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John Muir Charter Schools Board of Directors Meeting

Wednesday April 19, 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 March 8, 2016 (Attachment #1, Page 5)

- D. Approval of Vendor Payments 2/25/17 - 3/31/17 (Attachment #2, Page 13)
- E. Approval of New and Termed Employees 2/27/17 - 3/31/17 (Attachment #3, Page 29)
- F. Declare Inventory Surplus for Sale or Donation (Attachment #4 , Page 31)

8. Discussion Items

- A. Discussion of Administrative Structure for 2017-2018
- B. CEO's Report (RJ Guess) (Attachment #5, Page 33)
- C. Discussion of Creation of Strategic Reserve Fund
- D. LCAP Update
- E. COO's Report (Katherine DeVinna)
- F. Discussion of dates for JMCS Governing Board Meetings in 2017-2018 school year (Attachment #6, Page 35)
- G. TAC Report (TAC Representative) (Attachment #7, Page 37)
- H. Response to Correspondence from Community Action Partners

9. Information Items

- A. Correspondence:
- B. Schedule of Future Board Meetings:
 - i. Wednesday, May 17, 2017, 10 am at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
 - ii. Wednesday, June 14, 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:

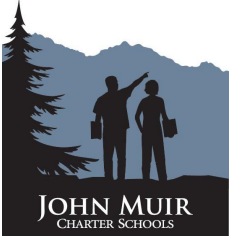
- C. Stan Miller: Yes or No
- D. Michael Corbett: Yes or No
- E. Len Eckhardt: Yes or No
- F. Sallie Wilson: Yes or No
- G. Gil Botello: Yes or No

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 Administrative Office, 117 New Mohawk Road, Ste. F, Nevada City, CA 95959
- John Muir Charter Schools Website: <http://www.johnmuirs.com>



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Sacramento Regional Conservation Corps

6101 27th Street

Sacramento, CA 95822

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MINUTES

1. Meeting Call to Order

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

2. Introduction and Welcome

Stan Miller welcomed everyone to the meeting.

3. Introduction of Participants:

Board Chairman Stan Miller, Member Gil Botello, Member Michael Corbett, Member Sallie Wilson and Member Len Eckhardt. Other participants in attendance: JMCS Chief Executive Officer (CEO) R.J. Guess, JMCS Chief Operations Officer (COO) Katherine DeVinna, Director of Central Region Charley Pratt-Guess, Director of Southern Region Michael Wegner, Administrative Coordinator Kelli Foster, TAC Representative/Teacher Anna Pizelo, and Nevada County Superintendent of Schools Holly Hermansen.

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 Sallie Wilson, the agenda was unanimously adopted.

R.J. Guess recognized Holly Hermansen, Nevada County Superintendent of Schools who is retiring from the superintendent position effective August 1, 2017, and Katherine DeVinna, JMCS COO, who has resigned from her position effective May 1, 2017, giving them each a vest and a trophy. Stan Miller thanked both Holly and Katherine for their service to JMCS staff and students on behalf of the board.

7. Action Items

A. Closed Session:

- ii. Pending/Existing Litigation (non-settlement) - Conference with Legal Counsel - Existing Litigation: FIELD (Gov. Code § 54956.9(d)(1))
- iii. Personnel Matters - Public Employee Performance Evaluation: Chief Executive Officer (Gov. Code §54957)

Len Eckhardt and Gil Botello arrived at the meeting at 12:12 pm. Stan Miller moved the Board into closed session at 12:13 pm.

B. Report from Closed Session

The board came back to open session at 12:37 pm. Stan Miller reported that the Board authorized Stan and R.J. Guess to select a consultant to mentor and coach R.J. by the next board meeting. The consultant will be announced at the next board meeting.

C. Approval of the Minutes of the March 8, 2017, Board Meeting. (Attachment #1, Page 5)

On a motion by Gil Botello which was seconded by Michael Corbett, the minutes of the March 8, 2017 board meeting were unanimously approved.

D. Approval of Vendor Payments 2/25/17 - 3/31/17 (Attachment #2, Page 13)

On a motion by Gil Botello and seconded by Sallie Wilson, the vendor payments 2/25/17 – 3/31/17 were unanimously approved.

E. Approval of New and Termed Employees 2/27/17 - 3/31/17 (Attachment #3, Page 29)

On a motion by Len Eckhardt seconded by Michael Corbett, the new and termed employees 2/27/17 – 3/31/17 were unanimously approved.

F. Declare Inventory Surplus for Sale or Donation (Attachment #4 , Page 31)

R.J. Guess stated that all items listed are from Western Sierra YouthBuild. There may be new sites opening in the near future and if they can use the items, they will be moved to the new site instead of sold. On a motion by Gil Botello seconded by Sallie Wilson, the inventory was unanimously declared surplus.

8. Discussion Item

A. Discussion of Administrative Structure for 2017-2018

R.J. Guess stated that with resignation of Katherine DeVinna, COO, there is an opportunity to review the administrative structure of the school and asked for the Board's input. Sallie Wilson agreed that it is a good time to review the leadership structure and make changes but any changes should be based on what R.J. foresees in the the next three years for the school and goals he has. Stan Miller asked if Joyce Montgomery provided any feedback when she was hired to review the administrative structure and positions that would be helpful in this situation. R.J. replied that Joyce recommended that JMCS keep regional management and a chief operations officer since much of the CEO position is not directly tied to classroom operations. R.J. spoke about the succession of leadership and grooming leaders from within the school. He believes it is very effective and important to school operations have a COO. Stan Miller spoke about budgetary constraints and asked R.J. for his thoughts in how to fill the position given the fact that the school is in a budget crisis. R.J. said that he would like to appoint two people to interim positions until the end of the year. He would like to have a discussion with the administrative team during the next two months, about shifting roles and responsibilities. He would like to fill the COO position with a current staff member. Gil Botello asked for a future agenda item to discuss the COO position and administrative structure. He would like an open ended discussion without being asked to approve a staffing proposal. He doesn't want to be reactive but to move forward in this process thoughtfully. Michael Corbett wants to be sure that any restructuring does not diminish the school capabilities either educationally or administratively. Mike Wegner said that he believes the COO position is crucial to the school due to the different sphere of influence the position has from the directors or the CEO's sphere of influence. Stan said that as the school has to figure out how the administrative work that needs to be done is going to get accomplished within the available resources.

B. CEO's Report (RJ Guess) (Attachment #5, Page 33)

R.J. reported that the two JMCS administrative offices moved to one new location. He said that he is making two interim personnel changes. Dawn McConnell will be the interim Northern Regional Director. Stan Miller asked about who will doing Dawn's prior job of Deputy Director of Partnerships and Outreach. R.J. said that Dawn is still working in that role as she is not taking over all the northern sites R.J. and Katherine DeVinna had as northern directors. R.J. will keep some of the sites underneath him. He distributed a handout regarding a bill authored by Assembly Member McCarty that would allow the California Conservation Corps (CCC) to bring in corpsmembers who are on probation or supervision. R.J. discussed this legislation with Bruce Saito, Executive Director of the CCC, who is in favor of the bill. R.J. wrote a letter of support for the bill. He reviewed the other legislation summarized in his report contained in the board packet.

C. Discussion of Creation of Strategic Reserve Fund

R.J. Guess said that as JMCS is developing the 2017-2018 budgets, he is looking at ways to build up the fund reserves that have been exhausted during the years of low enrollment. He would like to create a strategic reserve fund that could only be used in certain circumstances with board approval. He would like to get back to 15% -17% of revenue in a reserve account. Len Eckhardt asked about the impact it would have at the site levels. R.J. said that as the site budgets are now, sites can't afford to withhold more than an extra 1% of revenue to put in a reserve account. Stan Miller asked if R.J. would develop a policy and process to govern the creation and use of such an

account. R.J. said yes, and he it would take several discussions with the board to create the policy and procedures. Stan asked if there are other schools who have established such a fund. Holly Hermansen reported that the Nevada County Board of Education has established a reserve fund and most of the schools in Nevada County have as well. She believes it is a wise thing to do so that schools have resources when ADA fluctuates. R.J. will bring this item back as a discussion item with a sample policy and procedure.

D. LCAP Update

Katherine DeVinna presented a PowerPoint presentation of the Local Control Accountability Plan (LCAP) template for 2016-2017. The state has a new LCAP template and the template is not available online so she and Rachel Wegner created a Google Doc to input the required information. Katherine said the goal of her PowerPoint presentation was to familiarize the Board with the new format and with what they will need to read and give feedback on at the public hearing in May. Katherine says the LCAP report gives JMCS the chance to report on what our school has accomplished through the year. She and Rachel have worked to align the LCAP goals to the WASC goals so that the LCAP and WASC data is seamless. She said that while the annual update is now organized better, it's still very long. There are three goals. She explained how she and Rachel went through the goals and metrics used in WASC and the school action plan and implemented them in the LCAP. She told the board that they need to review each section of the goals and supporting information. Each section has a checkbox for "new", "modified" and "unchanged". If the section is marked "unchanged" the information is unchanged from prior years but most sections have slight changes. R.J. said that there will be a public hearing for the LCAP and annual budget at the May board meeting and will be up for adoption by the board at the June meeting. Rachel Wegner will present the LCAP at those meetings. Stan Miller asked about how JMCS makes the LCAP available to the constituencies. Katherine stated that the document goes out to the staff in the Curriculum Corner update, it's discussed at the staff in-services and it's uploaded to the public website. She asked that it be sent out to all JMCS partners as well.

(Holly Hermansen left the meeting to attend the Nevada County Board of Education meeting.)

E. COO's Report (Katherine DeVinna)

Katherine DeVinna stated that she is creating a spreadsheet with her duties and details of the COO position. She thanked the board for their leadership, expressed her appreciation of R.J. Guess and JMCS for the opportunities afforded to her over the eleven years of her employment.

F. Discussion of dates for JMCS Governing Board Meetings in 2017-2018 school year (Attachment #6, Page 35)

R.J. Guess said that he did a comparison of JMCS board dates versus Nevada County Board of Education (NCBOE) meeting dates as R.J. attends all the NCBOE meetings. He said his attendance at the meetings goes a long ways in growing relationships with NCBOE board members. He said that NCBOE changed their board meeting dates so that they fall on the same day as JMCS board meetings. R.J. arranged the proposed meeting dates so that the majority of the meetings do not conflict with NCBOE meetings. Stan Miller wants to verify that the Brown Act does not require boards to meet on the same day each month (i.e. the second Wednesday) for consistency. The time of the meeting on May 17, 2017 was switched from 10 am to 12 pm.

G. TAC Report (TAC Representative) (Attachment #7, Page 37)

Anna Pizelo represented the Teacher Advisory Committee (TAC) and presented the report. She discussed two topics: Career Pathways bridge courses and school site successes. She said that it's exciting to see how career pathways (CP) is integrating into the classroom. She said there have been challenges at each stage of involvement. As classrooms have been implementing bridge courses, teachers have given feedback about the need to adapt the courses to the type of classroom it's being taught in. One of the challenges teachers have shared is that the three bridge courses that are offered require a lot of direct instruction which can be difficult when students are moving through the school at different rates. She said that a large amount of scaffolding is required as the reading level of the bridge courses is above the reading level of the majority of our students. TAC would like to be part of the solution and aide in finding coursework that could be completed independently by students or that is more accessible to certain sites. Anna then highlighted Western Sierra YouthBuild's success story in building a bird house condo as part of a community fundraiser. Stan Miller was on the committee to plan the event and said it was a true collaboration between the community and the school. Stan Miller thanked Anna for the report.

H. Response to Correspondence from Community Action Partners

R.J. Guess reported that he did not draft a letter to Community Action Partners of Sonoma (CAP Sonoma) in response to correspondence from them because he and Katherine met with Jaime Padilla, Chairman of the Board of CAP Sonoma, in person. R.J. will continue to have discussions with CAP Sonoma to see if there a fiscal way to continue with the partnership.

9. Information Items

A. Correspondence:

None.

B. Schedule of Future Board Meetings:

- ii. Wednesday, May 17, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
- iii. Wednesday, June 14, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

10. Request for Agenda Items:

A discussion item regarding the administrative structure was requested by Gil Botello. Stan Miller requested a discussion item regarding the mid-cycle WASC review and invited board members to join him at the WASC visit exit interview on Thursday, April 27, 2017 at Western Sierra YouthBuild.

11. Board Attendance at Next Meeting:

- A. Stan Miller: Yes
- B. Michael Corbett: Yes
- C. Len Eckhardt: Most Likely
- D. Sallie Wilson: Most Likely
- E. Gil Botello: Yes

12. ADJOURNMENT

Stan Miller adjourned the meeting at 2:02 pm.