



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

Board Relations and Communications

Date: **Thursday, October 24, 2019**

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

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

1. CALL TO ORDER – Horizon Charter Schools Board Room – 4:35 P.M.
PLEDGE OF ALLEGIANCE

ROLL CALL

- X Education Representative: Joe Dutra
- Community Representative: Vacant
- X Parent Representative: Alexis Spiva
- X Parent Representative: Elaine Palmer
- X Parent Representative: Tom Cascaddan (Oath of Office at 4:38 P.M.)

2. COMMUNICATION FROM THE PUBLIC

In accordance with Government Code Section 54954.3, because this is a special meeting, public comment is limited to the subject(s) described in this Agenda.

None.

4:40 P.M. (Second Closed Session Started at 7:55 P.M.)

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

3.01 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

Bob Thurbon, Attorney at Law

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

3.02 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code section 54956.9(d)(1)): Name of Case: OAH Confidential Student Matters - Case No. 2019070762

Anne Sherlock, ESQ, -Fagen, Friedman & Fulfrost, LLP

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 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

Bob Thurbon, Attorney at Law

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

Direction given to legal counsel.

4.02 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code section 54956.9(d)(1)): Name of Case: OAH Confidential Student Matters - Case No. 2019070762

Anne Sherlock, ESQ, -Fagen, Friedman & Fulfrost, LLP

The Governing Board took an action to approve a Settlement Agreement in a Special Education dispute resolving all issues by the following vote, which was a unanimous decision.

	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	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

5. STUDENT PRESENTATION

5.01 None

6. REPORTS AND COMMUNICATION

6.01 Communication from the Public

In accordance with Government Code Section 54954.3, because this is a special meeting, public comment is limited to the subject(s) described in this Agenda.

None

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.

None

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 the Horizon Charter School 2019/2020 Oath of Office for Newly Elected Governing Board Parent Representative, Thomas Cascaddan – Cynthia Wood, EdD, Superintendent/Chief Executive Officer

Need to Act

Education Code 54954.2

Motion by: J. Dutra for the selection that was previously brought forth by two (2) Governing Board Members

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	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

8.02 Information/Discussion/Action

Consideration of the Unaudited Actuals for the year ending June 30, 2019-Correction – Yvonne Allen, Director of Business, Interim Chief Business Official

Motion by: A. Spiva to approve the Corrected Unaudited Actuals for the year ending June 30, 2019
 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	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

9. INFORMATION/ DISCUSSION

9.01 Information/Discussion

Consideration of the 2019 California School DashBoard Local Indicators Fall 2019 Submission – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer

- K. Collins agreed to J. Dutra’s request to grant Governing Board access to the Survey.
- A. Spiva asked about staff surveys. K. Collins stated that she usually does two (2) a year. There are surveys about Professional Development, Climate Surveys (last one was in September). A. Spiva asked to have these surveys for staff and students shared with the Board.
- A. Spiva asked how often the Staff Surveys are done. K. Collins stated that she is not sure about the Classified surveys.
- A. Spiva asked about the email and open door policy. K. Collins stated that they normally have an open door policy.

9.02 Information/Discussion

Presentation of Board Relations & Communications – Tom DeLapp, Chairman & Founder, Communication Resources for Schools, Inc.

Motion by: J. Dutra to move this item to 5:40 P.M.
 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	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

- A. Spiva asked if there is any violation if a Superintendent/CEO is telling other Board Members that she thinks she knows what two (2) Board Members think, but not sure about what the other thinks. Isn't this considered separating the Board, differentiating between what each member thinks?
- Mr. DeLapp referred to this practice as "cherry picking" and stated that the CEO is an ex-officio member of the Board. The Board is supposed to make sure that the Superintendent/CEO has clarity on the vision. Mr. DeLapp asked A. Spiva if that answered her question. A. Spiva stated that she did not think that answered her question, but she agrees with what he said.
- A. Spiva asked about the "no surprise" policy. If the Board is not able to talk to one another in between meetings, and the Superintendent/CEO is not to conduct Serial Meetings, how are they supposed to make sure there are no surprises? Mr. DeLapp replied that typically, they would work through the Board President. The Board President works with the Superintendent/CEO on what the Agenda is going to look like.
- The Superintendent/CEO has a responsibility to communicate the needs of the organization to the Board. The Board's job is to establish where the organization is going.
- J. Dutra asked Mr. DeLapp to elaborate on other things that should not be on the Board Agenda. Mr. DeLapp responded that you should praise in public and criticize in private. The Board should not be talking about personnel issues.
- J. Dutra asked if it is appropriate to talk about something that is the responsibility of the Superintendent during the public meeting?
- A. Spiva asked how is the Board supposed to keep the CEO accountable? The school Bylaws and Employee Handbook are obsolete. There is no strategic plan or policies in place. How are we supposed to keep the appropriate people accountable? Mr. DeLapp stated that the Board could ask the Superintendent to speak to the issues. The Board can ask the Superintendent/CEO for presentations on how things are going. If you are going to call for her to give you information, she may not be able to get back to you right away.
- A. Spiva stated that as a Board, there is no existing plan. Mr. DeLapp stated that the Board must come up with the plan and then hold the Superintendent accountable for those issues.
- Mr. DeLapp stated that he would try to have these conversations during retreats, as opposed to having them in front of the public.
- J. Dutra stated he is confused about the retreats. His understanding is that if there is a quorum there is a problem. Mr. DeLapp stated that the Superintendent must set this up for the Board. Have the courage to communicate authentically and compassionately with one another.
- T. Cascaddan asked how the Board is supposed to respond to the public in a meeting. Mr. DeLapp stated that if the public pours out to them during communication from the public, and the item is not on the agenda, the Board cannot respond.
- T. Cascaddan stated that he witnessed many staff members speaking out publicly that they had been emailing the Board for six (6) months with no reply.
- T. DeLapp stated that if someone makes a comment, the Board should be responsive to the public.
- T. Cascaddan stated that if there are issues with the current process, they should be fixed so that staff is comfortable going to their direct supervisors before bringing these issues to the Board.

10. GOVERNING BOARD

10.01 BOARD MEMBER REPORTS/COMMENT

10.02 FUTURE AGENDA ITEMS

- November 21, 2019 – Regular Meeting of the Governing Board

11. ADJOURNMENT – 9:46 PM

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.