



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

Date: **Tuesday, September 28, 2021**

Venue: Members of the Board who meet face-to-face at the Nicolaus Board room will follow the COVID-19 Protocol established at Horizon Charter Schools. Presenters and attendees may join with zoom as usual.

**REGULAR BUSINESS MEETING
5:30 P.M. START**

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
- X Western Placer Unified School District, Community Representative: Jim Trimble
- Parent Representative: Vacant

2. COMMUNICATION FROM THE PUBLIC

- Vicki Edwards addressed the Board regarding notifying stakeholders of Board candidates and stakeholders having input. Vetting of potential Board members. A process for Board members to discuss their concerns that run opposite of the popular opinion of other members.

5:35 P.M.

3. CLOSED SESSION

- 3.01 PUBLIC EMPLOYEE PERSONNEL: Appoint, Employment, Evaluation of Performance, Discipline or Dismissal/Release of Public Employee (Government Code Section 54957)
CONFERENCE WITH LEGAL COUNSEL- (Government Code Section 54956.9(d)(1))
Paul Thompson, ESQ, Fagen, Friedman, & Fulfrost, LLP
Diann Kitamura, Fagen, Friedman, & Fulfrost, LLP
Cynthia Wood, EdD, Superintendent/Chief Executive Officer

4. ADJOURN TO OPEN SESSION – 6:53 p.m.

- This item was deferred to item 8.03.

5. STUDENT PRESENTATION

- NONE

6. REPORTS AND COMMUNICATION

- 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.

- 7.01 Consideration and approval of the Certificated Personnel Report [fact sheet] – Roxanne Regules, EdD., Assistant Superintendent, Administrative Services/Chief Operations Officer
- 7.02 Consideration and approval of the Classified Personnel Report [fact sheet] – Roxanne Regules, EdD., Assistant Superintendent, Administrative Services/Chief Operations Officer

PULLED

- 7.03 ~~Consideration and approval of the Blended Learning Teacher Job Description [fact sheet] – Roxanne Regules, EdD. Assistant Superintendent, Administrative Services/Chief Operations Officer~~
- 7.04 Consideration and approval of the Teacher On Special Assignment (TOSA) – Curriculum and Instruction Job Description - [fact sheet] – Roxanne Regules, EdD. Assistant Superintendent, Administrative Services/Chief Operations Officer

PULLED

- 7.05 ~~Consideration and approval of the Blending Learning Stipend Job Description [fact sheet] – Roxanne Regules, EdD. Assistant Superintendent, Administrative Services/Chief Operations Officer~~

MOTION: Jim Trimble moved to approve the consent agenda 7.01, 7.02, and 7.04. Elaine Palmer seconded it.

AYE – 4 – Rodzen, Trimble, Palmer, Dutra

NAY – 0

Motion Carried

- 7.03 Consideration and approval of the Blended Learning Teacher Job Description - [fact sheet] – Roxanne Regules, EdD. Assistant Superintendent, Administrative Services/Chief Operations Officer

7.05 Consideration and approval of the Blending Learning Stipend Job Description [fact sheet] – Roxanne Regules, EdD. Assistant Superintendent, Administrative Services/Chief Operations Officer

- Elaine Palmer questioned #11 of the job description regarding the ordering of equipment. Roxanne replied that it is ordering technology tools related to the curriculum and instruction.

MOTION: Elaine Palmer moved to approve 7.03 and 7.05. Jim Trimble seconded it.

AYE – 4 – Rodzen, Trimble, Palmer, Dutra

NAY – 0

Motion Carried

8. INFORMATION/DISCUSSION/ACTION

“ACTION”: *Indicates items the Board has seen previously*

“Action”: *Indicates items the Board is visiting for the first time*

8.01 Information/Discussion/Action

Consideration and approval of the revised Horizon Charter Schools Salary Schedules – [fact sheet] - Cynthia Wood, EdD, Superintendent/Chief Executive Officer; Jay Stewart, Assistant Superintendent, Business Services/Chief Business Official

MOTION: Jim Trimble moved to approve the revised salary schedules. Seconded by Elaine Palmer.

AYE – 4 – Rodzen, Trimble, Palmer, Dutra

NAY – 0

Motion Carried

8.02 Information/Discussion/Action

Action for correction of the revised Cabinet Salary Schedule, retroactive implementation for 2018/2019, 2019/2020, 2020/2021 – [fact sheet] - Cynthia Wood, EdD, Superintendent/Chief Executive Officer; Jay Stewart, Assistant Superintendent, Business Services/Chief Business Official

MOTION: Jim Trimble moved to approve the revised cabinet salary schedule retroactive implementation for 2018/2019, 2019/2020, and 2020/2021. Jeff Rodzen seconded it.

AYE – 4 – Palmer, Rodzen, Trimble, Dutra

NAY – 0

Motion Carried

8.03 Information/Discussion/Action

Consideration of the Proposal by the law firm of Fagen, Friedman, & Fulfroost, LLP for the Interim Chief Executive Officer – [fact sheet] – Joe Dutra; Board President

- Dr. Diann Kitamura was named as the Interim Superintendent/CEO for Horizon Charter Schools effective immediately. The Board searches for a permanent Superintendent/CEO.

The Interim will be paid through Fagen, Friedman & Fulfroost, thereby saving Horizon money.

MOTION: Elaine Palmer moved to accept the proposal by Fagen, Friedman, & Fulfroost, LLP and use the Interim Superintendent/CEO they proposed, effective immediately. Jim Trimble seconded it.

AYE – 4 – Rodzen, Palmer, Trimble, Dutra
NAY – 0

Motion Carried

9. INFORMATION/ DISCUSSION

- None

10. GOVERNING BOARD

10.01 BOARD MEMBER REPORTS/COMMENT

- Elaine Palmer would like to develop a plan for how to proceed in finding the permanent CEO. Also, some items have been pushed that need to be addressed, such as the organizational chart.
- Jeff Rodzen asked Jim Trimble if he could reach out to Western Placer to see if they would be interested in assisting with the process to get some options together.
- Jim Trimble stated that we should continue to use Cynthia to look at future building plans.
- Joe Dutra stated that Cynthia is still with Horizon on a transitional basis to help the new Interim get up to speed through October 2021. Joe also said farewell to Cynthia and that she has served Horizon for a decade, and she's done quite a lot. Brought us through two WASC renewals, two Charter renewals, opened facilities, closed facilities, and doing things in whatever way you could to the best on behalf of the students, families, and staff; thank you, and enjoy your next steps.
- The Board Self-Evaluation Survey will be sent to Board Members after the Board meeting.

10.02 FUTURE MEETING DATES

- October 21, 2021 – Regular Meeting of the Governing Board
- 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 – 7:32 p.m.