

Highland Academy Charter School

Board of Directors Meeting

March 13, 2020

1. Call to Order- *The President of the Board will call the meeting to order.*

Time – 7:06AM

Attendees: X Kevin Lisboa ___ Brooke Horspool X Elissa Lerma X Matt Neri
___ Christine McIntyre X Brent Bishop X Billy McIntosh ___ Terrence Lee
X BUSD Rep

A quorum was established

2. Public Testimony-

During meetings of the Governing Board (Board), members of the audience have an opportunity to speak regarding subjects or concerns that appear, or do not appear, on the agenda. The Board President reserves the right to limit speaking time to three (3) minutes. Unless the item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken. The Board may acknowledge receipt of the information, or refer the matter to staff with no direction as to action or priority.

It is suggested that anyone wishing to speak to the Board arrive a few minutes prior to the start of the meeting and to fill out a form "Request to Address the Board" located at the back of the boardroom. The form is submitted to the Secretary of the Board.

Individuals, who require disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting, should contact the Secretary of the Board in writing. Notification 48 hours prior to the meeting will enable the Board to make reasonable arrangements to ensure accessibility to the meeting.

Speakers and Topics:

None

3. Closed Session- None

4. Discussion Items

4.1 Review Financial Package for February 2020

Reviewed and discussed with Charter Impact

4.2 Discuss Attendance Policy Update and associated Letter Templates

Reviewed and discussed

4.3 Discussion of Board Policy for Committee on Assignment

Reviewed and discussed

4.4 Discussion of Upcoming Compliance Calendar Items: Auditor Selection Notice

Reviewed and discussed with signature required from Kevin Lisboa

4.5 Discuss Proposed Cleaning Service Contract with Sunshine Janitorial

Reviewed and discussed

4.6 Discuss ASB Profit and Loss Statement for 2018/2019 School Year

Reviewed and discussed

4.7 Discuss Auditor Selection Contract from Clifton Larson & Allen

Reviewed and discussed

4.10 Review Minutes from February 28, 2020 Board Meeting

Reviewed

4.11 ASB Report from Mason Spellman

Mason absent, see you next month.

4.12 Report from Parent Teacher Organization

Absent from meeting/ discussed.

5. Consent Agenda:

5.1 Recommend approving **Attendance Policy 2020 Update**

Motion: Kevin Lisboa Second: Elissa Lerma

Corrections: None

Vote: 3- Aye; 0- No; 0- Abstain; 0- Opposed

Action: Approved

5.2 Recommend approving **Board Policy for Committee on Assignment**

Motion: Matthew Neri Second: Elissa Lerma

Corrections: None

Vote: 3- Aye; 0- No; 0- Abstain; 0- Opposed

Action: Approved

5.3 Recommend approving **February 28, 2020 Meeting Minutes**

Motion: Matthew Neri Second: Elissa Lerma

Corrections: None

Vote: 3- Aye; 0- No; 0- Abstain; 0- Opposed

Action: Approved

5.4 Recommend approving Contract for Sunshine Janitorial Service for 2020/21 School Year

Motion: Matthew Neri Second: Elissa Lerma

Corrections: Denied

Vote: 0- Aye; 3- No; 0- Abstain; 0- Opposed

Action: Denied

5.5 Recommend approving Auditor Contract from Clifton Larsen & Allen

Motion: Kevin Lisboa Second: Elissa Lerma

Corrections: None

Vote: 3- Aye; 0- No; 0- Abstain; 0- Opposed

Action: Approved

6. Employee, Directors, and Program Director Report

Kevin Lisboa (President): None

Brooke Horspool (CFO): Absent

Matt Neri (Secretary): None

Elissa Lerma (Board Member): None

Christine McIntyre (Board Member): Absent

Brent Bishop, Executive Director: Corona Virus Preparation Plan Update

Billy McIntosh, Assistant Director: Lego Land field trip discussion

Terrence Lee, Director of Finance: Absent

7. Adjournment of Meeting

Motion: Matthew Neri Second: Elissa Lerma

Vote: 3- Aye; 0- No; 0- Abstain; 0- Opposed

Date and Location of Next Meeting: April 17th 2020 7:00AM

Respectfully Submitted,

Matthew Neri

Secretary, Board of Directors, HACS

3-14-20