



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

Date: **Thursday, January 23, 2020**

Main Meeting: Citrus Heights Community Center  
6300 Fountain Square Drive  
East Flex Rooms A,B,C & D  
Citrus Heights, CA 95611

Satellite Location: Horizon Charter School Board Room  
2800 Nicolaus Road, #100  
Lincoln, CA 95648

Satellite Location: Horizon Charter School  
Roseville Learning Center  
911 Reserve Drive  
Roseville, CA 95678

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

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
- X Parent Representative: Elaine Palmer

2. COMMUNICATION FROM THE PUBLIC

- None

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 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
- 3.03 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
- 3.04 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  
Fagen, Friedman and Fulfroost, LLP
- 3.05 POLICY 3.4: MONITORING CEO PERFORMANCE (Government Code Section  
54957)  
Horizon Charter Schools Governing Board  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

**6:30 P.M.**

4. ADJOURN TO OPEN SESSION

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

- 4.01 ADMISSION OF EXPELLED STUDENT(S) – (Government Code Section 48918)  
JaDene Jones, Director of Operations
- No action taken.
- 4.02 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
- No action taken.

4.03 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

- 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  
Fagen, Friedman and Fulfroost, LLP

- Direction given to the Assistant Superintendent.

4.05 POLICY 3.4: MONITORING CEO PERFORMANCE (Government Code Section  
54957)

Horizon Charter Schools Governing Board  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

- No action taken.

## 5. STUDENT PRESENTATION

- None

## 6. REPORTS AND COMMUNICATION

### 6.01 Communication from the Public

- Communication from the public received from: Kathleen Byers, Jalaine Morgan,  
Vicki Hillier, Marilee Dalton, and included the following topics:
  - Change of Board meeting location
  - Ending fund balance concern
  - New building location and expenses
  - Marketing budget
  - Warrant report
  - Student achievement, enrollment, and admissions

6.02 HCEA (Horizon Certificated Employees Association)

- Vicki Hillier presented the HCEA statement and discussed:
  - Mobile Learning Lab
  - Enrollment cut-off
  - New property status
  - Right Angle Marketing
  - Admissions

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

- A. Spiva asked for the credit card policy and usage previously promised.

6.05 Superintendent/ Chief Executive Officer – Cynthia Wood, EdD

- Finance and student performance
- Alexis Spiva requested:
  - Hard copy of medical plan offered to unions
  - Questions submitted to Paul Gant regarding Brown Act
  - Verizon Wireless bill breakdown
- Elaine Palmer requested:
  - Breakdown of 35 cell phone and hot spot expenses

8.04 Information/Discussion/Action - **MOVED**

Consideration and Approval of Public Agency Retirement Services (PARS) for Unrepresented Employee Groups Presentation & Program - Cynthia Wood, EdD, Superintendent/Chief Executive Officer; Eric O’Leary, CEBS, Senior VP of PARS

- Eric O’Leary gave a PARS presentation to the Board.

**MOTION:** Elaine Palmer moved to approve the PARS program for Unrepresented Employees. Seconded by Joe Dutra.

Thomas Cascaddan - Aye

Joe Dutra - Aye

Elaine Palmer - Aye

Alexis Spiva – Aye

**Motion carried**

8.05 Information/Discussion/Action - **MOVED**

Consideration of the Public Agency Retirement Services (PARS) for Un-represented Employee Groups Resolution #20-0123 - Cynthia Wood, EdD, Superintendent/Chief Executive Officer

**MOTION:** Joe Dutra moved to adopted Resolution #20-0123. Seconded by Tom Cascaddan.

Thomas Cascaddan - Aye

Joe Dutra - Aye

Elaine Palmer - Aye

Alexis Spiva – Aye

**Motion carried**

8.06 Information/Discussion/Action - **MOVED**

Consideration of the Agreement for Administrative Services, Phase II Systems - Cynthia Wood, EdD, Superintendent/Chief Executive Officer

**MOTION:** Elaine Palmer moved to accept the contract of services. Seconded by Joe Dutra.

Thomas Cascaddan - Aye

Joe Dutra - Aye

Elaine Palmer - Aye

Alexis Spiva – Aye

**Motion carried**

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 Regular Meeting  
Motions and Action Items~~
- ~~● December 19, 2019 Regular Meeting  
Motions and Action Items~~

- E. Palmer to email her statement to be added to Nov. 21 minutes, which will complete these minutes.
- Motion and action items format to be continued.

- Minutes will be done in the format of the Dec. 19 minutes going forward.
- 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 Rental- Harvest Church (*not affiliated with Horizon Charter Schools in any other way, for facility use only*) for CAASPP Testing April 27 – April 30, 2020 in the amount of \$1,000. – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
  - 7.07 Consideration and approval of the Facility Rental- Sunshine Swim Center for Personalized Learning Project B (PLP B) Presentations on May 11, 2020 in the amount of \$200. – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer
  - 7.08 Consideration and approval of the Connect Teletherapy-Occupational & Speech Therapy Vendor Agreement for Virtual Services (Fees included in Exhibit A, attached) – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer
  - 7.09 Consideration and approval of the Facility Rental- Epic Bible College (*not affiliated with Horizon Charter Schools in any other way, for facility use only*) for CAASPP Testing on April 21 - April 24, 2020 in the amount of \$600.00 – Terri McGill, Assistant Superintendent, Administrative Services/Chief Operations Officer; JaDene Jones, Director of Operations – Assessment
  - 7.10 Consideration and approval of the Teacher InService Lunch Catering for January 21, 2020 in the amount of \$2,022.90 – Kelly Collins, Assistant Superintendent, Educational Services/Chief Academic Officer; Caitlin Hartman, Director, Curriculum, Instruction & Professional Learning

**MOTION:** Joe Dutra moved to approve the Consent Agenda items 7.02 – 7.10.  
Seconded by Alexis Spiva.

Thomas Cascaddan - Aye  
Joe Dutra - Aye  
Elaine Palmer - Aye  
Alexis Spiva – Aye

**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 Bylaws – Cynthia Wood, EdD, Superintendent/Chief Executive Officer

- J. Morgan expressed concern regarding Board member removal by other members.
- Item tabled until January 30, 2020

### 8.02 Information/Discussion/ACTION

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

- A Personnel Subcommittee was suggested to gather input from the staff.
- Alexis Spiva and Elaine Palmer requested a game plan for improving the Culture and Morale.
- Elaine Palmer asked for Culture and Morale updates as part of the Superintendent’s update.
- Alexis Spiva wants an anonymous survey for all employees. Survey from Paul Gant has not been received.
- Tom Cascaddan requested a survey for teachers and the rest of the staff.
- Joe Dutra asked for the staff to put the survey together and bring it back to the Board for their input.
- Direction given to the Superintendent.

### 8.03 Information/Discussion/ACTION

Consideration of the Organization Chart – Cynthia Wood, EdD, Superintendent/Chief Executive Officer

- This item was tabled to the Jan. 30 meeting.

### 8.07 Information/Discussion/Action

Consideration of the Administrative Panel – Cynthia Wood, EdD, Superintendent/Chief Executive Officer; JaDene Jones, Director of Operations

- J. Jones recommended eliminating the Administrative Panel based on the statistics.

**MOTION:** Elaine Palmer moved to discontinue the Administrative Panel for students outside of Horizon Charter Schools. Seconded by Thomas Cascaddan.

Thomas Cascaddan - Aye  
Joe Dutra - Aye  
Elaine Palmer - Aye  
Alexis Spiva – Aye

**Motion carried**

8.08 Information/Discussion/Action  
Consideration and approval of Board Monitoring Report- Mathematics – Kelly Collins, Assistant Superintendent, Educational Services/ Chief Academic Officer

- Kelly Collins presented the Board Monitoring Report
- This item was tabled to January 30, 2020.

8.09 Information/Discussion/Action  
Consideration of the Minimum Dollar Amount for Consent Agenda Items – Cynthia Wood, EdD, Superintendent/Chief Executive Officer

- This item was tabled to January 30, 2020.

8.10 Information/Discussion/Action  
Consideration of Communication from the Public/Speaker Cards – Horizon Charter School Governing Board

- This item was tabled to January 30, 2020.

8.11 Information/Discussion/Action  
Consideration and Approval of Lease Amendment No. 6, Dated: December 9, 2019 for 3144 Venture Drive, Suite 200-300, Lincoln, CA 95648 - Cynthia Wood, EdD, Superintendent/Chief Executive Officer

**MOTION:** Elaine Palmer moved to approve Lease Amendment No. 6 Dated December 9, 2019. Seconded by Joe Dutra.

Thomas Cascaddan - Aye  
Joe Dutra - Aye  
Elaine Palmer - Aye  
Alexis Spiva – Aye

**Motion carried**



9. INFORMATION/ DISCUSSION

9.01 Information/Discussion

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

- This item was tabled to January 30, 2020.

9.02 Information/Discussion

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

- This item was tabled to January 30, 2020.

9.03 Information/Discussion

Discussion of the HCSCA Survey– Horizon Charter School Governing Board

- This item was tabled to January 30, 2020.

10. GOVERNING BOARD

10.01 BOARD MEMBER REPORTS/COMMENT

10.02 FUTURE AGENDA ITEMS

- January 30, 2020 – Regular Meeting of the Governing Board
- February 20, 2020 - Regular Meeting of the Governing Board
- February 27, 2020 – Special Meeting of the Governing Board

11. ADJOURNMENT – 10:37 PM