



John Muir Charter Schools
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John Muir Charter Schools Meeting of the Board of Directors

Wednesday October 18, 2017

12:00 p.m.

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 to 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. Public Hearing: Sufficiency of Instructional Materials for 2017-2018 (William's Settlement)**
 - A. Open public hearing to receive public comment and input about the Sufficiency of Instructional Materials for 2017-2018 (Attachment #1, Page 5)
 - B. Close public hearing
- 8. Action Items**
 - A. Closed Session:
 - i. Personnel Matters - Public Employee Employment: Chief Executive Officer (Gov. Code §54957)
 - B. Approval of Compensation Comparability Study for Chief Executive Officer Position (Attachment #2, Page 7)

- C. Required Oral Report Regarding Chief Executive Officer Contract
- D. Approval of Chief Executive Officer Contract
- E. Board Ratification of Employment of COO, Effective September 1, 2017
- F. Approval of the Minutes of the Regular Board Meeting on August 16, 2019 (Attachment #3, Page 9)
- G. Approval of Vendor Payments 8/26/17 - 9/30/17 (Attachment #4, Page 13)
- H. Approval of New and Termed Employees 8/26/17 - 9/30/17 (Attachment #5, Page 17)
- I. Approval of Resolution 17-06 Sufficiency of Instructional Materials (Attachment #6, Page 19)
- J. Items to be Declared as Surplus (Attachment #7, Page 21)

9. Discussion Items

- A. Discussion: JMCS 2016-2017 Administration Costs by Department (Attachment #8, Page 23)
- B. Position Description Revision: Career Pathways Trust Grant (CPTG) Specialist Revised to Community Resource Coordinator - 2nd Reading (Attachment #9, Page 25)
- C. Position Description Revision: Career Pathways Trust Grant (CPTG) Director Revised to Career Pathways Director - 2nd Reading (Attachment #10, Page 29)
- D. Policy Discussion: Development, Recruitment, Hiring, Position Change and Termination of JMCS Employees - 2nd Reading (Attachment #11, Page 33)
- E. Policy Discussion: Board Policy #1: Role of the Governing Board, Responsibilities, and Designation of Powers - 2nd Reading (Attachment #12, Page 39)
- F. New Curriculum Discussion: SEI Curriculum (Attachment #13, Page 47)
- G. Procedure Discussion: Procedure for the Support and Supervision of First Year Teachers (Attachment #14, Page 63)
- H. Academic Performance Task Assessments (Attachment #15, Page 65)
- I. CEO's Report (R.J. Guess) (Attachment #16, Page 75)
 - i. Staffing Patterns for 2018-2019
 - ii. 2016-2017 Career Pathways Year End Report
 - iii. In-Service Report
 - iv. Board Retreat Update

10. Information Items

- A. Correspondence:

i. Upcoming Training and Conference Opportunities (Attachment #17, Page 95)

B. Schedule of Future Board Meetings:

- i. Wednesday, November 15, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
- ii. Wednesday, December 13, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

11. Board Attendance at Next Meeting

- A. Stan Miller: Yes or No
- B. Michael Corbett: Yes or No
- C. Len Eckhardt: Yes or No
- D. Sallie Wilson: Yes or No
- E. Gil Botello: Yes or No

12. Request for Agenda Items

13. Adjournment



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MINUTES

1. Meeting Call to Order

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

2. Introduction and Welcome

Stan Miller welcomed all participants.

3. Introduction of Participants

JMCS Board members in attendance: Stan Miller, Gil Botello, and Sallie Wilson. JMCS staff in attendance: CEO R.J. Guess, COO Mike Wegner, Southern Regional Director Aja Cordova-Couso, Central Regional Director Charley Pratt-Guess, TAC Representative and Teacher Rich Johnson and Administrative Coordinator Kelli Foster. JMCS board members not in attendance: Michael Corbett and Len Eckhardt

- 4. Oral Communications/Public Comments:** Recognition of individuals wishing to 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.

5. Additions to the Agenda

Stan Miller stated that he would like to add a report by the board president to the agenda after the CEO's report.

6. Adoption of the Agenda

On a motion by Sallie Wilson, which was seconded by Gil Botello, the agenda was adopted with the addition of the board president report after the CEO report. Motion passed 3-0-2. (Ayes: Miller, Botello, and Wilson. Absent: Corbett and Eckhard)

7. Public Hearing: Sufficiency of Instructional Materials for 2017-2018 (William's Settlement)

- A. Open public hearing to receive public comment and input about the Sufficiency of Instructional Materials for 2017-2018 (Attachment #1, Page 5)

Stan Miller opened the public hearing at 12:12 pm. R.J. Guess stated that all the instructional materials listed were chosen to match the board approved bench course outlines. JMCS has slowly been moving away from utilizing the AGS textbooks and has added in different instructional materials. JMCS has completed a redistribution of textbooks, shipping textbooks from closed sites to open sites to ensure adequate textbooks at each site. Sallie Wilson commented she was glad to see the addition of the SEI Energy Innovation instructional materials. Stan Miller commented that there is a good selection of curriculum to meet the different learning styles of JMCS students.

- B. Close public hearing

Stan Miller closed the public hearing at 12:15 pm.

8. Action Items

- A. Closed Session:
 - i. Personnel Matters - Public Employee Employment: Chief Executive Officer (Gov. Code §54957)

Stan Miller moved the board into closed session at 12:17 pm. Stan reconvened open session at 12:25 pm.

- B. Approval of Compensation Comparability Study for Chief Executive Officer (CEO) Position (Attachment #2, Page 7)

Stan Miller stated the compensation compatibility study was conducted by JMCS' attorneys, Young, Minney & Corr. Gil Botello suggested that future CEO's agreements tie the CEO's annual salary to the number of students enrolled. Gil Botello made a motion to approve the Compensation Comparability Student for Chief Executive Officer Position. Sallie Wilson seconded the motion. Motion passed 3-0-2. (Ayes: Miller, Botello, and Wilson. Absent: Corbett and Eckhardt)

- C. Required Oral Report Regarding Chief Executive Officer Contract

Stan Miller stated that he is required by law to indicate that the CEO's contract is a one year (7/1/17 - 6/30/18), 247 workday agreement at the rate of \$132,959. It includes full family medical benefits, a cell phone stipend and is wholly keeping with the compensation comparability study the board approved.

D. Approval of Chief Executive Officer Contract

Gil Botello made a motion approve the CEO's contract. Sallie Wilson seconded the motion. Motion passed 3-0-2. (Ayes: Miller, Botello, and Wilson. Absent: Corbett and Eckhardt)

E. Board Ratification of Employment of Chief Operating Officer (COO), Effective September 1, 2017

Stan Miller gave the oral reported stating the COO salary is an at-will employment position commencing September 1, 2017 with an annual base salary \$112,473.35 as well as standard health benefits provided to certificated staff. The position also includes a stipend for cell phone use. On a motion by Gil Botello which was seconded by Sallie Wilson, the board ratified the employment of Chief Operating Officer with a 3-0-2 vote. (Ayes: Miller, Botello, and Wilson. Absent: Corbett and Eckhardt)

F. Approval of the Minutes of the Regular Board Meeting on August 16, 2017 (Attachment #3, Page 9)

Gil Botello made a motion to approve the minutes of the regular board meeting on August 16, 2017. Sallie Wilson seconded the motion. Motion passed 3-0-2. (Ayes: Miller, Botello, and Wilson. Absent: Corbett and Eckhardt)

G. Approval of Vendor Payments 8/26/17 - 9/30/17 (Attachment #4, Page 13)

Stan Miller stated that he would like all descriptions of payments to reflect the time period the payment covers. Gil Botello made a motion to approve the vendor payments 8/26/17 - 9/30/17 which was seconded by Sallie Wilson. Motion passed 3-0-2. (Ayes: Miller, Botello, and Wilson. Absent: Corbett and Eckhardt)

H. Approval of New and Termed Employees (Attachment #5, Page 17)

Stan Miller asked that a column be added to the new employees report that shows the termination date of the prior employee in the position. Sallie Wilson made a motion to approve the new and termed employees 8/26/17 - 9/30/17. Gil Botello seconded the report. Motion passed 3-0-2. (Ayes: Miller, Botello, and Wilson. Absent: Corbett and Eckhardt)

I. Approval of Resolution 17-06 Sufficiency of Instructional Materials (Attachment #6, Page 19)

Stan Miller read the resolution. Resolution 17-06 Sufficiency of Instructional Materials was approved with the following roll call vote: Miller: Aye, Wilson: Aye, Botello: Aye, Eckhardt: Absent, Corbett: Absent

J. Items to be Declared as Surplus (Attachment #7, Page 21)

R.J. Guess stated that Jayne Smith resigned her position as Director of School Services and had a small amount of inventory that he approved for her to keep after her resignation. Gil Botello made a motion to approved the listed items to be declared surplus. Sallie Wilson seconded the motion and the motion passed 3-0-2. (Ayes: Miller, Botello, and Wilson. Absent: Corbett and Eckhardt)

9. Discussion Items

A. Discussion: JMCS 2016-2017 Administration Costs by Department (Attachment #8, Page 23)

R.J. Guess reminded the board that they had asked for a breakdown of the administrative costs that was presented during the 2016-2017 unaudited actual agenda item at the October board meeting. Stan Miller stated that he was still confused by the report. He would like clarity on what the administrative cost report includes for example: a breakout of site based administrative costs, administrative personnel costs, business services costs. R.J. said he can bring back a more detailed breakout to the next board meeting as a discussion item.

B. Position Description Revision: Career Pathways Trust Grant (CPTG) Specialist Revised to Community Resource Coordinator - 2nd Reading (Attachment #9, Page 25)

R.J. said that no changes or edits were made from the last board meeting. Gil Botello said it reads well and is a comprehensive position description. Stan Miller asked if the community resource coordinator position will supervise staff. R.J. said the position has no supervisory or oversight responsibility. Sallie would like language added that the position does not supervise or evaluate employees. This position description will come back to the board next month for approval. Stan Miller asked that a copy of the salary schedule be included in the board packet with this item so that the board can review the salary range for the position.

C. Position Description Revision: Career Pathways Trust Grant (CPTG) Director Revised to Career Pathways Director - 2nd Reading (Attachment #10, Page 29)

R.J. Guess said that the Career Pathways Trust Grant director position is currently vacant due to Dr. Smith's resignation and has no intention to fill it at this time. R.J. said that he wanted to be sure that the CPTG specialist position that is being revised to a community resource coordinator position stays in alignment with the Career Pathways director position and that is why the director position needs to be revised as well. Gil Botello suggested that the future Career Pathways Director have a strong WIOA background. Stan Miller suggested "supervisory experience" be added as a minimum qualification.

D. Policy Discussion: Development, Recruitment, Hiring, Position Change and Termination of JMCS Employees - 2nd Reading (Attachment #11, Page 33)

R.J. Guess reported that he added clarifying language about staff on interim positions not listed on the salary schedule. This item will come back for approval next month.

E. Policy Discussion: Board Policy #1: Role of the Governing Board, Responsibilities, and Designation of Powers - 2nd Reading (Attachment #12, Page 39)

R.J. Guess stated that changes requested at the last reading were incorporated into the document. He still wants the board to determine a procedure to overrule the personnel recommendations of the CEO. Discussion occurred about what type of situation would warrant an overrule of the CEO's personnel recommendation. R.J. said he would look at other LEA's procedures for a school board overrule of the CEO's hiring decision.

F. New Curriculum Discussion: SEI Curriculum (Attachment #13, Page 47)

Mike Wegner stated that Aja Cordova-Couso worked with Rachel Wegner on developing this curriculum. Aja reported that last year, the curriculum was piloted at a couple of JMCS sites who are working in the energy pathway. The curriculum prepped students for a hands on solar installation on a residence. Students who use the curriculum are eligible to earn a certificate from SEI if teachers go through the entire curriculum including the hands-on installation. Teachers can also teach a portion of the curriculum if they don't want to use whole curriculum. Discussion included SEI's support of sites that don't have a GRID partnership, the value of an industry recognized training certificate to JMCS students, and working with America's Job Center of California (AJCC) to place JMCS students in pathway related jobs. R.J. Guess stated that he will bring to the board a list of all the industry recognized certificates JMCS students can earn. This item will come back to the board for approval next month.

G. Procedure Discussion: Procedure for the Support and Supervision of First Year Teachers (Attachment #14, Page 63)

Mike Wegner stated that the Procedure for the Support and Supervision of First Year Teachers was crafted in response to the boards request to have a procedure for first year teachers that accompanies the credentialed staff evaluation policy as first year teachers are not included in the formal evaluation process. Discussion included Teacher Induction Program (TIP) mentors reporting to supervisors and regional directors conducting classroom observations. Charley Pratt-Guess said new standards for the teacher induction process went into effect this year and Sacramento County Office of Education (SCOE) is pushing to add direct involvement from school site administration in the TIP process. This will come back to the board at next meeting for an additional reading.

H. Academic Performance Task Assessments (Attachment #15, Page 65)

Mike Wegner said he and Charley Pratt-Guess started the process to develop a performance task assessment that would be school-wide, linked to common core standards in ELA and math, and hold JMCS accountable to high level instruction. Mike said he is bringing this item to the board at this early stage to get feedback from the board and to determine if this is an endeavor to pursue. The final goal is that this would be a graduation requirement in the 2019-2020 school year. Discussion included the size of the pilot group, concerns about adding an additional graduation requirement when JMCS is struggling with declining enrollment, competition with online charter schools and making it harder for students to graduate from JMCS. Charley Pratt-Guess said the way the performance task assessments are integrated into the curriculum will be key.

Stan Miller called for a 10 minute break

I. CEO's Report (R.J. Guess) (Attachment #16, Page 75)
i. Staffing Patterns for 2018-2019

R.J. Guess reviewed the organizational chart.

ii. 2016-2017 Career Pathways Year End Report

R.J. summarized the report submitted to the California Department of Education for the end of year three of the Career Pathways Trust Grant. R.J. said the data shows that almost every student was engaged in a pathway at some point. Fifty percent of the average enrollment completed a pathway.

R.J. stated that there is a new data collection method beginning in this school year and it is more sophisticated.. Gil Botello said he would like to see data on students who entered employment.

iii. In-Service Report

R.J. asked Gil Botello to report on the in-service since he was an attendee. Gil said the in-service serves two important functions: to get all staff together and it allows staff to get a break from the classroom. He attended several sessions that were facilitated by JMCS staff members. He felt it was a huge success. Mike Wegner and Charley Pratt-Guess reported on the staff in-service survey results.

iv. Board Retreat Update

R.J. stated he would like to schedule a special board meeting to be held prior to a regular board meeting to discuss recruitment and competition issues. He said there is a point at which our school will have to change due to those issues and will have to change quickly. This special meeting is tentatively scheduled for 10:00 am on Wednesday, November 15, 2017.

v. TAC Report

Rich Johnson, teacher at Los Angeles CCC and TAC member, handed out a brief report. He presented a video he made of the LA/Pomona CCC graduation. Rich said that TAC members will attend every other board meeting in the future. He summarized the report he handed out. He spoke about the TAC open forum that was held on October 10, 2017 and shared teacher concerns that were discussed at the forum. He said the teachers were most concerned about site closures. R.J. Guess asked Rich to report back to TAC there isn't a common formula that is employed to determine site closures but he wants TAC to know that there will be a conversation about it in the very near future. Stan Miller asked that the TAC rep who attends a board meeting have a report to share.

J. Board chair report (added at adoption of agenda)

Stan Miller reported on the site visits he conducted in October and said he wanted to tell the other board members how important it is for them to visit school sites. Stan went to visit four sites in the Los Angeles area: Riverside Heritage Arlanza, Riverside Heritage Eastside, Operation New Hope Rancho and Operation New Hope SB City. He got to see a presentation by the school leadership team at Arlanza. He was impressed that students had an important role and contributed to the program. He found JMCS teacher Rebecca Roe's integration of the arts into the classroom impressive. He met Russ Degnan, Operation New Hope CEO, and discussed the video/media production pathway and saw the recording studio they are building. He enjoyed speaking with the students and hearing their struggles. It was very valuable to him to see the dedication of the staff and the work that the sites are doing as well to see the impact the Career Pathways grant had on the school.

10. Information Items

A. Correspondence:

i. Upcoming Training and Conference Opportunities (Attachment #17, Page 95)

R.J. Guess reviewed list of upcoming trainings. Stan Miller, Sallie Wilson and Mike Wegner plan on attending the CCSA annual conference in March, 2018.

B. Schedule of Future Board Meetings:

- i. Wednesday, November 15, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822 (Special Meeting at 10 am)
- ii. Wednesday, December 13, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

11. Board Attendance at Next Meeting

- | | |
|---------------------|--|
| A. Stan Miller: | Yes |
| B. Michael Corbett: | (Absent) |
| C. Len Eckhardt: | No (Reported at September board meeting) |
| D. Sallie Wilson: | Yes |
| E. Gil Botello: | Yes |

12. Request for Agenda Items

None.

13. Adjournment

Stan Miller adjourned the meeting at 3:00 pm.