



Regular Meeting of the Governing Board
Adopted Minutes

Date: **Thursday, October 21, 2021**

Venue: The Horizon Charter Board of Education will meet virtually or in-person at the Nicolaus Board room following social distancing practices depending on the board members' circumstances. Presenters and attendees may join with zoom.

**REGULAR BUSINESS MEETING
CALL TO ORDER 5:30 pm.**

1. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

- X HCS Governing Board President/Education Representative: Joe Dutra
- X Parent Representative: Elaine Palmer
- X Parent Representative: Jeff Rodzen
- Parent Representative: Vacant
- X Western Placer Unified School District, Community Representative: Jim Trimble

2. Oath of Office – Lisa Romero, Parent Representative, Horizon Charter Schools, Term October 21, 2021, through June 30, 2023 – Joe Dutra, Board President

- Lisa Romero was sworn in as a Parent Representative virtually.

3. PUBLIC COMMENT ON CLOSED SESSION AGENDA

5:35 pm.

4. CLOSED SESSION

- 4.01 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957), Superintendent/CEO position, Chief Business Officer, Chief Academic Officer, Chief Operating Officer (Administrative Services/Human Resources), Directors, Regional Administrators
- 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) and HCEA (Horizon Certificated Employees Association)

7:30 pm.

5. ADJOURN TO OPEN SESSION

5.01 Items Considered in Closed Session for Action in Open Session

- No action taken

5.02 Adjustments to the Agenda

- Item 8.13 was pulled from the Consent Agenda

5.03 Report of Actions Taken in Closed Session

- 4.01 – No action taken
- 4.02 – No action taken

6. REPORTS AND COMMUNICATION

6.01 PUBLIC COMMENT

- Kathleen Byers addressed the Board, citing the changes at Horizon Charter School, and wished them good luck.

6.02 HCEA (Horizon Certificated Employees Association)

- Vicki Edwards welcomed Dr. Kitamura and thanked the Board for removing the previous CEO. She asked the Board to consider the process when hiring the next CEO and when appointing vacant seats on the Board. Thank you, Jodi Votava.

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

- No statement was submitted

6.04 Assistant Superintendent, Educational Services, Chief Academic Officer, Carin Contreras

6.04 (a) Monitoring Report – Math and ELA Problem Solving, Critical Thinking Strategies – [fact sheet] - Carin Contreras, Assistant Superintendent, Educational Services/Chief Academic Officer; Shawna Bastian, Regional Administrator, Grade 6-8 CoHort; Danielle Albrecht, Middle School ST and Blended Learning Instructor for 8th Grade Math and ELA

- Carin Contreras introduced Shawna Bastian. Shawna presented the Monitoring Report and the Beginning of the Year iReady Assessment results. She also gave a mathematical problem-solving sample.

6.04 (b) Student Presentation - Math and ELA Problem Solving, Critical Thinking Strategies – [fact sheet] - Carin Contreras, Assistant Superintendent, Educational Services/Chief Academic Officer; Shawna Bastian, Regional Administrator, Grade 6-8 Cohort

- Shawna Bastian introduced Danielle Albrecht, who presented Google Classroom and her homeroom. Mason Small, an Eighth-grade student, demonstrated Google Classroom from a student perspective.

6.05 Assistant Superintendent, Business Services/Chief Business Official; Jay Stewart

- Jay thanked Vicki Edwards for her recognition of Jodi Votava. Jay then thanked the IT Department and stated the staff computer replacement would begin around the end of November 2021. Currently working on the 2020/2021 Audit, we haven't received any feedback as of yet. We will receive a grant for \$390,000 that will need Board approval by December 2021. Jay will be looking at the vehicles and storage units and begin a clean-up; Jim Trimble asked to see the storage units with Jay.

6.06 Interim Superintendent/Chief Executive Officer – Diann Kitamura, EdD

- Diann stated she is feeling gratitude since being here a couple of weeks. The Board heard you, and I'm grateful to the Board for selecting me. This district is a gem; we have to get back to being a team, collaborating, decision making with all the groups across the district. Everyone has been helpful and open. I am looking forward to the work ahead with all of you.

7. DISCUSSION/ACTION

7.01 Consideration and approval of the 2021-22 Budget Revision and MYP - [fact sheet] – Jay Stewart, Assistant Superintendent, Business Services/Chief Business Official;

- Jay presented the 2021-2022 Budget Revision; enrollment was based on 2457 students; we have 1,795 students, resulting in a 6.4 million loss of revenue. The only way to turn this around is to increase enrollment.

MOTION: Elaine Palmer moved to approve the 20212021 budget revision. Seconded by Jim Trimble

Aye (5) – Romero, Rodzen, Palmer, Trimble, Dutra

Nay (0)

Motion Carried

7.02 Consideration and approval of the Horizon Charter Schools By-Laws Amendment, Clean, Redline – [fact sheet] – Diann Kitamura, EdD, Interim Superintendent/Chief Executive Officer; Paul Thompson, ESQ, Fagen, Friedman, & Fulfroft, LLP

MOTION: Elaine Palmer moved to approve the Horizon Charter Schools' By-Laws Amendment. Seconded by Jim Trimble.

Aye (4) – Romero, Palmer, Trimble, Dutra

Nay (1) - Rodzen

Motion Carried

7.03 Discussion of the Horizon Charter Schools Curriculum Status - [fact sheet] – Carin Contreras, Assistant Superintendent, Educational Services/Chief Academic Officer; Tracy Wilson, Director Curriculum, Instruction, and Professional Development

- Carin Contreras introduced Tracy Wilson, who provided a Curriculum status update to the Board.

7.04 Consideration and approval of the public meetings held via teleconference per AB 361 - [fact sheet] - Diann Kitamura, EdD, Interim Superintendent/Chief Executive Officer

MOTION: Elaine Palmer moved to approve holding the Board meeting via teleconference. Seconded by Jim Trimble.

Aye (5) – Romero, Rodzen, Palmer, Trimble, Dutra

Nay (0)

Motion Carried

7.05 Consideration and approval of the Leadership Associates Proposal for the Superintendent Search for \$11,500 - (general fund) - [fact sheet] - Diann Kitamura, EdD, Interim Superintendent/Chief Executive Officer

MOTION: Jim Trimble moved to approve the Leadership Associates Proposal for \$11,500. Seconded by Jeff Rodzen.

Aye (5) – Romero, Palmer, Rodzen, Trimble, Dutra

Nay (0)

Motion Carried

8. 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.

8.01 Approval of the Enrollment Report – [fact sheet] - Jay Stewart, Assistant Superintendent, Business Services/Chief Business Official

8.02 Approval of the Warrant Report [fact sheet] – Jay Stewart, Assistant Superintendent, Business Services/Chief Business Official

8.03 Approval of the Certificated Personnel Report [fact sheet] – Roxanne Regules, EdD. Assistant Superintendent, Administrative Services/Chief Operations Officer

8.04 Approval of the Classified Personnel Report [fact sheet] – Roxanne Regules, EdD. Assistant Superintendent, Administrative Services/Chief Operations Officer

8.05 Ratification of MOU's, Contracts, and, Agreements

(a) Approval of the Ed-Join Org Renewal Agreement – Placer and Sacramento Counties for \$2,400 – (general fund) - [fact sheet] – Roxanne Regules, EdD. Assistant Superintendent, Administrative Services/Chief Operations Officer

8.06 Approval of the 2021-20 22 PCOE Escape Access Agreement for \$5,821, Renewal, - [fact sheet] – Jay Stewart, Assistant Superintendent, Business Services/Chief Business Official; Sergio Herrera, Director of Technology

- 8.07 Approval of the 2021-22 PCOE Escape Support Services Agreement for \$44,209, Renewal, - [fact sheet] – Jay Stewart, Assistant Superintendent, Business Services/Chief Business Official; Sergio Herrera, Director of Technology
- 8.08 Approval of the AB 1200 Public Disclosure Form – Horizon Charter Schools Association (HCSA) - [fact sheet] – Jay Stewart, Assistant Superintendent, Business Services/Chief Business Official;
- 8.09 Approval of the DLT Solutions Quote for \$2,766.23 – (general fund) - [fact sheet] – Jay Stewart, Assistant Superintendent, Business Services/Chief Business Official; Sergio Herrera, Director of Technology
- 8.10 Approval of the CITE and Microsoft Strategic Alliance (CAMSA) Microsoft 365 Licensing Renewal for \$13,568.52 – (general fund) - [fact sheet] – Jay Stewart, Assistant Superintendent, Business Services/Chief Business Official; Sergio Herrera, Director of Technology
- 8.11 Approval of the Document Tracking Service Renewal for \$595 – (general fund) - [fact sheet] – Carin Contreras, Assistant Superintendent, Educational Services/Chief Academic Officer; Cat Kaslan, Compliance & Accountability
- 8.12 Approval of the Contract for Special Education – Stacy Wursten for \$3,200 - (general fund) - [fact sheet] - Roxanne Regules, EdD. Assistant Superintendent, Administrative Services/Chief Operations Officer; Carin Contreras, Assistant Superintendent, Educational Services/Chief Academic Officer; Lezley Holmes, Director of Special Education

Pulled

- 8.13 ~~Approval of the Contract between Horizon Charter Schools and Alison Garcia for the 2021-2022 SY – [fact sheet] – Diann Kitamura, EdD, Interim Superintendent/Chief Executive Officer; Roxanne Regules, EdD. Assistant Superintendent, Administrative Services/Chief Operations Officer~~

MOTION: Elaine Palmer moved to approve items 8.01 through 8.12 of the Consent Agenda. Seconded by Jim Trimble.

Aye (5) – Romero, Rodzen, Palmer, Trimble, Dutra

Nay (0)

Motion Carried

- 8.13 Approval of the Contract between Horizon Charter Schools and Alison Garcia for the 2021-2022 SY - [fact sheet] - Diann Kitamura, EdD, Interim Superintendent/Chief Executive Officer; Roxanne Regules, EdD. Assistant Superintendent, Administrative Services/Chief Operations Officer

Diann Kitamura informed the Board that the contract with Alison Garcia has an end date of December 31, 2021.

MOTION: Jim Trimble moved to approve the contract with Alison Garcia ending December 31, 2021. Seconded by Jeff Rodzen.

Aye (5) – Romero, Rodzen, Palmer, Trimble, Dutra

Nay (0)

Motion Carried

9. APPROVAL OF MEETING MINUTES– [fact sheet]

- Special Meeting Unadopted Minutes September 7, 2021
- Regular Meeting Unadopted Minutes September 16, 2021
- Special Meeting Unadopted Minutes September 28, 2021

MOTION: Jim Trimble moved to approve the minutes as submitted. Seconded by Elaine Palmer.

Aye (3) – Trimble, Palmer, Dutra

Nay (0)

Motion Carried - Jeff Rodzen and Lisa Romero were not on the Board during some of these sessions and, therefore, not eligible to vote.

10. GOVERNING BOARD

10.01 BOARD MEMBER REPORTS/COMMENT

- Board member requests for information and future board agenda item
 - Elaine Palmer - would like to see the Board address the Mission and Vision statement and receive the Tech Plan. She welcomed Diann Kitamura and Lisa Romero.
 - Jeff Rodzen – Also stated he would like the Board to address the Strategic Plan and the Mission and Vision statement.
 - Lisa Romero – Thanked the Board for the opportunity and wants to see sub committees with parent involvement regarding the budget.
 - Jim Trimble – Welcomed Lisa Romero
 - Joe Dutra – Welcomed Lisa Romero
- The Board Self-Evaluation Survey will be sent to Board Members after the Board meeting.

10.02 FUTURE MEETING DATES

- November 4, 2021 - Special Meeting of the Governing Board, Workshop
- November 18, 2021 – Regular Meeting of the Governing Board
- December 16, 2021 – Regular Meeting of the Governing Board
- January 20, 2022 – Regular Meeting of the Governing Board
- February 17, 2022 – Regular Meeting of the Governing Board
- March 3, 2022 – Special Meeting of the Governing Board, Workshop
- March 17, 2022 – Regular Meeting of the Governing Board
- April 21, 2022 – Regular Meeting of the Governing Board
- May 19, 2022 – Regular Meeting of the Governing Board
- June 16, 2022 – Regular Meeting of the Governing Board

11. ADJOURNMENT 10:37 pm