



## REGULAR MEETING OF THE GOVERNING BOARD MINUTES

Date: **Thursday, November 18, 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 p.m.

1. CALL TO ORDER - 5:34 p.m.

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

2. PUBLIC COMMENT ON CLOSED SESSION AGENDA

- *None*

**5:35 p.m.**

3. CLOSED SESSION

3.01 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

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) and HCEA (Horizon Certificated Employees Association), Unrepresented School Psychologists

3.03 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957).

3.04 PUBLIC EMPLOYEE APPOINTMENT / EMPLOYMENT (Government Code Section 54954), Superintendent/CEO Position.

#### 4. ADJOURN TO OPEN SESSION – 7:12 p.m.

##### 5.01 Items Considered in Closed Session for Action in Open Session

- No action taken

##### 5.02 Adjustments to the agenda

- No adjustments were made to the agenda.

##### 5.03 Report of Actions Taken in Closed Session

- 3.01 Direction given to the Superintendent
- 3.02 Direction given to the Superintendent
- 3.03 No action taken
- 3.04 An updated timeline for the Superintendent's search was provided to the Board.

#### 5. REPORTS AND COMMUNICATION

##### 5.01 PUBLIC COMMENT

- Vicki Edwards; Thanked Joe Dutra for his transparency when he met with her. Reminded everyone to think about the words they are using and would like the Board to adopt a policy regarding response times to email.

##### 5.02 HCEA (Horizon Certificated Employees Association)

- Vicki Edwards addressed the Board, highlighting positive items over the past month. HCEA would like the teachers to have a collegial and productive working relationship with the Board, allowing the teachers to provide feedback and insight into the school's working environment. HCEA would also like the Board to discuss items more openly rather than in closed session and that there is more detail provided from closed session items. HCEA feels they are owed an apology for the missteps of the Board regarding past issues to help rebuild trust.

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

- No statement was submitted.

##### 5.04 Assistant Superintendent, Educational Services, Chief Academic Officer, Carin Contreras

5.04 (a) [Monitoring Report](#) – Math/ELA and Social Studies – [[fact sheet](#)]

5.04 (b) Student Presentation - Math/ELA and Social Studies – [[fact sheet](#)]

- Carin Contreras introduced Tabitha Bertram, our grade 3-5 CoHort Regional Administrator. Tabitha presented the iReady ELA, Math, Math Blended Learning, and Social Studies PLC data. She also spoke about virtual trips. Dawn Gore took her class to the California State Railroad Museum.
- Dawn Gore spoke about the field trip and introduced 3<sup>rd</sup> grader Jameela Nawabi who spoke about what she learned from the field trip.

- The Board asked Jameela questions
- Elaine Palmer asked for a comparison of this year's iReady information to last year's.
- Jeff Rodzen spoke about iReady from a parent's perspective and suggested parents should help younger students navigate iReady.
- Joe Dutra asked what the percentage of students coming on? Tabitha said it's consistent and depends on the makeup of the teacher's roster. Joe asked for future monitoring reports that there is an updated percentage of engagement as an average of the whole.

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

- Jay Stewart stated we are working on an expenditure reduction plan that will go before the Board in December and the 1<sup>st</sup> interim report. Expenditure reductions will not balance the budget; we need enrollment and are working on boosting enrollment. Hopes to get out to the storage units with Jim Trimble and bring a plan to the Board in December or January to get rid of some items to become more efficient.

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

- Diann stated that we have to move forward while being very efficient. We are restructuring, which will be cost neutral and also provide cost savings. We appreciate the technical assistance team from Western Placer Unified School District reviewing our Fiscal and HR departments. The next board meeting will present the findings, solutions, and next steps. At the next Board meeting, there will be a discussion regarding the appointment of Board members.

## 7. DISCUSSION/ACTION

7.01 Consideration of the Election of 2021/2022 Governing Board Officers - [[fact sheet](#)]

- Governing Board President
- Governing Board Vice President

**MOTION:** Jim Trimble moved to nominate Jeff Rodzen as Board Vice President for the 21/22 school year. Elaine Palmer seconded it.

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

Nay – (0)

**Motion carried**

**MOTION:** Elaine Palmer moved to nominate Joe Dutra as Board President for the 21/22 school year. Jim Trimble seconded it.

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

Nay – (0)

**Motion carried**

7.02 Consideration and approval of REVISED [Horizon Charter Schools Independent Study Policy #08192021 \(BP 05-05, BP 6158\)](#) - [[fact sheet](#)]

- Carin Contreras presented the revised Board policy previously approved in August 2021 due to some omissions from the original policy. It will be registered as BP 6158 and adopted as of today. Policies will be housed under the GAMUT system.
- The Board asked questions about the policy and if it was required or not. Carin stated that we must offer the opportunity. If students are not achieving and not progressing, we would recommend it as an action of reengagement.
- A question was asked regarding the Master Agreement. (Due to technical difficulties) Carin was asked to provide the information to Diann so it could be distributed to the Board.
- Elaine Palmer stated that parents have no idea of the requirements unless STs have a meeting before the Master Agreement. Carin Contreras reiterated that STs do meet with parents before signing the Master Agreement.
- Lisa Romero is concerned that we haven't heard from everyone before approving this policy.

**MOTION:** Elaine Palmer moved to approve the Horizon Charter Schools Independent Study Policy BP 6158. Jim Trimble seconded it.

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

Nay – (0)

**Motion carried**

7.03 Consideration and approval of the [Expanded Learning Opportunity Grant](#) - [\[fact sheet\]](#)

- Tracy Wilson presented the plan that we will submit to obtain the \$850,000 grant; 85% of the funding is site-based for LMCC and 15% for independent study. This funding will be dispersed over three years.

**MOTION:** Jeff Rodzen moved to accept 7.03. Jim Trimble seconded it.

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

Nay – (0)

**Motion carried**

7.04 Consideration and approval of the [Educator Effectiveness Grant](#) - [\[fact sheet\]](#)

- Tracy Wilson presented the Educator Effectiveness Grant to the Board; it will be brought before the Board in December for full adoption.

7.05 Consideration and approval of Horizon Charter Schools (HCS) [Graduation Requirement language to meet AB 104, AB 167 and, the California Healthy Youth Act](#). - [\[fact sheet\]](#)

- Tracy Wilson presented the graduation requirement language to meet AB 104, AB 167 and the California Healthy Youth Act.

**MOTION:** Elaine Palmer moved to approve the ratified language to the graduation requirements. Jim Trimble seconded it.

Aye – (5) – Romero, Rodzen, Trimble, Palmer, 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](#)]
- 8.02 Approval of the [Warrant Report](#) [[fact sheet](#)]
- 8.03 Approval of the [Certificated Personnel Report](#) [[fact sheet](#)]
- 8.04 Approval of the [Classified Personnel Report](#) [[fact sheet](#)]
- 8.05 Consideration and approval of [Institute for the Redesign of Learning \(IRL\) Service Agreement](#) for Special Education training and services [[fact sheet](#)]
- 8.06 Consideration and approval of Howard Technology Solutions (Security) [Securly Content Filter](#) to block inappropriate online content and to allow monitoring of web activity [[fact sheet](#)]
- 8.07 Consideration and approval of [Math Talks Professional Development](#), provided by the Placer County Office of Education to train teachers for internal Math Leadership Teams [[fact sheet](#)]
- 8.08 Consideration and approval of [Amplified IT Service, one-year renewal](#) for automatic generation of G Suite Accounts for students [[fact sheet](#)]
- 8.09 Consideration and approval to update Horizon Charter Schools' Umpqua Bank Account's Signatories [[fact sheet](#)]
- 8.10 Consideration and approval of [Vector Solutions employee pre-screening app](#) for COVID-19 [[fact sheet](#)]
- 8.11 Consideration and approval of the [Assessment Coordinator](#) job description - [[fact sheet](#)]
- 8.12 Consideration and approval of the [Community Engagement and Communication Administrator](#) job description - [[fact sheet](#)]
- 8.13 Consideration and approval of the [Director and Student Services](#) job description - [[fact sheet](#)]
- 8.14 Consideration and approval of the public meetings held via teleconference per AB 361 - [[fact sheet](#)]

**MOTION:** Jeff Rodzen moved to approve the consent agenda. Jim Trimble seconded it.

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

Nay – (0)

**Motion carried**

9. APPROVAL OF MEETING MINUTES– [[fact sheet](#)]

- [Regular Meeting Minutes October 21, 2021 - UNADOPTED](#)
- [Special Meeting Minutes November 4, 2021 - UNADOPTED](#)

**MOTION:** Jeff Rodzen moved to approve the Regular Meeting Minutes of October 21, 2021. Jim Trimble seconded it.

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

Nay – (0)

**Motion carried**

**MOTION:** Jim Trimble moved to approve the Special Meeting Minutes of November 4, 2021. Jim Trimble seconded it.

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

Nay – (0)

**Motion carried** – (Elaine Palmer not in attendance at November 4, 2021 meeting).

10. GOVERNING BOARD

10.01 BOARD MEMBER REPORTS/COMMENT

- Board member requests for information and future board agenda item
- Diann Kitamura updated the Board; there are ten admissions applications to be processed, 154 pending, and 55 students are ready to be assigned.
- The Board wished everyone a happy and safe Thanksgiving.
- The Board Self-Evaluation Survey will be sent to Board Members after the Board meeting.

10.02 FUTURE MEETING DATES

- December 15, 2021 – Special 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 – 9:39 p.m.