



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

Wednesday September 6, 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. Elect Vice Chairman of the JMCS Governing Board
 - B. Elect Treasurer of the JMCS Governing Board
 - C. Elect Secretary of the JMCS Governing Board
 - D. Review of Governing Board Meeting Dates (Attachment #1, Page 3)
- 5. Oral Communications/Public Comments:** Recognition of individuals wishing to 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.
- 6. Additions to the Agenda**
- 7. Adoption of the Agenda**
- 8. Action Items**
 - A. Approval of the Minutes of the Regular Board Meeting on August 16, 2019 (Attachment #2, Page 5)
 - B. Approval of Vendor Payments 8/1/17 - 8/25/17 (Attachment #3, Page 11)
 - C. Approval of New and Termed Employees 8/1/17 - 8/25/17 (Attachment #4, Page 15)
 - D. Approval of Unaudited Actuals for JMCS 2016-2017 Budget (Attachment #5, Page 17)

- E. Policy Approval: Staff Evaluations: Certificated Staff (Attachment #6, Page 29)
- F. Policy Approval: Dispensation of JMCS Inventory Issued to Individual Employees - (Attachment #7 , Page 33)
- G. Policy Approval: Suicide Prevention (Attachment #8, Page 35)
- H. Procedure Approval: Procedure for Utilizing Line of Credit (Attachment #9, Page 51)

9. Discussion Items

- A. Position Description Revision: Career Pathways Trust Grant (CPTG) Specialist Revised to Community Resource Coordinator - 1st Reading (Attachment #10, Page 53)
- B. Position Description Revision: Career Pathways Trust Grant (CPTG) Director Revised to Career Pathways Director - 1st Reading (Attachment #11, Page 57)

10. Information Items

- A. Correspondence:
- B. Schedule of Future Board Meetings:
 - i. Wednesday, October 18, 2017, 12 pm at Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento, CA 95822
 - ii. Wednesday, November 15, 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

13. Adjournment



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MINUTES

1. Meeting Call to Order

Stan Miller called the meeting to order at 12:07 pm.

2. Introduction and Welcome

Stan Miller welcomed all participants.

3. Introduction of Participants

JMCS Board members in attendance: Stan Miller, Member Gil Botello, and Member Len Eckhardt. JMCS staff in attendance: CEO R.J. Guess, COO Mike Wegner, and Administrative Coordinator Kelli Foster. Others in attendance: Manager for the Corpsmember Development Program, Andy Gordon, and CCC Analyst Tony Vasquez. JMCS board members not in attendance: Michael Corbett and Sallie Wilson.

4. Order of Business

A. Elect Vice Chairman of the JMCS Governing Board

Len Eckhardt made a motion to elect Michael Corbett as Vice Chairman. It was seconded by Gil Botello. Motion passed 3-0-2. (Corbett and Wilson absent).

B. Elect Treasurer of the JMCS Governing Board

Gil Botello made a motion to elect Len Eckhardt as Treasurer. It was seconded by Stan Miller. Motion passed 3-0-2. (Corbett and Wilson absent).

C. Elect Secretary of the JMCS Governing Board

Len Eckhardt made a motion to elect Sallie Wilson as Secretary. Gil Botello seconded the motion. Motion passed 3-0-2. (Corbett and Wilson absent).

D. Review of Governing Board Meeting Dates (Attachment #1, Page 3)

The board reviewed the board meeting dates. No changes were made.

5. Oral Communications/Public Comments: Recognition of individuals wishing to 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.

6. Additions to the Agenda

None.

7. Adoption of the Agenda

Len Eckhardt made a motion to adopt the agenda. It was seconded by Gil Botello. Motion passed 3-0-2. (Corbett and Wilson absent).

8. Action Items

A. Approval of the Minutes of the Regular Board Meeting on August 16, 2019 (Attachment #2, Page 5)

A spelling correction was made on page 3 of the minutes. Gil Botello made a motion to approve the minutes as corrected. Len Eckhardt seconded the motion. Motion passed 3-0-2. (Corbett and Wilson absent).

B. Approval of Vendor Payments 8/1/17 - 8/25/17 (Attachment #3, Page 11)

Gil Botello made a motion to approve the vendor payments dated 8/1/17 - 8/25/17. It was seconded by Len Eckhardt. Motion passed 3-0-2. (Corbett and Wilson absent).

C. Approval of New and Termed Employees 8/1/17 - 8/25/17 (Attachment #4, Page 15)

Gil Botello made a motion to approve the new and termed employees dated 8/1/17 - 8/25/17. It was seconded by Len Eckhardt. Motion passed 3-0-2. (Corbett and Wilson absent).

D. Approval of Unaudited Actuals for JMCS 2016-2017 Budget (Attachment #5, Page 17)

R.J. Guess presented the unaudited actuals for the 2016-2017 budget. Len Eckhardt asked about why the ADA in the CCC and LCC sites was almost the same, but there are many more CCC sites. Discussion occurred about the differences in the structure of the programs, the CCC's timeline for accepting new students, the CCC's emphasis on recruiting corpsmembers who can perform the required work and don't need to obtain their high school diploma, and the reasons student enrollment has declined at the CCCs. Len Eckhardt requested a breakdown in the dollar amounts shown in Figure 4 between staffing costs and other expenses. Discussion occurred about the need recruit students and to establish a vision for the future of JMCS. R.J. would like to have a board retreat that would focus on establishing that vision. He will discuss staffing patterns with the board at the next

meeting as part of his CEO report. Gil Botello made a motion to approve the unaudited actuals for the JMCS 2016-2017 budget. It was seconded by Len Eckhardt. Motion passed 3-0-2. (Corbett and Wilson absent).

E. Policy Approval: Staff Evaluations: Certificated Staff (Attachment #6, Page 29)

Mike Wegner reviewed the changes incorporated since the last reading. Additional clarification was added to the section "Purpose" and to the final bullet point in "Evaluation Cycle".

Len Eckhardt made a motion to approve the policy Staff Evaluations: Certificated staff, as revised. Gil Botello seconded the motion. Motion passed 3-0-2 (Corbett and Wilson absent).

F. Policy Approval: Dispensation of JMCS Inventory Issued to Individual Employees (Attachment #7 , Page 33)

Gil Botello made a motion to approve the policy Dispensation of JMCS Inventory Issued to Individual Employees. It was seconded by Len Eckhardt. Motion passed 3-0-2. (Corbett and Wilson absent).

G. Policy Approval: Suicide Prevention (Attachment #8, Page 35)

Mike Wegner reviewed the changes made to the policy since the last reading. He stated that this policy will continue to be updated as directors review it and revise it to be more specific to JMCS operations. Gil Botello made a motion to approve the policy Suicide Prevention. It was seconded by Len Eckhardt. Motion passed 3-0-2. (Corbett and Wilson absent).

H. Procedure Approval: Procedure for Utilizing Line of Credit (Attachment #9, Page 51)

R.J. Guess highlighted the one change from the last reading. Len Eckhardt made a motion to approve the Procedure for Utilizing Line of Credit. It was seconded by Gil Botello. Motion passed 3-0-2 (Corbett and Wilson absent).

9. Discussion Items

A. Position Description Revision: Career Pathways Trust Grant (CPTG) Specialist Revised to Community Resource Coordinator - 1st Reading (Attachment #10, Page 53)

R.J. Guess reported that he and Mike Wegner have been working on the absorption of the Career Pathway Trust Grant program into the overall JMCS education program. Part of that process is the transition of the Career Pathway Specialists to a position with a school wide emphasis. R.J. said there are four key areas the Community Resource Coordinator will work in: identification and recruitment of the targeted JMCS student population, coordination of barrier removal support services for students, provide training, support, and a menu of activities to JMCS teachers for the five phases of career pathways development, and assist in the coordination of alumni support and tracking students who have graduated or exited from JMCS. Discussion occurred about the tracking of students after they leave JMCS. This item will come back to the board for a second reading at the October meeting.

B. Position Description Revision: Career Pathways Trust Grant (CPTG) Director Revised to Career Pathways Director - 1st Reading (Attachment #11, Page 57)

R.J. Guess stated the Career Pathways Director position has been revised position to mirror the Community Resource Coordinator position with additional responsibilities. This item will come back to the board in October for a second reading.

10. Information Items

A. Correspondence:

None.

B. Schedule of Future Board Meetings:

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- ii. Wednesday, November 15, 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: | (absent) |
| C. Len Eckhardt: | No (and will not attend the November meeting as well) |
| D. Sallie Wilson: | (absent) |
| E. Gil Botello: | Yes |

12. Request for Agenda Items

Stan Miller requested the following agenda items for the October board meeting agenda:

1. Closed Session Agenda Item:

- “Public Employment: Chief Executive Officer”

2. Open Session Information/Action Agenda Items:

- “Board Approval/Ratification of Compensation Comparability Study for Chief Executive Officer Position.”
- “Board Chair: Required Oral Report Regarding Chief Executive Officer Contract”
- “Board Ratification/Approval of Chief Executive Officer Contract”

13. Adjournment

Gil Botello announced that he will be resigning from the JMCS board after the October board meeting. Len Eckhardt commented that Gil’s leadership on the board will be missed and his service has been greatly appreciated.

Stan Miller adjourned the meeting at 1:20 pm.