



REGULAR MEETING OF THE GOVERNING BOARD ADOPTED MINUTES

Date: **Thursday, December 19, 2019**

Meeting Place: Horizon Charter School Board Room
2800 Nicolaus Road, #100
Lincoln, CA 95648

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

1. CALL TO ORDER – Horizon Charter Schools Board Room
PLEDGE OF ALLEGIANCE

ROLL CALL

- X Education Representative: Joe Dutra
- Community Representative: Vacant
- X Parent Representative: Alexis Spiva
- X Parent Representative: Thomas Cascaddan (*Did not return from Closed Session*)
- X Parent Representative: Elaine Palmer

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.

- J. Morgan addressed the Governing Board regarding teachers who have prior experience with Horizon. There is a difference between new teachers who have no experience with Horizon and returning teachers who are experienced and have previously taught at Horizon.
- Requested that returning teachers be placed at the same place on the pay scale.

4:35 P.M. – 4:38 P.M.

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

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

Lindsay Moore, ESQ, Kingsley Bogard, LLP

Eric O’Leary, PARS Representative

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

3.02 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

Eric O’Leary, PARS Representative

Cynthia Wood, EdD, Superintendent/Chief Executive Officer

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

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

CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION (Government
Code Section 54956.9(d)(1))

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 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

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

6:30 P.M.

4. ADJOURN TO OPEN SESSION

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

- 4.01 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)
Labor Negotiations- HCEA (Horizon Certificated Employees Association)
Lindsay Moore, ESQ, Kingsley Bogard, LLP
Eric O’Leary, PARS Representative
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

Direction given to the Superintendent.

- 4.02 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
Eric O’Leary, PARS Representative
Cynthia Wood, EdD, Superintendent/Chief Executive Officer
Terri McGill, Assistant Superintendent, Administrative Services/ Chief
Operations Officer

Direction given to the Superintendent.

- 4.03 PUBLIC EMPLOYEE PERSONNEL: Appoint, Employment, Evaluation of
Performance, Discipline or Dismissal/Release of Public Employee (Government Code
Section 54957)
CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION (Government
Code Section 54956.9(d)(1))
Dale R. Kuykendall, ESQ, Jackson Lewis, P.C.
Cynthia Wood, EdD, Superintendent/Chief Executive Officer
Terri McGill, Assistant Superintendent, Administrative Services/Chief
Operations Officer

No action taken.

- 4.04 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
Terri McGill, Assistant Superintendent, Administrative Services/Chief
Operations Officer

No action taken.

5. STUDENT PRESENTATION

- 5.01 Student Presentation – Special Interests – Kelly Collins, Assistant Superintendent,
Educational Services/Chief Academic Officer; Kristie Johnson, Supervising Teacher (ST)

6. REPORTS AND COMMUNICATION

6.01 Communication from the Public

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V. Hillier, K. Byers, J. Morgan and M. Dalton addressed the Governing Board:

- Encouraged board members to continue asking questions and expressing concerns.
- Disappointment with the R.V. and questioned the usefulness.
- Saddened that a board president was not chosen in November. Feel that personal preferences took precedence over concerns voiced by stakeholders.
- Addressed a previous board member comment that students were not being put first.
- Every time the board approves a constant on the agenda, it is because Classified is doing their job.
- HCSCA negotiations took almost a year. "Staff gave examples of what they have been doing for 25 years for Horizon, encouraging the Board to listen to the needs of the ST's and were met by blank stares from the Board. As a result, many good ST's left and their students followed".
- Blank stares from the board for a year, when stakeholders asked for details on the expense of the large R.V.
- Over the past two (2) years, many employees have seen a need to speak up on behalf of Horizon students.
- Good employees have been escorted away with no explanation.
- Contracts have not been renewed for some, other contracts were renewed before they were up and received large pay increases.
- The start time for governing board meetings has been changed with no explanation.
- Right Angle Productions is being paid without board approval (\$187K so far this year).
- Concerned that the current budget shows an ending fund balance of \$6M, where all previous budgets have shown closer to \$11M or \$12M, where has that \$5M-\$6M gone in such a short period of time?
- Approving a consultant salary of \$36K to help with the CBO position. "Is this in addition to the full CBO salary? Is Horizon still actively looking for a full time CBO?"
- Paying Architects, Realtors and Lawyers for over a year and still do not have a site or building. "What is being designed or planned when there is no site on which to build?"
- Why is an Offsite Executive Assistant to the CEO being paid in addition to the experts, when they do not have any real estate experience or license?
- Old Bylaws were focused on the Board, the new Bylaws seem to be focused on the Cabinet. Major parts regarding Board positions have been lost.
- Discussion of Board member removal by other Board members is concerning. This leaves the process open to favoritism and will be a deterrent to Board members confidently expressing dissenting opinions. Board members should be removed by the same entity who put them in office.

6.02 HCEA (Horizon Certificated Employees Association)

- No statement submitted.

V. Hillier, Vice President of HCEA, addressed the Governing Board:

- Teachers main focus is, and always has been, supporting students. How to improve test scores and general student success.
- In support of students, our school must be run in an efficient manner, procedurally and financially. Things which can be viewed as unnecessary or wasteful is money being taken away from the students.
- The R.V., if sold, the money could be used for improving test scores.
- Awaiting answers on the status of the land building, finding a qualified CBO., and the money spent on Marketing.

- 6.03 HCSCA/CTA/NEA (Horizon Charter Schools Association/California Teachers Association/National Education Association)
- Statement attached.
 - M. J. Williams, Vice President of HCSCA, addressed the Governing Board, and read the HCSCA Statement.
- 6.04 Interim Assistant Superintendent, Business Services/ Chief Business Official – Yvonne Allen
- Y. Allen addressed the Governing Board and mentioned that she and C. Wood will be attending the upcoming School Services workshop.
- 6.05 Superintendent/ Chief Executive Officer – Cynthia Wood, EdD
- C. Wood thanked the public and wished them Happy Holidays on behalf of the Governing Board.

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~~

- ~~• November 21, 2019 Governing Board Meeting Minutes and Recap Document~~

- 7.02 Consideration and approval of the Enrollment Report – Yvonne Allen, Director of Business, Interim Chief Business Official
- 7.03 Consideration and approval of the Warrant Report – Yvonne Allen, Director of Business, Interim Chief Business Official
- 7.04 Consideration and approval of the Certificated Personnel Report – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.05 Consideration and approval of the Classified Personnel Report – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.06 Consideration and approval of the Facility – New Life Community Church for CAASPP, state mandated testing on April 14-17, 2020 in the amount of \$1,500. – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer; JaDene Jones, Director of Operations
- 7.07 Consideration and approval of the Memorandum of Understanding (MOU) with Lindsey Williams -Nursing Services to replace School Steps for General and Special Education

Students to begin on or about January 7, 2020 at an hourly rate of \$65. – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer; Lezley Holmes, Director of Special Education

7.08 Consideration and approval of the HVAC Service Contract Agreement for the Nicolaus and Venture buildings three (3) times per year in the amount of \$2400. – Yvonne Allen, Director of Business Services/Interim Chief Business Official

7.09 Consideration and approval of the CBO Support Services – C. Wood, EdD, Superintendent/Chief Executive Officer; Yvonne Allen, Director of Business Services/Interim Chief Business Official

- A discussion on the format of the board minutes took place. Carried motions and follow ups requested by the board should be the focus.
- Requested that the issue of the minutes be brought back in January. Incredible depth in some areas and not so much in others.
- What is the legal standpoint and what is the norm? Suggested reviewing the format of minutes from other districts and tailoring accordingly.
- Clear direction should be given with regard to what is reflected in the minutes.
- The board should agree on a format. This should be discussed as a future agenda item.

Motion by: A. Spiva to approve the Consent Agenda, less item 7.01

2nd by: E. Palmer

	Aye	No	Abstain	Absent
Alexis Spiva:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elaine Palmer:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Dutra:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Cascaddan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

8.01 Information/Discussion/Action
 Consideration and approval of the First Interim Budget Report 2019/2020- Yvonne Allen Interim Assistant Superintendent, Business Services/Chief Business Official, Director of Business Services

- The cut-off for enrollment is the last day of February. An earlier cut-off date is being discussed.
- J. Dutra asked about the increase on the bottom of page 68- Y. Allen stated that she would get the detail on that.

Motion by: J. Dutra
2nd by: A Spiva

	Aye	No	Abstain	Absent
Alexis Spiva:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elaine Palmer:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Dutra:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Cascaddan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Motion carried.

8.02 Information/Discussion/Action

Consideration of the Horizon Charter School Governing Board Officers– Cynthia Wood, EdD, Superintendent/Chief Executive Officer

- The consensus of the Board was that they are not ready to vote for officers.

8.03 Information/Discussion/Action

Consideration of Future Agenda Items for the HCS Governing Board – Cynthia Wood, EdD, Superintendent/Chief Executive Officer

- Suggested a minimum dollar amount on items on the Consent Agenda.
- Requested that items which have already been approved in the budget may not have to be put in the Consent Agenda.
- This should be listed as guidelines for the Consent Agenda & Minutes format - in February.
- Requested discussion on Communication Cards. C. Wood’s comments that Communication Cards should be pulled only at the beginning of the meetings was inconsistent with previous information. This should be addressed.
- Items for future agendas include:
Teacher Leadership Team (TLT) Update in February, IT Master Plan, Organization Chart, Special Meeting Agenda Times (to be discussed after the first of the year), Governance Handbook, Discussion of HCSCA Survey, Bylaws, Personnel Subcommittee selection discussion (after Bylaws are passed), Administrative Panel.
- C. Wood suggested Feb. 27 Special Meeting to be for the Governance Handbook.
- Priorities: Admin Panel, Org Chart, Speaker Cards, Bylaws, Personnel Subcommittee, HCSCA Survey. Items that the Board could not address would roll over to the next meeting.

Motion by: A. Spiva to add the above items to future Agendas
2nd by: E. Palmer

	Aye	No	Abstain	Absent
Alexis Spiva:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elaine Palmer:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Dutra:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Cascaddan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Motion carried.

9. INFORMATION/ DISCUSSION

9.01 Information/Discussion

Consideration of the Requested Information on the Mobile Learning Lab – Cynthia Wood, EdD, Superintendent/Chief Executive Officer; Eric Sweiven, Director, Online Learning & Educational Technology

- E. Sweiven gave a presentation on the Mobile Learning Lab (MLL) and stated that it was an idea that he came up with after a mobile blood lab visited the Nicolaus office.
- Because Horizon is non-classroom based, it is not able to provide facilities to students that classroom based students have.
- 84% of Horizon students don't go to a Learning Center. This is a great method to reach these students. Horizon spends a lot of money on the Learning Centers and they only house 16% of students.
- The MLL will offer space to meet with students and be used to interface with families.
- Believes that it will increase in value for Horizon. Much of the needed equipment, we already have.
- If Horizon can provide the resources that other schools can't, that will work in our favor.
- What about the 84% who don't have access to the same things that the students at Learning Centers have. Is this supposed to be a place for vendors to hold their activities? Why have we not been able to hold classes in the MLL yet?
- What is the status of bringing the MLL to ADA compliance? E. Sweiven does not believe the MLL needs to be ADA compliant, because classes can be held outside of it.
- Right now it is not a lab environment and there is no plan for this.
- Requested the usage log for the MLL. E. Sweiven replied that there is a calendar that he would be happy to share.
- The MLL is more of a marketing tool. How are we moving forward with this resource? E. Sweiven has not yet been given the 'keys' to set up a program or a point person to take over.
- The right person is needed to run the MLL for it to be utilized fully. There have to be teachers who are willing to work out of the unit.
- What are the benefits of selling the MLL? Have we explored that option? The MLL is a monstrosity and totally unnecessary. When is it actually going to start serving students?
- C. Wood stated that if we develop it further and have more staff participation to bring it to the students and involve students we will have a focused area to bring students. We need to develop this vision. There are other charters using Mobile Learning Labs.
- Suggested setting up a job description for the person who would be running the MLL. Should start focusing on a person to fulfill this position.
- Horizon has owned the MLL for two (2) years. If staff does not want this, why not cut the loss? Disappointed to hear that there is no 'point person'. That is an expensive vehicle to have just sitting around. Some find it creepy.
- There needs to be some expectation and timeline. There are many hurdles. This has not happened for the two (2) years that Horizon has had it.
- C. Wood stated that maybe they should put together a timeline and staff for this.
- The timeline for student usage would have to list an exact game plan. If the vision is there, let's do something with that vision and put some things together.

9.02 Information/Discussion

Consideration of the Assessment Update – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer

- K. Collins presented the Assessment Update to the Governing Board. This Update is included in the Agenda Packet.

9.03 Information/Discussion

Consideration of the Superintendent/Chief Executive Officer (CEO) Emergency Protocols – Cynthia Wood, EdD, Superintendent/Chief Executive Officer

9.04 Consideration of Culture and Morale of Horizon Charter School Staff – HCS Governing Board – Cynthia Wood, EdD, Superintendent/Chief Executive Officer

9.05 Information/Discussion

Consideration of AB 1505 – Cynthia Wood, EdD, Superintendent/Chief Executive Officer

Motion by: E. Palmer to move items 9.03, 9.04 and 9.05 to the January meeting as old business.

2nd by: A Spiva

	Aye	No	Abstain	Absent
Alexis Spiva:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elaine Palmer:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Dutra:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Cascaddan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Motion carried.

10. GOVERNING BOARD

10.01 BOARD MEMBER REPORTS/COMMENT

10.02 FUTURE AGENDA ITEMS

- January 23, 2020 – Regular Meeting of the Governing Board

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 School 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 School 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.

<p>CONSENT AGENDA</p>	<p>Motion was made by Alexis Spiva, seconded by Elaine Palmer to approve the following consent agenda items:</p> <ol style="list-style-type: none"> 1. Approve Facility Rental- New Life Community Church 2. Approve MOU for Lindsey Williams- Nursing Services 3. Approve HVAC Service Contract Agreement for Nicolaus and Venture Buildings 4. Approve CBO Support Services <p>Spiva: Aye Palmer: Aye Dutra: Aye Cascaddan: Absent</p> <p>Vote: (3 Ayes, 1 Absent)</p>
<p>ACTION ITEM 8.01</p>	<p>Motion was made by Joe Dutra, seconded by Alexis Spiva to approve the First Interim Budget Report 2019/2020</p> <p>Spiva: Aye Palmer: Aye Dutra: Aye Cascaddan: Absent</p> <p>Vote: (3 Ayes, 1 Absent)</p>
<p>ACTION ITEM 8.03</p>	<p>Motion was made by Alexis Spiva, seconded by Elaine Palmer to discuss the following guidelines for future board agendas:</p> <ol style="list-style-type: none"> 1. Guidelines for Consent Agenda – (January 2020) <ul style="list-style-type: none"> -A minimum dollar amount -Listing of items previously approved in the budget -Format of Minutes 2. Communication from the Public – Management of Speaker Cards (January 2020) 3. Teacher Leadership Team Update (January 2020) 4. Organization Chart (January 2020) 5. HCSCA Survey – Classified Staff (January 2020) 6. HCS Bylaws (January 2020) 7. Personnel Subcommittee (after Bylaws-January 2020) 8. Administrative Panel process (January 2020) 9. Special Meeting agenda times 10. IT Master Plan 11. Governance Handbook (February 27, 2020 Special Meeting) <p>Spiva: Aye Palmer: Aye</p>

	<p>Dutra: Aye Cascaddan: Absent</p> <p>Vote: (3 Ayes, 1 Absent)</p>
<p>ACTION ITEM INFORMATION/DISCUSSION 9.03, 9.04, 9.05</p>	<p>Motion was made by Elaine Palmer, seconded by Alexis Spiva to move the following items to the January 2020 Meeting as old business:</p> <ol style="list-style-type: none">1. Superintendent/CEO Emergency Protocols2. Culture and Morale of HCS Staff3. Consideration of AB 1505 <p>Spiva: Aye Palmer: Aye Dutra: Aye Cascaddan: Absent</p> <p>Vote: (3 Ayes, 1 Absent)</p>