



John Muir Charter Schools
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John Muir Charter Schools Board of Directors Meeting

Wednesday June 14, 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. Order of Business**
 - A. Reappointment of Board Members
 - i. Michael Corbett (term expires 6/30/2017)
 - ii. Len Eckhardt (term expires 6/30/2017)
- 5. 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.
- 6. Additions to the Agenda**
- 7. Adoption of the Agenda**
- 8. 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)
 - iii. Pending/Existing Litigation (non-settlement) - Conference with Legal Counsel - Existing Litigation: FIELD (Gov. Code § 54956.9(d)(1))
 - B. Approval of Minutes of the Regular Board Meeting of May 17, 2017 (Attachment #1, Page 5)

- C. Approval of Vendor Payments 5/1/30 - 5/30/17 (Attachment #2, Page 11)
- D. Approval of New and Termed Employees 5/1/30 - 5/30/17 (Attachment #3, Page 17)
- E. Approval of the 2017-2018 Local Control and Accountability Plan (Attachment #4, Page 19)
- F. Approval of 2016-2017 3rd Interim Budget
 - i. Approval of 2016-2017 3rd Interim Budget (Attachment #5.i, Page 131)
 - ii. Approval of Resolution 17-03: 3rd Interim Budget Revision (Roll Call Vote) (Attachment #5.ii, Page 135)
- G. Adoption of 2017-2018 JMCS Budget
 - i. Approval of the 2017-2018 JMCS Adopted Budget (Attachment #6.i, Page 137)
 - ii. Approval of Resolution 17-04: 2017-2018 JMCS Adopted Budget (Roll Call Vote) (Attachment #6.ii, Page 145)
- H. Approval of Resolution 17-05: EPA Account Expenditures for Fiscal Year 2017-2018 (Roll Call Vote) (Attachment #7, Page 147)
- I. Items to be Declared as Surplus (Attachment #8, Page 151)

9. Discussion Items

- A. Discussion of Administrative Structure
 - i. Governing Board Policy #1: Role of the Governing Board, Responsibilities, and Designation of Powers (Attachment #9.i, Page 153)
 - ii. Current Job Descriptions (Attachment #9.ii, Page 159)
 - iii. Daily/Weekly Duties of Current Staff Members (Attachment #9.iii, Page 175)
 - iv. Fiscal and Org Chart Analysis (Attachment #9.iv, Page 193)
 - v. Staff Surveys (Attachment #9.v, Page 201)
- B. Discussion of Strategic Reserve Fund (Attachment #10, Page 203)
- C. WASC Mid-Cycle Review Update
- D. Revision of Procedure for Staff Expenditures, Reimbursement and Corporate Credit Card Use Policy - 1st Reading (Attachment #11, Page 205)
- E. CEO's Report (R.J. Guess)

10. Information Items

- A. Correspondence:
- B. Schedule of Future Board Meetings:
 - i. Wednesday, July 19, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

- ii. Wednesday, August 16, 2017, 12 pm at Sacramento Regional Conservation Corps,
6101 27th Street, Sacramento, CA 95822

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

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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AGENDA

1. Meeting Call to Order

Stan Miller called the meeting to order at 12:14 pm.

2. Introduction and Welcome

Stan Miller welcomed all participants to the meeting.

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, Director of Curriculum and Professional Development Rachel Wegner, TAC Representative and Teacher David Dominguez, and Administrative Coordinator Kelli Foster

4. Order of Business

- A. Reappointment of Board Members
 - i. Michael Corbett (term expires 6/30/2017)
 - ii. Len Eckhardt (term expires 6/30/2017)

Stan Miller announced that Bruce Saito, director of the California Conservation Corps (CCC) recommended Michael Corbett to continue as the CCC representative board member, and Stan Miller presented a letter from Andy Delgado, director of CCEO YouthBuild, that recommends Len Eckhardt as the YouthBuild representative board member. Stan thanked Michael and Len for their continued commitment to John Muir Charter Schools. They are reappointed to a four year term which will end June 30, 2021.

- 5. 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 comment.

6. Additions to the Agenda

None.

7. Adoption of the Agenda

R.J. Guess made a request to move Action item A.ii. to directly follow discussion item 9.A. On a motion by Michael Corbett which was seconded by Sallie Wilson the agenda was unanimously approved as reordered.

8. 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 per adoption of the agenda to follow discussion item 9.A)
- iii. Pending/Existing Litigation (non-settlement) - Conference with Legal Counsel - Existing Litigation: FIELD (Gov. Code § 54956.9(d)(1))

Stan Miller moved the board into closed session.

The board reconvened in open session and Stan Miller asked for a motion. Gil Botello made a motion to approve the contract with Richard Fischer, Executive Leadership Services, to provide mentoring and coaching services to R.J. Guess. Michael Corbett seconded the motion and it was unanimously passed.

- B. Approval of Minutes of the Regular Board Meeting of May 17, 2017 (Attachment #1, Page 5)

On a motion by Len Eckhardt, seconded by Gil Botello, the minutes of the regular board meeting of May 17, 2017 were unanimously approved.

- C. Approval of Vendor Payments 5/1/17 - 5/30/17 (Attachment #2, Page 11)

Gil Botello made a comment about purchasing technology for employees and the practice of employees purchasing the technology issued to them when leaving JMCS employment. He would like a policy drafted to ensure consistency when employees exit and want to keep their computers. R.J. Guess said that he will draft a procedure that would satisfy the boards need to have a consistent process for exiting employees but that would empower the CEO to negotiate separations and equipment purchases on a case by case basis. On a motion by Michael Corbett, seconded by Len Eckhardt, the vendor payments 5/1/17 - 5/30/17 were unanimously approved.

- D. Approval of New and Termed Employees 5/1/17 - 5/30/17 (Attachment #3, Page 17)

On a motion by Len Eckhardt, seconded by Michael Corbett, the new and termed employees 5/1/17 - 5/30/17 were unanimously approved.

E. Approval of the 2017-2018 Local Control and Accountability Plan (Attachment #4, Page 19)

Stan Miller commented on the executive summary at the beginning of the LCAP document as it was an addition since the public hearing. Gil Botello complemented Rachel Wegner on the executive summary and said it was very comprehensive and well done. R.J. gave praise to Mike Wegner for the format and Rachel for the content. He said the executive summary will be used to create an annual report. Rachel Wagner said that all the recommended changes and suggestions made at the public hearing were incorporated in the final document. On a motion by Gil Botello, seconded by Len Eckhardt, the 2017-2018 Local Control and Accountability Plan was unanimously approved.

F. Approval of 2016-2017 3rd Interim Budget

- i. Approval of 2016-2017 3rd Interim Budget (Attachment #5.i, Page 131)
- ii. Approval of Resolution 17-03: 3rd Interim Budget Revision (Roll Call Vote) (Attachment #5.ii, Page 135)

Rachael Navarrete presented the 3rd Interim Budget. She led the board through the narrative she prepared for the board packet. She stated that JMCS is not statutorily required to submit a 3rd interim budget but doing so allows her to adjust the revenue from average daily attendance (ADA) projected in the adopted budget. The ADA at P2 is 892 which is lower than projected in the adopted budget. She said it is a tight finish to the year but the ending fund balance does make the required 3% reserve. R.J. Guess said JMCS will be looking to build reserves in the coming year. He said it has been a difficult budget year, but necessary cuts were made which will make next year better.

On a motion by Gil Botello, seconded by Michael Corbett, the 2016-2017 3rd Interim Budget was unanimously approved.

On a motion by Len Eckhardt, seconded by Michael Corbett, Resolution 17-03: 3rd Interim Budget Revision was unanimously approved by the following roll call vote: Miller - Aye, Corbett - Aye, Botello - Aye, Eckhardt - Aye, Wilson - Aye.

G. Adoption of 2017-2018 JMCS Budget

- i. Approval of the 2017-2018 JMCS Adopted Budget (Attachment #6.i, Page 137)
- ii. Approval of Resolution 17-04: 2017-2018 JMCS Adopted Budget (Roll Call Vote) (Attachment #6.ii, Page 145)

Rachael Navarrete presented the 2017-2018 budget. She went through the revenue projections presented in the board packet and said that ADA is projected to be 903 which is higher than in 2016-2017. Revenue from charter facility funding will increase for the 2017-2018 year. She reminded the board that 2016-2017 is the final year for the Career Pathways Trust Grant (CPTG) so there is no revenue for it in 2017-2018. R.J. Guess explained how the CPTG program will operate over the next two years. She then reviewed the expenditures. R.J. spoke about assumptions and sites opening and closing. Sites closing at the end of 2016-2017 include Chico

YouthBuild, Cuesta College Successful Launch in San Luis Obispo, Youth Connections Healdsburg, San Jose CCC, New Earth YouthBuild, Boyle Heights Young Adult Program and Western Sierra YouthBuild. New sites include WINTER (Women in Non-Traditional Employment Roles) YouthBuild and may include RCS Ukiah. R.J. spoke about measures he is taking to control costs including moving forward with a very formulaic staffing program. He asked for help from the board in speaking to the partner agencies they represent to promote that they all work together to maintain a sustainable budget practice. He reported that JMCS' insurance brokers are revising the way our general liability policy is written and that will save JMCS about \$4,000. Michael Corbett informed R.J. that the CCC is experiencing a change in who is joining the CCC. He said that more "career interrupters" and college graduates are joining which means those corpmembers will not be students at JMCS. R.J. said JMCS is at its lowest ADA with the CCC since the start of the school. JMCS staff at CCC sites have been reduced accordingly. He meets monthly with CCC director and recruiters. He said JMCS and the CCC is pounding the pavement in recruitment efforts but new corpmembers have multiple barriers that keep them from succeeding at JMCS. R.J. and the CCC are exploring options regarding CCC sites and how the CCC and JMCS can work together to combine resources in a very focused manner. Discussion occurred about the cost of moving partner agency staff members to JMCS payroll.

On a motion by Michael Corbett, seconded by Gil Botello, the 2017-2018 JMCS Adopted Budget was unanimously approved.

On a motion by Michael Corbett, seconded by Len Eckhardt, Resolution 17-04: 2017-2018 JMCS Adopted Budget was unanimously approved by the following roll call vote: Miller - Aye, Corbett - Aye, Botello - Aye, Eckhardt - Aye, Wilson - Aye.

H. Approval of Resolution 17-05: EPA Account Expenditures for Fiscal Year 2017-2018 (Roll Call Vote) (Attachment #7, Page 147)

On a motion by Len Eckhardt, seconded by Michael Corbett, Resolution 17-05: EPA Account Expenditures for Fiscal Year 2017-2018 was unanimously approved by the following roll call vote: Miller - Aye, Corbett - Aye, Botello - Aye, Eckhardt - Aye, Wilson - Aye.

I. Items to be Declared as Surplus (Attachment #8, Page 151)

R.J. Guess stated that the list of inventory to be surplusd is due to the closing of New Earth YouthBuild. R.J. said he met with Yana Simone of New Earth and discussed which inventory they would like to purchase. On a motion by Gil Botello, seconded by Michael Corbett, the items were unanimously declared to be surplusd.

9. Discussion Items

A. Discussion of Administrative Structure

- i. Governing Board Policy #1: Role of the Governing Board, Responsibilities, and Designation of Powers (Attachment #9.i, Page 153)
- ii. Current Job Descriptions (Attachment #9.ii, Page 159)
- iii. Daily/Weekly Duties of Current Staff Members (Attachment #9.iii, Page 175)
- iv. Fiscal and Org Chart Analysis (Attachment #9.iv, Page 193)
- v. Staff Surveys (Attachment #9.v, Page 201)

No discussion.

Action Item A.ii (moved per adoption of agenda)

A. Closed Session

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

The board moved into closed session.

Upon reconvening to open session, Stan Miller reported that the board advises R.J. Guess to advertise and recruit to fill the COO position internally within JMCS and externally to the public. The recruitment is to be completed by the August board meeting.

B. Discussion of Strategic Reserve Fund (Attachment #10, Page 203)

R.J. Guess distributed a handout to all participants with information about the creation and use of a strategic fund. He asked the board to think about the structure of a strategic fund and how to build up funds without hurting operations. Stan Miller said this discussion is a good first step and an important consideration in tough fiscal times.

C. WASC Mid-Cycle Review Update

Rachel Wegner reported that the WASC mid-cycle review visit went very well. The WASC committee conducted 20 virtual JMCS site visits and 5 in-person JMCS sites visits. The WASC committee was very impressed with the staff and students that they met and gave very positive comments on the new curriculum and increasing rigor. The committee said it was obvious that there was an increase in professional development for the teachers. The committee recommendations included revising the expected schoolwide learning results (ESLRs) to include a measurable component and developing a plan to offer a lab science. JMCS offers HASPI which is a lab-based, direct-instruction human biology course at 50% of the sites so we are moving forward in the right direction. Stan Miller said it was helpful that the committee members were very knowledgeable about charter schools. R.J. Guess thanked Rachel for her work on WASC and the LCAP.

D. Revision of Procedure for Staff Expenditures, Reimbursement and Corporate Credit Card Use Policy - 1st Reading (Attachment #11, Page 205)

R.J. Guess said there has been one policy that covered corporate card use and staff reimbursement and it has become necessary to revise the one policy into two policies. The corporate card policy will be given to all corporate card holders. The procedure for staff expenditures will go out to all employees and will address the issues the business office has in processing staff reimbursement requests. This item will be on the August board discussion agenda for a second reading.

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

No report. R.J. Guess introduced David Dominguez, teacher advisory committee (TAC) representative and teacher at the Boyle Heights Young Adult Program. David presented a written report to all participants. He summarized the report. He highlighted that teachers have found the monthly policy updates very helpful and a good form of communication with administration. He said teachers are also looking forward registrars inputting student transcripts into Powerschool rather than the teachers. TAC goals for next year includes include increasing communication with teachers and recruiting new TAC members.

10. Information Items

A. Correspondence:

None.

B. Schedule of Future Board Meetings:

- i. Wednesday, July 19, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
- ii. Wednesday, August 16, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

11. Board Attendance at Next Meeting

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

12. Request for Agenda Items:

None.

ADJOURNMENT

Stan Miller adjourned the meeting at 2:42 pm.