

12338 McCourtney Road
Grass Valley, CA 95949
Phone: 530.272.4008
Fax: 530.272.4009
Web: www.johnmuirs.com

John Muir Charter Schools Board of Directors Meeting

Wednesday, July 20, 2016

10:00 am

Sacramento Regional Conservation Corps

6101 27th Street

Sacramento, CA 95822

Audio of this meeting will be recorded

AGENDA

- 1. Meeting Call to Order**
- 2. Introduction and Welcome**
- 3. Introduction of Participants:**
- 4. Oral Communications/Public Comments:** Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.
- 5. Additions to the Agenda**
- 6. Adoption of the Agenda**
- 7. Action Items**
 - A. Closed Session:
 - i. Pending/Existing Litigation (non-settlement) - Conference with Legal Counsel - Existing Litigation: FIELD (Gov. Code § 54956.9(d)(1))
 - B. Report from Closed Session
 - C. Approval of Bills 6/01/16 - 6/30/16 (Attachment #1, Page 3)
 - D. Approval of New and Termed Employee 6/1/16 - 6/30/16 (Attachment #2, Page 13)
 - E. Approval of Minutes of the Regular Board Meeting of June 15, 2016 (Attachment #3, Page 15)
 - F. Approval of Test Assessing Secondary Completion (TASC) Policy (Attachment #4, Page 21)

8. Discussion Items

- A. WASC Update (Attachment #5, Page 25)
- B. Use of Professional Development Funds Policy (Attachment #6, Page 51)
- C. Proposed New Curriculum: Human Biology (Attachment #7, Page 55)
- D. Grievance Policy (Attachment #8, Page 63)
- E. Dual Enrollment Policy (Attachment #9, Page 67)
- F. Work Experience Policy (Attachment #10, Page 75)
- G. CEO's Report (R.J. Guess)
 - i. Legislative Updates
- H. COO's Report (Katherine DeVinna)
- I. CFO's Report (Rachael Navarrete)
 - i. Business Services Update
- J. School Support Services Report (Jayne Smith)
 - i. Data and Assessment:
 - ii. Counseling Services:
 - iii. Career Pathways:

9. Information Items

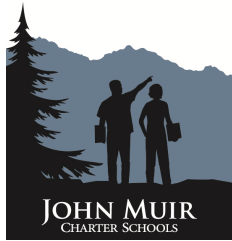
- A. Correspondence:
- B. Schedule of Future Board Meetings:
 - i. Wednesday, August 10, 2016, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
 - ii. Wednesday, September 14, 2016, 12 pm at John Muir Charter School Administrative Offices, 12338 McCourtney Road, Grass Valley, CA 95949

10. Request for Agenda Items:

ADJOURNMENT

This agenda was posted at least 72 hours in advance of the meeting at:

- Nevada County Superintendent of Schools, 112 Nevada City Highway, Nevada City, CA 95959
- Sacramento Regional Conservation Corps. 6101 27th St, Sacramento, CA 95822
- JMCS Administration Office, 12338 McCourtney Road, Grass Valley, CA 95949
- John Muir Charter Schools Website <http://www.johnmuircs.com>



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6101 27th Street

Sacramento, CA 95822

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MINUTES

1. Meeting Call to Order

Stan Miller called the meeting to order at 10:07 a.m.

2. Introduction and Welcome

3. Introduction of Participants

Chairman Stan Miller, JMCS Board members: Gil Botello, Len Eckhardt, Michael Corbett, and Sallie Wilson. Others in attendance: JMCS CFO Rachael Navarrete, JMCS Administrative Coordinator Kelli Foster, JMCS Teacher/TAC Rep Randee Koller, Nevada County Superintendent of Schools Holly Hermansen, Tony Vasquez, CCC Corp Member Development.

- 4. Oral Communications/Public Comments:** Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

No public comments were made.

5. Additions to the Agenda

There were no additions to the agenda.

6. Adoption of the Agenda

On a motion made by Len Eckhardt and seconded by Gil Botello, the agenda was adopted by a unanimous vote.

7. Action Items

A. Closed Session:

- i. Pending/Existing Litigation (non-settlement) - Conference with Legal Counsel - Existing Litigation: FIELD (Gov. Code § 54956.9(d)(1))

B. Report from Closed Session

Stan Miller reported that R.J. Guess, JMCS CEO, participated in the closed session discussion via telephone and there was no action to report.

C. Approval of Bills 6/01/16 - 6/30/16 (Attachment #1, Page 3)

Len Eckhardt inquired about the series of charges for water testing at Western Sierra YouthBuild. Stan Miller requested that a report on the WSYB water system be given at the next board meeting since the board is considering the purchase of the site. Len also asked about the payment for the annual license for the K12 reports. The board requested a discussion item on the K12 reports be placed on agenda for the next board meeting. They would like to know if the cost expended for the outcome is reasonable. On a motion by made by Michael Corbett and seconded by Len Eckhardt the bills 6/01/16 - 6/30/16 were unanimously approved.

D. Approval of New and Termed Employee 6/1/16 - 6/30/16 (Attachment #2, Page 13)

On a motion by Sallie Wilson and seconded by Gil Botello the new and termed employees were unanimously approved.

E. Approval of Minutes of the Regular Board Meeting of June 15, 2016 (Attachment #3, Page 15)

Sallie Wilson commented that the word “to” was missing from the text in discussion Item E. On a motion by Michael Corbett and seconded by Gil Botello, the minutes of the regular board meeting of June 15, 2016 were unanimously approved as corrected.

F. Approval of Test Assessing Secondary Completion (TASC) Policy (Attachment #4, Page 21)

On a motion by Len Eckhardt and seconded by Gil Botello, the Test Assessing Secondary Completion (TASC) policy was unanimously approved.

8. Discussion Items

A. WASC Update (Attachment #5, Page 25)

This item was tabled until the next board meeting. The board would like Rachel Wegner, JMCS Director of Curriculum and Professional Development and author of the WASC update, to present it to the board in person.

B. Use of Professional Development Funds Policy (Attachment #6, Page 51)

Rachael Navarrete stated that monies have been designated in 2016-2017 for individual professional staff development. Certificated staff can use up to \$1,000 per year and classified staff can use up to \$500 per year. Randee Koller, TAC Rep, stated that this aligns with the professional development cycle that teachers are expected to set. Stan Miller asked for clarification about the requirement of staff to partake in professional development and if that ties in with the evaluation process. Stan would like to see language within the policy that states professional supervisors and educational leaders work with individuals to determine the type of professional development they need. Randee stated that JMCS has regional teacher working groups and that the working groups facilitate and mentor individuals with their professional development. She said that the teacher working groups facilitate professional growth not tied to the evaluation process. Gil Botello asked about including students in the teacher evaluation process. Michael Corbett asked is there are any evaluation tools the students can use to voice their opinions and experience with their teacher. Stan Miller asked for a future agenda item to discuss giving students a voice or avenue to evaluate their teacher. Gil commented that students are the customers and need to provide feedback. He said this feedback could be used to drive the type of professional development the teacher gets. Len Eckhardt stated that JMCS would need to be careful so that student evaluations don't become a teacher popularity contest. Tony Vasquez pointed out that there are many different staff members that interact with students at a site besides teachers. A practice would need to be established that is thoughtful.

C. Proposed New Curriculum: Human Biology (Attachment #7, Page 55)

Randee Koller stated that the proposed new curriculum is designed to help teachers encourage and direct students to health care career pathways. She reported that the teachers who piloted the program had very positive feedback about the curriculum. Rachael Navarrete said there will be a presentation on the new curriculum at the Fall in-service. This item will come back to the board next month as an action item.

D. Grievance Policy (Attachment #8, Page 63)

Stan Miller reminded the board that grievance policy has been before the board for discussion before but now the current draft of the grievance policy does not contain information regarding an open door policy. Several board members commented that they are not comfortable with the term "reasonable" as it is used throughout the policy and believe that the policy is too "loose". Sallie Wilson would like to see timelines built into the policy. Rachael Navarrete pointed out that there is still a reference to the open door policy at the end of the document. Holly Hermansen recommended that all responses to a grievance be made in writing, not orally as the policy suggests. Stan said that HR training should be given to administrators and that new employees should be made aware of the grievance policy. Rachael stated that HR training for employees is forthcoming. Stan asked if the policy needs to be reviewed by JMCS attorneys. Holly offered to share the grievance policy that the Nevada County Board of Education just approved. Tony Vasquez pointed out that the client agencies have their own policies and it could be very confusing to staff who work closely with both sides if the policies are conflicting. A revised policy will be brought to the board at the next meeting.

E. Dual Enrollment Policy (Attachment #9, Page 67)

This policy was brought to the board as an information item last month by Katherine DeVinna. The board requested that this policy come back to the September meeting when Katherine can be present to discuss it.

F. Work Experience Policy (Attachment #10, Page 75)

This policy was also brought to the board as an information item last month by Katherine DeVinna. The board requested that this policy come back to the September meeting when Katherine can be present to discuss it.

G. CEO's Report (R.J. Guess)

i. Legislative Updates

A report prepared by R.J. Guess on pending legislation that affects charter schools was distributed to all participants. No discussion.

H. COO's Report (Katherine DeVinna)

Katherine DeVinna was not in attendance. There was no report.

I. CFO's Report (Rachael Navarrete)

i. Business Services Update

Rachael Navarrete stated that the business office has restructured two positions and made some staffing changes at the beginning of the fiscal year.

J. School Support Services Report (Jayne Smith)

- i. Data and Assessment:
- ii. Counseling Services:
- iii. Career Pathways:

Jayne Smith was not in attendance. There was no report.

9. Information Items

A. Correspondence:

No correspondence.

B. Schedule of Future Board Meetings:

- i. Wednesday, August 10, 2016, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822.
- ii. Wednesday, September 14, 2016, 12 pm at John Muir Charter School Administrative Offices, 12338 McCourtney Road, Grass Valley, CA 95949.

10. Request for Agenda Items:

Stan Miller asked for a closed session item on the August board agenda to discuss the CEO evaluation format.

ADJOURNMENT

Stan Miller adjourned the meeting at 11:40 am.