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John Muir Charter Schools Board of Directors Meeting

Wednesday, December 14, 2016

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 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)
 - ii. 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 November 16, 2016 (Attachment #1, Page 5)

- D. Approval of Vendor Payments 11/1/16 - 11/30/16 (Attachment #2, Page 11)
- E. Approval of New and Termed Employees 11/01/16 -11/30/16 (Attachment #3, Page 23)
- F. First Interim Budget Update 2016-2017: Resolution 16-06 (Attachment #4, Page 25)
- G. Approval of Position Description: Certificated IT Coordinator (Attachment #5, Page 33)
- H. Policy Approval: Independent Study (Attachment #6, Page 37)
- I. Declare as Surplus Inventory: Computer Items, Authorize Donations (Attachment #7, Page 39)

8. Discussion Items

- A. Revised Employee Handbook (Attachment #8, Page 41)
- B. Policy Discussion: Employee Training for Employee Handbook and Employee Policies (Attachment #9, Page 97)
- C. Policy Discussion: Work Permit Policy (Attachment #10, Page 101)
- D. Policy Discussion: Ending the practice of reimbursing client agencies for staffing costs with the start of the 17-18 fiscal year and incorporating the change into the 2017-2018 MOU (Attachment #11 , Page 103)
- E. Policy Discussion: Student Access to LGBTQ Resources Policy (Attachment #12 , Page 125)
- F. Certificated Staff Evaluation (Attachment #13, Page 129)
- G. CEO's Report (R.J. Guess)
- H. COO's Report (Katherine DeVinna) (Attachment #14, Page 137)
- I. Support Services Report (Jayne Smith) (Attachment #15, Page 149)
 - i. Career Pathways:
 - ii. Counseling Services:

9. Information Items

- A. Correspondence:
- B. Schedule of Future Board Meetings:
 - i. Wednesday, January 11, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
 - ii. Wednesday, February 8, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

10. Request for Agenda Items:

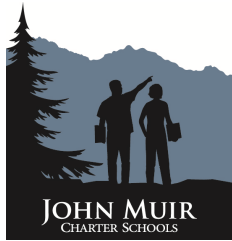
11. Board Attendance at Next Meeting:

- 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 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 12:06 p.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 Sallie Wilson. Other participants in attendance: JMCS CEO R.J. Guess, JMCS COO Katherine DeVinna, JMCS CFO Rachael Navarrete, Director of Workforce Programs Mike Wegner, Director YouthBuild Programs Charley Pratt-Guess, Director of School Support Services Jayne Smith, Administrative Coordinator Kelli Foster, TAC Representative/Teacher Antoine Lagarde, JMCS board member not in attendance: Michael Corbett.

- 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), thanked Gil for suggesting a board report from TAC and asked what the next steps were to get a TAC report on the board agenda. He then spoke about feedback TAC representatives received at the regional working groups regarding how information on board decisions is communicated to teachers at the school sites. He stated that although the board voted to freeze reimbursements to the school sites effective December 1 due to the budget crisis, some teachers at the sites were not aware of that decision and it created some tension between those teachers and client agency staff at the school sites. Antione then thanked Katherine DeVinna for releasing the results of the Tiny Pulse surveys as it contributes to

feelings of teachers voices being heard and then thanked R.J. for taking steps towards making changes to the teacher's work day calendars.

Stan Miller directed R.J. Guess on behalf of the board to add a regular, standing agenda item for a Teacher Advisory Committee report on each month's agenda.

5. Additions to the Agenda

None

6. Adoption of the Agenda

On a motion made by Len Eckhardt and seconded by Gil Botello, 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)
- ii. Personnel Matters - Public Employee Performance Evaluation: Chief Executive Officer (Gov. Code §54957)

Stan Miller moved the board into closed session.

B. Report from Closed Session

The board reconvened in open session and Stan Miller announced there was no action taken in closed session.

C. Approval of Minutes of the Regular Board Meeting of November 16, 2016 (Attachment #1, Page 5)

On a motion by Gil Botello and seconded by Sallie Wilson, the board approved the minutes of the regular board meeting of November 16, 2016 by an unanimous vote.

D. Approval of Vendor Payments 11/1/16 - 11/30/16 (Attachment #2, Page 11)

The board requested that if a payment is an annual or biannual expense, it be noted in the description line of the vendor payment report. On a motion by Gil Botello which was seconded by Len Eckhardt, the vendor payments 11/1/16 - 11/30/16 were unanimously approved.

E. Approval of New and Termed Employees 11/01/16 -11/30/16 (Attachment #3, Page 23)

On a motion by Len Eckhardt and seconded by Gil Botello, the new and termed employees 11/01/16 - 11/30/16 were approved by an unanimous vote.

F. First Interim Budget Update 2016-2017: Resolution 16-06 (Attachment #4, Page 25)

Rachael Navarrete led the board through the narrative of the 2016-17 First Interim Budget. She stated there has been a steady decline in average daily attendance (ADA) which started in the previous year and has continued. ADA is down 272 from the ADA the adopted budget was built on which translates to a reduction of about three million dollars in LCFE funding. Therefore, reductions in expenses have been made including approximately \$600K in administrative staff reductions. She also has gone site by site and investigated where savings can be realized, included staff reimbursement freezes. She reported that the administrative staff had been reduced by approximately 10 FTEs and R.J. Guess added that the school sites staff has been reduced by approximately 8 FTE's. R.J. stated that he will ask the board to increase the percentage of income held as the mandated reserve as part of the 2017-2018 budget adoption process in order to build JMCS reserves back up and to protect against fluctuating ADA.

On a motion by Len Eckhardt, seconded by Gil Botello, the board approved the First Interim Budget by an unanimous vote.

Resolution 16-06: First Interim Budget Update was unanimously approved by the following roll call vote: Miller: Aye, Wilson: Aye, Eckhardt: Aye, Botello: Aye, Corbett: Absent

G. Approval of Position Description: Certificated IT Coordinator (Attachment #5, Page 33)

R.J. Guess stated that the position of IT Director has been cut as a result of the budget crisis and a new reduced position, Certificated IT Coordinator, has been created. This position will work out of the Grass Valley administrative offices. The new position description retains some of same duties as the IT Director, but it is more focused on developing an IT vision for administration and educational services within the school. Stan Miller asked that the salary schedule be included with all positions to be approved in future board packets. On a motion by Gil Botello, seconded by Sallie Wilson, the position description for the Certificated IT Coordinator was unanimously approved.

H. Policy Approval: Independent Study (Attachment #6, Page 37)

On a motion by Len Eckhardt and seconded by Gil Botello, the Independent Study policy was unanimously approved.

I. Declare as Surplus Inventory: Computer Items, Authorize Donations (Attachment #7, Page 39)

On a motion by Sallie Wilson and seconded by Len Eckhardt, the computer items were declared surplus items and the donations were approved unanimously.

8. Discussion Items

A. Revised Employee Handbook (Attachment #8, Page 41)

R.J. Guess stated that he would like to distribute this handbook to employees at the February all staff in-service which means the board would need to take action on it at the February board meeting. The board discussion included the employee rules of contacts, background checks, immigration compliance, standards of dress, and sick leave. The board did request the addition of language that would clarify the fact that only minor students need parent permission in the section “Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission”. This handbook will come back to the board next month as a discussion item.

B. Policy Discussion: Employee Training for Employee Handbook and Employee Policies (Attachment #9, Page 97)

R.J. Guess stated that this policy goes along with the employee handbook as it details how each staff member will get trained in employee and school policies. R.J. said that it is his goal that employees will not be able to start work until the new hire training has happened. There will also be ongoing training including one hour at the start at each annual in-service, monthly policy updates, and required annual training on-line through SafeSchools. This policy will come back to the board as a discussion item next month.

C. Policy Discussion: Work Permit Policy (Attachment #10, Page 101)

Katherine DeVinna said that with the approval of the work experience policies, there is a need for a work permit policy. She said the language is standard from the California Department of Education’s work permit policies but that JMCS added some guidelines as to which students can be considered eligible for a work permit. This item will come back to the board as an action item next month.

D. Policy Discussion: Ending the practice of reimbursing client agencies for staffing costs with the start of the 17-18 fiscal year and incorporating the change into the 2017-2018 MOU (Attachment #11 , Page 103)

R.J. Guess is looking to making formal changes in how we do business with our partner agencies, specifically in the area of reimbursing client agencies for staffing costs. This item was discussed by the board last year when JMCS required 50.5% percent of revenue of a site budget be spent on staffing costs. The rule R.J. wants to enforce across all school sites is that if JMCS pays for an expense with state dollars, JMCS should oversee it, especially staff members. He said there is two initial pieces to this change. The first is the revision of site reimbursement policy and the second is a revised MOU. He informed the board that revisions to the MOU would not include the CCC’s MOU as the CCC MOU is very different from any other client agency because the CCC is a state agency and we do not reimburse the CCC for staff costs. He led the board through the revised MOU and highlighted the changes. R.J. then led the board through the Procedure for Requesting Site Reimbursements from John Muir Charter Schools and said it was updated to match the revised MOU.

E. Policy Discussion: Student Access to LGBTQ Resources Policy (Attachment #12 , Page 125)

Katherine DeVinna reported that this policy is required by state law. This policy will come back to board next month for action.

F. Certificated Staff Evaluation (Attachment #13, Page 129)

R.J. Guess led the board through the changes in the evaluation template from the previous board meeting. Antoine Lagarde, Teacher Advisory Committee (TAC), spoke about TAC's desire to encourage the personal development (PD) of teachers and how they hope the evaluation process will work alongside the teacher's PD goals. R.J. said his goal is that this would not just be an evaluative process, but it's also a growth minded process. Mike Wegner and Charley Pratt-Guess spoke about the formative walkthroughs. R.J. said as JMCS continues to develop a teacher evaluation process, he would like to spend more time with TAC to merge the PD process with it. This item will come back in February as a discussion item.

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

R.J. Guess said he did not have a legislative report as the legislature is not in session. He spoke about organizations questioning JMCS' Ed Code exemption. He's met with the CCC and Local Corps on the issue. He spoke about CCSA's new charter school accountability model. He represented charter schools at the LCAP Criteria 8 Workshop sponsored by West Ed speaking about school climate and culture. He and Katherine DeVinna attended the Charter School Development Center leadership conference.

H. COO's Report (Katherine DeVinna) (Attachment #14, Page 137)

Katherine DeVinna stated that CDE has a new LCAP template based on traditional metrics. She will attend training on the new template with Rachel Wegner, along with staff from NCSOS. She said the LCAP goals have been aligned with WASC goals. She welcomed feedback from the board on the goals. She led the board through the data in her written report. Katherine also gave a short recruitment report on behalf of Lita Lee. She said that JMCS will have a recruitment commercial playing on 55 movie screens throughout California beginning December 16th. She reported that JMCS has been invited to join the LA Collaborative, which is a collaborative of 17 organizations that work together to provide services to transitional and dropout youths. Antoine Lagarde reported that all teaching staff was trained by Lita Lee or Dawn McConnell in retention and recruitment strategies at the regional in-services.

I. Support Services Report (Jayne Smith) (Attachment #15, Page 149)

- i. Career Pathways:
- ii. Counseling Services:

Jayne Smith led the board through her comprehensive written report. Gil Botello thanked her for the report.

9. Information Items

A. Correspondence:

Stan Miller received a letter from Holly Hermansen, NCSOS regarding the LCAP. He requested Kelli Foster send out a copy to all board members.

B. Schedule of Future Board Meetings:

- i. Wednesday, January 11, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
- ii. Wednesday, February 8, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

10. Request for Agenda Items:

None

11. Board Attendance at Next Meeting:

- A. Stan Miller: Yes
- B. Michael Corbett: No
- C. Len Eckhardt: Yes
- D. Sallie Wilson: Not Sure
- E. Gil Botello: Yes

ADJOURNMENT

Stan Miller adjourned the meeting at 2:53 pm.