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John Muir Charter Schools Board of Directors Meeting

Wednesday, November 16, 2016

10:00 a.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 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 Discipline/Dismissal/Release (Gov. Code §54957)
 - iv. Personnel Matters - Public Employee Performance Evaluation: Chief Executive Officer (Gov. Code §54957)
 - B. Report from Closed Session
 - C. Approval of Minutes of the Regular Board Meeting of October 12, 2016 (Attachment #1, Page 5)

- D. Approval of Vendor Payments 9/30/16 - 10/31/16 (Attachment #2, Page 11)
- E. Approval of New and Termed Employees 10/01/16 -10/31/16 (Attachment #3, Page 21)
- F. Approval of Chief Executive Officer Evaluation Template (Attachment #4, Page 23)
- G. Policy Approval: Internal Complaint Review Policy (Attachment #5, Page 39)
- H. Policy Approval: Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation (Attachment #6, Page 43)
- I. Budget Emergency: With the exception of rent, shall the JMCS Board freeze and cancel any partnering agency reimbursements for any site in deficit the remainder of the 16-17 school year? This freeze will be effective December 1, 2016. (Attachment #7, Page 47)

8. Discussion Items

- A. Teacher Evaluation Process (Attachment #8, Page 49)
- B. Client Agency Reimbursements (Attachment #9, Page 57)
- C. Policy Discussion: Independent Study (Attachment #10, Page 223)
- D. CEO's Report (R.J. Guess)
 - i. Legislative Updates
- E. COO's Report (Katherine DeVinna)
- F. Division Director Reports
 - i. CCC/LCC Program Update (Kyle Money Penny) (Attachment #11, Page 225)
 - ii. Recruitment Report (Lita Lee)

9. Information Items

- A. Correspondence:
- B. Schedule of Future Board Meetings:
 - i. Wednesday, December 14, 2016, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
 - ii. Wednesday, January 11, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

10. Request for Agenda Items:

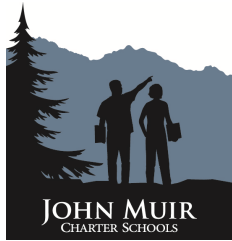
11. Board Attendance at Next Meeting:

- 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

ADJOURNMENT

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

- Nevada County Superintendent of Schools, 380 Crown Point Circle, Grass Valley, CA 95945
- Sacramento Regional Conservation Corps. 6101 27th St, Sacramento, CA 95822
- JMCS Administrative Office, 12338 McCourtney Road, Grass Valley, CA 95949
- John Muir Charter Schools Website, <http://www.johnmuircs.com>



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AGENDA

1. Meeting Call to Order

Stan Miller called the meeting to order at 10:02 a.m.

2. Introduction and Welcome

Stan Miller welcomed all participants.

3. Introduction of Participants:

Members of the JMCS board in attendance: Board Chairman Stan Miller, Member Gil Botello, Member Len Eckhardt, and Member Michael Corbett. Other participants in attendance: JMCS CEO R.J. Guess, JMCS COO Katherine DeVinna, JMCS CFO Rachael Navarrete, Director of Outreach and Partnerships Lita Lee, Director of CCC/LCC Programs Kyle Money Penny, Administrative Coordinator Kelli Foster, TAC Representative/Teacher Antoine Lagarde, JMCS board member not in attendance: Sallie Wilson.

- 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.

Antoine Lagarde, Teacher Advisory Committee (TAC) representative stated that he wanted to make the board aware that a revision of the teacher work calendars may help with low teacher morale, staff retention, teacher recruitment and would ultimately help increase ADA as well. Stan Miller thanked Antoine for his comments.

5. Additions to the Agenda

There were no additions to the agenda.

6. Adoption of the Agenda

On a motion by Gil Botello and seconded by Michael Corbett, 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 Discipline/Dismissal/Release (Gov. Code §54957)
- iv. Personnel Matters - Public Employee Performance Evaluation: Chief Executive Officer (Gov. Code §54957)

Stan Miller moved the board into closed session 10:05 a.m.

B. Report from Closed Session

Stan Miller reconvened the board in open session at 11:58 a.m. and reported that no action was taken in closed session.

C. Approval of Minutes of the Regular Board Meeting of October 12, 2016 (Attachment #1, Page 5)

On a motion by Michael Corbett and seconded by Gil Botello, the minutes of the regular board meeting of October 12, 2016 were unanimously approved.

D. Approval of Vendor Payments 9/30/16 - 10/31/16 (Attachment #2, Page 11)

On a motion by Len Eckhardt and seconded by Gil Botello, the vendor payments 9/30/16 - 10/31/16 were unanimously approved.

E. Approval of New and Termed Employees 10/01/16 - 10/31/16 (Attachment #3, Page 21)

On a motion by Michael Corbett and seconded by Len Eckhardt the new and termed employees 10/1/16 - 10/31/16 were unanimously approved.

F. Approval of Chief Executive Officer Evaluation Template (Attachment #4, Page 23)

On a motion by Len Eckhardt and seconded by Gil Botello, the Chief Executive Officer evaluation template was unanimously approved.

G. Policy Approval: Internal Complaint Review Policy (Attachment #5, Page 39)

Katherine DeVinna requested the phrase “In processing the complaint” be changed to “In processing the written complaint”. On a motion by Gil Botello which was seconded by Michael Corbett, the Internal Complaint Review Policy was unanimously approved as amended.

H. Policy Approval: Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation (Attachment #6, Page 43)

On a motion by Michael Corbett and seconded by Gil Botello, the Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation was unanimously approved.

I. Budget Emergency: With the exception of rent, shall the JMCS Board freeze and cancel any partnering agency reimbursements for any site in deficit the remainder of the 16-17 school year? This freeze will be effective December 1, 2016. (Attachment #7, Page 47)

R.J. Guess stated that the freezing of the payment of partner agency reimbursements has already been put in place and he’s bringing the matter to the board to reinforce to JMCS partners the severity of the topic and show unity and board support for freeze. The cancelling of the payment of reimbursements represents a savings of over \$200,000 to JMCS. R.J. reported that 11 sites are impacted. He has had discussions by phone with all sites and has visited 9 of the sites. All JMCS sites have been in budget discussions throughout the year. David De Mers, Executive Director of Sacramento Regional Conservation Corps said that he feels the freeze is fiscally responsible. R.J. will come back to the board with a discussion item in December and an action item in January for changes to the site budgets in the 2017-2018 school year. On a motion by Michael Corbett, seconded by Len Eckhardt and unanimously approved, JMCS will freeze and cancel any partnering agency reimbursements for any site in deficit the remainder of the 16-17 school year effective December 1, 2016.

8. Discussion Items

A. Teacher Evaluation Process (Attachment #8, Page 49)

R.J. Guess said after last month’s discussion on the teacher evaluation process, he began thinking about differentiating between an initial and a secondary assessment. Based on working with staff, R.J. said he would like develop a combination of an observation based assessment and a formative walkthrough based assessment. All observations would be conducted by a staff member who holds at least a Tier I administrative credential and has been trained in the formative walkthrough process. R.J. said he has identified five weeks at the beginning of school year and at end of school year in which the observations would happen. Evaluation years would be staggered based on staff members length of service. Comments from the board included the need for very detailed process descriptors (timelines, processes) within the evaluation policy, the evaluator requesting professional development goals for staff that they have observed and the need for evaluators to be trained in classroom observations. R.J. stated that he wants to make it clear, especially to the Teacher Advisory Committee, that he wants to protect the professional development process as JMCS has invested heavily in it. But he said that JMCS also needs a formal

evaluative process and a way to identify ways to communicate concern or praise to teaching staff.

B. Client Agency Reimbursements (Attachment #9, Page 57)

R.J. Guess stated there are two examples of site reimbursement requests in the board packet. One was submitted by Cloud and Fire YouthBuild, the other was submitted one from Operation New Hope WIOA. R.J. said these reimbursement requests provide a good example of the level of documentation JMCS requires from sites for reimbursements. He led the board through the requests. Rachael Navarrete spoke about the business office's responsibility in coding the reimbursement invoices. Rachael told the board that the accounts payable staff can alter the descriptions of the payments that are shown on the vendor report so that it's easier for the board to understand what's being paid on the reimbursements, if the board wishes. Stan Miller spoke about looking to move to a formulaic consistency so that uniform costs are paid at every site. Gil Botello asked how we are leveraging our partners as JMCS brings the stability to the relationship. Katherine DeVinna expressed a desire for a one year agreement with each site that details exactly what costs will be reimbursed. Rachael said that such an agreement would be helpful for the business office as they process the reimbursement requests.

C. Policy Discussion: Independent Study (Attachment #10, Page 223)

R.J. Guess stated that he would like the board to approve an independent study policy so that JMCS can create an independent study program to have in the "tool chest" for when it's needed. Reasons an independent study program may be needed at a site could be for budgetary or logistical reasons and program support. Ed Code allows JMCS to have up to 20% of total ADA in an independent study program. The draft of the policy in the packet was created by Charter School Development Center and R.J. said that he customized it due to JMCS' unique structure with vocational training. Board members asked about how independent study works with the Ed Code that allows JMCS to serve adult students in non-contiguous counties and R.J. said that there is no conflict with JMCS allowing up to 20% of total annual ADA in an independent study program and Ed Code. This item will come back to the board as an action item next month.

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

i. Legislative Updates

R.J. Guess reported that AB 709 which states that a charter school is subject to the Ralph M. Brown Act, the Bagley-Keene Open Meeting Act, the Public Records Act, the Political Reform Act, and Government Code 1090 was vetoed. He also reported the SB 322 which was sponsored by Senator Leno is "dead" as Senator Leno has termed out and is no longer a member of the state legislature. He said AB 1198 which is sponsored by California Charter Schools Association is still alive as is SB 739 which prohibits authorizers in negative certification from approving charter schools to locate outside of district boundaries. Michael Corbett said the legislature is now out until January.

E. COO's Report (Katherine DeVinna)

Katherine handed out a report to board members. She stated that she has been using the TinyPulse survey tool to survey staff about ways JMCS can retain teachers and make the school a more attractive place to work. The latest survey was asking staff to pick their ideal work schedule. She reviewed the survey results as shown on the handout. She stated that a semester schedule with summers off was the preferred schedule. R.J. said it has become a struggle for JMCS to retain good teachers and attract new teachers. He said JMCS is losing the most experienced teachers to traditional districts. Discussion with board members included reviewing the teacher's daily rate and using career pathways coaches to continue programming during the summer breaks. R.J. Guess said this will be an ongoing conversation.

Katherine then reviewed Local Control Accountability Plan (LCAP) goals. Katherine will be asking for specific feedback on the goals from board members at a future board meeting.

F. Division Director Reports

i. CCC/LCC Program Update (Kyle Money Penny) (Attachment #11, Page 225)

Kyle Money Penny reviewed his report contained in the board packet. Kyle stated that the local corp programs are doing well. UCCIE has a large potential for growth, but they are restricted on their number of students due to the size of their facility. The CCC is going through a transition period. They are expanding with new residential sites, one which is opening soon. They are struggling with being understaffed. Discussion ensued about how Prop 39 has benefitted JMCS programs. R.J. Guess reported that enrollment in the CCC programs has increased. Gil Botello asked why enrollment is increasing in the CCC programs and not in other programs. Discussion included the benefit of offering a residential program and concentrated recruitment efforts promoting the residential aspect of the program.

ii. Recruitment Report (Lita Lee)

Lita Lee distributed a handout of a PowerPoint presentation to update the board on her recruitment efforts. She also handed out samples of the promotional materials she is using. She led the board through the presentation and materials. She described the relationships she is trying to build with the local schools and districts and her advertising strategy. She said there are three things she would like to concentrate on: strengthening relationships with current partners, paid advertisements and social media, and investing in our students who are JMCS' number one referral source.

Information Items

G. Correspondence:

None.

H. Schedule of Future Board Meetings:

- i. Wednesday, December 14, 2016, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

- ii. Wednesday, January 11, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

9. Request for Agenda Items:

Gil Botello requested a Career Pathways update and expenditure report.

10. Board Attendance at Next Meeting:

- A. Stan Miller: Yes
- B. Michael Corbett: Unsure. He will be traveling out of the country and is not scheduled to return until the day prior to the meeting.
- C. Len Eckhardt: Yes
- D. Sallie Wilson: (not in attendance)
- E. Gil Botello: Yes

ADJOURNMENT

Stan Miller adjourned the meeting at 1:40 p.m.