

# 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- \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

A quorum was \_\_\_ established   \_\_\_ not 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Closed Session- None

**4. Discussion Items**

4.1 Review Financial Package for February 2020

---

---

4.2 Discuss Attendance Policy Update and associated Letter Templates

---

---

4.3 Discussion of Board Policy for Committee on Assignment

---

---

4.4 Discussion of Upcoming Compliance Calendar Items: Auditor Selection Notice

---

---

4.5 Discuss Proposed Cleaning Service Contract with Sunshine Janitorial

---

---

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

---

---

4.7 Discuss Auditor Selection Contract from Clifton Larson & Allen

---

---

4.10 Review Minutes from February 28, 2020 Board Meeting

---

---

4.11 ASB Report from Mason Spellman

---

---

4.12 Report from Parent Teacher Organization

---

---

**5. Consent Agenda:**

5.1 Recommend approving Attendance Policy 2020 Update

Motion \_\_\_\_\_ Second \_\_\_\_\_

Corrections: \_\_\_\_\_

Vote: \_\_\_ Aye \_\_\_ No \_\_\_ Abstain \_\_\_ Opposed

Action: \_\_\_ Approved \_\_\_ Denied \_\_\_ Tabled

5.2 Recommend approving Board Policy for Committee on Assignment

Motion \_\_\_\_\_ Second \_\_\_\_\_

Corrections: \_\_\_\_\_

Vote: \_\_\_ Aye \_\_\_ No \_\_\_ Abstain \_\_\_ Opposed

Action: \_\_\_ Approved \_\_\_ Denied \_\_\_ Tabled

5.3 Recommend approving February 28, 2020 Meeting Minutes

Motion \_\_\_\_\_ Second \_\_\_\_\_

Corrections: \_\_\_\_\_

Vote: \_\_\_ Aye \_\_\_ No \_\_\_ Abstain \_\_\_ Opposed

Action: \_\_\_ Approved \_\_\_ Denied \_\_\_ Tabled

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

Motion \_\_\_\_\_ Second \_\_\_\_\_

Corrections: \_\_\_\_\_

Vote: \_\_\_ Aye \_\_\_ No \_\_\_ Abstain \_\_\_ Opposed

Action: \_\_\_ Approved \_\_\_ Denied \_\_\_ Tabled

5.5 Recommend approving Auditor Contract from Clifton Larsen & Allen

Motion \_\_\_\_\_ Second \_\_\_\_\_

Corrections: \_\_\_\_\_

Vote: \_\_\_ Aye \_\_\_ No \_\_\_ Abstain \_\_\_ Opposed

Action: \_\_\_ Approved \_\_\_ Denied \_\_\_ Tabled

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

Kevin Lisboa (President): \_\_\_\_\_  
\_\_\_\_\_

Brooke Horspool (CFO) : \_\_\_\_\_  
\_\_\_\_\_

Matt Neri (Secretary): \_\_\_\_\_  
\_\_\_\_\_

Elissa Lerma (Board Member): \_\_\_\_\_  
\_\_\_\_\_

Christine McIntyre (Board Member): \_\_\_\_\_  
\_\_\_\_\_

Brent Bishop, Executive Director: \_\_\_\_\_  
\_\_\_\_\_

Billy McIntosh, Assistant Director: \_\_\_\_\_  
\_\_\_\_\_

Terrence Lee, Director of Finance: \_\_\_\_\_  
\_\_\_\_\_

**7. Adjournment of Meeting**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Vote: \_\_\_ Aye \_\_\_ No \_\_\_ Abstain \_\_\_ Opposed

Date and Location of Next Meeting:

\_\_\_\_\_

Respectfully Submitted,

\_\_\_\_\_

Matt Neri  
Secretary, Board of Directors, HACS

\_\_\_\_\_ Date