Professional Learning

10. GOVERNING BOARD

10.01 BOARD MEMBER REPORTS/COMMENT

10.02 FUTURE AGENDA ITEMS

- August 22, 2019 –Special Meeting of the Governing Board- Brown Act
- September 19, 2019- Regular Meeting of the Governing Board
- September 26, 2019- Special Meeting of the Governing Board- Organizational Procedures and Processes

11. ADJOURNMENT

*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: 916-408-5236

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