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**John Muir Charter Schools Board of Directors  
Special Board Meeting**

Wednesday, August 10, 2016  
Immediately Following Regular Board Meeting  
Sacramento Regional Conservation Corps  
6101 27th Street  
Sacramento, CA 95822

Audio of this meeting will be recorded

**AGENDA**

**1. Meeting Call to Order**

**2. Action Items**

A. Closed Session:

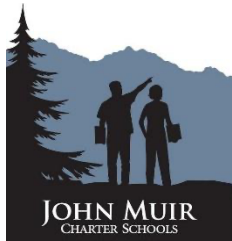
- i. Personnel Matters - Public Employee Discipline/Dismissal/Release (Gov. Code §54957)

B. Report from Closed Session

**ADJOURNMENT**

This agenda was posted at least 24 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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## **John Muir Charter Schools Board of Directors Meeting**

Wednesday, August 10, 2016

12:00 pm

Sacramento Regional Conservation Corps

6101 27th Street

Sacramento, CA 95822

Audio of this meeting was recorded

### **MINUTES**

#### **1. Meeting Call to Order**

Stan Miller called the meeting to order at 12:02 p.m.

#### **2. Introduction and Welcome**

Stan Miller welcomed all participants.

#### **3. Introduction of Participants:**

In attendance were JMCS Chairman Stan Miller, JMCS Board Member Len Eckhardt, JMCS Director of YouthBuild Programs Charlie Pratt-Guess, JMCS CEO R.J. Guess, JMCS CEO Rachael Navarrete, JMCS Human Resource Analyst Jennifer Panno, JMCS Director of Data and Assessment Tom Reed, CCC Corpsmember Development Tony Vasquez, JMCS Director of Curriculum and Professional Development, Rachel Wegner, JMCS Administrative Coordinator Kelli Foster, JMCS Board Members Sallie Wilson and Michael Corbett. JMCS Board Member Gil Botello was not in attendance.

**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.

There were no public comments.

#### **5. Additions to the Agenda**

There were no additions to the agenda.

## **6. Adoption of the Agenda**

R.J. Guess requested to move the agenda items presented by Rachel Wegner to the top of the discussion items so that Rachel could leave the meeting to make her flight back to San Diego. Discussion item C: WASC Reports and discussion item D: Use of Professional Development Funds Policy would be moved before discussion item A. On a motion by Sallie Wilson and seconded by Michael Corbett, the amended agenda was unanimously approved.

## **7. Action Items**

### **A. Closed Session:**

Stan Miller moved the board into closed session.

- i. Pending/Existing Litigation (non-settlement) - Conference with Legal Counsel - Existing Litigation: FIELD (Gov. Code § 54956.9(d)(1))
- ii. Personnel Matters - Public Employee Performance Evaluation: CEO

### **B. Report from Closed Session**

Stan Miller reported that no action was taken during closed session.

### **C. Approval of Bills 7/01/16 - 7/31/16 (Attachment #1, Page 3)**

On a motion made by Michael Corbett and seconded by Len Eckhardt, the bills 7/01/16 - 7/31/16 were unanimously approved.

### **D. Approval of New and Termed Employee 7/1/16 - 7/31/16 (Attachment #2, Page 11)**

Sallie Wilson asked for the full-time equivalent of the new hires. Stan Miller asked for additional information on the report of new hires and staff terminations. He would like future reports to state who the new hire is replacing and if the new hire is a Career Pathways coach, which site they are at. On a motion, by Michael Corbett which was seconded by Sallie Wilson, the new and termed employees were approved by a unanimous vote.

### **E. Approval of Minutes of the Regular Board Meeting of July 20, 2016 (Attachment #3, Page 13)**

On a motion made by Len Eckhardt which was seconded by Michael Corbett, the minutes of the regular board meeting of July 20, 2016 were unanimously approved.

### **F. Approval of New Curriculum: Human Biology (Attachment #4, Page 19)**

R.J. Guess congratulated Rachel Wegner on the “wonderful” work on the new curriculum. Rachel Wegner stated that much of the credit should go to Erika Barrish,

Career Pathways Specialist, who worked with the Health and Science Pipeline Initiative (HASPI) to bring the curriculum to JMCS. The curriculum enables high schools to educate students in different health and medical technology fields. It's a hands on, lab based, life science course. It was piloted by a small pilot group of teachers in JMCS and received very positive feedback. Rachel stated that the next step is a larger pilot project with at least 50% of the sites participating in teaching the curriculum. Stan Miller thanked Rachel for her work on the curriculum. He then asked for a motion to approve and it was clarified that the motion should be made to approve the Human Biology course in which this curriculum will be used. On a motion by Sallie Wilson and seconded by Len Eckhardt, the new Human Biology course was unanimously approved.

## **8. Discussion Items**

### **C. WASC Update (Attachment #7, Page 39)**

Stan Miller stated that this is an in-house report, of which the content will be used for the mid-cycle WASC report. Rachel Wegner said she will be attending training in the fall on the submission of the mid-cycle report. R.J. Guess stated that Dr. Ginger Hovenic, WASC Director, Southern California, will lead a WASC visit to the Grass Valley office on April 27-28, 2017. They will conduct virtual site visits with 25 of our sites prior to the visit. R.J. also reported that WASC has reclassified JMCS as one region rather than three regions (South, North, and Central). Stan Miller said that he would like the mid-cycle report to show a clear progression from the feedback JMCS received from the WASC committee to what JMCS instituted as a result of the feedback. Rachel said this report was essentially a very comprehensive narrative and Sallie Wilson told her it was a helpful tool to understand processes.

### **D. Use of Professional Development Funds Policy (Attachment #8, Page 67)**

Rachel Wegner stated that she had no formal presentation but she was prepared to answer questions. Stan Miller said that he had questions about the supervisor's role in suggesting professional development (PD) for employees. He feels the policy is heavy on employee self-direction. R.J. Guess stated supervisors have to approve the employee's request for professional development and that as a part of that approval process, can direct the employee's request if need be. Sallie Wilson stated that she would like the request to be twofold: the supervisor can recommend PD to employee and the employee can also request their own PD. Discussion included how supervisors can have conversations with employees so they do not feel the supervisor's suggestion for PD is punitive. R.J. reported that division directors received training on the day before in having those conversations with employees.

Len Eckhardt suggested the following phrase be added to the policy: Supervisor may identify and recommend specific goals related to the professional development plan.

Stan said underlining this policy is the vision and beliefs of the school in what appropriate staff support, supervision and direction is. The PD policy needs to be in sync with the vision.

Rachel Wegner stated the origins of this policy came after the development of the revised PD cycle. JMCS has been trying to recreate traditional models of PD that have been lacking. Regional working groups were created as part of that. Now JMCS has established a PD cycle with teachers working in small groups that allow teachers to reflect on their process as part of the formative walkthrough process and the next step is to give them the time, space and money to get the professional training that has been identified.

R.J. said that he has started the discussion about creating an online student survey where students can evaluate teachers and leave comments. An agenda item regarding formal teacher evaluations by supervisors will be added to next month's board agenda.

A. Dual Enrollment Policy (Attachment #5, Page 27)

Rachel Wegner left the meeting.

R.J. Guess stated that due to Career Pathways and the California Conservation Corps, (CCC) there has come a need to very specifically define how the attendance of dual enrolled students is counted by both the JMCS school site and the community college. R.J. reviewed the three dual enrollment types within the proposed policy. He explained the qualifications a student must meet in order to participate in each type of dual enrollment. He stated it takes a team from JMCS and the community college to make it work for the student. Intricate bell schedules have been created in order to avoid "double-dipping" into state funds for attendance. Stan Miller asked if the policy had been vetted through community colleges. He asked if it is even possible that one policy could cover all the enrollment scenarios with so many different colleges. RJ said the dual enrollment policy is very much a collaborative effort with the JMCS divisions and the community colleges. JMCS worked with Cuesta College to pilot this program. That pilot program is where the 30 minute increments in the bell schedules were developed.

Tony Vasquez, CCC Corpsmember Development, shared the CCC's experience with piloting the dual enrollment program.

R.J. would like to bring this back next month for action. Len Eckhardt would like the language within the policy to be more in line with policy and procedure language. Stan Miller requested that teachers be trained before signing off on allowing students to dual enroll and R.J. Guess said he would add language to the policy stating such.

B. Work Experience Policy (Attachment #6, Page 35)

R.J. Guess stated that the work experience policy has gone back and forth for many years. JMCS wants to provide a method for students to get credit for vocational work done outside the classroom.

R.J. reviewed the policies and the differences between Work Experience I and Work Experience II. He said that Work Experience II is a more complex and structured policy. R.J. said that in order to award credits for a job, the employment needs to be very tightly controlled by the job development agency. Work Experience II has been written more for the client agency than the JMCS teacher.

This item will come back as an action item in September.

E. K-12 Reports (Attachment #9, Page 71)

This item is a result of the board's desire to get more information on K12 reports after questioning the cost of the annual license at the last board meeting. Tom Reed, JMCS Director of Data and Assessment, reviewed the type of reports and graphs included in the packet. Tom stated that reports are produced on a student, site, division and school level on a weekly basis.

R.J. Guess stated that the sections indicated as "Coming Attraction" will contain comparisons of data over past years and information on the Career Pathways and Counseling divisions.

F. Grievance Policy (Handout at Meeting)

R.J. Guess distributed a draft grievance policy to all participants. He stated that the policy will come back to board next month as a discussion item. He reviewed the policy including the definitions and timelines. He stated the form that is a part of the policy will act as a tracking mechanism and help all parties adhere to the timelines.

Stan Miller requested that this policy be vetted through the attorneys. He also requested that 10 days be defined as either working days or calendar days.

G. AB 167/216, AB 1806 Foster & Homeless Student Policies Revisions (Attachment #10, Page 101)

R.J. Guess stated that the changes in the policy are due to changes in the definition of "foster youth" under the Local Control Funding Formula and in the definition of how foster youth students are eligible to graduate under AB 167/216. He said that Anita Bagwell worked with Foster Youth Services at Nevada County Superintendent of Schools and the California Department of Education on this update. This item will come back as an action item at the September board meeting.

H. Report on Water System at Western Sierra YouthBuild (Handout at Meeting)

R.J. Guess stated that there are two separate things issues to consider with the water system on the property where Western Sierra YouthBuild is located. He gave participants a report from Cramer Engineering on the testing of the well water. He also distributed an

estimate from All Inclusive for restoring the wastewater treatment plant to a computer driven system. He reviewed the documents. Stan Miller asked if these facility systems should be maintained by the landowner, since we are only renters. R.J. stated that the testing of the well is a part of our lease with Nevada Union Joint High School District. R.J. said since we are considering purchasing the property, we are considering all the issues. R.J. has requested for a quote for the cost of repairing the cracked wastewater system tanks. This will come back to the board for discussion in September.

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

No report

J. CFO's Report (Rachael Navarrete)

i. Business Services Update

No report

K. School Support Services Report (Jayne Smith) (Attachment #11, Page 109)

ii. Career Pathways:

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

**9. Information Items**

A. Correspondence:

B. Schedule of Future Board Meetings

- i. Wednesday, September 14, 2016, 12 pm at John Muir Charter Schools Administrative Offices, 12338 McCourtney Road, Grass Valley, CA 95949 No Michael. Len may not, Stan will attend, Will check with Gil by phone, Sallie will attend
- ii. Wednesday, October 12, 2016, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

**10. Request for Agenda Items:**

None.

**ADJOURNMENT**

Stan Miller announced the meeting adjourned at 2:39 p.m.