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John Muir Charter Schools Board of Directors Meeting

Wednesday March 8, 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 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 February 8, 2016 (Attachment #1, Page 5)

- D. Approval of Vendor Payments 1/28/2017 - 2/24/2017 (Attachment #2, Page 13)
- E. Approval of New and Termed Employees 1/1/2017 - 2/28/2017 (Attachment #3, Page 25)
- F. Approval of Second Interim Budget (Attachment #4, Page 27)
- G. Approval of Resolution 17-01: Second Interim Budget (Attachment #5, Page 35)
- H. Approval of 2017-2018 Revenue/Work Day Calendars (Attachment #6, Page 37)
- I. Approval of College Readiness Block Grant Expenditure Plan (Attachment #7, Page 41)
- J. Policy Approval: Procedure for Requesting Site Reimbursement from John Muir Charter School (Attachment #8, Page 43)
- K. Approval of 2017-2018 MOU between John Muir Charter Schools and Client Agencies (Attachment #9 , Page 45)
- L. Policy Approval: Student Credit Exemption Policy and Procedural Guidelines (Attachment #10 , Page 65)
- M. Approval of 2017-2018 Salary Schedules (Attachment #11, Page 69)
- N. Declare Inventory Surplus for Sale or Donation (Attachment #12 , Page 73)

8. Discussion Items

- A. Recruitment Update (Lita Lee and Dawn McConnell) (Attachment #13, Page 75)
- B. Policy Discussion: Independent Study Policy (Attachment #14, Page 81)
- C. Response to Correspondence from Community Action Partners
- D. CEO's Report (RJ Guess)
- E. COO's Report (Katherine DeVinna)
- F. TAC Report (TAC Representative) (Attachment #15, Page 89)

9. Information Items

- A. Career Pathways Trust Grant Newsletter (Attachment #16, Page 93)
- B. Correspondence:
- C. Schedule of Future Board Meetings:
 - i. Wednesday, April 19, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
 - ii. Wednesday, May 17, 2017, 10 am at Sacramento Regional Conservation Corps, 6101

27th Street, Sacramento, CA 95822

10. Request for Agenda Items:

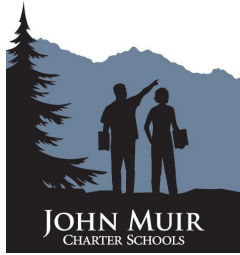
11. Board Attendance at Next Meeting:

D. Stan Miller:	Yes or No
E. Michael Corbett:	Yes or No
F. Len Eckhardt:	Yes or No
G. Sallie Wilson:	Yes or No
H. 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 12:10 pm.

2. Introduction and Welcome

Stan Miller welcomed all the participants.

3. Introduction of Participants:

Board Chairman Stan Miller, Member Gil Botello, Member Michael Corbett and Member Len Eckhardt. Other participants in attendance: JMCS CEO R.J. Guess, JMCS COO Katherine DeVinna, JMCS Accountant Rachael Navarrete, Director of Central Region Charley Pratt-Guess, Administrative Coordinator Kelli Foster, TAC Representative/Teacher Antoine Lagarde, Deputy Director of Outreach & Partnerships Dawn McConnell and Nevada County Superintendent of Schools Holly Hermansen. 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.

No public comments.

5. Additions to the Agenda

None.

6. Adoption of the Agenda

On a motion made by Michael Corbett and seconded by Gil Botello, the agenda was adopted by the following vote: four ayes, one absent (Wilson).

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 12:14 pm.

B. Report from Closed Session

The board returned to open session at 12:41 pm. Stan Miller reported that no action was taken in closed session.

C. Approval of Minutes of the Regular Board Meeting of February 8, 2016 (Attachment #1, Page 5)

Gil Botello made a motion to approve the minutes of the regular board meeting on February 8, 2017 which was seconded by Michael Corbett. The motion passed with four ayes and one absent (Wilson).

D. Approval of Vendor Payments 1/28/2017 - 2/24/2017 (Attachment #2, Page 13)

On a motion by Gil Botello which was seconded by Len Eckhardt, the vendor payments 1/28/2017 – 2/24/2017 were approved by a vote of four ayes and one absent (Wilson).

E. Approval of New and Termed Employees 1/1/2017 - 2/28/2017 (Attachment #3, Page 25)

Stan Miller asked why the list of terminated employees was much longer than in previous months. R.J. Guess said that the list of termed employees reflects the bulk of layoffs due to the administrative restructuring that took effective in January. On a motion by Len Eckhardt which was seconded by Michael Corbett the new and termed employees 1/1/2017 – 2/28/2017 were approved with the following vote: four ayes and one absent (Wilson).

F. Approval of Second Interim Budget (Attachment #4, Page 27)

Rachael Navarrete presented the second interim budget. She reported that sites are still struggling to bring up enrollment and the second interim budget reflects a reduction of 20.47

ADA from the first interim budget. She said that the bulk of the staff layoffs shown in the termed employees report were reflected in the first interim budget and that is why there is no overall reduction for salaries shown in the second interim. She reported the yearend balance to be \$981,193 and stated that she is looking at how the restructuring of staff and the revision of the MOU and site reimbursement policy will affect the multi-year projections. R.J. Guess said that JMCS administration anticipated that this would be a difficult year and that budget cuts were inevitable. He said that is why student recruitment has been highlighted. He told the board that effective July 1st, he would like to institute a strategic reserve fund in order to rebuild the reserves in order to have funds to help in future years when ADA is low. He said that fluctuating ADA is a reality of JMCS. He reported that discussions are continuing for programs that will be closed at the end of the year. Gil Botello commented that he appreciates R.J.'s proactive stance on the budget. R.J. said he wanted to emphasize that he is always trying to balance cutting the budget while making the least impact on students. This is why he has brought the revised MOU and changes to site reimbursements to the board for approval. R.J. said that he will meet with partnering agencies about the changes to the MOU. Stan Miller stated that he would like to see what the actual savings will be to the site budgets by the implementation of the revised MOU and site reimbursement policy. R.J. agreed to bring such an analysis of actual savings to the board at the May meeting. On a motion by Len Eckhardt, seconded by Gil Botello, the Second Interim Budget was approved by a vote of four ayes and one absent (Wilson).

G. Approval of Resolution 17-01: Second Interim Budget (Attachment #5, Page 35)

On a motion by Michael Corbett and seconded by Len Eckhardt Resolution 17-01: Second Interim Budget was approved by the following roll call vote: Miller: aye, Corbett: Aye, Eckhardt: Aye, Botello Aye, Wilson: Absent.

H. Approval of 2017-2018 Revenue/Work Day Calendars (Attachment #6, Page 37)

R.J. Guess reported that certificated teachers would be switching to a 192-day calendar for 2017-2018. The 247-day calendar is for classified and administrative staff. R.J. noted that Feb 5, 2017 should be noted as a regional working day on the trimester and semester calendars. R.J. also said that the planning day in July on the semester calendar should be changed from July 31 to July 3. Gil Botello asked about the CCC's comments on the calendars. R.J. stated that he did not receive any feedback from the CCC on the calendars. He said that the CCC is happy about having focused instructional time for vocational training/career pathways. Stan Miller asked Antoine Lagarde if TAC had any additional comments. Antoine stated that TAC is satisfied with the calendar. On a motion by Gil Botello, seconded by Michael Corbett, the 2017-2018 Revenue/Work Day Calendars were approved as amended by the following vote: four ayes and one absent (Wilson).

I. Approval of College Readiness Block Grant Expenditure Plan (Attachment #7, Page 41)

This item was reviewed by the board last month. On a motion by Michael Corbett and seconded by Len Eckhardt, the College Readiness Block Grant Expenditure Plan was approved with four ayes and one absent (Wilson).

J. Policy Approval: Procedure for Requesting Site Reimbursement from John Muir Charter

School (Attachment #8, Page 43)

R.J. Guess stated that a partner agency requested clarification on the timeline for site reimbursements. R.J. said that he would like remain empowered to negotiate amendments to the MOUs with established sites, on a case by case basis, so that they could receive reimbursements (for non-staffing, non-rent costs) leading up to P1 and that it would only be new sites that cannot seek reimbursement until the P1 attendance date. Antoine Lagarde said TACs concern is how the change in the site reimbursement policy will be communicated to lead teachers and site supervisors. He would like the JMCS staff on sites to be informed at the same time or before the client agency is informed so that JMCS staff can be proactive rather than reactive and he requests that site staff receive coaching on how to work with the client agency. R.J. spoke about the reality of the process of rolling out the revised MOU and policy. Once the revised policy and MOU is approved, he will send it to JMCS staff and partner agencies. He will need to meet with each client agency individually to renegotiate the MOU for each site. It will take some time and he wants staff to know that he that it is a delicate process and that he is putting student and staff needs first over the client agencies.

On a motion by Gil Botello, seconded by Michael Botello, the Procedure for Requesting Site Reimbursement from John Muir Charter Schools was approved by a vote of four ayes with one absent (Wilson).

K. Approval of 2017-2018 MOU between John Muir Charter Schools and Client Agencies (Attachment #9 , Page 45)

R.J. Guess stated that no changes had been made from the review at the previous board meeting. On a motion by Michael Corbett and seconded by Gil Botello, the 2017-2018 MOU between John Muir Charter Schools and Client Agencies was approved with four ayes with one absent (Wilson).

L. Policy Approval: Student Credit Exemption Policy and Procedural Guidelines (Attachment #10 , Page 65)

Katherine DeVinna reminded the board that the policy has been updated to include AB 2306, incarcerated students, and expands a teacher's ability to verify a student's status. Michael Corbett noted a spelling error in the policy. On a motion by Len Eckhardt and seconded by Gil Botello, the Student Credit Exemption Policy and Procedural Guidelines approved as revised to correct the spelling error by a vote of four ayes with one absent (Wilson).

M. Approval of 2017-2018 Salary Schedules (Attachment #11, Page 69)

R.J. Guess reviewed the salary schedule schedules. He then reviewed the salary comparison study that compares JMCS certificated teacher salaries with the certificated teacher salaries of teachers in various school districts across California. On a motion by Len Eckhart which was seconded by Michael Corbett, the 2017-2018 salary schedules were approved by a vote of four ayes and one absent (Wilson).

N. Declare Inventory Surplus for Sale or Donation (Attachment #12 , Page 73)

R.J. Guess stated that with the closing of Western Sierra YouthBuild and the moving of the administrative office, JMCS will need to sell or donate those items that cannot be distributed to other sites. He said that JMCS was approached by the Nevada County Arts Council and they requested that we donate a laptop to their organization. Holly Hermansen said Nevada County Superintendent of Schools may be interested in purchasing some of the listed tools and may even be interested in purchasing the Ford E350 van. Gil Botello asked how the sale of the surplus inventory will take place. R.J. said that some of the larger items will be listed for sale in local classified ads and that WSYB will hold a garage sale at the end of the school year. On a motion by Gil Botello, seconded by Michael Corbett, the Inventory Surplus for Sale or Donation was approved by the following vote: 3 ayes and 1 absent (Wilson), 1 abstain (Miller).

Len Eckhardt made a motion to donate the HP Laptop Serial #CND63471HP4 to the Nevada Council Arts Council. The motion was seconded by Michael Corbett and was approved by the following vote: 3 ayes and 1 absent (Wilson), 1 abstain (Miller).

8. Discussion Items

A. Recruitment Update (Lita Lee and Dawn McConnell) (Attachment #13, Page 75)

Dawn McConnell presented the recruitment report that she and Lita Lee prepared. She spoke about the different methods of outreach they are using to reach potential students. She said each method has a benefit and that it is hard to pinpoint and the best outreach mode. She's concentrating on using Indeed to reach potential students as it's a free resource and it has a good response rate. Stan Miller stated that he spoke with Lita Lee about the difficulty of determining the best method of reaching potential students as students are able to check more than one response as to how they heard about JMCS on the enrollment forms and suggested that students be asked to rank the responses so the methods can be analyzed and the data is not diluted. Dawn and Lita will bring forward recommendations on which efforts to continue. Dawn showed the board samples of the materials that sites have been given so staff and current students can hand them out to potential students. Dawn highlighted that over 1,000 students have enrolled since recruitment efforts have begun in October. Discussion ensued about student enrollment and historical trends. Stan said the next level of recruitment reports need to come from R.J. so that the board can determine whether or not the recruitment efforts are bringing in additional students and revenue and the recruitment efforts are cost effective. Dawn stated that she and Lita are attending conferences to meet with other organizations to build partnership and network to obtain student referrals. They are also meeting with county and system contacts to establish relationships. R.J. said that building referral pipelines is the best tool to keep our programs in the minds of agencies who need to place students. Gil Botello asked how often they get out in front of the students. Dawn replied that she and Lita are not able to get in front of the students as much as they would like but they do speak to many potential students over the telephone. They facilitate contact between the potential students and other JMCS staff. Stan thanked Dawn for the update.

B. Policy Discussion: Independent Study Policy (Attachment #14, Page 81)

This item was tabled.

C. Response to Correspondence from Community Action Partners

R.J. Guess said that when the letter from Community Action Partners (CAP) Sonoma about permissible reimbursements came, he responded immediately and told CAP Sonoma a letter from the Board would be forthcoming. The Board directed R.J. to draft a letter of response and bring it back for approval at the next board meeting.

D. CEO's Report (RJ Guess)

R. J. Guess stated that he is in negotiations with four programs as possible new partners. He said there are several charter school bills in the legislation, but that none of them really apply to JMCS. Holly Hermansen stated that there is a bill that would remove charter oversight from county offices.

E. COO's Report (Katherine DeVinna)

Katherine DeVinna said that the in-service went very well and acknowledged Kelli Foster and Rachel Wegner for their work on planning the event. She also acknowledged the Career Pathway Specialists who played a major role in the in-service. She thought the addition of the coaches added a good energy. Stan Miller agreed with her. She said the WASC report is currently in process. Rachel Wegner is heading up the work on the report. She said that three years ago, JMCS set a goal of sustainable lifelong employment for every student. The data being collected for the WASC report shows that the efforts to instill rigor is working. R.J. said the all staff in-service is one of the most fantastic things JMCS does as a school for training teachers. Stan said that it's important to a school that has a propensity for isolation. He said it's good to bring staff together to learn and share.

F. TAC Report (TAC Representative) (Attachment #15, Page 89)

Antoine Lagarde shared that he believed that the in-service created unity between the Career Pathways staff and teachers. He said the big takeaway for teachers is that they are excited to be using career curriculum in classroom to build literacy, life skills and help with professional goal setting. He summarized the TAC report and discussed teacher attrition, recruitment of students and presented a success story from Operation New Hope. He spoke about TACs desire to create branding and networking that supports JMCS as an "education to employment" program. Charley Pratt-Guess told Antoine that JMCS administration has been discussing changing the school mission statement and will be reaching out to the teachers and sites for their input in order to align it more with Career Pathways. Antoine believes that the change in the mission statement would encourage other school districts to see JMCS not as competition for students, but more of an auxiliary service to the students. Dawn requested that Antoine encourage teachers to submit success stories and pictures to Dawn and Lita for use in recruitment materials.

9. Information Items

A. Career Pathways Trust Grant Newsletter (Attachment #16, Page 93)

Katherine DeVinna reported that the Career Pathways Trust Program newsletter is put together by the CP specialists and administrative staff and contains updates and information for each region in Career Pathways.

B. Correspondence:

None.

C. Schedule of Future Board Meetings:

- i. Wednesday, April 19, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
- ii. Wednesday, May 17, 2017, 10 am at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

10. Request for Agenda Items:

None.

11. Board Attendance at Next Meeting:

- | | |
|---------------------|----------|
| D. Stan Miller: | Yes |
| E. Michael Corbett: | Yes |
| F. Len Eckhardt: | Yes |
| G. Sallie Wilson: | (Absent) |
| H. Gil Botello: | Yes |

ADJOURNMENT

Stan Miller adjourned the meeting at 2:32 pm.