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John Muir Charter Schools Board of Directors Meeting

Wednesday, September 14, 2016

12:00 pm

John Muir Charter Schools Administrative Offices
12338 McCourtney Road
Grass Valley, CA 95949

Audio of this meeting will be recorded

REVISED AGENDA

- 1. Meeting Call to Order**
- 2. Introduction and Welcome**
- 3. Introduction of Participants:**
- 4. Order of Business**
 - A. Elect Vice Chairman of the JMCS Governing Board
 - B. Elect Treasurer of the JMCS Governing Board
 - C. Elect Secretary of the JMCS Governing Board
 - D. Review of Governing Board Meeting Dates (Attachment #1, Page 5)
- 5. 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.
- 6. Additions to the Agenda**
- 7. Adoption of the Agenda**
- 8. Action Items**
 - A. Closed Session:
 - i. Pending/Existing Litigation (non-settlement) - Conference with Legal Counsel - Existing Litigation: FIELD (Gov. Code § 54956.9(d)(1))
 - ii. Real Estate Negotiations - Conference with Real Property Negotiators (Gov. Code §54956.8)
 - i. Personnel Matters - Public Employee Discipline/Dismissal/Release (Gov. Code §54957)
 - i. Personnel Matters - Public Employee Performance Evaluation: Chief Executive Officer (Gov. Code §54957)

- B. Report from Closed Session
- C. Approval of Vendor Payments 8/01/16 - 8/31/16 (Attachment #2, Page 7)
- D. Approval of New and Termed Employees 8/1/16 - 8/31/16 (Attachment #3, Page 15)
- E. Approval of Minutes of the Regular Board Meeting of August 10, 2016 (Attachment #4, Page 17)
- F. Approval of Minutes of the Special Board Meeting of August 10, 2016 (Attachment #5, Page 23)
- G. Approval of the Unaudited Actuals for JMCS 2015-2016 Budget (Attachment #6, Page 25)
- H. AB 167/216, AB 1806 Foster & Homeless Student Policies Revisions (Attachment #7, Page 35)
- I. Approval of TUPE Policy Update (Attachment #8, Page 43)
- J. Use of Professional Development Funds Policy (Attachment #9, Page 45)
- K. Work Experience Policy (Attachment #10, Page 49)
- L. Declare as Surplus 2013 Ford E-250 Van and Authorize Sale (Attachment #11, Page 53)
- M. Declare as Surplus iPad Tablet and Authorize Donation to JMCS Foundation

9. Discussion Items

- A. Dual Enrollment Policy (Attachment #12, Page 55)
- B. Complaint (Formerly Grievance) Policy (Attachment #13, Page 69)
- C. Teacher Evaluation Process (Attachment #14, Page)
- D. CEO's Report (Attachment #15, Page 75)
 - i. Legislative Updates
- E. COO's Report (Katherine DeVinna)
- F. Division Director Reports (Attachment #16, Page 85)
 - i. Information Technology Update (Amanda Armitage)
 - ii. Curriculum Report (Rachel Wegner)
 - iii. Professional Development Report (Rachel Wegner)
 - iv. Recruitment Update (Lita Lee)
 - v. CCC/LCC Division Report (Kyle Money Penny)

- vi. Workforce Division Report (Mike Wegner)
(Division Director Reports, con't)
- vii. YouthBuild Programs Report (Charley Pratt-Guess)

- G. School Support Services Report (Jayne Smith)
- i. Data and Assessment:
 - ii. Counseling Services:
 - iii. Career Pathways:

10. Information Items

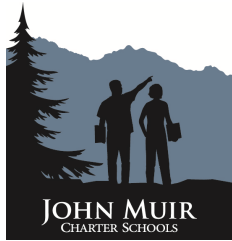
- A. Summary Report from WSYB on Tiny House Fundraiser (Attachment #17, Page 103)
- B. Fall In-Service Agenda (Attachment #18, Page 107)
- C. Correspondence:
- D. Schedule of Future Board Meetings:
 - i. Wednesday, October 12, 2016, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
 - ii. Wednesday, November 16, 2016, 10 am at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

11. 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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MINUTES

1. Meeting Call to Order

Stan Miller called the meeting to order at 12:10 pm.

2. Introduction and Welcome

3. Introduction of Participants:

Members of the JMCS board in attendance: Board Chairman Stan Miller, Member Gil Botello, Member Len Eckhardt, and Member Sallie Wilson. Other participants in attendance: JMCS CEO R.J. Guess, JMCS COO Katherine DeVinna, JMCS CFO Rachael Navarrete, JMCS Support Service Director Jayne Smith, JMCS Director of YouthBuild Programs Charley Pratt-Guess, Deputy Director of YouthBuild Programs Lita Lee, Director of WorkForce Programs Michael Wegner, Director of CCC/LCC Programs Kyle Money penny, Deputy Director of CCC/LCC Programs Dawn McConnell, Human Resource Analyst Jennifer Panno, Accounts Payable Analyst Amber Aldrich, Administrative Coordinator Kelli Foster, CCC Corpsmember Development Tony Vasquez, TAC Representative Randee Koller, WSYB Site Director Anita Bagwell, JMCS Account Analyst Tammie Wood, JMCS Payroll Analyst Emilia Lawson, JMCS Administrative Assistant Teri Patterson, JMCS CPTP Specialist Terence Desborough, JMCS CPTP Specialist Jennifer Kirn. JMCS board member not in attendance: Michael Corbett.

4. Order of Business

A. Elect Vice President of the JMCS Governing Board

On a motion by Gil Botello and seconded by Len Eckhardt and unanimously approved, Michael Corbett was elected vice-president of the JMCS governing board.

B. Elect Treasurer of the JMCS Governing Board

On a motion by Gil Botello and seconded by Sallie Wilson and unanimously approved, Len Eckhardt was elected treasurer of the JMCS governing board.

C. Elect Secretary of the JMCS Governing Board

On a motion by Len Eckhardt, seconded by Gil Botello and unanimously approved, Sallie Wilson was elected secretary of the JMCS governing board.

D. Review of Governing Board Meeting Dates (Attachment #1, Page 5)

The board reviewed the dates presented. On a motion by Len Eckhardt, seconded by Sallie Wilson, the board meeting dates for the 2016-2017 school year were unanimously approved.

- 5. 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.

6. Additions to the Agenda

R.J. Guess asked the board to move discussion item G, School Support Services Report, before discussion item A on the agenda to accommodate Jayne Smith's travel plans. On a motion by Len Eckhardt, seconded by Gil Botello and unanimously approved, the agenda order was revised as such.

7. Adoption of the Agenda

On a motion by Sallie Wilson and seconded by Len Eckhardt, the agenda was adopted by a unanimous vote.

8. Action Items

A. Closed Session:

- i. Pending/Existing Litigation (non-settlement) - Conference with Legal Counsel - Existing Litigation: FIELD (Gov. Code § 54956.9(d)(1))
- ii. Real Estate Negotiations - Conference with Real Property Negotiators (Gov. Code §54956.8)
 - i. Personnel Matters - Public Employee Discipline/Dismissal/Release (Gov. Code §54957)
 - i. Personnel Matters - Public Employee Performance Evaluation: Chief Executive Officer (Gov. Code §54957)

Stan Miller moved the board into closed session at 12:20 pm.

B. Report from Closed Session

The board reconvened in open session at 1:26 pm. Stan Miller reported the board took no action in closed session.

C. Approval of Vendor Payments 8/01/16 - 8/31/16 (Attachment #2, Page 7)

On a motion by Len Eckhardt which was seconded by Sallie Wilson, the vendor payments 8/1/16 - 8/31/16 were unanimously approved.

D. Approval of New and Termed Employees 8/01/16 - 8/31/16 (Attachment #3, Page 15)

Rachael Navarrete stated that that Abigail Cerino is employed at Placer CCC, not CPTP as shown on the new hire report. Stan Miller requested that the FTE of termed employees be added to the termed employees report. On a motion made by Gil Botello and seconded by Len Eckhardt, the new and termed employees 8/01/16 - 8/31/16 were unanimously approved.

E. Approval of Minutes of the Regular Board Meeting of August 10, 2016 (Attachment #4, Page 17)

On a motion by Sallie Wilson and seconded by Len Eckhardt, the minutes of the regular board meeting of August 10, 2016 were approved by the following vote:

Ayes: Wilson, Miller, Eckhardt

Nos: None

Absent: Botello, Corbett

F. Approval of Minutes of the Special Board Meeting of August 10, 2016 (Attachment #5, Page 23)

On a motion by Len Eckhardt and seconded by Sallie Wilson, the minutes of the special board meeting of August 10, 2016 were approved by the following vote:

Ayes: Wilson, Miller, Eckhardt

Nos: None

Absent: Botello, Corbett

G. Approval of the Unaudited Actuals for JMCS 2015-2016 Budget (Attachment #6, Page 25)

Rachael Navarrete reviewed the figures on the overview of the 2015-16 unaudited actuals. She highlighted that bringing business services in-house saved JMCS \$162,000 over purchasing the same services from NCSOS.

On a motion by Sallie Wilson, seconded by Gil Botello and unanimously approved, the unaudited actuals for 2015-2016 were unanimously approved.

H. AB 167/216, AB 1806 Foster & Homeless Student Policies Revisions (Attachment #7, Page 35)

Gil Botello asked about if students could self-certify for their status as a homeless student. Katherine DeVinna replied that it is written in the policy that they can. Katherine stated that one additional change needed to be made to the form titled Foster and Homeless Youth Credit Exemption Memorandum. The requirement of five credits of health will be

waived as a graduation requirement for students who take the exemptions under AB 167/216 or 1806. On a motion by Gil Botello and seconded by Len Eckhardt, the AB 167/216, AB 1806 foster and homeless student policies were unanimously approved as revised.

I. Approval of Tobacco Use and Prevention Education (TUPE) Policy Update (Attachment #8, Page 43)

R.J. Guess stated that the TUPE policy required an updated due to a change in the age a person can legally purchase tobacco products. The minimum age was raised from 18 years to 21 years of age. On a motion by Gil Botello and seconded by Sallie Wilson, the TUPE policy was unanimously approved.

J. Use of Professional Development (PD) Funds Policy (Attachment #9, Page 45)

Stan Miller requested a change in the wording on both the policy and the request form from “director may identify and recommend” to “director can identify and direct”. Gil Botello asked about employees rolling over unused professional development funds. R.J. and Katherine DeVinna both confirmed that employees can roll over funds from one year to the next within the three-year professional development cycle. R.J. and Katherine will be creating procedures to go along with this policy. Stan requested that it state in the procedures that the cost of professional development directed by an employee’s supervisor will come out of the employee’s PD funds. On a motion by Len Eckhardt which was seconded by Gil Botello, the Professional Development Funds Policy was approved as amended.

K. Work Experience Policy (Attachment #10, Page 49)

On a motion by Gil Botello which was seconded by Sallie Wilson, the Work Experience Policy was unanimously approved.

L. Declare as Surplus 2013 Ford E-250 Van and Authorize Sale (Attachment #11, Page 53)

R.J. Guess stated the 2013 Ford E-250 van was originally purchased for the NCCC traveling school site. The program has closed and the van has not been used for any other purpose. Gil Botello asked R.J. to contact JMCS partners and make them aware the vehicle is for sale, in case any of them have a desire to purchase it. On a motion by Gil Botello and seconded by Len Eckhardt, the 2013 Ford E-250 van was declared surplus by a unanimous vote.

M. Declare as Surplus iPad Tablet and Authorize Donation to JMCS Foundation

R.J. Guess said that the iPad is no longer being used by JMCS and can be used by the JMCS Foundation to accept credit card donations via the Square card reader. On a motion by Len Eckhardt and seconded by Gil Botello, the iPad was declared surplus by a unanimous vote.

9. Discussion Items

A. School Support Services Report (Jayne Smith)

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

Jayne Smith distributed a school support services summary report for 2015-2016. Jayne said data collection was a challenge in the 2015-2016 year and that it is a priority for 2016-2017. She reviewed her report for each division in support services; counseling services, career pathways, data and assessment. Discussion included the benefits of partnering with One Stop job centers and the importance of having data on the number of students who attained training related employment as a result of the career pathways program.

A. Dual Enrollment Policy (Attachment #12, Page 55)

Katherine DeVinna stated that she would like to modify the policy and revise the instructional minutes to 240 average daily minutes from 360 average daily minutes enrolled in work experience and enrollment procedures. The state of California requires 180 minutes.

Discussion included the rate of attendance required for students who participate in dual enrollment and Career Pathways Trust Program specialists as community college liaisons/advocates. Len Eckhardt would like the term “exemplary students “ in the Group Academic Dual Enrollment procedure defined in the procedure. Terence Desborough and Jennifer Kirn spoke about the successes teachers and students are experiencing in dual enrollment courses at the sites they support as CPTP specialists.

B. Complaint (Formerly Grievance) Policy (Attachment #13, Page 69)

R.J. Guess distributed a new complaint policy and form that was supplied by JMCS attorneys, Young, Minney & Corr. As the board did not have the opportunity to review the policy prior to the meeting, this item will come back to the next board meeting as a discussion item.

C. Teacher Evaluation Process (Attachment #14, Page)

Stan Miller would like teacher evaluations to include California standards for teacher evaluations as California standards for administrators has been added to the CEO evaluation. He would also like the qualifications for supervisors who will evaluate teachers to include the ability to evaluate instructional strategies. Charley Pratt-Guess said that he and Rachel Wegner will be attending a webinar on teacher evaluations. This item will come back for board discussion next month.

D. CEO's Report (Attachment #15, Page 75)

i. Legislative Updates

R.J. Guess reviewed his report included in the board packet. He informed the board that AB 2719 is bill that makes Department of Labor regulations for WorkForce programs consistent with California law and is awaiting the governor's signature.

Len Eckhardt and Gil Botello had to leave the meeting due to flight plans. All following agenda items were deferred to a future meeting.

E. COO's Report (Katherine DeVinna)

F. Division Director Reports (Attachment #16, Page 85)

i. Information Technology Update (Amanda Armitage)

ii. Curriculum Report (Rachel Wegner)

iii. Professional Development Report (Rachel Wegner)

iv. Recruitment Update (Lita Lee)

v. CCC/LCC Division Report (Kyle Money Penny)

vi. Workforce Division Report (Mike Wegner)

vii. YouthBuild Programs Report (Charley Pratt-Guess)

10. Information Items

A. Summary Report from WSYB on Tiny House Fundraiser (Attachment #17, Page 103)

B. Fall In-Service Agenda (Attachment #18, Page 107)

C. Correspondence:

D. Schedule of Future Board Meetings:

- i. Wednesday, October 12, 2016, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
- ii. Wednesday, November 16, 2016, 10 am at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

10. Request for Agenda Items:

ADJOURNMENT

Stan Miller adjourned the meeting at 2:50 p.m.