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John Muir Charter Schools Board of Directors Meeting

Wednesday February 8, 2017

12:00 p.m.

Sacramento Regional Conservation Corps

6101 27th Street

Sacramento, CA 95822

Audio of this meeting will be recorded

REVISED 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 Performance Evaluation: Chief Executive Officer (Gov. Code §54957)

B. Report from Closed Session

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

- D. Approval of Vendor Payments 11/30/16 – 01/27/17 (Attachment #2, Page 11)
- E. Approval of New and Termed Employees 12/01/16 – 01/27/17 (Attachment #3, Page 23)
- F. Revision of the 2016-2017 Track 3 Revenue Calendar Changing December 9, 2016 to a non-ADA collection day. (Attachment #4 , Page 25)
- G. Approval of the 2015-2016 Fiscal Year Auditor’s Report (Attachment #5, under Separate Cover)
- H. Policy Approval: Student Access to LGBTQ Resources Policy (Attachment # 6, Page 27)
- I. Policy Approval: Work Permit Policy (Attachment #7, Page 31)
- J. Policy Approval: Revised Employee Handbook (Attachment #5, Page 33)
- K. Policy Approval: HR Training and Employee Handbook Policy and Procedure (Attachment #9 Page 89)
- L. Policy Approval: Comprehensive School Safety Plan (Attachment #10, Page 93)
- M. Alternative Schools Accountability Model (ASAM): Alternative School of Choice and Charter School Application (Attachment #19, page 195)

8. Discussion Items

- A. 2017-2018 Track 1 and 2 Revenue/Teacher Working Day Calendars (Attachment #11, Page 141)
- B. 2017-2018 Admin and Classified 247 Day Work Calendar (Attachment #12, Page 155)
- C. College Readiness Block Grant Expenditure Plan (Attachment #13, Page 157)
- D. Policy Discussion: Procedure for Requesting Site Reimbursement from John Muir Charter School (Attachment #14, Page 159)
- E. Revision of MOU between John Muir Charter Schools and Client Agencies for 2017-2018 (Attachment #15, Page 161)
- F. Policy Discussion: Student Credit Exemption Policy and Procedural Guidelines (Attachment #16 , Page 181)
- G. 2017-2018 Draft Salary Schedules (Attachment #17, Page 185)
- H. CEO’s Report (RJ Guess)
- I. TAC Report (TAC Representative) (Attachment #18, Page 189)

9. Information Items

A. Correspondence:

B. Schedule of Future Board Meetings:

- i. Wednesday, March 8, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
- ii. Wednesday, April 19, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

10. Request for Agenda Items:

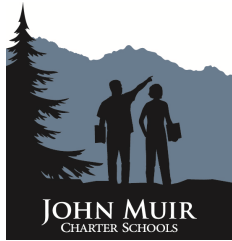
11. Board Attendance at Next Meeting:

- | | |
|---------------------|-----------|
| C. Stan Miller: | Yes or No |
| D. Michael Corbett: | Yes or No |
| E. Len Eckhardt: | Yes or No |
| F. Sallie Wilson: | Yes or No |
| G. 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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6101 27th Street

Sacramento, CA 95822

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MINUTES

1. Meeting Call to Order

Stan Miller called to the meeting to order at 12:05 pm.

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 Michael Corbett and Member Sallie Wilson (arrived at 12:11 pm). Other participants in attendance: JMCS CEO R.J. Guess, JMCS Accountant Rachael Navarrete, Director of Workforce Programs Mike Wegner, Director YouthBuild Programs Charley Pratt-Guess, Administrative Coordinator Kelli Foster, TAC Representative/Teacher Antoine Lagarde, 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.

5. Additions to the Agenda

None.

6. Adoption of the Agenda

On a motion by Michael Corbett which was seconded by Gil Botello, the agenda was adopted by the following vote: three ayes, two absent (Wilson, Eckhart).

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 Performance Evaluation: Chief Executive Officer (Gov. Code §54957)

Stan Miller moved the board into closed session at 12:30 pm.

B. Report from Closed Session

Stan Miller reconvened the board to open session 1:02 pm. He reported that no action was taken in closed session.

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

Stan Miller requested that the names of board members making comments be recorded in the minutes rather than the general term “the board”. On a motion made by Gil Botello which was seconded by Michael Corbett, the minutes of the regular board meeting on December 12, 2016 were approved by the following vote: three ayes, two absent (Wilson, Eckhart).

D. Approval of Vendor Payments 11/30/16 – 01/27/17 (Attachment #2, Page 11)

The board first reviewed the vendor payments dated 11/30/16 – 12/19/16 and then reviewed the vendor payments dated 12/20/16 – 1/27/2017. Sallie Wilson arrived at 12:11 pm. On a motion by Michael Corbett which was seconded by Gil Botello the vendor payments 11/30/16 – 01/27/17 were approved by the following vote: four ayes, one absent (Eckhardt).

E. Approval of New and Termed Employees 12/01/16 – 01/27/17 (Attachment #3, Page 23)

On a motion by Sallie Wilson which was seconded by Gil Botello, the new and termed employees 12/01/16 – 01/27/17 were approved by the following vote: four ayes, one absent (Eckhardt).

F. Revision of the 2016-2017 Track 3 Revenue Calendar Changing December 9, 2016 to a non-ADA collection day. (Attachment #4 , Page 25)

On a motion by Gil Botello which was seconded by Sallie Wilson, the 2016-2017 Track 3 calendar was revised to make December 9, 2016 a non-ADA day by the following vote: four ayes, one absent (Eckhardt).

G. Approval of the 2015-2016 Fiscal Year Auditor’s Report (Attachment #5, under Separate Cover)

Rachael Navarrete presented the Auditor's Report. She highlighted that the auditors reported that JMCS overstated the unduplicated student count which resulted in a reduction of Local Control Funding Formula (LCFF) revenues of \$95,213. She explained the auditor's process in sampling the unduplicated student count. Sallie Wilson asked Rachael if she knows where the error occurred. Rachael stated that she believes it was input error. R.J. Guess then described the process of enrolling students and how student data is entered into the school information system. Stan Miller requested that R.J. Guess conduct a thorough investigation into the matter. R.J. said he has responded to the finding on two levels. First, he ordered a 100% audit on the unduplicated student information and second, he now requires monthly spot checks on the information. He said that Tom Reed, Director of Data and Assessment has been made the supervisor of the registrars per the recommendation of Joyce Montgomery, CSDC, and he and R.J. will have audit oversight over the registrars. On a motion by Michael Corbett which was seconded by Gil Botello, the 2015-2016 Fiscal Year Auditor's Report was approved by the following vote: four ayes, one absent (Eckhardt).

H. Policy Approval: Student Access to LGBTQ Resources Policy (Attachment # 6, Page 27)

On a motion Gil Botello and seconded by Michael Corbett, the Student Access to LGBTQ Resources policy was approved by the following vote: four ayes, one absent (Eckhardt).

I. Policy Approval: Work Permit Policy (Attachment #7, Page 31)

On a motion by Gil Botello which was seconded by Michael Corbett, the Work Permit Policy was approved by the following vote: four ayes, one absent (Eckhardt).

J. Policy Approval: Revised Employee Handbook (Attachment #5, Page 33)

Sallie Wilson suggested several grammatical corrections. Discussion ensued over acceptable and unacceptable behaviors with minor students and edits were made regarding those. On a motion made by Gil Botello and seconded by Sallie Wilson, the Employee Handbook was approved as revised with suggested corrections by the following vote: four ayes, one absent (Eckhardt).

K. Policy Approval: HR Training and Employee Handbook Policy and Procedure (Attachment # Page 89)

On a motion by Michael Corbett which was seconded by Sallie Wilson, the HR Training and Employee Handbook Policy and Procedure was approved by the following vote: four ayes, one absent (Eckhardt).

L. Policy Approval: Comprehensive School Safety Plan (Attachment #10, Page 93)

R.J. Guess said this is the annual update to the comprehensive school-wide safety plan. On a motion by Sallie Wilson which was seconded by Michael Corbett, the Comprehensive School Safety Plan was approved by the following vote: four ayes, one absent (Eckhardt).

M. Alternative Schools Accountability Model (ASAM): Alternative School of Choice and Charter School Application (Attachment #19, page 195)

R.J. Guess reported that applying as an alternative school of choice means that JMCS will not be subject to the California Charter Schools Association academic accountability framework that is not favorable to schools with the type of student population that JMCS serves. One of the qualifiers to apply for ASAM is that a school must be a 100% dropout recovery program. JMCS meets that qualification. Stan Miller summarized why CCSA developed the criteria for the accountability framework and how charter authorizers can use the information to decide to re-authorize charter schools. He stated that ASAM provides an alternate to CCSA's framework for charter schools that don't fit within the traditional model that CCSA's framework measures. Stan stated he strongly supports JMCS' ASAM's application. On a motion by Gil Botello which was seconded by Michael Corbett, the Alternative Schools Accountability Model (ASAM): Alternative School of Choice and Charter School Application was approved by the following vote: four ayes, one absent (Eckhardt).

8. Discussion Items

A. 2017-2018 Track 1 and 2 Revenue/Teacher Working Day Calendars (Attachment #11, Page 141)

R.J. Guess stated that he drafted two operating calendars for the 2017-2018 school year that were distributed to JMCS staff and partner agency site directors. He asked for comments on the calendars and the board packet contains all the comments he received. He said these calendars incorporate big changes from the current teacher working day calendars. Non-ADA days will not be work days for certificated staff. This will create a 189-working day calendar for certificated staff. Classified staff, administrative and career pathways staff will continue on a 247-work day calendar. R.J. said this will allow JMCS to continue to offer a year round program as the non-ADA days will be focused on career pathways instruction. Antoine Lagarde said the comments he received through TAC indicate to him that teachers are confused about the changes and that he will speak more about that in his TAC report later in the meeting. R.J. said that he answered all the questions he received about the calendars and that many of the questions concerned vacation and sick time. Mike Wegner commented that the feedback he received from staff included teachers wanting additional days for prep and planning. He said client agencies are concerned about having a break in the academic structure. Gil Botello asked about paid holidays for certificated staff. Stan said it's standard for teachers to only get paid for actual days worked. Stan commented that when he first came on the board, the board approved a certificated salary schedule that was revised to be more competitive with other districts due to the additional days JMCS teachers work. He said that if JMCS changes the certificated work schedule to go back to a more traditional model that we must be sure that the daily rate is still competitive. R.J. responded that he will provide the daily rate analysis to the board. R.J. said that teacher comments indicate that money is not the issue for teacher job satisfaction. Teachers want more time off.

B. 2017-2018 Admin and Classified 247 Day Work Calendar (Attachment #12, Page 155)

R.J. Guess stated that the 247-day work calendar is the work calendar for all administration and classified staff including career pathways staff, instructional aides and registrars. The 2017-2018 calendar has no changes in work days from the prior year's calendar.

C. College Readiness Block Grant Expenditure Plan (Attachment #13, Page 157)

R.J. Guess reported that JMCS received \$207,106 in college readiness funds. He would like to use the funds to help students get past barriers into community college, which for JMCS students are the lack of basic skills. He would do this by using the funds to support two staff positions that focus on data and the assessment of student's basic skills and the purchase of basic skills remediation curriculum. This item will come back to the board for approval next month.

D. Policy Discussion: Procedure for Requesting Site Reimbursement from John Muir Charter School (Attachment #14, Page 159)

Stan Miller commented that this item and the next agenda item are very similar and discussion about this item will cover the next item as well as they go together. R.J. said the main issue for the change in partner agencies requests for site reimbursements is the elimination of the reimbursement of partner agency staff and this change will be reflected in the revised MOU. He has received significant pushback from only one site. At that site, JMCS reimburses the client agency for 90% of three employee's payroll costs. R.J. feels that if JMCS is paying the costs of the employee, the employee should be overseen by JMCS administration. R.J. has been encouraging partner agencies to contact board members with concerns. Board members in attendance indicated they have not received any comments or concerns from sites. Mike Wegner said he has received similar pushback from one client agency. Stan asked about the reimbursement for rent. R.J. explained why he has not put caps on facility rents. Gil Botello would like to see conversations with new potential sites begin with asking what the agencies can bring in-kind, specifically with facilities so that JMCS would not have to pay for rent. This item will come back to the board next month for action.

E. Revision of MOU between John Muir Charter Schools and Client Agencies for 2017-2018 (Attachment #15, Page 161)

Discussion on this topic was included in the comments made for the previous agenda item. Gil Botello suggested a wording change in Section 7A which Mike Wegner expanded upon. This item will come back to the board next month for action. R.J. said that he will contact JMCS partner agencies once again so that they will know about the potential approval and can reach out to board members to comment if they wish.

F. Policy Discussion: Student Credit Exemption Policy and Procedural Guidelines (Attachment #16 , Page 181)

R.J. Guess stated that this policy has been updated to include incarcerated students. This item will come back to the board as an action item next month.

G. 2017-2018 Draft Salary Schedules (Attachment #17, Page 185)

R.J. Guess stated that there are no changes on the 2017-2018 salary schedule from the current year schedule. This item will come back as an action item next month.

H. CEO's Report (RJ Guess)

R.J. Guess stated that he did not have a written report. He acknowledged Mike Wegner and Katherine DeVinna who attended a California Charter Schools Association meeting on the academic accountability framework. Mike Wegner said that although CCSA did seem open to

working with JMCS in order to be more accurate in the data reported for dropout and recovery schools, he does not think they are interested in making any changes to the information that has already been submitted. R.J. says CCSA has always been supportive and they like what we do for the charter movement but our school does not align perfectly with the other traditional charter schools they represent. He attends the advocacy meetings and regional meetings.

R.J. reported that he announced to staff at Western Sierra YouthBuild that the site will close at the end of the school year. The administrative staff working out of the WSYB site will move to different offices.

I. Teacher Advisory Committee (TAC) Report (TAC Representative) (Attachment #18, Page 189)

Antoine Lagarde began by highlighting the pictures of TAC representatives. He said TAC is doing their best to represent the geography of JMCS teachers. He then went through his written report. He thanked the board, R.J. and Katherine for hearing teacher concerns about the teacher work day calendars. He summarized the comments TAC has received about the work day calendars. TAC has heard concerns from teachers about coordinating career pathways programming during the trimester breaks when teachers are not in the classroom. Antoine said that career pathways staff are very reliant on teachers being in charge of the classroom and it may be a challenge for some career pathways staff to not have the teacher present. He would like to have conversations about the possibility of having teachers work extra days so that they could be on site if needed and the necessity of having adequate support for the career pathways staff from the client agency. He feels there needs to be very clear communication in explaining the changes in the calendars to staff. He believes that the site lead teachers need to be trained on the changes and they can then assist staff members with questions and that the in-service would be a prime opportunity to hold this training. He thinks the new teacher work day calendars will create tension between client agency and classified staff and training site leads on the calendar changes will help to alleviate the tension. Antoine asked for recommendations from board members as to what TAC could report on. Discussion ensued about report topics, site presentations, TAC's feedback on agenda items and sharing student successes. Antoine shared that two San Francisco students have been awarded full four-year scholarships from the Academy of Art in San Francisco.

9. Information Items

A. Correspondence:

Stan Miller reported that he received a letter from Community Action Partnership (the client agency for Youth Connections Santa Rosa and Youth Connections Healdsburg). He said it is a pushback letter on the MOU changes. Stan has prepared a response that was mailed out. This will be agenda item at the next meeting.

B. Schedule of Future Board Meetings:

- i. Wednesday, March 8, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
- ii. Wednesday, April 19, 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:

- Stan Miller: Yes
- Michael Corbett: Yes
- Len Eckhardt: Yes
- Sallie Wilson: No
- Gil Botello: Yes

ADJOURNMENT

Stan Miller adjourned the meeting at 3:03 pm.