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John Muir Charter Schools Board of Directors Meeting

Wednesday, October 12, 2016

12:00 pm

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:** Recognition of individuals wishing comment on non-agenda items may do so at this time. Individuals who wish to address an agenda item may do so at this time or at the time the agenda item is heard. After being recognized by the board president, please identify yourself. 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))
 - ii. Personnel Matters - Public Employee Discipline/Dismissal/Release (Gov. Code §54957)
 - iii. Personnel Matters - Public Employee Performance Evaluation: Chief Executive Officer (Gov. Code §54957)
 - B. Report from Closed Session
 - C. Approval of Vendor Payments 8/27/16 - 9/30/16 (Attachment #1, Page 3)
 - D. Approval of New and Termed Employees 9/01/16 - 9/30/16 (Attachment #2, Page 17)

- E. Approval of Minutes of the Regular Board Meeting of September 14, 2016 (Attachment #3, Page 19)
- F. Policy Approval: Dual Enrollment Policy (Attachment #4, Page 25)

8. Discussion Items

- A. Policy Discussion: Internal Complaint Review Policy (Attachment #5, Page 33)
- B. Policy Discussion: Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation (Attachment #6, Page 37)
- C. Teacher Evaluation Process (Attachment #7, Page 41)
- D. CEO's Report
 - i. Legislative Updates
- E. COO's Report (Katherine DeVinna)
 - i. In-Service Report
- F. Division Director Reports (Attachment #9, Page 173)
 - i. Recruitment Update (Lita Lee)
 - ii. YouthBuild Programs Report (Charley Pratt-Guess)
 - iii. WorkForce Programs Report (Mike Wegner)

9. Information Items

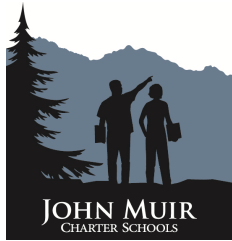
- A. Correspondence:
- B. Schedule of Future Board Meetings:
 - i. Wednesday, November 16, 2016, 10 am at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
 - ii. Wednesday, December 14, 2016, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

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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MINUTES

1. Meeting Call to Order

Chairman Stan Miller called the meeting to order at 12:03 p.m.

2. Introduction and Welcome

Stan Miller welcomed all participants to the meeting.

3. Introduction of Participants:

Members of the JMCS board in attendance: Board Chairman Stan Miller, Member Gil Botello, Member Michael Corbett, 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, Director of WorkForce Programs Michael Wegner, Administrative JMCS Coordinator Kelli Foster, and JMCS TAC Representative Randee Koller. JMCS board member not in attendance: Len Eckhardt.

- 4. Oral Communications/Public Comments:** Recognition of individuals wishing comment on non-agenda items may do so at this time. Individuals who wish to address an agenda item may do so at this time or at the time the agenda item is heard. After being recognized by the board president, please identify yourself. 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

None.

6. Adoption of the Agenda

On a motion by Michael Corbett, seconded by Sallie Wilson, the agenda was unanimously adopted.

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))
- ii. Personnel Matters - Public Employee Discipline/Dismissal/Release (Gov. Code §54957)
- iii. Personnel Matters - Public Employee Performance Evaluation: Chief Executive Officer (Gov. Code §54957)

Stan Miller moved the board into closed session at 12:10 p.m.

B. Report from Closed Session

Stan Miller reconvened open session at 1:03 p.m. Stan reported that no action was taken in closed session.

C. Approval of Vendor Payments 8/27/16 - 9/30/16 (Attachment #1, Page 3)

The board reviewed the list of vendor payments. There was discussion about the type of costs paid to client agencies as reimbursement under the category "Consulting Services". Stan Miller requested that Rachael Navarrete to bring an example of an invoice that shows the breakdown of those costs. He also asked why certain costs are reimbursed at one site and not at another. R.J. Guess stated that this issue will be placed on the November agenda as a discussion item. Gil Botello asked about the costs associated with New Earth YouthBuild. Rachael Navarrete will look into the contract New Earth YB has with Revolution Foods and determine what JMCS' obligation is. On a motion made by Gil Botello which was seconded by Michael Corbett the vendor payments 8/27/16 - 9/30/16 were unanimously approved.

D. Approval of New and Termed Employees 9/01/16 - 9/30/16 (Attachment #2, Page 17)

On a motion by Gil Botello which was seconded by Michael Corbett, the new and termed employees 9/01/16 - 9/30/16 were unanimously approved.

E. Approval of Minutes of the Regular Board Meeting of September 14, 2016 (Attachment #3, Page 19)

Sallie Wilson asked about the order of the discussion items. The first discussion item should have been recorded as Discussion Item G, not Discussion Item A. Gil Botello made a motion to approve the minutes of the regular board meeting of September 14, 2016 as amended. Sallie Wilson seconded the motion and it was unanimously approved.

F. Policy Approval: Dual Enrollment Policy (Attachment #4, Page 25)

On a motion by Michael Corbett, seconded by Gil Botello the Dual Enrollment policy was unanimously approved.

8. Discussion Items

A. Policy Discussion: Internal Complaint Review Policy (Attachment #5, Page 33)

R.J. Guess stated that the presented internal complaint review policy was drafted by Patricia Canno, an attorney with Minney, Young & Corr. Sallie Wilson asked if there will be a training for all staff members on this policy. R.J. said there will be required staff training in HR policies at the February in-service for all supervisors and lead teachers that will include training on this policy. Stan Miller and Gil Botello spoke about the importance of employees signing off on the receipt of policies and training. Michael Wegner described the on-line training program he reviewed for training employees and delivering policies. Rande Koller asked about how a complaint from a JMCS staff member against a client agency employee is handled. R.J. said he could add language to the policy to address that issue. This policy will come back to the board next month as an action item.

B. Policy Discussion: Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation (Attachment #6, Page 37)

R.J. Guess said this policy was also provided by Patricia Canno, along with the Internal Complaint Review policy, and will supersede existing sexual harassment and harassment policies. Gil Botello suggested that a signature line be added to the bottom of the form. Jayne Smith asked if the term “third party” includes students and parents. R.J. will ask the attorneys about adding “students and parents” to the definition of “third party” within the policy.

C. Teacher Evaluation Process (Attachment #7, Page 41)

Discussion regarding the teacher evaluation process included the following: Teacher self-evaluations as one piece of the evaluation process, the importance of training staff who will be observing teachers in the practice of instructional observation, formative walkthroughs and the evidence of student learning as one aspect of the evaluation process, the required credentials of the administrative staff that oversee certificated staff, and capturing student feedback on teacher performance. R.J. Guess stated that he has spoken to administrators at other charter schools about the issues they have with getting student feedback on teacher performance. Stan Miller asked about classified evaluations. R.J. Guess said evaluations of the classified staff will need to include multiple processes for the different categories of JMCS classified employees. Discussion ensued about approving a temporary process in order that teachers could be evaluated by the end of the year. It was agreed that it would not be feasible to put a process in place in time, however, Stan Miller suggested piloting some of the proposed practices.

D. CEO's Report

i. Legislative Updates

R.J. Guess reported that AB 2719 was vetoed by Governor Brown. SB 32 "Cap and Trade Act" passed but will not affect CCC crews as JMCS hoped so there will not be an increase in the number of CCC crew members as a result of Prop 39. AB 709 which requires charter schools to comply with the Brown Act is still being discussed as is SB 322 which requires charter schools to comply with due process requirements related to suspension and expulsion.

E. COO's Report (Katherine DeVinna)

i. In-Service Report

Katherine DeVinna reported on the Fall in-service that was held on September 26-27 in Long Beach. An in-service survey has gone out to staff and the results will be shared with board members when published. Overall, staff felt it was successful. Katherine appreciated Gil Botello's attendance as a representative of the JMCS Board.

F. Division Director Reports (Attachment #9, Page 173)

i. Recruitment Update (Lita Lee)

R.J. Guess stated that Lita Lee and Dawn McConnell has been reassigned to recruitment full time. Current enrollment is 1,160 ADA when it was projected to be above 1,600. R.J. will bring recommendations for budget cuts due to the reduction in ADA to the board at the November meeting. R.J. is bringing in a consultant from the Charter School Development Corp to evaluate the fiscal situation. Katherine DeVinna said staff is aware that recruitment is everyone's responsibility right now.

ii. YouthBuild Programs Report (Charley Pratt-Guess)

Charley Pratt-Guess reviewed his report and updated the attendance numbers for each of the YouthBuild programs. Charley reported that he goes to each Southern California site once per month and the Northern California sites once or twice a month. He said the weekly check-ins with staff are going well as are the monthly virtual division meetings.

iii. WorkForce Programs Report (Mike Wegner)

Mike Wegner highlighted his report in the board packet. He stated that one of his goals for this year was facilitating more intentional programming between the WorkForce programs with Career Pathways. He is very excited to see teachers using piloting curriculum and increasing the rigor in the programs. Enrollment is an issue in some of the WorkForce programs as well. Mike said that staffing adjustments will be made due to low enrollment. He's excited about new Boyle Heights YAP program and said the teachers are working hard to connect with the community. Gil Botello reported that he visited the Boyle Heights site and went to the Career Pathways customer service panel hosted by Kenta Darley-USmar. Gil said that the customer service panel was on target and well done. Gil said that both David Dominguez at Boyle Heights and Kenta Darla-USmar with Career Pathways represent JMCS well.

9. Information Items

A. Correspondence:

There was no correspondence.

B. Schedule of Future Board Meetings:

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10. Request for Agenda Items:

None.

ADJOURNMENT

Stan Miller adjourned the meeting at 2:48 p.m.