



John Muir Charter Schools
117 New Mohawk Rd. Ste. F
Nevada City, CA 95959
Phone: 530.272.4008
Fax: 530.272.4009
Web: www.johnmuircs.com

John Muir Charter Schools Board of Directors Meeting

Wednesday May 17, 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:** Non-agenda items: 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. Public Hearing: John Muir Charter Schools Local Control Area Plan for 2017-2018**
 - A. Open public hearing to receive public comment and input about the John Muir Charter Schools Local Control Area Plan (LCAP) for 2017-2018 (Attachment #1, Page 3)
 - B. Close public hearing
- 8. Public Hearing: John Muir Charter Schools 2017-2018 Budget**
 - A. Open public hearing to receive public comment and input about the John Muir Charter Schools 2017-2018 proposed operating budget (Attachment #2, Page 105)
 - B. Close public hearing
- 9. Action Items**

- A. Closed Session:
 - i. Personnel Matters - Public Employee Performance Evaluation: Chief Executive Officer (Gov. Code §54957)
 - ii. Personnel Matters - Public Employee Performance Evaluation: Chief Operations Officer (Gov. Code §54957)
- B. Approval of Minutes of the Regular Board Meeting of April 19, 2017 (Attachment #3, Page 107)
- C. Approval of Vendor Payments 4/1/17 - 4/28/17 (Attachment #4, Page 113)
- D. Approval of New and Termed Employees 4/1/17 - 4/30/17 (Attachment #5, Page 125)
- E. Approval of Proposed 2017-2018 JMCS Board Meeting Dates (Attachment #6, Page 127)
- F. Approval of Resolution 17-02: Designating Authorized Agent to Sign School Orders (Attachment #7, Page 129)
- G. Items to be Declared as Surplus (Attachment #8, Page 131)

10. Discussion Items

- A. Discussion of Administrative Structure (Attachment #9, Page 133)
- B. Discussion of Strategic Reserve Fund (Attachment #10, Page 139)
- C. WASC Mid-Cycle Review Update
- D. Revision of Procedure for Staff Expenditures, Reimbursement and Corporate Credit Card Use Policy (Attachment #11, Page 141)
- E. CEO's Report (R.J. Guess)

11. Information Items

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

12. Request for Agenda Items:

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



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Sacramento Regional Conservation Corps

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MINUTES

1. Meeting Call to Order

Stan Miller called the meeting to order at 12:16 pm.

2. Introduction and Welcome

Stan Miller welcomed all participants.

3. Introduction of Participants:

Board Chairman Stan Miller, Member Gil Botello, Member Michael Corbett, Member Sallie Wilson and Member Len Eckhardt. JMCS staff in attendance: CEO R.J. Guess, Interim COO Mike Wegner, Accountant Rachael Navarrete, Account Analyst Tammie Wood, Administrative Coordinator Kelli Foster, Director of Outreach & Partnerships Lita Lee, Deputy Director of Outreach & Partnerships/Director of Northern Region Dawn McConnell and Director of Curriculum and Professional Development Rachel Wegner.

- 4. Oral Communications/Public Comments:** Non-agenda items: 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

No additions to the agenda.

6. Adoption of the Agenda

R.J. Guess recommended that agenda item 9.A.ii, Closed Session - Personnel Matters - Public Employee Performance Evaluation - COO, follow agenda item 10.A Discussion of

Administrative Structure. On a motion by Len Eckhardt, seconded by Michael Corbett, the reordered agenda was unanimously adopted.

7. Public Hearing: John Muir Charter Schools Local Control Area Plan for 2017-2018

- A. Open public hearing to receive public comment and input about the John Muir Charter Schools Local Control Area Plan (LCAP) for 2017-2018 (Attachment #1, Page 3)

Stan Miller opened the public hearing at 12:20 pm.

Rachael Wegner said there were a few minor revisions to the LCAP since the update at the April meeting and presented the LCAP document via PowerPoint. She gave a summary of how the plan is structured. The plan has three goals and is heavy in local data and metrics which she hopes is helpful and user friendly for our stakeholders. She went through each of the three main goals. She highlighted several metrics where the actual measurable outcome exceeded the expected measurable outcome. As Rachel went through the information for Goal One, there was much discussion about new curriculum JMCS has piloted and how the new curriculum is evaluated after it has been implemented as well as student assessment of mastery in the subject matter. During her review of Goal 2, discussion ensued about how student expulsion and the intricacies of working with partner agencies who may have a different set of criteria for removing students from their programs than JMCS does in the expulsion policy. Rachel went through Goal Three and reviewed the specific needs identified by input from stakeholders. Rachel said that the LCAP was reviewed by staff at Nevada County Superintendent of Schools and five minor revisions were suggested which she highlighted.

- B. Close public hearing

Stan Miller thanked Rachel Wegner for her work on the LCAP and closed the public hearing at 1:36 pm.

8. Public Hearing: John Muir Charter Schools 2017-2018 Budget

- A. Open public hearing to receive public comment and input about the John Muir Charter Schools 2017-2018 proposed operating budget (Attachment #2, Page 105)

Stan Miller opened the public hearing at 1:37 pm. Rachael Navarrete presented the 2017-2018 budget. This budget for 2017-2018 includes reductions at the site level for consultant reimbursements. The Career Pathways Grant (CPG) is not included as the funding for the grant ends on June 30, 2017. JMCS will now operate the CPG program based on the reserves that were collected over the three years of the grant. This budget includes the closure of three sites and opening one new site. It does not take into account the information from the Governor's May budget revision which includes some increased funding.

- B. Close public hearing

Stan Miller closed the public hearing at 1:47 pm.

9. Action Items

A. Closed Session:

- i. Personnel Matters - Public Employee Performance Evaluation: Chief Executive Officer (Gov. Code §54957)
- ii. Personnel Matters - Public Employee Performance Evaluation: Chief Operations Officer (Gov. Code §54957) (Moved agenda item per adoption of agenda motion)

Stan Miller moved the board into closed session at 1:50 pm.

B. Report from Closed Session

Stan Miller moved the board into open session at 2:07 pm. He reported that no action was taken in closed session.

C. Approval of Minutes of the Regular Board Meeting of April 19, 2017 (Attachment #3, Page 107)

On a motion by Len Eckhardt, seconded by Michael Corbett, the minutes of the regular board meeting of April 19, 2017, were unanimously approved.

D. Approval of Vendor Payments 4/1/17 - 4/28/17 (Attachment #4, Page 113)

On a motion by Michael Corbett, seconded by Gil Botello, the vendor payments 4/1/17 - 4/28/17 were unanimously approved.

E. Approval of New and Termed Employees 4/1/17 - 4/30/17 (Attachment #5, Page 125)

On a motion by Len Eckhardt, seconded by Michael Corbett, the new and termed employees 4/1/17 - 4/30/17 were unanimously approved.

F. Approval of Proposed 2017-2018 JMCS Board Meeting Dates (Attachment #6, Page 127)

Stan Miller stated that he will not be in attendance at the September board meeting which is the annual organizational meeting. On a motion by Michael Corbett, seconded by Sallie Wilson, the proposed dates for board meetings in 2017-2018 were unanimously approved.

G. Approval of Resolution 17-02: Designating Authorized Agent to Sign School Orders (Attachment #7, Page 129)

On a motion by Gil Botello, seconded by Michael Corbett, the resolution was approved with the following roll call vote: Botello: Aye, Eckhardt: Aye, Corbett: Aye, Wilson: Aye, Miller: Aye.

H. Items to be Declared as Surplus (Attachment #8, Page 131)

On a motion by Michael Corbett, seconded by Gil Botello, the list of items were unanimously declared as surplus.

10. Discussion Items

A. Discussion of Administrative Structure (Attachment #9, Page 133)

R.J. Guess reviewed the administrative structures presented in the board packet. The board members asked R.J. questions about the administrative structure options. Gil Botello expressed concerns over JMCS' budget and believes the CEO and regional directors can assume the duties of the COO in order to save money. R.J. said having a COO has allowed JMCS to increase the focus on curriculum and instruction. Stan Miller requested that position descriptions for the directors and officers be provided for review at the next discussion of this issue. This item will be a discussion item on the June agenda.

(9.A.ii.) Closed Session (moved agenda item per adoption of agenda motion)

ii. Personnel Matters - Public Employee Performance Evaluation: Chief Operations Officer (Gov. Code §54957)

Stan Miller moved the board into closed session at 2:45 pm.

(9.B) Report from Closed Session

Stan Miller moved the board into open session at 3:15 pm and reported that no action was taken in closed session.

11. Discussion Items

A. Discussion of Strategic Reserve Fund (Attachment #10, Page 139)

This item was tabled until the June meeting.

B. WASC Mid-Cycle Review Update

This item was tabled until the June meeting.

C. Revision of Procedure for Staff Expenditures, Reimbursement and Corporate Credit Card Use Policy (Attachment #11, Page 141)

This item was tabled until the June meeting.

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

R.J. Guess spoke about school operations and three potential new sites. He reported that Chico YouthBuild and Western Sierra YouthBuild will close at the end of the school year. R.J. shared the challenges JMCS has had with New Earth YouthBuild, specifically the cost of their facility. He has told New Earth they will be responsible for 50% of the rent

cost beginning July 1, 2017 and if they can't agree to that as well as other stipulations, he is prepared to term the MOU with them. He reported that Cloud and Fire is meeting their obligations and reducing their site deficit. Stan Miller thanked Lita Lee for the recruitment report that R.J. handed out. R.J. also distributed a list of site graduation dates and locations to board members.

13. Information Items

A. Correspondence:

None.

B. Schedule of Future Board Meetings:

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

14. Request for Agenda Items:

None.

15. Board Attendance at Next Meeting

- | | |
|---------------------|-----|
| A. Stan Miller: | Yes |
| B. Michael Corbett: | No |
| C. Len Eckhardt: | Yes |
| D. Sallie Wilson: | Yes |
| E. Gil Botello: | Yes |

ADJOURNMENT

Stan Miller adjourned the meeting at 3:37 pm.