



## REGULAR MEETING OF THE GOVERNING BOARD UNADOPTED MINUTES

Date: **Thursday, September 19, 2019**

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

### REGULAR BUSINESS MEETING 4:00 P.M. START 4:00 PM

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

#### ROLL CALL

- X Education Representative: Joe Dutra – *Arrived 4:18 p.m.*
- X Community Representative: Milly Nuñez
- X Parent Representative: Alexis Spiva
- Parent Representative: Elaine Palmer
- 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.*

- C. Wood stated that Speakers would not and have not been prevented from speaking just because they did not fill out a card. The Governing Board will continue to manage the meetings with Speaker Cards.

J. Morgan, V. Hillier, K. Byers and R. Cobian addressed the Governing Board.

- Regarding the Superintendent responding on behalf of the Board. There would have been no legal way to form a consensus outside of the Board Meetings, therefore, this was in violation of the Brown Act. This issue was explained in the Brown Act training.
- There is a legal way for the Board to meet with members of the public. This is common practice and it is legal.

- Horizon lost five (5) highly valued teachers and 130 students in the past year. There have been more classified staff and teachers leave in the last three (3) years than in the past 19 years total. Board members, please look into why so many Classified and ST's have left under this CEO.
- Staff, teachers and the public did not feel heard by last years' Board.
- The requirement for HCEA to submit their board statement a few weeks before each meeting allows for it to be refuted at the Board meeting.
- Although the Teacher Leadership Team (TLT) began as a teacher driven collaboration, it no longer is. Board members question whether upper management should be part of the TLT and have asked about the teacher's items of concern that have not been implemented.
- The raise received by teachers was not a monthly increase for many.
- Staff feels over-worked, under-paid, micro-managed and a lack of respect. Staff requests for help have gone unanswered.
- Huge amounts of money continue to be spent on an outside marketing firm, when word of mouth has been proven to be the greatest source of new students.
- Please update our Governing Board web page. It is missing vital information and provides no means for directly contacting the Board Members.

**4:10 P.M. 4:10 PM**

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) APN's: 021-290-060, 021-290-061, 021-290-062, 021-290-063  
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  
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  
 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  
 Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

**6:00 P.M.**

4. ADJOURN TO OPEN SESSION – 6:03 PM  
 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
- 4.02 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8) APN's: 021-290-060, 021-290-061, 021-290-062, 021-290-063  
 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

Direction given to the Superintendent to sign the letter of intent for APN's 021-290-060, 021-290-061, 021-290-062, and 021-290-063.

- 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

No action taken.

- 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

Terri McGill, Assistant Superintendent, Administrative Services/ Chief  
Operations Officer  
Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic  
Officer

- 4.05 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  
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  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Direction given to the Superintendent.

**6:05 P.M.**

5. STUDENT PRESENTATION

- 5.01 Student Presentation – 1<sup>st</sup> and 2<sup>nd</sup> Grade Students from the Lincoln Montessori  
Community Cooperative (LMCC) will present to the Governing Board. The presentation  
will be on the subject matter of English-Language Arts.

6. REPORTS AND COMMUNICATION

- 6.01 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.*

- 6.02 HCEA (Horizon Certificated Employees Association)
- Statement attached.

V. Hillier addressed the Governing Board.

- Three (3) pressing matters brought up last month:
  - Individual Horizon email addresses for each Board Member.

- Transparency and accuracy of closed sessions. HCEA is hopeful that the discrepancies in what was learned in the Brown Act training and how closed sessions are being used will be rectified.
- Requests that teachers be included and listened to throughout the new processes to be implemented this new year.
- HCEA concerns for this month include the following:
  - Audit. Seeking resolution regarding the teacher step and column audit.
  - CEO Salary. The CEO received a raise and a contract extension. What we understand from the Brown Act is that the CEO salary and extension of contract must be discussed in Open Session. Since this did not happen, what are the plans for rectifying?
  - RV. Why do we still have the R.V. and what is it specifically being used for?
  - Marketing. The marketing company should be able to prove to us that their efforts have been increased enrollment.

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

- Statement attached.

Diana Bull, HCSCA President, along with members of the HCSCA addressed the Governing Board.

- HCSCA strongly believes that the following procedures should be implemented and the following questions answered:
  - HCSCA shares the concerns you heard last month from HCEA
  - We lack authentic communication and collaboration. Some departments lack authentic empowerment to allow HCS employees to do their jobs.
  - Stop the lengthy closed sessions and hiding behind closed doors.
  - Request HCS email addresses for each Governing Board member. The current process gives the appearance that emails are being censored or filtered by the CEO.
  - Many HCEA members have sent emails to the Board with no response. This is unacceptable.
  - Why does the CEO respond on behalf of the Board? This happens on a regular basis, even though the sender had requested a response only from Board members. This was addressed at the Brown Act training.
  - Request that Board discussions be held in Open Session. Closed Session should be reserved for confidential issues regarding personnel and student discipline, to name just a few. Closed Sessions have lasted up to five (5) hours which only adds to the prevailing feelings of mistrust.
  - After Closed Session, more details should be given than “Direction given to the Superintendent”, for any non-confidential issues.
  - Minutes from the closed session should be a correct representation of what actually occurred and who actually attends. This was addressed at the Brown Act training.
  - Who is included in the closed sessions?
  - HCSCA requests the Board to seek out all stakeholders in the school to gain an accurate representation of how the school is doing as opposed to relying on one person.
  - It is very disturbing to HCSCA that the returning Board members have been on the Board for an entire term and now have started their second terms with little or no training on the Brown Act, or how to run meetings. This is a huge disservice to our school and community.
  - Implement continuous training for all staff on the Brown Act in an open forum.
  - The evaluation of the CEO, what was the process to determine why the CEO warranted a \$20K raise? How was this determined and what kind of data was used? Requesting a break down.
  - Requesting the Governing Board conduct an independent investigation to see if the claims in the recent lawsuit are true and if the CEO has a history of reprimanding employees that bring up improprieties.
  - Requesting a breakdown of all fees that are included in the pending lawsuit. How much is this costing HCS?

- HCSCA is requesting that all Cabinet members' contracts be made public, including base pay, stipends and all compensation outside of the regular base pay. This is to include the interim CBO and any and all stipends or raises given in the last two (2) years. This is in line with the Freedom of Information Act.
- Please examine why employee morale is so low.
- Board members suggested moving both union statements to a section of the September agenda to allow for open discussion.
- C. Wood stated that there will be an area for future agenda items every month.

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

6.05 Superintendent/ Chief Executive Officer – Cynthia Wood, EdD

Motion by: A. Spiva to move the Oath of Office for new Board Member, Elaine Palmer, up in the Agenda.

2<sup>nd</sup> by: J. Dutra

Aye No Abstain Absent

Milly Nuñez:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Dutra:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alexis Spiva:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

- Anticipate a meeting location change as of January 23, 2020. Governing Board meetings will be held in Sacramento County, with satellites at the district office in Lincoln and the Roseville Learning Center.
- This year the marketing budget has been cut in half.
- Administration is currently working with HCSCA and their legal representation to establish meeting times to address the sunshine concerns.
- The next meeting date for HCEA is scheduled for early October.
- Audio recordings of meetings are now mandated by the State. IT is currently looking for a way to provide video as well. SB126 requires satellite locations.
- Board members requested that the marketing presentation be submitted early so that the Governing Board may have an opportunity to review it prior to the meeting.

## 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:

- August 15, 2019, Regular Meeting of the Governing Board
- August 15, 2019, Special Meeting of the Governing Board

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
- Robert Half International -Thousands of dollars are being paid for a temporary Executive Assistant to the CEO.
  - School Services of California charges were for professional development and workshops attended by the CEO and CBO.
  - United Parcel Service (UPS) charges are for shipping of recommended curriculum received by our Curriculum Resource Center (CRC).
  - Benchmark Education charges for \$77K are for a three (3) year contract for recommended curriculum.
  - Talford Brammer charges are the Montessori School lease payment.
  - BYU is also a vendor, so students can order from them and it is deducted from their instructional funds.
  - The Teacher InService at William Jessup University (WJU) charges were questioned.
  - The City of Rocklin facility rental is for 10 meetings.
  - The WPUSD oversight fee is an annual charge.
- 7.04 Consideration and approval of the Certificated Personnel Report – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- This is the only document where resignation of an employee would be shown.
- 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 Shady Creek Science Camp for LMCC in the amount of \$3,825.00 – Terri McGill, Assistant Superintendent, Administrative Services/Chief Operations Officer
- Board members requested a presentation after this camp.
- 7.07 Consideration and approval of the Jamf Pro one (1) Year Service Renewal in the amount of \$1,380.00 – Yvonne Allen, Director of Business Services/Interim Chief Business Official; Sergio Herrera, Information Technology Administrative Advisor
- 7.08 Consideration and approval of the Samanage/Solar Winds Asset Management License True Up for additional licenses to achieve compliance in the amount of \$5,796.00 – Yvonne Allen, Director of Business Services/Interim Chief Business Official; Sergio Herrera, Information Technology Administrative Advisor
- HCS was previously licensed for a certain number of laptops. We went a bit past the license so we needed more licenses to true up.
- 7.09 ~~Consideration and approval of the *Draft 2019/2020 Horizon Charter School Organization Chart* – Cynthia Wood, EdD, Superintendent/Chief Executive Officer~~

C. Wood handed out the 11 X 17 Organization Chart.

- The HR Executive Assistant who reports to the CEO and COO is missing and neither of the CEO Executive Assistants are shown.
- New Governing Board members will be added.
- Board members would like a clear chart of direct reports and who is responsible for the evaluations of staff.

- Board members noted that there are some inconsistencies with the flow of information on the large sheet.
- The Organization Chart is produced by the Board Secretary and usually updated and distributed annually, in August.
- The Org Chart will be updated and back to the Board for approval in December and then updated semi-annually from there.

Motion by: E. Palmer to pull item 7.09 from the Consent Agenda

2<sup>nd</sup> by: A. Spiva

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

Motion carried.

- 7.10 Consideration and approval of the BYU Independent Study Agreement for Middle School and High School Online Courses – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer; Eric Sweiven, Director of Online Learning & Educational Technology
- 7.11 Consideration and approval of the CORE Districts Data Use Agreement – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer; Caitlin Hartman, Director, Curriculum, Instruction and Professional Learning
- 7.12 Consideration and approval of the Document Tracking Services one (1) Year Agreement in the amount of \$595. – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer
- 7.13 Consideration and approval of the Facility Rental- Rocklin Event Center Incorporating the cost of \$175.00 for an additional hour into the original contract which was approved at the June 2019 Governing Board Meeting – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer
- 7.14 Consideration and approval of the Facility Rental- Consumnes Parks and Recreation, Wackford Center for four (4) days total in the amount of \$2,240.00 – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer; Eric Sweiven, Director of Online Learning & Educational Technology
- 7.15 Consideration and approval of the Facility Rental- Sunshine Event Center for February 24, 2020 in the amount of \$50.00 – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer
- 7.16 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 PSAT Testing



in the amount of \$180.00 – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer

- 7.17 Consideration and approval of the Facility Rental Contract- Placerville Seventh Day Adventist (SDA) Church (*For facility use only, not affiliated with Horizon Charter School in any other way*) in the amount of \$1500.00 – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Office
- 7.18 Consideration and approval of Vista Child Therapy Vendor for Special Education Occupational Therapy services to students – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer; Lezley Holmes, Director of Special Education
- 7.19 Consideration and approval of the Sonitrol Aiphone Installation for Kinderhouse in the amount of \$2,155.00 and \$75.00 per month – Yvonne Allen, Interim Chief Business Official/Director of Business Services; Sergio Herrera, Information Technology Administrative Advisor
  - S. Herrera stated this is the same set up that is currently at the Cirby location.
- 7.20 Consideration and approval of the School Pathways Titan Export Bridge in the amount of \$600. – Yvonne Allen, Director of Business Services/Interim Chief Business Official; Sergio Herrera, Information Technology Administrative Advisor
  - This cost comes from the families. It is mandated by the state that we provide lunch to students who attend a program for two (2) or more hours. This is the first time that Horizon has had a lunch program.
- 7.21 Consideration and approval of the Titan School Solutions Account Subscription for an initial cost of \$2,900. – Yvonne Allen, Director of Business Services/Interim Chief Business Official; Sergio Herrera, Information Technology Administrative Advisor
- 7.22 Consideration and approval of the Positive Prevention Plus Curriculum Adoption – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer; Caitlin Hartman, Director, Curriculum, Instruction and Professional Learning
  - Families receive a letter notification as well as the opt out form. When parents opt out, the forms are kept at the district office. The opt out forms are inside the Student Parent Handbook, which comes from the ST’s each year.
- 7.23 Consideration and approval of the Placer County Office of Education (PCOE) Memorandum of Understanding (MOU) for Veteran Administrator Cohort (VAC) Only – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer

Motion by: M. Nuñez to approve the Consent Agenda minus item 7.09, which was removed by consensus of the Board.

2<sup>nd</sup> by: E. Palmer

Aye No Abstain Absent

Milly Nuñez: X

Joe Dutra:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alexis Spiva:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elaine Palmer:	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 Information/Discussion/Action

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

8.02 Information/Discussion/Action

Consideration of the 2018/2019 Unaudited Actuals for the Year Ending June 30, 2019 – Yvonne Allen, Director of Business/Interim Chief Business Official

- It appears that we are projecting to run in deficit.
- A big salary package was put through, a discussion on the affordability of this package will be forthcoming.
- More information will be shared with the Board as the planned deficit spending project and reallocation of expenses is reviewed.
- The current ‘rainy day fund’ is an ending fund balance of \$9.5M.
- The 2016 Governing Board took an action to prevent the ending fund balance to drop below \$5M. Y. Allen stated “the unrestricted ending fund balance is what should be the focus.”

*ADJOURNED TO SPECIAL CLOSED SESSION MEETING AT 8:00 P.M.*

*ADJOURNED BACK TO OPEN SESSION MEETING AT 8:50 P.M.*

- The HCEA President, J. Morgan, addressed the Governing Board, stating that it is disturbing to hear that salaries are being cited as the cause for a possible deficit.
  - Salaries are always the biggest expense for schools. Elk Grove School District is between 63% and 65%.
  - Horizon is closer to the average now, it was previously at 30%. C. Wood interjected that Horizon is closer to 60% of the average and that all employees were treated the same.
  - HCEA began bringing up unnecessary expenses when it became clear that teacher salaries were going to be blamed for declining reserves (R.V., Marketing, InService, Monthly Meetings, Horizon Learning Center, Lawyer fees). Besides these expenses, the CEO received a \$20K raise, which placed her at approximately \$20K above the average for schools the size of Horizon. This information was pulled directly from the California Department of Education (CDE) website.
  - The HCEA President asked, “If the budget was such a concern, why did the Board give this raise to the CEO?”

Motion by: J. Dutra to approve the 2018/2019 Unaudited Actuals for the Year Ending June 30, 2019

2<sup>nd</sup> by: E. Palmer

Aye No Abstain Absent

Milly Nuñez:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Joe Dutra:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alexis Spiva:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elaine Palmer:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried.

8.03 Information/Discussion/Action

Consideration of Continued Brown Act and Future Trainings for the Horizon Charter School Governing Board – Cynthia Wood, EdD, Superintendent/Chief Executive Officer

- Board members requested that onboarding/training of new Board members be done by an attorney.
- C. Wood stated that she has a recommended speaker who could do a presentation on Boardsmanship once the entire Board is seated. The cost would not exceed \$2,000. The tentative date of 10/24/19 was suggested.
- Special Meetings the Board would like to have in the future, discussing the Bylaws should take place prior to adopting them. The Governance Handbook is not as important to get to right away.

Motion by: M. Nuñez to move the Bylaws and the Governance Handbook to a future agenda, after the Boardsmanship Special Meeting (potentially) scheduled for October 24, 2019.

2<sup>nd</sup>: A Spiva

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

Motion carried.

Motion by: A. Spiva to (potentially) have a Boardsmanship Special Meeting on October 24, 2019 with said speaker.

2<sup>nd</sup>: J. Dutra

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

Motion carried.

8.04 Information/Discussion/Action

Consideration of Brown Act Training for the Horizon Charter School Employees – Alexis Spiva, Horizon Charter School Governing Board, Parent Representative

- Board members apologized to J. Morgan that her comments were not allowed to be stated at the last special meeting. A. Spiva sent an email to C. Wood on August 20, 2019, requesting that the Horizon Staff be included in the Brown Act Training, but never received a response.
- C. Wood stated that the Brown Act Training was a Workshop for the Board only. The training that Mr. Gant gave was specifically designed for the Governing Board members. The public was allowed to listen. There was a request by Board Members to do a Q & A document. Questions will be solicited from the public. When Mr. Gant provides that, it will be distributed out to the public.

- A. Spiva asked how the public will get in touch with Mr. Gant, so that they may submit the questions. C. Wood stated that the cabinet will decide that for the public and will decide how to solicit the questions from the public.
- Board members requested that the document that Mr. Gant handed out to the Board only, be made available to the public. The document should be available for check out.
- C. Wood stated that she would make sure that the Q&A happens.
- A. Spiva suggested that the Board Secretary, through the Board email, should be responsible to receive the questions from the staff or public. The Board would be interested to see what these questions are as they come in. It is important to have these questions go through someone who is not in an Executive position.
- J. Dutra asked why not just submit the questions to the Administrators?
- A. Spiva responded that allowing staff to submit their questions anonymously and without fear of reprisal is the appropriate way to handle this.
- J. Dutra disagreed and does not see why Administration would not be in charge of gathering the questions for future Brown Act trainings.
- A. Spiva directed attention to the anonymous letter that was received by the Governing Board the day before. People want to feel heard and valued. There is a big issue of trust right now. Once trust is lost, public support is lost. This is why there is such a need for anonymity.
- E. Palmer did not see the need for anonymity and believes that this would be a good opportunity for the CEO to earn back the public trust.
- M. Nuñez suggested an anonymous survey sent out to the staff, which is then forwarded directly to Mr. Gant. There is no need for Administration or anyone else to see them.
- M. Nuñez stated that Mr. Gant had promised to compile and return a FAQ document to us.
- J. Dutra stated that if teachers are polled and show interest in further Professional Development, it should be allowed and paid for.

Motion by: M. Nuñez to create a stakeholder wide survey to be directly forwarded to Mr. Gant for an FAQ document to be returned for all stakeholders, and for check out booklets to be provided for the employees here at Cheryle’s office and for the staff to be surveyed as to whether they would like the Brown Act training to be provided for them or available through their Professional Development funds.

2<sup>nd</sup> by: J. Dutra

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

Motion carried.

#### 8.05 Information/Discussion/Action

Consideration of the Executive Assistant to the Superintendent/Chief Executive Officer – Alexis Spiva, Horizon Charter School Governing Board, Parent Representative

- C. Wood stated that the Onsite Executive Assistant to the CEO was hired on a temporary basis on July 1. They also support the COO.
- A. Spiva asked why the Offsite Executive Assistant to the CEO is allowed to work from home and is not required to report to the office.
- C. Wood stated that the Offsite Executive Assistant was hired as a temp worker on November 5, 2018, and there is a suggested end date for this position which would allow her to continue working with the players that are a part of this project. This will not be forever.

- A. Spiva asked why, if this employee is working on special projects, they never attend the Board Meetings. C. Wood stated it is not required of that employee to attend the Board meetings.
- A. Spiva asked how many other temporary employees are working offsite besides this one? T. McGill and C. Wood stated that there are no other employees allowed to work offsite.
- The Offsite employee is a temp and was brought on because there was no Executive Assistant to the CEO in-house.
- T. McGill stated that the Offsite Executive Assistant to the CEO is paid on an hourly basis.
- A discussion of salaries taking a big hit on a schools' finances was just heard. The best use of public funds should be considered with regard to this situation.
- E. Palmer referred to C. Wood's use of the term "special projects" and asked her fellow Board members if they know anything about these because she has no idea what these "projects" are. M. Nuñez and A. Spiva agreed with E. Palmer.
- E. Palmer stated that it could easily be five (5) years before these projects are completed. She is concerned why HCS would not just hire this person as a permanent employee. C. Wood replied that the Offsite Executive Assistant was not hired through a temporary employment agency and was brought on to support ongoing outside projects.
- Board members requested a list of the special projects assigned to the Offsite Executive Assistant by the next Board meeting. Please clarify projects and timelines.
- Salaries are blamed for a lot of the expenses, which is why it is important to bring clarity to this very vague and costly situation.
- A. Spiva, "Why do we need an Offsite Executive Assistant who is not required to report to the office?"
- J. Dutra stated that he sees a purpose for this position at this time and making sure that the working relationships stay on track. J. Dutra stated that it is up to the Superintendent to staff as needed.
- A. Spiva asked "was there a reason why this person was not considered for the Onsite position?" C. Wood stated that they could have applied for the Onsite position, but they did not.

Motion by: A. Spiva for C. Wood to clarify which projects the Offsite Executive Assistant to the CEO is currently working on and the projected timeline of said projects.

2<sup>nd</sup> by: E. Palmer

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

Motion carried.

#### 8.06 Information/Discussion/Action

Consideration of the Horizon Charter School Governing Board Email Account Communication Protocol – Alexis Spiva, Horizon Charter School Governing Board, Parent Representative

- Distribution and discussion of the emails addressed to the Governing Board
- Provision for the public to email Governing Board Members directly
- Complaint Procedure/Conflict Resolution Process with the Public
- There is currently no contact information for Board members listed on the HCS website. Adding this information will make the public feel that they have access to the Board.

- If each Board member has their own email account, and the Horizon Governing Board email address is retained, the CEO could have access to the Horizon Board email but not to the individual member's emails.

Motion by: A. Spiva to create Horizon Charter School email accounts for individual Governing Board Members that are, basically, their own personal accounts, and to keep the Horizon Governing Board email that would forward all said emails to Board member individual accounts.

2<sup>nd</sup> by: M. Nunez

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

Motion carried.

#### 8.07 Information/Discussion/Action

##### Consideration of Future Agenda Items from the Horizon Charter School Governing Board – Cynthia Wood, EdD, Superintendent/Chief Executive Officer

- Open discussion about the R.V.
- Move the HCEA and HCSCA union statements to the end of the Agenda to allow for open discussion.
- Open discussion with staff and stakeholders to find out what is really happening. Suggested a stakeholder survey to ensure that concerns are heard.
- Address the culture and morale of HCS.
- Address HCSCA's list of requested items not received, such as the Cabinet member contracts. M. Nuñez requested that a message be sent out to the public, stating where the cabinet contracts may be found. The public should be made aware of where to retrieve these.
- Agenda items that are not discussed will be addressed and brought back to a future agenda.
- J. Dutra requested a time limit of 10:00 PM on future Board Meetings. M. Nuñez, A. Spiva and E. Palmer stated that they do not want a time limit on the Board Meetings at this time.
- Requested discussion of the Board Officers at the next Governing Board meeting.
- Requested a weekly report from the CEO. This is a standard practice that keeps the Board informed. This has been requested directly from the CEO since last August and has not yet been received.
- C. Wood stated that the request for a weekly report would have to go into Closed Session as it is directly related to her evaluation.

Motion by: E. Palmer to add all of the above items to future agendas.

2<sup>nd</sup> by: A. Spiva

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

Motion carried.

Motion by: M. Nuñez to discuss the time limit for meetings at the October meeting.  
 2<sup>nd</sup> by: E. Palmer

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

Motion carried.

## 9. INFORMATION/ DISCUSSION

### 9.01 Information/Discussion

Consideration of the Horizon Charter School Teacher Leadership Team (TLT) – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer

- K. Collins stated that each Region is deciding who to send to participate in the Teacher Leadership Team and the Cabinet is overseeing it.
- A. Spiva asked if C. Wood is also going to be a part of this team. C. Wood stated that the Cabinet will decide who will be a part of the TLT.
- A. Spiva asked when the Board would be hearing back about the TLT. C. Wood stated that they have never reported back to the Board about the TLT before.
- A. Spiva requested to hear back from K. Collins about the TLT at the end of the year.

### 9.02 Information/Discussion

Consideration of the New Building and Property Update- Horizon Certificated Employees Association (HCEA)

- K. Byers addressed the Governing Board.
  - Some time ago, Horizon staff was shown an architects rendering of the future Horizon Learning Center. In the past year a land purchase has been on every Closed Session agenda.
  - Architects, Realtors, and Lawyers have been paid and even a part-time person has been hired to work from home for realty needs, now called “special projects”.
  - Month after month the public has heard the terms “Direction given to the Superintendent”, or “No action taken”.
  - Can the Board now share the intent? The amount of the fund already spent? The final expense? What are the plans for our Homeschool?

### ~~9.03 Information/Discussion~~

~~Consideration of the 2019/2020 Horizon Charter School Governance Handbook—  
 Cynthia Wood, EdD, Superintendent/Chief Executive Officer~~

### ~~9.04 Information/Discussion~~

~~Consideration of the Horizon Charter School Bylaws (Last updated in 2006) —Cynthia Wood, EdD, Superintendent/Chief Executive Officer~~

11:44 P.M. ADJOURN TO CLOSED SESSION

12:14 A.M. ADJOURN TO OPEN SESSION

## 10. GOVERNING BOARD

10.01 BOARD MEMBER REPORTS/COMMENT

- J. Dutra reading the June 2019 statement issued by the 2018/2019 Governing Board regarding Horizon Certificated Employees Association (HCEA) and Horizon Charter School Classified Association (HCSCA) Requests for a Neutral 3<sup>rd</sup> Party Investigation.

10.02 FUTURE AGENDA ITEMS

- September 26, 2019- Special Meeting of the Governing Board- Organizational Procedures and Processes
- October 17, 2019- Regular Meeting of the Governing Board

11. ADJOURNMENT– 12:15 A.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: 916-408-5236

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