



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

Date: **Thursday, January 30, 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**

1. CALL TO ORDER – Horizon Charter Schools Board Room @ 4:32 PM
PLEDGE OF ALLEGIANCE

ROLL CALL

- X Education Representative: Joe Dutra - *arrived at 5:00 PM*
- Community Representative: Vacant
- X Parent Representative: Alexis Spiva
- X Parent Representative: Thomas Cascaddan
- X Parent Representative: Elaine Palmer

2. COMMUNICATION FROM THE PUBLIC

- None

4:35 P.M. 4:35 PM

3. CLOSED SESSION – Citrus Heights Community Center, 6300 Fountain Square Drive,
North Flex Room A, Citrus Heights, CA 95611

- 3.01 POLICY 3.4: MONITORING CEO PERFORMANCE (Government Code Section 54957)
Horizon Charter Schools Governing Board
Cynthia Wood, EdD, Superintendent/ Chief Executive 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
Cynthia Wood, EdD, Superintendent/Chief Executive Officer
Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
Paul Thompson, ESQ, Fagen, Friedman, and Fulfrost
- 3.03 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
Paul Thompson, ESQ, Fagen, Friedman, and Fulfrost
- 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
- 3.05 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))
Cynthia Wood, EdD, Superintendent/Chief Executive Officer
Anne Sherlock, ESQ, Fagan Friedman and Fulfrost, LLP
OAH Confidential Student Matters – Case OAH Case No 2019101121, One matter
OAH Confidential Student Matters – Case OAH Case No 2019101123, One matter
- 3.06 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

3.07 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code
Section 54956.8)

Horizon Learning Center Negotiators:

Chip Eady, ESQ, Procopio Law Firm
Aiko Yamakawa, ESQ, Procopio Law Firm
Cynthia Wood, EdD, Superintendent/Chief Executive Officer
Kevin Sheehan, Kidder & Matthews

6:30 P.M. 6:35 PM

4. ADJOURN TO OPEN SESSION

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

4.01 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.

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
Cynthia Wood, EdD, Superintendent/Chief Executive Officer
Terri McGill, Assistant Superintendent, Administrative Services/ Chief
Operations Officer
Paul Thompson, ESQ, Fagen, Friedman, and Fulfrost

- Direction given to the Superintendent.

4.03 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
Paul Thompson, ESQ, Fagen, Friedman, and Fulfrost

- 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

- Direction given to the Assistant Superintendent.

4.05 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))

Cynthia Wood, EdD, Superintendent/Chief Executive Officer

Anne Sherlock, ESQ, Fagan Friedman and Fulfrost, LLP

OAH Confidential Student Matters – Case OAH Case No 2019101121, One matter

OAH Confidential Student Matters – Case OAH Case No 2019101123, One matter

- The Horizon Charter School Governing Board took a unanimous vote to approve Case OAH No 2019101121
- The Horizon Charter School Governing Board took a unanimous vote to approve Case OAH No 2019101123

4.06 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.

4.07 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Horizon Learning Center Negotiators:

Chip Eady, ESQ, Procopio Law Firm

Aiko Yamakawa, ESQ, Procopio Law Firm

Cynthia Wood, EdD, Superintendent/Chief Executive Officer

Kevin Sheehan, Kidder & Matthews

- No action taken.

5. STUDENT PRESENTATION

- None

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.

- Communication from the public received from: Kathleen Byers, Jalaine Morgan, and included the following topics:
 - Thank you to Kelly Collins, Caiti Hartman and Eric Sweiven
 - Verizon phone expenses
 - PARS early retirement incentive
 - Brown Act Training Q&A question responses
 - Assistant, consultant, lawyer and architects costs
 - Staff morale
 - Mobile Learning Unit
 - Student performance

6.02 HCEA (Horizon Certificated Employees Association)

- No statement submitted.

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

- No statement submitted.

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

- Yvonne Allen read the HCS Credit Card Policy and summarized the Verizon bill.
- Alexis Spiva and Elaine Palmer requested an itemized breakdown per month of the Verizon bill.
- Alexis Spiva requested information regarding the \$3,000 for storage listed in the previous Warrant report.

6.05 Superintendent/ Chief Executive Officer – Cynthia Wood, EdD

- Cynthia Wood spoke on the following:
 - Culture and Morale of HCS
 - Teacher Leadership Team update
- Alexis Spiva requested:
 - Brown Act Q&A be distributed to the Board and all employees
 - A TLT member present and update at the next Board meeting
 - Information on CRC signage
 - Engagement letters with HCS attorneys
 - Status of Sac RT Foster Youth Liaison program

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
- Motion and Action Items as part of the minutes and approved with the minutes.

7.02 Consideration and approval of the Facility Rental- Parkside Church (*not affiliated with Horizon Charter Schools in any other way, for facility use only*) for annual student state testing May 5-8, 2020 in the amount of \$2600.00 - Terri McGill, Assistant Superintendent, Administrative Services/Chief Operations Officer; JaDene Jones, Director of Operations – Assessment

- Alexis Spiva requested a spreadsheet including facility rental locations

MOTION: Elaine Palmer moved to approve the minutes including the Motions & Action items. Seconded by Joe Dutra.

Joe Dutra - AYE
Alexis Spiva - AYE
Elaine Palmer - AYE
Thomas Cascaddan - 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

MOTION: Alexis Spiva moved to have the Bylaws, Personnel Subcommittee and Governance Handbook as the only items to be addressed at the February 27, 2020 Governing Board meeting with Paul Thompson, ESQ, Fagen, Friedman & Fulfrost. Seconded by Elaine Palmer.

Joe Dutra - AYE

Alexis Spiva - AYE

Elaine Palmer - AYE

Thomas Cascaddan - AYE

Motion Carried

8.02 Information/Discussion/ACTION

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

MOTION: Alexis Spiva moved to bring the remaining revised Organization Charts with lines of Supervision to the February 20, 2020 Board meeting. Seconded by Joe Dutra.

Joe Dutra - AYE

Alexis Spiva - AYE

Elaine Palmer - AYE

Thomas Cascaddan - AYE

Motion Carried

8.03 Information/Discussion/ ACTION

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

- Kelly Collins presented the Mathematics Monitoring Report to the Board.
- Victoria Garmy addressed the Board regarding focusing on achievement, Board collaboration and AB1505.

MOTION: Joe Dutra moved to approve the Monitoring report. Seconded by Elaine Palmer.

Joe Dutra - AYE
Alexis Spiva - AYE
Elaine Palmer - AYE
Thomas Cascaddan - AYE

Motion Carried

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

MOTION: Elaine Palmer moved to table this item until the April Governing Board meeting. Seconded by Alexis Spiva.

Joe Dutra - NAY
Alexis Spiva - AYE
Elaine Palmer - AYE
Thomas Cascaddan - AYE

Motion Carried

- 8.08 Information/Discussion/Action - **MOVED**
Consideration and approval of Lease Extension Dated: January 17, 2020 for 1515 Cirby Way, Roseville, CA 95661 from July 1, 2020 to June 30, 2021 in the amount of \$8,491.69- Cynthia Wood, EdD, Superintendent/Chief Executive Officer

MOTION: Elaine Palmer moved to approve the Lease Extension. Seconded by Alexis Spiva.

Joe Dutra - AYE
Alexis Spiva - AYE
Elaine Palmer - AYE
Thomas Cascaddan - AYE

Motion Carried

- 8.05 Information/Discussion/ ACTION
Consideration of Communication from the Public/Speaker Cards – Horizon Charter School Governing Board

- This item was tabled to the February 20, 2020 Governing Board meeting.

- 8.06 Information/Discussion/Action
Consideration and approval of the Personnel Subcommittee – Cynthia Wood, EdD, Superintendent/Chief Executive Officer; HCS Governing Board

- This item was tabled to the February 27, 2020 Governing Board meeting.

8.07 Information/Discussion/Action

Consideration and approval of the applications for the Horizon Charter School Community Representative interviews scheduled for February 20, 2020 – Cynthia Wood, EdD, Superintendent/Chief Executive Officer; HCS Governing Board

- The item was discussed and tabled to the February 20, 2020 Governing Board meeting and the Board convened to Closed Session at 9:40 PM.

8.09 Information/Discussion/Action

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

- Credit card costs/Storage costs-details
- Clarification of potential Conflict of Interest for CBO support
- Facility rentals

9. INFORMATION/ DISCUSSION

9.01 Information/Discussion

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

- The Board went into Closed Session at 9:40 p.m. This item was not discussed.

9.02 Information/Discussion

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

- The Board went into Closed Session at 9:40 p.m. This item was not discussed.

9.03 Information/Discussion

Discussion of the HCSCA Survey– Horizon Charter School Governing Board

- The Board went into Closed Session at 9:40 p.m. This item was not discussed.

9.04 Information/Discussion

Discussion of the Horizon Charter School Technology Plan – Yvonne Allen, Director of Business Services/Interim Chief Business Official; Sergio Herrera, IT Administrative Advisor

- The Board went into Closed Session at 9:40 p.m. This item was not discussed.

9.05 Information/Discussion

Discussion of the Finance Presentation – Yvonne Allen, Director of Business Services/Interim Chief Business Official

- The Board went into Closed Session at 9:40 p.m. This item was not discussed.

10. GOVERNING BOARD

10.01 BOARD MEMBER REPORTS/COMMENT

10.02 FUTURE AGENDA ITEMS

- February 20, 2020 - Regular Meeting of the Governing Board
 - The Onsite and Offsite Executive Assistants to the CEO
 - Mobile Learning Lab/R.V.
- February 27, 2020 – Special Meeting of the Governing Board
 - Bylaws
 - Personnel Subcommittee
 - Governance Handbook

11. ADJOURNMENT 10:45 PM