



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](http://www.johnmuircs.com)

---

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

Wednesday July 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. Personnel Matters - Public Employee Performance Evaluation: Chief Executive Officer (Gov. Code §54957)
    - ii. 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 June 14, 2017 (Attachment #1, Page 3)
  - C. Approval of Vendor Payments 6/3/17 - 6/30/17 (Attachment #2, Page 9)
  - D. Approval of New and Termed Employees 6/1/17 - 6/30/17 (Attachment #3, Page 17)
  - E. Approval of Securing Line of Credit with Bank of America

F. Items to be Declared as Surplus (Attachment #4, Page 21)

## **8. Discussion Items**

- A. Policy Discussion: Revision of Procedure for Staff Expenditures, Reimbursement and Corporate Credit Card Use Policy - 2nd Reading (Attachments #5.a, 5.b, 5.c, Page 23)
- B. Policy Discussion: Staff Evaluations: Certificated Staff - 1st Reading (Attachment #6, Page 33)
- C. Policy Discussion: Dispensation of JMCS Inventory Issued to Individual Employees - 1st Reading (Attachment #7, Page 107)
- D. Policy Discussion: Development, Recruitment, Hiring, Position Change and Termination of JMCS Employees - 1st Reading (Attachment #8, Page 109)
- E. Procedure Discussion: Procedure for Utilizing Line of Credit from Bank of America (Attachment #9, Page 113)
- F. CEO's Report - R.J. Guess (Attachment #10, Page 115)
- G. TAC Report

## **9. Information Items**

- A. Correspondence:
- B. Schedule of Future Board Meetings:
  - i. Wednesday, August 16, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
  - ii. Wednesday, September 20, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

## **10. 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

## **11. 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>



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](http://www.johnmuircs.com)

---

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

Wednesday July 19, 2017

**12:00 p.m.**

Sacramento Regional Conservation Corps

6101 27th Street

Sacramento, CA 95822

Audio of this meeting was recorded

### **MINUTES**

#### **1. Meeting Call to Order**

Stan Miller called the meeting to order at 12:00 pm.

#### **2. Introduction and Welcome**

Stan Miller welcomed all participants.

#### **3. Introduction of Participants**

Board Chairman Stan Miller, Member Gil Botello, Member Sallie Wilson and Member Len Eckhardt. JMCS staff in attendance: CEO R.J. Guess, COO Mike Wegner, Accountant Rachael Navarrete, Director of Data and Assessment Tom Reed, TAC Representative and Teacher Anna Pizelo, and Administrative Coordinator Kelli Foster. Others in attendance: Rich Fischer. JMCS Board Member not in attendance: Michael Corbett.

- 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.

R.J. Guess stated that there is a change in the Brown Act. He stated that if the agency quantifies the amount of time the public is allowed for public comments, a person who requires a translator is allowed twice as much time for the presentation. He also said the Brown Act now requires that agencies have a clear and identifiable link to the board agenda on the school's public website.

## 5. Additions to the Agenda

R.J. Guess said that the titles of two agenda items need to be revised. Action Item E and Discussion Item E should be changed to remove any reference to Bank of America. Action Item E will be titled "Approval of Securing Line of Credit" and Discussion Item E will be titled "Procedure for Utilizing Line of Credit".

## 6. Adoption of the Agenda

Len Eckhardt made a motion to adopt the agenda as revised by R.J. Guess. It was seconded by Sallie Wilson. Motion carried 4 ayes, 1 absent (Corbett).

## 7. Action Items

### A. Closed Session:

- i. Personnel Matters - Public Employee Performance Evaluation: Chief Executive Officer (Gov. Code §54957)
- ii. 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 at 12:05 pm.

The board reconvened in open session at 12:45 pm. Stan Miller announced that no action was taken in closed session.

### B. Approval of Minutes of the Regular Board Meeting of June 14, 2017 (Attachment #1, Page 3)

Gil Botello made a motion to approve the minutes of the regular board meeting of June 14, 2017. Sallie Wilson seconded the motion. Motion carried 4 ayes, 1 absent (Corbett).

### C. Approval of Vendor Payments 6/3/17 - 6/30/17 (Attachment #2, Page 9)

Len Eckhardt made a motion to approve the vendor payments dated 6/3/17 - 6/30/17. Gil Botello seconded the motion. Motion carried 4 ayes, 1 absent (Corbett).

### D. Approval of New and Termed Employees 6/1/17 - 6/30/17 (Attachment #3, Page 17)

Gil Botello made a motion to approve the new and termed employees during 6/1/17 - 6/30/17. Sallie Wilson seconded the motion. Motion carried 4 ayes, 1 absent (Corbett).

### E. Approval of Securing Line of Credit with ~~Bank of America~~ (Title of agenda item was changed with the adoption of the agenda.)

R.J. Guess stated that due to declining enrollment, the lack of reserves, and because the state's apportionment schedule does not align with our cash needs, JMCS will have a shortage of cash in the very near future. He and Rachael Navarrete initially reached out to Bank of America, but Holly Hermansen, Superintendent of Nevada County Schools (NCSOS) offered a line of credit once R.J. notified her as the charter authorizer of JMCS' need for cash. R.J. is now seeking board approval for establishing the line of credit with NCSOS. R.J. stated that JMCS will submit monthly budgets and

cash flows to NCSOS for review and audit. R.J. said that JMCS administrators understand the severity of the cash flow issue and he is working with Rachael and Mike Wegner to develop a plan to make substantial cuts from the JMCS annual budget by mid-August in order to build up the reserves. The process will start with R.J. determining how much money is needed and sending a letter to NCSOS requesting the line of credit. Discussion included tabling a motion and establishing credit for the future with Bank of America. Mike Wegner asked if JMCS can meet payroll obligations if the board delays action on approving the line of credit. Rachael said that it may be difficult to meet the payroll obligation in August without a line of credit.

Gil Botello made a motion to approve the CEO to secure a line of credit. Len Eckhardt seconded the motion and the motion carried 4 ayes, 1 absent (Corbett).

F. Items to be Declared as Surplus (Attachment #4, Page 21)

R.J. Guess stated that the computers listed on the surplus list were purchased by the employees they were assigned to and that they paid for them through a payroll deduction. Len Eckhardt made a motion to declare the items as surplus. Gil Botello seconded the motion. Motion carried 4 ayes, 1 absent (Corbett).

## **8. Discussion Items**

A. Policy Discussion: Revision of Procedure for Staff Expenditures, Reimbursement and Corporate Credit Card Use Policy - 2nd Reading (Attachments #5.a, 5.b, 5.c, Page 23)

R.J. Guess said one board approved policy is being split into two policies for clarity. The staff reimbursement policy will be separate from the corporate card policy. These policies will come back as an action item at the next meeting.

B. Policy Discussion: Staff Evaluations: Certificated Staff - 1st Reading (Attachment #6, Page 33)

R.J. Guess reminded the board that they requested a process for teacher evaluations which was begun last year and reviewed over 6 months. Early drafts were modeled after the California Standards for the Teaching Profession and was heavy on self-evaluation. Through discussions with legal counsel and human resource training, it has been determined that evaluations should be less dependant on self-evaluations and should incorporate the formative walkthrough process. Regional directors have worked with Teacher Advisory Committee members to make sure all separate pieces were encapsulated in the evaluation process. Mike Wegner reviewed the material in the board packet. Stan Miller asked Mike to spell out acronyms the first time they are used in the document. Discussion occurred about formalizing goals, the teacher evaluation cycle, and JMCS administration's ability to schedule teacher evaluations. Mike said that he will revise the language regarding evaluation exemptions and work on clarification of timelines. This item will come back to the board at the August board meeting as a discussion item.

C. Policy Discussion: Dispensation of JMCS Inventory Issued to Individual Employees - 1st Reading (Attachment #7, Page 107)

R.J. Guess said there has been an ongoing discussion within the business office, as well as with the board, regarding how to best track employee issued inventory and how to allow a staff member to

purchase inventory assigned to them upon termination. He reviewed the draft process for dispensation of JMCS inventory issued to employees in the board packet. Len Eckhardt suggested adding language about the CEO's approval. Gil Botello said the documentation used to determine the value of the equipment should be attached to the form and kept for audit purposes. This item will come back for a second reading at the next board meeting.

D. Policy Discussion: Development, Recruitment, Hiring, Position Change and Termination of JMCS Employees - 1st Reading (Attachment #8, Page 109)

R.J. Guess said this policy is an accumulation of many different JMCS documents including the employee handbook. He reviewed each step of the procedure. This item will come back to the board at the next board meeting.

E. Procedure Discussion: Procedure for Utilizing Line of Credit ~~from Bank of America~~ (Attachment #9, Page 113) (Title of agenda item was changed with the adoption of the agenda.)

R.J. Guess stated that if JMCS determines there is a need to access the line of credit, this procedure outlines a process for doing so. He said he part of the procedure is to make sure a board member is actively involved in the process. The procedure and the form creates a variety of checks and balances in the process with multiple approvals. This item will come back to the board as a discussion item at the August meeting.

F. CEO's Report - R.J. Guess (Attachment #10, Page 115)

R.J. Guess reviewed the legislative updates in his report in the board packet. He handed out a document regarding AB 864, a bill that R.J. wrote a letter of support for. This assembly bill allows California Conservation Corps (CCC) to accept applicants who are on informal probation, post release community supervision or mandatory supervision. He also reported that the CCC is switching over to operating a stipend program rather than an employment program. He said 23 of 48 sites are holding some type of summer school. Mike Wegner said some of the CCC sites are adjusting summer school schedules due to corpmembers fighting fires. Mike reported that overall enrollment during the summer period is very low but the summer program does allow for students to stay connected to the school over the break. R.J. stated that new teacher training will take place in August and there will be approximately eight new teachers participating. R.J. then presented Tom Reed, Director of Data and Assessment, who handed out a new K12 report to board members to compare to the K12 report in the board packet and spoke about the changes between the two. He also spoke about upcoming changes to the report. R.J. said that he would like the board to think about how much data they would like to have access to in order to see the progress the school is making with students. Stan stated that in addition to the data charts in the K12 report, it would be helpful to have a written analysis of the data.

## **9. Information Items**

A. Correspondence:

R.J. Guess handed out an article about JMCS that was published in Special Edge, the special education journal produced by the California Department of Education.

B. Schedule of Future Board Meetings:

- i. Wednesday, August 16, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
- ii. Wednesday, September 20, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822

**10. Board Attendance at Next Meeting**

- |                     |          |
|---------------------|----------|
| A. Stan Miller:     | Yes      |
| B. Michael Corbett: | (Absent) |
| C. Len Eckhardt:    | Yes      |
| D. Sallie Wilson:   | Yes      |
| E. Gil Botello:     | Yes      |

**11. Request for Agenda Items:**

None.

**Adjournment**

Stan Miller adjourned the board meeting at 2:23 pm.