

**Highland Academy Charter School**  
**Board of Directors Meeting Minutes**  
**March 12, 2021**

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

Time- 7:02 am

Attendees:    x- Elissa Lerma (President)            x- Oswaldo Diaz (CFO)            x- Matt Neri (Secretary)  
                  x- Christine McIntyre (Member)    x- Dale Taylor (Member)        x- Brent Bishop (CEO)  
                  x- Billy McIntosh (Asst. Director)    x- Jennifer Ellis (BUSD Rep)  
                  x- Jacqueline Patterson (Visitor)

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 (Geetha Huma): Financial Package reviewed

4.2    Brown Act Training (Brent Bishop): Board members instructed on Brown Act.

4.3    Potential New Board Member Discussion (Brent Bishop): Discussion held.  
      -    Jacqueline Patterson (Parent/Educator)

4.4    Review Auditor Selection (Terrence Lee): Form reviewed and report presented by Brent Bishop in place of Terrence Lee.

- 4.5 Recommend approving iReady subscription (Billy McIntosh): Subscription presented and discussed.
- 4.6 Review quote for CO Monitoring devices (Billy McIntosh): Quote reviewed and discussed.
- 4.7 Review Minutes from February 26, 2021 Board Meeting (Brent Bishop): Minutes reviewed. No corrections.

**5. Consent Agenda:**

- 5.1 Recommend approving Jacqueline Patterson as a Board Member to replace Christine McIntyre  
Motion: Daler Taylor; Second: Matt Neri  
Corrections: None  
Vote: 4- Aye; 0-No; 1-Abstain; 0-Opposed  
Action: Approved
- 5.2 Recommend approving Auditor Selection of Clifton Larson Allen LLP.  
Motion: Oswaldo Diaz; Second: Matt Neri  
Corrections: None  
Vote: 5- Aye; 0-No; 0-Abstain; 0-Opposed  
Action: Approved
- 5.3 Recommend approving iReady subscription  
Motion: Matt Neri; Second: Elissa Lerma  
Corrections: None  
Vote: 5- Aye; 0-No; 0-Abstain; 0-Opposed  
Action: Approved
- 5.4 Recommend approving quote for CO Monitoring devices  
Motion: Dale Taylor; Second: Oswaldo Diaz  
Corrections: None  
Vote: 5- Aye; 0-No; 0-Abstain; 0-Opposed  
Action: Approved
- 5.5 Recommend approving Meeting Minutes from January 15, 2021 Board Meeting  
Motion: Jacqueline Patterson; Second: Matt Neri  
Corrections: February 12, 2021 Board Meeting  
Vote: 5- Aye; 0-No; 0-Abstain; 0-Opposed  
Action: Approved

## **6. Employee, Directors, and Program Director Report**

Elissa Lerma (President): None

Oswaldo Diaz (CFO) : None

Matt Neri (Secretary): None

Dale Taylor (Board Member): None

Jacqueline Patterson (Board Member): None

Brent Bishop, Executive Director: Reopening Update; Form 700 reminder; Advertising update

Billy McIntosh, Assistant Director: None

Terrence Lee, Director of Finance: Absent

## **7. Adjournment of Meeting**

Motion: Matt Neri; Second: Dale Taylor

Corrections: None

Vote: 5- Aye; 0-No; 0-Abstain; 0-Opposed

Action: Approved

Date and Location of Next Meeting:

March 26, 2021 at 7:00 am via Zoom

Respectfully Submitted,

Brent Bishop; Executive Director (HACS)