

John Muir Charter Schools  
960 McCourtney Rd Suite E  
Grass Valley, Ca 95949  
Phone: 530.272.4008  
Fax: 530.272.4009  
Web: [www.johnmuircs.com](http://www.johnmuircs.com)

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John Muir Charter Schools  
**John Muir Charter Schools Meeting of the Board of Directors**  
**Wednesday, September 13,**  
**10:00 a.m.**

Sacramento Regional Conservation Corps  
6101 27th St, Sacramento, CA 95822

Join Via Zoom:  
Meeting ID: 841 5833 4094  
Dial by your location:  
+1 669 900 9128  
Audio of this meeting will be recorded

**AGENDA**

**1. Meeting Call to Order**

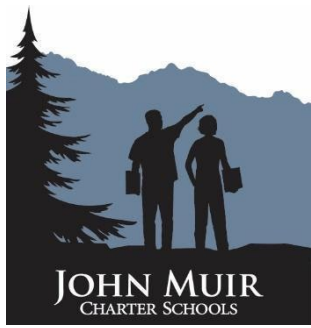
**2. Introductions**

**3. Order of Business**

- A. Board Retreat: Brown Act Training (90 Minutes)
- B. Elect Vice Chairman of the JMCS Governing Board
- C. Elect Treasurer of the JMCS Governing Board
- D. Elect Secretary of the JMCS Governing Board

**4. 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 directions to staff following a presentation.

**5. Additions to the Agenda**



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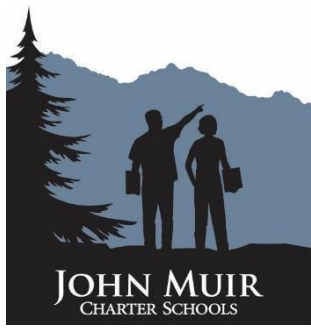
## **6. Adoption of the Agenda**

## **7. Informational/Action Items**

- A. Approval of the Minutes of the Regular Board Meeting Wednesday, August 9, 2023 (Attachment 1, Page 5)
- B. Approval of Vendor Payments 7/26/23 - 8/25/23 (Attachment 2, Page 11)
- C. Approval of New and Termed Employees 8/1/23 - 8/25/23 (Attachment 3, Page 19)
- D. Approval of the 2022-2023 Unaudited Actuals (Attachment 4, Page 21)
- E. Approval of JMCS Governing Board Resolution 23-05, California Service Learning Grant (Attachment 5, Page 33)
- F. Approval of the School Mental Health, Academics, and Employability Counselor Position Description (Attachment 6, Page 35)

## **8. Discussion Items**

- A. Department of Rehabilitation Reallotment Grant (Attachment 7, Page 39)
- B. New Administrative Assistant Position (limited term) (Attachment 8, Page 43)
- C. California Serves Grant Presentation (Tom Hyatt)
- D. January Professional Development Conference Update (Aaron Scholl and Jocelyn Moore)
- E. 2023-2024 WASC Update (Dawn McConnell)
- F. JMCS Foundation Report (Gil Botello)
- G. CEO's Report



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## 9. Miscellaneous Information Items

### A. Correspondence

### B. Notable Upcoming Dates:

- October 16, 2023: Teacher Planning Day 3
- October 17, 2023: In-Service Day 1
- January 23-25, 2024: JMCS Professional Development Conference at the Hotel Maya, Long Beach

## 10. Schedule of Future Board Meetings

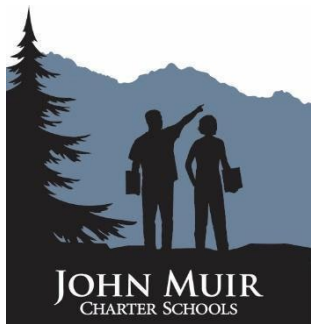
- Wednesday, September 13, 2023 (Annual Meeting), 10:00 am, Sacramento Regional Conservation Corps, 6101 27th St, Sacramento, CA 95822
- Wednesday, October 11, 2023, 10:00 am, California Conservation Corps Headquarters, 1719 24th Street, Sacramento, CA 95816

### Board Attendance at Upcoming Meetings:

	09/13/23	10/11/23	11/15/23
<b>Stanton Miller</b>	Yes / No In-person / Remote	Yes / No In-person / Remote	Yes / No In-person / Remote
<b>Michael Corbett</b>	Yes / No In-person / Remote	Yes / No In-person / Remote	Yes / No In-person / Remote
<b>Sallie Wilson</b>	Yes / No In-person / Remote	Yes / No In-person / Remote	Yes / No In-person / Remote
<b>Len Eckhardt</b>	Yes / No In-person / Remote	Yes / No In-person / Remote	Yes / No In-person / Remote
<b>Gil Botello</b>	Yes / No In-person / Remote	Yes / No In-person / Remote	Yes / No In-person / Remote

## 11. Request for Agenda Items

- January Maya In Service Update (September)



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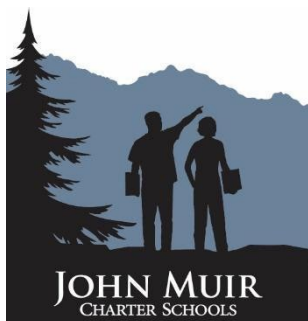
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- 2023-2024 WASC Update
- Closed Session: Personnel Matters - Public Employee Performance Evaluation: Chief Operations Officer, Regional Directors (Gov. Code §54957)

## **12. Adjournment**

This agenda was posted at least 24 hours in advance of the meeting at:

John Muir Charter Schools Office  
960 McCourtney Road STE E  
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and  
[www.johnmuircs.com](http://www.johnmuircs.com).



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## John Muir Charter Schools Board of Directors Meeting Minutes

Wednesday, August 9, 2023

**10:00 a.m.**

Sacramento Regional Conservation Corps  
6101 27th St. Sacramento, CA 95822

Available Via Zoom:

<https://us02web.zoom.us/j/84158334094>

Dial by your location:

+1 669 900 9128 US

Audio of this meeting was recorded

### MINUTES

1. **Meeting Call to Order:** Stan Miller called the meeting to order at 10:08 a.m.

2. **Introduction and Welcome:** Stan welcomed all participants.

Board members present: Stan Miller, Sallie Wilson, Len Eckhardt, and Michael Corbett. Gil Botello was present via Zoom. Absent: None. Staff Members Present: RJ Guess, Dawn McConnell, Kyle Moneypenny, and Dawn Ryley. Anna Pizelo, Jan White, Matt Murdock and Lita Lee present via Zoom.

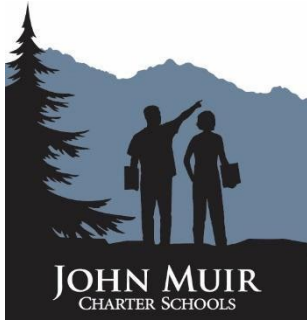
### 3. Order of Business:

#### A. Reappointment of Board Members

- I. Stanton Miller (2023-2027) reappointment moved by Len Eckhardt, seconded by Michael Corbett. 4-0-1-0 vote (Ayes: Corbett, Wilson, Eckhardt, Botello). Noes: None. Abstentions: Miller. Absent: None.
- II. Gil Botello (2023-2027) reappointment moved by Sallie Wilson, seconded by Len Eckhardt. 4-0-1-0 vote (Ayes: Corbett, Miller, Wilson, Eckhardt.) Noes: None. Abstentions: Botello. Absent: None.

4. **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 directions to staff following a presentation.

No public comments.



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## 5. Additions to the Agenda:

None.

## 6. Adoption of the Agenda

On a motion by Michael Corbett which was seconded by Len Eckhardt, the agenda was adopted. On a 5-0-0-0 vote (Ayes: Miller, Corbett, Wilson, Eckhardt, Botello). Noes: None. Abstentions: None. Absent: None.

## 7. Information/Action Items

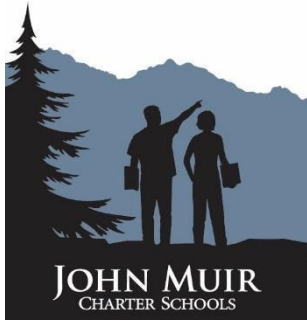
A: Closed Session:

- i) Personnel Matters- Public Performance Evaluation: Chief Executive Officer (Gov.Code §549957) R.J. Guess.
- ii) Report out from closed session.

Stan Miller moved the board into closed session at 10:13 a.m. Report from Closed Session: Stan Miller reconvened the meeting to open session at 10:44 a.m. No action taken from closed session.

B. Approval of Minutes of the Regular Board Meeting of Wednesday, July 12, 2023 (Attachment #1, Page 5). On a motion made by Michael Corbett, seconded by Gil Botello, the minutes of the regular board meeting Wednesday, July 12, 2023, were approved on a 5-0-0-0 vote (Ayes: Miller, Corbett, Wilson, Eckhardt, Botello). Noes: None. Abstentions: None. Absent: None).

C. Approval of Vendor Payments 6/26/23-7/25/23. (Attachment 2, page 9). Botello and Miller requested further financial analysis of some costs' association with Rancho Cielo. Grant monies and use were discussed for equipment purchased and owned by John Muir at that site as well as CTC expenses that are shared. Miller requested further information as to why two STRS payments were made, one reflecting a date of 1/1/-1/31/2023. Dawn Ryley responded that a missing payment was discovered and corrected from that time frame. Miller also asked for information regarding the liability insurance, questioning if it is a monthly fee. RJ Guess was uncertain and would have to research it in order to answer. The board reviewed the Vendor Payments dated 6/26/23-7/25/23. On a motion by Sallie Wilson, seconded by Gil Botello, the vendor payments 6/26/23-7/25/23 were approved on a 5-0-0-0 vote: (Ayes: Miller, Corbett, Wilson, Eckhardt, Botello). Noes: None. Abstentions: None. Absent: None).



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D. Approval of New and Termed Employees 7/01/23-7/31/23 (Attachment #3, Page 21) Miller inquired why Luz Delgado was not on the report, RJ Guess responded that she was still on payroll. Miller requested further information Guess informed the board that to share more information they would need to go into a closed session. No further questions resulted. On a motion by Michael Corbett, seconded by Len Eckhardt, the New and Termed Employee Report was approved on a 5-0-0-0 vote: (Ayes: Miller, Corbett, Wilson, Eckhardt, Botello). Noes: None. Abstentions: None. Absent: None).

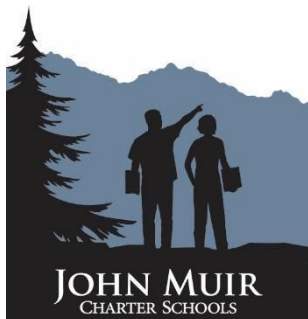
E. Shall the John Muir Charter Schools' Governing Board stipend be increased 5% to adjust for inflation? Botello brought forth information regarding the active roles of this particular board and moved for approval, seconded by Corbett. 5% stipend approved on a 5-0-0-0 vote (Ayes: Miller, Corbett, Wilson, Botello, Eckhardt). Noes: None. Abstentions: None. Absent: None.

F. Approval of JMCS Declaration of Need for Fully Qualified Educators for 2023/2024 school year (Attachment 4, Page 23) Dawn McConnell discussed the need for educators and that interns could apply under permitted conditions. Botello requested clarification regarding the program, Dawn McConnell clarified. Wilson motioned for approval. Botello seconded. It was approved on a 5-0-0-0 vote (Ayes: Miller, Corbett, Wilson, Botello, Eckhardt). Noes: None. Abstentions: None. Absent: None.

G. Approval of 2.5% COLA to the John Muir Charter Schools Salary, Step Schedule I (attachment 5, Page 29) Corbett motioned for approval. Botello seconded. It was approved on a 5-0-0-0 vote (Ayes: Miller, Corbett, Wilson, Botello, Eckhardt). Noes: None. Abstentions: None. Absent: None.

H. Arts and Music Block Grant Spending Plan (Attachment 6, Page 31) Presented by Dawn McConnell and requires board approval. Miller requested to go on record stating that he believes arts are often a pathway to academics and was happy to see it included in the "A-G" standards. Eckhardt motioned for approval, Wilson seconded.

I. Approval of the 2023-2024 JMCS/MPP Dual Enrollment Contract (Attachment 7, Page 35) Guess discussed that the contract was necessary to continue to offer Culinary Foundations as part of the work training requirements. Wilson motioned for approval, Eckhardt seconded. Miller signed the contract.



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## 8. Discussion items:

- A. A-G Implementation Update: Matt Murdock reviewed that they have been successful in adding certain curriculum into the A-G standards successfully and hope to add more in the future. Wilson stated her enthusiasm in this pursuit.
- B. JMCS Foundation Update: Presented by Gil Botello. The fundraiser didn't quite reach their goal but was successful.

## 9. Miscellaneous Information Items:

- A. Correspondence: None.
- B. Notable Upcoming Dates:
  - September 13, 2023: Governing Board Annual Meeting and Brown Act Training
  - October 16, 2023: Teacher Planning Day 3
  - October 17, 2023: Inservice Day 1
  - January 23-25, 2024: JMCS Professional Development Conference at Hotel Maya, Long Beach CA; the Board is invited to attend.

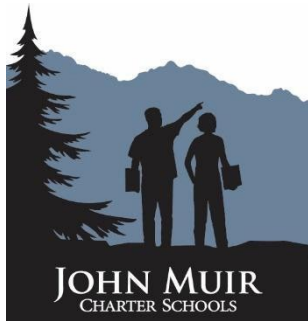
## 10. Schedule of Future Board Meetings:

- i. September 13, 2023, 10:00 a.m. Sacramento Regional Conservation Corps, 6101 27<sup>th</sup> Street, Sacramento CA 95822
- ii. October 11, 2023 (annual meeting) 10:00 a.m. California Conservation Corps Headquarters, 1719 24<sup>th</sup> Street, Sacramento CA 95816

## Board Attendance at Upcoming Meetings:

	10/11/2023	11/15/2023	12/16/2023
<b>Stanton</b>	Yes / No	Yes / No	Yes / No
<b>Miller</b>	In-person / Remote	In-person / Remote	In-person / Remote





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<b>Michael Corbett</b>	Yes / No In-person / Remote	Yes / No In-person / Remote	Yes / No In-person / Remote
<b>Sallie Wilson</b>	Yes / No In-person / Remote	Yes / No In-person / Remote	Yes / No In-person / Remote
<b>Len Eckhart</b>	Yes / No (uncertain) In-person / Remote	Yes / No (uncertain) In-person / Remote	Yes / No In-person / Remote
<b>Gil Botello</b>	Yes / No In-person / Remote	Yes / No In-person / Remote	Yes / No In-person / Remote

### 1. Request for Agenda Items

- January Maya In-Service Update (September)
- 2023-2024 WASC Update
- Marketing Plan
- Intro/Update CAL Serves Civic Engagement

### 2. Adjournment: Miller adjourned the meeting at 11:42 a.m.

This agenda was posted at least 24 hours in advance of the meeting at:

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 Grass Valley, CA 95949  
 And [www.johnmuircs.com](http://www.johnmuircs.com).

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## John Muir Charter Schools

Vendor Activity

From 7/26/2023 Through 8/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Check/... Number	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
Abila	ABIL000	8/10/2023	14277	Sept 2023 Financial Software Program Subscription	0000	5800	002	1,551.14
Amazon Capital Services	AMAZ001	8/10/2023	14280	Supplies for Headquarters	0000	4300	001	108.48
Amazon Capital Services	AMAZ001	8/10/2023	14280	Supplies for Business Services	0000	4300	002	53.15
Amazon Capital Services	AMAZ001	8/10/2023	14280	Supplies for IT	0000	4300	004	77.84
Amazon Capital Services	AMAZ001	8/10/2023	14280	Supplies for Norwalk	0000	4300	120	63.92
Amazon Capital Services	AMAZ001	8/10/2023	14280	Supplies for CCNB	0000	4300	202	152.91
Amazon Capital Services	AMAZ001	8/10/2023	14280	Supplies for YC Santa Rosa	0000	4300	202	17.35
Amazon Capital Services	AMAZ001	8/10/2023	14280	Supplies for SFCC	0000	4300	206	5.99
Amazon Capital Services	AMAZ001	8/10/2023	14280	Acct#ATGJATGXQUAY0W/Supplies for John Muir Charter	0000	4300	209	23.03
Amazon Capital Services	AMAZ001	8/10/2023	14280	Supplies for UCCIE	0000	4300	209	215.22
Amazon Capital Services	AMAZ001	8/10/2023	14280	Supplies for Richmond YB	0000	4300	321	312.03
Amazon Capital Services	AMAZ001	8/10/2023	14280	Acer Laptop for Rancho Cielo	0000	4300	322	790.56
Amazon Capital Services	AMAZ001	8/10/2023	14280	Supplies for Rancho Cielo	0000	4300	322	547.16
Amazon Capital Services	AMAZ001	8/10/2023	14280	Supplies for Ready SET OC	0000	4300	408	58.44
Amazon Capital Services	AMAZ001	8/10/2023	14280	Label Printer for Admin Coordinator	0000	4400	001	124.67
Amazon Capital Services	AMAZ001	8/10/2023	14280	Metal File Cabinet for Headquarters	0000	4400	001	368.88
Amazon Capital Services	AMAZ001	8/10/2023	14280	Monitor for R. Navarrete	0000	4400	002	221.99
Amazon Capital Services	AMAZ001	8/10/2023	14280	Apple MacBook for K. Moneypenny	0000	4400	004	974.30
Amazon Capital Services	AMAZ001	8/10/2023	14280	Asus Laptops for Inventory	0000	4400	004	2,285.80
Amazon Capital Services	AMAZ001	8/10/2023	14280	MS Surface Laptops for Inventory	0000	4400	004	2,825.15
Amazon Capital Services	AMAZ001	8/10/2023	14280	Vizio TV for CSET	0000	4400	207	405.28
Amazon Capital Services	AMAZ001	8/10/2023	14280	Adjustable Desk for Rancho Cielo	0000	4400	322	75.41
Amazon Capital Services	AMAZ001	8/10/2023	14280	Charging Carts for Rancho Cielo	0000	4400	322	962.16
Amazon Capital Services	AMAZ001	8/10/2023	14280	Epson Printer for Rancho Cielo	0000	4400	322	915.86
Amazon Capital Services	AMAZ001	8/10/2023	14280	Mobile Laminate Activity Table for Rancho Cielo	0000	4400	322	343.47
Amazon Capital Services	AMAZ001	8/10/2023	14280	Portable Stands for SmartBoards for Rancho Cielo	0000	4400	322	851.22
Amazon Capital Services	AMAZ001	8/10/2023	14280	Smart Board Touchscreens w/Stands for Rancho Cielo	0000	4400	322	8,100.64
Amazon Capital Services	AMAZ001	8/10/2023	14280	SmartBoards for Rancho Cielo	0000	4400	322	7,249.42
Amazon Capital Services	AMAZ001	8/10/2023	14280	Smart Board w/Stand for Ready SET OC	0000	4400	408	4,069.12
Amazon Capital Services	AMAZ001	8/10/2023	14280	Postage for CCNB	0000	5920	202	19.99
AT&T	ATT0001	8/3/2023	14248	Ban#9391028101/Phn for SLO	0000	5930	110	17.39
AT&T	ATT0001	8/3/2023	14248	Ban#9391028068/Internet for Delta	0000	5940	101	213.92
AT&T	ATT0001	8/10/2023	14281	Ban#9391028095/Phn for Chico	0000	5930	102	98.84
AT&T	ATT0001	8/10/2023	14281	Acct#9391081852/Phn for Placer	0000	5930	117	25.31
AT&T	ATT0001	8/10/2023	14281	Ban#9391028095/Internet for Chico	0000	5940	102	163.52

Date: 8/30/23 10:32:35 AM

Note: Partial Payments may cause totals to be overstated in the Expenses or the Charges column.

Page: 1

# John Muir Charter Schools

## Vendor Activity

From 7/26/2023 Through 8/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Check/... Number	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
AT&T	ATT0001	8/17/2023	14312	Ban#9391028099/Phn for Fresno	0000	5930	103	115.48
AT&T	ATT0001	8/17/2023	14312	Ban#9391028102/Phn for SLO	0000	5930	110	27.42
AT&T	ATT0001	8/17/2023	14312	Ban#9391028071/Phn for LA	0000	5930	119	27.07
AT&T	ATT0001	8/17/2023	14312	Ban#9391028099/Internet for Fresno	0000	5940	103	146.94
AT&T	ATT0001	8/25/2023	14329	Ban#9391057487/Phn for Tahoe	0000	5930	115	28.46
AT&T	ATT0002	8/25/2023	14330	Acct#150773226/Internet for Redding	0000	5940	111	42.80
AT&T	ATT0002	8/25/2023	14331	Acct#151953127/Internet for Tahoe	0000	5940	115	63.49
AT&T	ATT0003	8/10/2023	14282	Acct#08802453037260/Internet for Ukiah	0000	5940	116	214.00
Atrium Court, LLC	ATR000	8/17/2023	14311	September 2023 Rent for YC Santa Rosa	0000	5600	202	3,040.20
Bank of America	BOADICK	8/10/2023	14284	Business Cards for D. Stewart/Riverside	0000	4300	211	38.05
Bank of America	BOAGUES	8/10/2023	14285	07/01-07/31/2023 Travel for Guess, Richard	0000	5200	001	633.06
Bank of America	BOAGUES	8/10/2023	14285	07/01-07/31/2023 Travel for Sturgis, Remy	0000	5200	003	505.00
Bank of America	BOALEE0	8/10/2023	14286	Supplies for Admin	0000	4300	001	12.75
Bank of America	BOALEE0	8/10/2023	14286	07/01-07/31/2023 Travel for Lee, Bolita	0000	5200	001	7.00
Bank of America	BOALEE0	8/10/2023	14286	07/01-07/31/2023 Travel Lee, Bolita	3182	5200	008	379.94
Bank of America	BOAMCCO	8/10/2023	14287	10 Yearly Subscriptions for Monday.com	0000	5800	001	1,536.00
Bank of America	BOAMCCO	8/10/2023	14287	07/01-07/31/2023 Travel for McConnell, Dawn	3182	5200	008	36.00
Bank of America	BOAMCCO	8/10/2023	14287	Hotel Maya 2nd Deposit for Admin Retreat	3182	5200	008	2,500.00
Bank of America	BOAMONN	8/10/2023	14288	Supplies for Headquarters	0000	4300	001	12.29
Bank of America	BOAMONN	8/10/2023	14288	Supplies for IT	0000	4300	004	158.66
Bank of America	BOAMONN	8/10/2023	14288	Advertisement for Employee Recruitment	0000	5800	001	2,003.76
Bank of America	BOAMONN	8/10/2023	14288	Mo Subscription for Adobe Acrobat/Lee, Lita	0000	5800	001	18.27
Bank of America	BOAMONN	8/10/2023	14288	Mo Subscription for Adobe Acrobat/McConnell, Dawn	0000	5800	001	18.26
Bank of America	BOAMONN	8/10/2023	14288	Mo Subscription for Adobe Acrobat/Pizelo, Anna	0000	5800	001	18.26
Bank of America	BOAMONN	8/10/2023	14288	Mo Subscription for Adobe Acrobat/Ryley, Dawn	0000	5800	001	18.26
Bank of America	BOAMONN	8/10/2023	14288	Mo Subscription for Texting App for Stdts	0000	5800	001	189.00
Bank of America	BOAMONN	8/10/2023	14288	Mo Subscription for Zoom/Ryley, Dawn	0000	5800	001	16.98
Bank of America	BOAMONN	8/10/2023	14288	Mo Subscription for Adobe Acrobat/Lawson, E	0000	5800	002	18.26
Bank of America	BOAMONN	8/10/2023	14288	Mo Subscription for Adobe Acrobat/Wood, T	0000	5800	002	18.26
Bank of America	BOAMONN	8/10/2023	14288	Mo Subscription for Adobe Acrobat/Sturgis	0000	5800	003	18.26
Bank of America	BOAMONN	8/10/2023	14288	Mo Subscription for Adobe Acrobat/Moneypenny	0000	5800	004	18.26
Bank of America	BOAMONN	8/10/2023	14288	Mo Subscription for Zoom/Moneypenny, Kyle	0000	5800	004	20.26
Bank of America	BOAMONN	8/10/2023	14288	Mo Subscription for Adobe Acrobat/YC Santa Rosa	0000	5800	202	18.27
Bank of America	BOAMONN	8/10/2023	14288	Mo. Subscription to Google Voice for VOALA	0000	5800	319	13.29
Bank of America	BOAMONN	8/10/2023	14288	Mo Subscription for Adobe Acrobat/Paulino, Janell	0000	5800	322	18.27
Bank of America	BOAMONN	8/10/2023	14288	Mo Subscription for Adobe Acrobat/LA LGBT	0000	5800	424	18.27

Note: Partial Payments may cause totals to be overstated in the Expenses or the Charges column.

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# John Muir Charter Schools

## Vendor Activity

From 7/26/2023 Through 8/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Check/... Number	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
Bank of America	BOAMONN	8/10/2023	14288	Shipping/Postage of Inventory	0000	5920	004	283.86
Bank of America	BOAMONN	8/10/2023	14288	Internet for Monterey	0000	5940	114	96.30
Bank of America	BOAMONN	8/10/2023	14288	Internet for UCCIE	0000	5940	209	208.99
Bank of America	BOAMONN	8/10/2023	14288	Supplies for Admin Retreat	3182	4300	008	52.10
Bank of America	BOAMONN	8/10/2023	14288	Maya Hotel Charges for Admin Retreat	3182	5200	008	3,172.46
Bank of America	BOAMONN	8/10/2023	14288	Travel/Food Charges for Admin Retreat	3182	5200	008	558.72
Bank of America	BOAMONN	8/10/2023	14289	Supplies for SRCC	0000	4300	204	14.13
Bank of America	BOAMONN	8/10/2023	14289	07/01-07/31/2023 Travel for Moore, Jocelyn	3182	5200	008	320.01
Bank of America	BOAMONN	8/10/2023	14290	Supplies for HQ	0000	4300	001	43.39
Bank of America	BOAMONN	8/10/2023	14290	Travel for Navarrete, Rachael	0000	5200	001	7.00
Bank of America	BOAMONN	8/10/2023	14290	Adobe Acrobat Mo Subscription for Navarrete, Rachael	0000	5800	002	19.99
Bank of America	BOANAVA	8/10/2023	14290	Mo Financial Software Hosting Fee	0000	5800	002	462.00
Bank of America	BOANAVA	8/10/2023	14290	Postage/Shipping for Admin	0000	5920	001	70.04
Bank of America	BOANAVA	8/10/2023	14290	Employee Transportation Services/Payroll Deductions	0000	9529	000	183.00
Bank of America	BOAPIZE	8/10/2023	14291	Supplies for Pizelo, Anna	0000	4300	001	138.60
Bank of America	BOAPIZE	8/10/2023	14291	Supplies for LA LGBT	0000	4300	423	132.24
Bank of America	BOAPIZE	8/10/2023	14291	Membership for CA Coalition for Youth	0000	5800	001	150.00
Bank of America	BOAREED	8/10/2023	14292	07/01-07/31/2023 Travel Reed, Thomas	3182	5200	008	90.00
Bank of America	BOARYLE	8/10/2023	14293	Food for Board Meeting	0000	4300	001	207.22
Bank of America	BOARYLE	8/10/2023	14293	Shipping/Postage for Admin	0000	5920	001	235.00
Bank of America	BOASCHO	8/10/2023	14294	Yearly Mailchimp Online Account for Scholl, Aaron	0000	5800	001	60.00
Bank of America	BOASCHO	8/10/2023	14294	Postage for Admin	0000	5920	001	26.40
Bank of America	BOASCHO	8/10/2023	14294	07/01-07/31/2023 Travel for Scholl, Aaron	0808	8699	001	51.86
Bank of America	BOASCHO	8/10/2023	14294	07/01-07/31/2023 Travel for Scholl, Aaron	3182	5800	008	3.00
Berkshire Hathaway Homestate Companies	BERK000	8/10/2023	14283	Policy#JOWC218736/Aug 2023 Workers Comp	0000	9516	000	2,146.06
Blue Shield of California CalPers	BLUE000 CALP000	8/17/2023 7/31/2023	14313 Wire 7.31.23 CalPers	Sept 2023 Health Insurance Overpayment for 22.23	0000 0000	9514 9200	000 000	38,751.59 (2,402.44)
CalPers	CALP000	7/31/2023	Wire 7.31.23 CalPers	EE/ER Contributions for 07/31/2023 Payroll Reporting Period	0000	9512	000	27,901.36
CatapultK12	DNAD000	7/20/2023	14217	Aug 2023 Website/Video Hosting	0000	5800	004	948.95

# John Muir Charter Schools

## Vendor Activity

From 7/26/2023 Through 8/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Check/... Number	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
Central City Neighborhood Partners	CENT001	8/17/2023	14314	September 2023 Rent for GEM Academy	0000	5600	402	3,373.00
Charter Communications	CHAR000	8/17/2023	14315	Acct#110629101/Internet for LA	0000	5940	119	59.99
Charter Communications	CHAR000	8/17/2023	14315	Acct#110629101/Internet for Riverside	0000	5940	211	99.98
Christy White, Inc	WHIT001	8/25/2023	14350	22/23 Charter School Audit: 1st Progress Invoice of Contract	0000	5802	001	2,700.00
City of Riverside	CITYR00	8/17/2023	14316	September 2023 Rent for Riverside	0000	5600	211	1,312.08
Comcast	COMC000	8/3/2023	14249	Acct#8155600110424598/Internet for Headquarters	0000	5940	001	237.45
Comcast	COMC000	8/10/2023	14295	Acct#8155300342550860/Phn for YC Santa Rosa	0000	5930	202	87.75
Comcast	COMC000	8/25/2023	14332	Acct#963147273/Internet for Chico	0000	5940	102	89.92
Conservation Corp Long Beach	CONS000	8/17/2023	14317	September 2023 Rent for RJ Guess	0000	5600	001	237.80
Cristina A Dickason	DICK000	8/3/2023	14251	07/03-07/21/2023 Mileage Reimbursement	0000	5200	209	706.34
Cristina A Dickason	DICK000	8/3/2023	14251	07/24/2023 Mileage Reimbursement	3182	5200	008	118.17
Dataflow Business System, Inc.	DATA001	8/17/2023	14318	Acct#JM4008/Copier for Rancho Ceilo	0000	5600	322	93.31
Dataflow Business System, Inc.	DATA001	8/25/2023	14333	Acct#JM4008/Copier for Rancho Ceilo	0000	5600	322	182.23
Dawn Ryley	RYLE0000	8/10/2023	14306	08/09/2023 Mileage Reimbursement	0000	5200	001	88.43
Document Tracking Service, LLC	DOC000	8/10/2023	14296	Translations 7/1-8/1/2023 for John Muir Charter	0000	5800	001	1,789.29
Emily's Catering & Cakes	EMIL000	8/10/2023	14297	Food for Board Meeting	0000	4300	001	164.92
Envoy Plan Services, Inc	ENVO001	8/3/2023	14252	EE Envoy Contributions for 07/31/2023 Payroll Period	0000	9523	000	1,000.00
Eric Smith	SMIT001	8/10/2023	14307	07/24-07/25/2023 Travel Reimbursement	3182	5200	008	664.32
Franchise Tax Board	FRAN000	8/25/2023	14336	Case#556413022/FTB Garnishment	0000	9520	000	500.00
Frontier Communications	FRON000	8/10/2023	14298	Acct#56286801910227145/Phn for Norwalk	0000	5930	120	185.39
Frontier Communications	FRON000	8/10/2023	14298	Acct#56286801910227145/Internet for Norwalk	0000	5940	120	96.48
Frontier Communications	FRON000	8/10/2023	14299	Acct#76077591291112155/Phn for UCCIE	0000	5930	209	140.72
Frontier Communications	FRON000	8/10/2023	14299	Acct#76077591291112155/Internet for UCCIE	0000	5940	209	84.38
Frontier Communications	FRON000	8/10/2023	14300	Acct#76077591291112155/Phn for UCCIE	0000	5930	209	299.69
Frontier Communications	FRON000	8/10/2023	14300	Acct#76077591291112155/Internet for UCCIE	0000	5940	209	179.70
Frontier Communications	FRON000	8/25/2023	14337	Acct#56269425651026125/Phn & Internet for Ready SET OC	0000	5930	408	92.45
Frontier Communications	FRON000	8/25/2023	14337	Acct#56269425651026125/Phn & Internet for Ready SET OC	0000	5940	408	103.64
Gary Vincent	VINC000	8/3/2023	14274	07/24-07/26/2023 Mileage Reimbursement	3182	5200	008	440.16
Gross Enterprises Inc.	GROS000	8/17/2023	14321	Deposit/WOrk to be Performed @ CCNB	0000	5800	202	1,000.00

Note: Partial Payments may cause totals to be overstated in the Expenses or the Charges column.

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# John Muir Charter Schools

## Vendor Activity

From 7/26/2023 Through 8/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Check/... Number	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
Intermedia.net Inc	INTE001	8/3/2023	14254	Phn Services for Headquarters	0000	5930	001	99.65
John Muir Charter Schools Foundation	JMCSF000	8/3/2023	14255	July 2023 Donation/EE Payroll Deductions	0000	9528	000	60.00
Kaiser Foundation Health Plan Inc.	KAIS000	8/25/2023	14340	Cst ID#1731133499/Sept 2023 Health Insurance	0000	9514	000	10,139.17
Kaiser Foundation Health Plan Inc.	KAIS000	8/25/2023	14340	Cst ID#8868351686/Sept 2023 Health Insurance	0000	9514	000	14,483.93
Kyle Money Penny	MONE000	8/3/2023	14257	07/26/2023 Mileage Reimbursement	3182	5200	008	55.68
Lennard Eckhardt	ECKH000	8/25/2023	14334	08/09/2023 Travel Reimbursement	0000	5200	001	127.87
MetLife Small Business Center	MET000	8/3/2023	14256	Aug 2023 Dental Insurance	0000	9514	000	4,891.52
MetLife Small Business Center	MET000	8/3/2023	14256	July 2023 Dental Insurance	0000	9514	000	4,781.58
MetLife Small Business Center	MET000	8/17/2023	14322	Sept 2023 Dental Insurance	0000	9514	000	5,771.41
Miller Court Properties	MILL002	8/17/2023	14323	September 2023 Rent for Headquarters	0000	5600	001	2,626.00
Miller Court Properties	MILL002	8/17/2023	14323	September 2023 NNN's Charges for Headquarters	0000	5800	001	1,002.39
Nevada County Superintendent of Schools	NCSOS00	8/3/2023	14258	EE/ER STRS Contributions for 07/01-07/31/2023 Reporting Per	0000	9511	000	41,220.15
NP Solutions Inc	NPSO000	8/25/2023	14341	MIPCon Registration for Lawson, Navarrete, Wood	0024	5800	002	2,985.00
ODP Business Solutions, LLC	OFFI000	8/10/2023	14301	Supplies for Rancho Cielo	0000	4300	322	118.51
ODP Business Solutions, LLC	OFFI000	8/17/2023	14324	Supplies for Rancho Cielo	0000	4300	322	68.86
ODP Business Solutions, LLC	OFFI000	8/17/2023	14324	Supplies for GEM Academy	0000	4300	402	378.94
ODP Business Solutions, LLC	OFFI000	8/17/2023	14324	Acct#33853536/Supplies for LA LGBT	0000	4300	423	(136.27)
ODP Business Solutions, LLC	OFFI000	8/17/2023	14324	Supplies for LA LGBT	0000	4300	423	136.27
ODP Business Solutions, LLC	OFFI000	8/17/2023	14324	Acct#33853536/Supplies for LA LGBT	0000	4300	424	136.27
ODP Business Solutions, LLC	OFFI000	8/17/2023	14324	File Cabinet for Rancho Cielo	0000	4400	322	258.52
ODP Business Solutions, LLC	OFFI000	8/17/2023	14324	Postage for GEM Academy	0000	5920	402	60.00
ODP Business Solutions, LLC	OFFI000	8/25/2023	14342	Supplies for Rancho Cielo	0000	4300	322	252.31
ODP Business Solutions, LLC	OFFI000	8/25/2023	14342	Supplies for LA LGBT	0000	4300	424	96.73
One Ring Networks	ONER000	8/3/2023	14259	Internet for Camarillo	0000	5940	105	299.00
Optimum	OPTI000	8/3/2023	14260	Acct#07715-125282-01-0/Internet for Fortuna	0000	5940	112	153.74
Optimum Foods LLC	OPTI001	8/17/2023	14325	Food for Pomona	0000	4300	107	435.67
Optimum Foods LLC	OPTI001	8/25/2023	14344	Food for LA	0000	4300	119	349.38
Optimum Foods LLC	OPTI001	8/25/2023	14344	Food & Milk for CSET	0000	4300	207	439.30
Optimum Foods LLC	OPTI001	8/25/2023	14344	Food & Milk for Rancho Cielo	0000	4300	322	1,217.02
Optimum Foods LLC	OPTI001	8/25/2023	14344	Food & Milk for VOALA No Hollywood	0000	4300	323	472.23
Optimum Foods LLC	OPTI001	8/25/2023	14344	Food & Milk for Ready SET OC	0000	4300	408	463.00
Optimum Financial, Inc.	OPTU000	8/17/2023	14326	July 2023 HSA Monthly Service Fee	0000	5800	001	12.75

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# John Muir Charter Schools

## Vendor Activity

From 7/26/2023 Through 8/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Check/... Number	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
Paradise Drinking Water	PARA000	8/10/2023	14302	Acct#020860/Water Service for Ready SET OC	0000	4300	408	22.90
PG&E	PGE000	8/3/2023	14261	Acct#0715818221-7/Utilities for Headquarters	0000	5500	001	19.16
Philadelphia Insurance Co.	PHIL000	8/10/2023	14303	Acct#78807985/Aug 2023 Liability Insurance	0000	5400	001	3,174.84
Power Business Technology	POWE004	8/3/2023	14263	Acct#JM02/Copier @ Headquarters	0000	5600	001	17.31
Powerschool Group LLC	POWE001	8/3/2023	14262	PowerPack Subscription 6/29-11/02/2023 for JMCS	0000	5800	003	4,780.33
Powerschool Group LLC	POWE001	8/10/2023	14304	Unified Insights MTSS 09/01/2023-08/31/2024	0000	5800	001	2,367.00
Powerschool Group LLC	POWE001	8/10/2023	14304	Unified Insights Platform Hosted 09/01/2023-08/31/2024	0000	5800	001	2,097.00
Powerschool Group LLC	POWE001	8/10/2023	14304	Unified Insights Std Essentials 09/01/2023-08/31/2024	0000	5800	001	5,256.00
Principal Life Insurance Company	PRIN000	8/25/2023	14345	Sept 2023 Life Insurance	0000	9514	000	541.08
Ramona A Wingart	WING000	8/25/2023	14351	06/12-06/13/2023 Supplies for CSET	0000	4300	207	191.59
Rancho Cielo Inc	RANC000	8/3/2023	14264	Aug 2023 Rent for Rancho Cielo	0000	5600	322	12,083.33
Rancho Cielo Inc	RANC000	8/3/2023	14264	Aug 2023 Phn for Rancho Cielo	0000	5940	322	120.00
Rancho Cielo Inc	RANC000	8/17/2023	14327	July 2023 Reimb for Student Lunches @ Rancho Cielo	0000	4300	322	1,400.00
Richard Guess	GUES000	8/3/2023	14253	07/10-07/13/2023 Travel Reimbursement	0000	5200	001	837.06
Richard Guess	GUES000	8/3/2023	14253	07/25-07/26/2023 Travel Reimbursement	3182	5200	008	14.68
Richard Guess	GUES000	8/25/2023	14338	08/07-08/23/2023 Mileage Reimbursement	0000	5200	001	1,578.17
Rosetta Stone Ltd	ROSE000	8/3/2023	14265	One Year License for Rosetta Stone	0000	4400	006	5,000.00
Rosetta Stone Ltd	ROSE000	8/3/2023	14265	Yearly Subscription for Foundations for World Language	0000	4400	006	(5,000.00)
Rosetta Stone Ltd	ROSE000	8/3/2023	14265	Yearly Subscription for Foundations for World Language	6762	5800	008	5,000.00
San Francisco Conserv Corps	SANF000	8/3/2023	14266	Aug 2023 Rent for SFCC	0000	5600	206	408.33
So Calif Mountains Foundation	SOCA000	8/3/2023	14267	July 2023 Fac Exp for UCCIE	0000	5600	209	3,071.67
So Calif Mountains Foundation	SOCA000	8/25/2023	14346	Aug 2023 Fac Exp for UCCIE	0000	5600	209	3,071.67
Southern California Edison Co	SOUT000	8/3/2023	14268	Acct#700760873401/Utilities for Ready SET OC	0000	5500	408	238.77
State of California Department of Justice	DOJ000	8/17/2023	14320	July 2023 Fingerpringing For John Muir	0000	5800	001	96.00
Swing Education, Inc.	SWIN000	8/25/2023	14347	08/12-08/18/2023 Sub Services for Norwalk	0000	5800	120	195.00
T-Mobile	TMOB000	8/3/2023	14272	Internet & HotSpots for Lawson	0000	5940	002	34.74
T-Mobile	TMOB000	8/3/2023	14272	Internet & HotSpots for Delta	0000	5940	101	347.34
T-Mobile	TMOB000	8/3/2023	14272	Internet & HotSpots for CCNB	0000	5940	202	277.92
TCSN-The Computer Shop	TCSN000	8/10/2023	14308	Internet for SLO	0000	5940	110	94.95
Netlink								

Date: 8/30/23 10:32:35 AM

Note: Partial Payments may cause totals to be overstated in the Expenses or the Charges column.

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**John Muir Charter Schools**

Vendor Activity

From 7/26/2023 Through 8/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Check/... Number	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
Telcom Data LLC	TELC000	8/3/2023	14271	Remote Programming for Headquarters	0000	5800	004	100.00
TIAA, FSB	TIAA000	8/25/2023	14348	Crt#42002310/Copier Rent for Rancho Cielo	0000	5600	322	207.12
Tom Reed	REED000	8/10/2023	14305	07/24-07/25/2023 Travel Reimbursement	3182	5200	008	470.80
Toshiba Financial Services	TOSH000	8/3/2023	14273	Crt#450-0053811-000/Copier for Headquarters	0000	5600	001	843.45
Verizon Wireless	VERI000	8/10/2023	14309	Internet & Hot Spots for IT	0000	5940	004	109.32
Verizon Wireless	VERI000	8/10/2023	14309	Internet & Hot Spots for Pomona	0000	5940	107	54.66
Verizon Wireless	VERI000	8/10/2023	14309	Internet & Hot Spots for Norwalk	0000	5940	120	109.32
Vision Service Plan (CA)	VISI000	8/25/2023	14349	Acct#12176959/Sept 2023 Vision Insurance	0000	9514	000	1,093.35
Young, Minney & Corr, LLP	YOUN001	8/10/2023	14310	Legal Services through 07/31/2023 for John Muir Charter	0000	5803	001	455.00
Your Dream Properties	YOUR000	8/3/2023	14275	Internet Service @ Ready SET OC	0000	5940	408	77.98
Your Dream Properties	YOUR000	8/17/2023	14328	September 2023 Rent for Ready SET OC	0000	5600	408	1,820.00
Your Dream Properties	YOUR000	8/17/2023	14328	September 2023 Maintenance Fee for Ready SET OC	0000	5800	408	60.00
Transaction Total								
								<u>282,512.20</u>
Report								
Opening/Current Balance								
								<u>282,512.20</u>
Report Transaction Totals								
Report Current Balances								

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**John Muir Charter Schools  
Report of New Employees  
8/1/23 - 8/31/23**

<u>Employee Name</u>	<u>Site</u>	<u>Position</u>	<u>FTE</u>	<u>Start Date</u>	<u>EE replaced (term date)</u>
Martea Flores	Admin	Admin Assistant	hourly	8/8/2023	n/a
Blake Anderson	Rancho Cielo	Teacher	1.00	8/16/2023	n/a
Kevin Batiste	SRCC	Teacher	0.75	8/15/2023	Temp for Nekisha Bell
Jennifer Petersen Hunter	CCNB - Cotati	Teacher	1.00	8/7/2023	Deborah Dow

**John Muir Charter Schools  
Employee Status Changes  
8/1/23 - 8/31/23**

<u>Employee Name</u>	<u>Prev Site</u>	<u>New Site</u>	<u>Prev Position</u>	<u>New Position</u>	<u>Start Date</u>
Stephanie Hage*		Success Center		Hourly Teacher	8/31/2023
<i>**Extra hours until permanent teacher is found</i>					

**John Muir Charter Schools  
Report of Termed Employees  
8/1/23 - 8/31/23**

<u>Employee Name</u>	<u>Site</u>	<u>Position</u>	<u>FTE</u>	<u>Term Date</u>
Deborah Dow	CCNB	Teacher	1.0	8/31/2023

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## John Muir Charter Schools

### 2022-2023 Unaudited Actuals

#### Overview

John Muir Charter Schools (JMCS) began 2022-23 with reserves of \$4.9 million. JMCS received a total of \$9.3 million in funding in 2022-23, for total resources of \$14.26 million. JMCS spent a total of \$8.2 million on direct and indirect services for our students. JMCS closed fiscal year 2022-23 with reserves of \$6.1 million, or 75 percent of expenditures for the year.

#### Budget to Actuals

The JMCS Board approved the 3<sup>rd</sup> Interim Budget in June 2023. At this time, the projected ending balance was \$5,727,070. There were a few changes upon closing fiscal year 2022-23 that resulted in an increase to the ending fund balance. The table below shows the difference between the final budget and the unaudited actuals.

**Figure 1**  
**Third Interim Budget vs Unaudited Actuals**

<b><i>BUDGET vs ACTUALS</i></b>	<b><i>3<sup>rd</sup> Interim Budget</i></b>	<b><i>Unaudited Actuals</i></b>	<b><i>Difference</i></b>
<b>Beginning Fund Balance</b>	<b>4,948,690</b>	<b>4,948,690</b>	<b>0</b>
Local Control Funding Formula	6,460,476	6,460,476	0
Federal Revenue	311,882	247,242	(64,640)
State Revenue	1,994,972	2,547,620	552,648
Local Revenue	32,916	51,478	18,562
<b>Total Revenue</b>	<b>8,800,246</b>	<b>9,306,816</b>	<b>506,570</b>
Certificated Salaries	3,829,866	3,809,372	(20,494)
Classified Salaries	971,003	972,907	1,904
Benefits	1,666,627	1,981,098	314,471
Materials & Supplies	233,807	231,767	(2,040)
Services	1,320,563	1,181,900	(138,663)
<b>Total Expenditures</b>	<b>8,021,866</b>	<b>8,177,044</b>	<b>155,178</b>
<b>Ending Fund Balance</b>	<b>5,727,070</b>	<b>6,078,461</b>	<b>351,392</b>

The primary difference in both revenue and expenditure is the addition of the STRS On-behalf revenue and expense: \$313,042. In addition, the Arts, Music and Instructional Materials and the Learning Recovery Emergency Block Grant were recalculated, increasing revenue by an additional \$200K. For the expenditures, the net increase of \$155,178 includes the \$313,042 for the STRS On-behalf offset by the unspent grant funds in the categories of supplies and services.

## Resources

***JMCS ADA by Client Agency Type for 2022-23.*** The Local Control Funding Formula is the primary method used by the state to fund all schools. The funding formula consists of two funding calculations, which are based on the school's Period 2 (P2) average daily attendance (ADA) and the school's Unduplicated Pupil Percentage (UPP). For 2022-23, the UPP is 96%.

Figure 2 shows the ADA by client-agency type for 2022-23.

**Figure 2**  
**Sources of JMCS ADA in 2022-23**

<i><b>Client Agency Type</b></i>	<i><b>Number of Locations</b></i>	<i><b>Average Daily Attendance</b></i>
California Conservation Corps	18	100.92
Local Conservation Corp	9	158.70
Youth Build	5	98.86
Workforce Investment Act	4	29.55
Independent Study		8.21
<b>Total</b>	<b>36</b>	<b>396.24</b>

**Funding Sources.** Figure 3 shows the funding sources by category for JMCS.

**Figure 3**  
**JMCS Resources for 2022-23**  
(Dollars in Thousands)

<i><b>Funding Source</b></i>	<i><b>Amount</b></i>
Beginning Balance (Reserves)	\$4,949
LCFF	6,461
Federal ESSA CSI	171
Federal ELO Funding	73
ARP Homeless Funds	3
Lottery	137
Charter Facility Funding	275
Mandate Block Grant	17
Educator Effectiveness Block Grant	28
CA Community Schools	270
Arts, Music & Instructional Materials Grant	211
Learning Communities for School Success	70
A-G Success Grant	165
A-G Learning Loss Mitigation Grant	75
Learning Recovery Emergency Block Grant	658
Ethnic Studies	12
STRS On-Behalf	313
Declining Enrollment ADA Protection	297
Other State Revenue	19
Local Revenue	51
<b>Total Resources</b>	<b>\$14,255</b>

## Expenditures

JMCS spent a total of \$8.18 million in 2022-23. In addition to regular operations, JMCS has significant spending related to the grants received.

As Figure 4 shows, JMCS spent a total of \$8.18 million in 2022-23.

**Figure 4**  
**Expenditures by Funding Source**  
(Dollars in Thousands)

<i>Category</i>	<i>Amount</i>	<i>Percent of Total</i>
Unrestricted (LCFF)	\$6,759	82%
Federal ESSA CSI	171	2%
Federal ELO	73	1%
Educator Effectiveness	65	1%
Charter Facility Funds	275	3%
CA Community Schools	259	3%
A-G Access Grant	60	1%
State ELO	52	1%
STRS On-Behalf	313	4%
Lottery	137	2%
<b>Total Expenditures</b>	<b>\$8,177</b>	<b>100%</b>



## Conclusion

JMCS ended 2022-23 with reserves of \$6 million, or 75% of expenditures for the year. The amount in fund balance far exceeds the minimum requirements and eliminates any cash flow concerns. While the fund balance is very healthy, \$1,423,929 of this fund balance is made up of restricted funds. The table below shows the components of fund balance by funding source.

**Figure 5**  
**Components of Ending Fund Balance**

Category	Balance
Educator Effectiveness	\$25,639
Prop 39 Energy Funds	148,883
State Mental Health	16,830
Arts, Music, & Instr. Mtls.	210,540
LCSSP	69,100
CA Community Schools	11,271
A-G Grant Funds	179,865
State ELO	101,452
Learning Recovery BG	648,486
Ethnic Studies	11,863
Prepaid Expenditures	152,475
10% Reserve for Economic Uncertainties	817,704
Admin Reserve	1,128,720
Unappropriated Fund Balance	2,555,633
<b>Total Fund Balance</b>	<b>\$6,078,461</b>

**John Muir Charter Schools**  
**UNAUDITED ACTUALS**  
**2022-2023**

	Muir Admin	Site Salaries	CCC Programs	LCC Programs	Youthbuild Programs	WIOA Programs	Total
<b>ADA</b>			<b>109</b>	<b>159</b>	<b>99</b>	<b>30</b>	<b>396</b>
<b>RESOURCES</b>							
Beg Balance	4,948,690			-			4,948,690
<b>Total Beginning Balance</b>	<b>4,948,690</b>	-	-	-	-	-	<b>4,948,690</b>
LCFF	2,099,533	3,952,226	112,567	163,697	101,973	30,481	6,460,476
Federal ESSA CSI Funds	247,242		-	-	-	-	247,242
Lottery Unrestricted	-		25,257	36,730	22,880	6,839	91,707
Lottery Restricted	-		12,556	18,259	11,374	3,400	45,588
Mandate Block Grant	17,070		-	-	-	-	17,070
Other State Revenues	2,118,106						2,118,106
Charter Facility Funding	32,635		-	129,482	66,795	46,238	275,150
Local (interest)	51,478		-	-	-	-	51,478
							-
<b>Total Revenue</b>	<b>4,566,063</b>	<b>3,952,226</b>	<b>150,380</b>	<b>348,168</b>	<b>203,023</b>	<b>86,957</b>	<b>9,306,817</b>
Subsidy	-			-		-	-
<b>Total Beg Balance &amp; Revenue</b>	<b>9,514,753</b>	<b>3,952,226</b>	<b>150,380</b>	<b>348,168</b>	<b>203,023</b>	<b>86,957</b>	<b>14,255,507</b>
<b>EXPENDITURES</b>							
FTE Certificated	12.00	35.75	-	-	-	-	47.75
FTE Classified	6.00	6.13	-	-	-	-	12.13
Certificated	1,289,525	2,519,847	-	-	-	-	3,809,372
Classified	568,668	404,239	-	-	-	-	972,907
Benefits	752,741	682,849	-	-	-	-	1,435,590
Health Benefits	200,218	345,290	-	-	-	-	545,508
NEVCO Oversight 1%	64,605	-	-	-	-	-	64,605
<b>Subtotal Fixed Expenses</b>	<b>2,875,756</b>	<b>3,952,226</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,827,982</b>
Material/Supplies	31,303	-	18,611	30,304	12,303	4,673	97,195
Food	67,089	-	-	-	-	-	67,089
Equipment	14,934	-	23,364	11,682	14,642	2,862	67,483
Travel/Conferences	87,063	-	3,602	16,429	2,182	5	109,281
Insurance	38,957	-	-	-	-	-	38,957
Utilities	7,214	-	-	8,906	-	1,126	17,246
Rents/Leases/Repairs	69,243	-	-	182,728	95,038	58,046	405,054
Consultant/Svcs/Oper. Exp	394,917	-	24,704	19,497	7,262	1,068	447,449
Postage	15,976	-	298	123	72	60	16,529
Telephone	2,203	-	6,241	16,968	-	683	26,095
Internet	15,026	-	23,123	13,693	3,250	1,593	56,685
<b>Subtotal Discretionary Expenses</b>	<b>743,926</b>	<b>-</b>	<b>99,942</b>	<b>300,330</b>	<b>134,749</b>	<b>70,116</b>	<b>1,349,063</b>
<b>Total Expenditures</b>	<b>3,619,682</b>	<b>3,952,226</b>	<b>99,942</b>	<b>300,330</b>	<b>134,749</b>	<b>70,116</b>	<b>8,177,045</b>
<b>Ending Fund Balance</b>	<b>5,895,072</b>	<b>-</b>	<b>50,437</b>	<b>47,838</b>	<b>68,273</b>	<b>16,841</b>	<b>6,078,462</b>
<b>Components of Ending Balance</b>							
10% Reserve	817,704						817,704
Admin Reserve	1,124,403						1,124,403
State Grant Reserve	1,136,836						1,136,836
Unappropriated Balance	2,816,128	-	50,437	47,838	68,273	16,841	2,999,518

CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2022 to June 30, 2023

CHARTER SCHOOL CERTIFICATION

Charter School Name: John Muir Charter  
CDS #: 29-10298-2930147  
Charter Approving Entity: Nevada County Office of Education  
County: Nevada  
Charter #: 0255

**NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:**

For information regarding this report, please contact:

<u>For County Fiscal Contact:</u>	<u>For Approving Entity:</u>	<u>For Charter School:</u>
Darlene Waddle	Darlene Waddle	Rachael Navarrete
Name	Name	Name
CBO	CBO	Fiscal Analyst
Title	Title	Title
(530) 478-6400	(530) 478-6400	(530) 272-4008 x 220
Telephone	Telephone	Telephone
dwaddle@nev.co.org	dwaddle@nev.co.org	rnavarrete@johnmuircs.com
Email address	Email address	Email address

To the entity that approved the charter school:

X 2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Signed: \_\_\_\_\_ Date: 9/13/2023  
Charter School Official  
(Original signature required)  
Printed Name: Stan Miller Title: Board Chair

To the County Superintendent of Schools:

2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative of  
Charter Approving Entity  
(Original signature required)  
Printed Name: Scott Lay Title: County Superintendent

To the Superintendent of Public Instruction:

2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
County Superintendent/Designee  
(Original signature required)

**CHARTER SCHOOL UNAUDITED ACTUALS**  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2022 to June 30, 2023

Charter School Name: John Muir Charter  
CDS #: 29-10298-2930147  
Charter Approving Entity: Nevada County Office of Education  
County: 50  
Charter #: 0255

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

**Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)**

**X Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)**

Description	Object Code	Unrestricted	Restricted	Total
<b>A. REVENUES</b>				
1. LCFF Sources				
State Aid - Current Year	8011	2,025,616.00		2,025,616.00
Education Protection Account State Aid - Current Year	8012	84,668.00		84,668.00
State Aid - Prior Years	8019	0.00		0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	4,350,192.00		4,350,192.00
Other LCFF Transfers	8091, 8097	0.00	0.00	0.00
Total, LCFF Sources		6,460,476.00	0.00	6,460,476.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		0.00	0.00
Special Education - Federal	8181, 8182		0.00	0.00
Child Nutrition - Federal	8220		0.00	0.00
Donated Food Commodities	8221		0.00	0.00
Other Federal Revenues	8110, 8260-8299	0.00	247,241.78	247,241.78
Total, Federal Revenues		0.00	247,241.78	247,241.78
3. Other State Revenues				
Special Education - State	StateRev SE		0.00	0.00
All Other State Revenues	StateRev AO	408,460.63	2,139,159.68	2,547,620.31
Total, Other State Revenues		408,460.63	2,139,159.68	2,547,620.31
4. Other Local Revenues				
All Other Local Revenues	LocalRev AO	43,738.30	7,739.50	51,477.80
Total, Local Revenues		43,738.30	7,739.50	51,477.80
5. TOTAL REVENUES		6,912,674.93	2,394,140.96	9,306,815.89
<b>B. EXPENDITURES (see NOTE in Section L)</b>				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	2,371,373.97	0.00	2,371,373.97
Certificated Pupil Support Salaries	1200	0.00	0.00	0.00
Certificated Supervisors' and Administrators' Salaries	1300	1,014,002.84	325,265.18	1,339,268.02
Other Certificated Salaries	1900	15,480.00	83,250.00	98,730.00
Total, Certificated Salaries		3,400,856.81	408,515.18	3,809,371.99
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	371,445.87	4,738.88	376,184.75
Noncertificated Support Salaries	2200	0.00	0.00	0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	19,000.20	0.00	19,000.20
Clerical, Technical and Office Salaries	2400	577,722.42	0.00	577,722.42
Other Noncertificated Salaries	2900	0.00	0.00	0.00
Total, Noncertificated Salaries		968,168.49	4,738.88	972,907.37
3. Employee Benefits				
STRS	3101-3102	602,877.02	374,146.04	977,023.06
PERS	3201-3202	274,777.99	0.00	274,777.99
OASDI / Medicare / Alternative	3301-3302	129,530.20	5,764.02	135,294.22

Health and Welfare Benefits	3401-3402	500,153.70	45,354.56	545,508.26
Unemployment Insurance	3501-3502	21,497.24	1,975.64	23,472.88
Workers' Compensation Insurance	3601-3602	22,925.26	2,096.20	25,021.46
OPEB, Allocated	3701-3702	0.00	0.00	0.00
OPEB, Active Employees	3751-3752	0.00	0.00	0.00
Other Employee Benefits	3901-3902	0.00	0.00	0.00
Total, Employee Benefits		1,551,761.41	429,336.46	1,981,097.87
<b>4. Books and Supplies</b>				
Approved Textbooks and Core Curricula Materials	4100	0.00	0.00	0.00
Books and Other Reference Materials	4200	0.00	0.00	0.00
Materials and Supplies	4300	44,094.44	120,189.53	164,283.97
Noncapitalized Equipment	4400	67,483.44	0.00	67,483.44
Food	4700	0.00	0.00	0.00
Total, Books and Supplies		111,577.88	120,189.53	231,767.41
<b>5. Services and Other Operating Expenditures</b>				
Subagreements for Services	5100	0.00	0.00	0.00
Travel and Conferences	5200	96,767.70	12,513.74	109,281.44
Dues and Memberships	5300	0.00	0.00	0.00
Insurance	5400	38,957.00	0.00	38,957.00
Operations and Housekeeping Services	5500	17,245.65	0.00	17,245.65
Rentals, Leases, Repairs, and Noncap. Improvements	5600	129,904.82	275,149.67	405,054.49
Transfers of Direct Costs	5700-5799	0.00	0.00	0.00
Professional/Consulting Services and Operating Expend.	5800	443,149.48	68,904.08	512,053.56
Communications	5900	99,308.21	0.00	99,308.21
Total, Services and Other Operating Expenditures		825,332.86	356,567.49	1,181,900.35
<b>6. Capital Outlay</b>				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170	0.00	0.00	0.00
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00
Books and Media for New School Libraries or Major				
Expansion of School Libraries	6300	0.00	0.00	0.00
Equipment	6400	0.00	0.00	0.00
Equipment Replacement	6500	0.00	0.00	0.00
Lease Assets	6600	0.00	0.00	0.00
Depreciation Expense (accrual basis only)	6900			0.00
Amortization Expense - Lease Assets	6910			0.00
Total, Capital Outlay		0.00	0.00	0.00
<b>7. Other Outgo</b>				
Tuition to Other Schools	7110-7143	0.00	0.00	0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE		0.00	0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00
All Other Transfers	7281-7299	0.00	0.00	0.00
Transfers of Indirect Costs	7300-7399	(20,523.67)	20,523.67	0.00
Debt Service:				
Interest	7438	0.00	0.00	0.00
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		(20,523.67)	20,523.67	0.00
<b>8. TOTAL EXPENDITURES</b>		6,837,173.78	1,339,871.21	8,177,044.99
<b>Description</b>	<b>Object Code</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		75,501.15	1,054,269.75	1,129,770.90
<b>D. OTHER FINANCING SOURCES / USES</b>				
1. Other Sources	8930-8979	0.00	0.00	0.00

Less:				
2. Other Uses	7630-7699	0.00	0.00	0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0.00	0.00	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)</b>		75,501.15	1,054,269.75	1,129,770.90
<b>F. FUND BALANCE / NET POSITION</b>				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	4,626,790.24	321,899.72	4,948,689.96
b. Adjustments/Restatements	9793, 9795	(47,759.98)	47,759.98	0.00
c. Adjusted Beginning Fund Balance /Net Position		4,579,030.26	369,659.70	4,948,689.96
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		4,654,531.41	1,423,929.45	6,078,460.86
<b>Components of Ending Fund Balance (Modified Accrual Basis only)</b>				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713	152,474.69	147,250.00	299,724.69
4. All Others	9719	0.00	0.00	0.00
b. Restricted	9740		1,276,679.45	1,276,679.45
c. Committed				
1. Stabilization Arrangements	9750	0.00		0.00
2. Other Commitments	9760	0.00		0.00
d. Assigned	9780	1,128,720.00		1,128,720.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789	817,704.00		817,704.00
2. Unassigned/Unappropriated Amount	9790M	2,555,632.72	0.00	2,555,632.72
<b>3. Components of Ending Net Position (Accrual Basis only)</b>				
a. Net Investment in Capital Assets	9796			0.00
b. Restricted Net Position	9797			0.00
c. Unrestricted Net Position	9790A			0.00
<b>Description</b>	<b>Object Code</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<b>G. ASSETS</b>				
1. Cash				
In County Treasury	9110	4,014,783.27	1,462,652.03	5,477,435.30
Fair Value Adjustment to Cash in County Treasury	9111	0.00	0.00	0.00
In Banks	9120	0.00	0.00	0.00
In Revolving Fund	9130	0.00	0.00	0.00
With Fiscal Agent/Trustee	9135	0.00	0.00	0.00
Collections Awaiting Deposit	9140	0.00	0.00	0.00
2. Investments	9150	0.00	0.00	0.00
3. Accounts Receivable	9200	667,752.31	286,790.02	954,542.33
4. Due from Grantor Governments	9290	0.00	0.00	0.00
5. Stores	9320	0.00	0.00	0.00
6. Prepaid Expenditures (Expenses)	9330	152,474.69	147,250.00	299,724.69
7. Other Current Assets	9340	26,124.05	0.00	26,124.05
8. Lease Receivable	9380	0.00	0.00	0.00
9. Capital Assets (accrual basis only)	9400-9489			0.00
10. TOTAL ASSETS		4,861,134.32	1,896,692.05	6,757,826.37
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>				
1. Deferred Outflows of Resources	9490	0.00	0.00	0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
<b>I. LIABILITIES</b>				
1. Accounts Payable	9500	206,602.91	134,576.61	341,179.52
2. Due to Grantor Governments	9590	0.00	0.00	0.00
3. Current Loans	9640	0.00	0.00	0.00
4. Unearned Revenue	9650	0.00	338,185.99	338,185.99

5. Long-Term Liabilities (accrual basis only)	9660-9669			0.00
6. TOTAL LIABILITIES		206,602.91	472,762.60	679,365.51
<b>J. DEFERRED INFLOWS OF RESOURCES</b>				
1. Deferred Inflows of Resources	9690	0.00	0.00	0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
<b>K. FUND BALANCE /NET POSITION</b>				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
(must agree with Line F2)				
		4,654,531.41	1,423,929.45	6,078,460.86

**L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT**

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

**1. Federal Revenue Used for Capital Outlay and Debt Service**

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$ 0.00	0.00	0.00
b. _____			0.00
c. _____			0.00
d. _____			0.00
e. _____			0.00
f. _____			0.00
g. _____			0.00
h. _____			0.00
i. _____			0.00
j. _____			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

**2. Community Services Expenditures**

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries 1000-1999	0.00
b. Noncertificated Salaries 2000-2999	0.00
c. Employee Benefits 3000-3999 except 3801-3802	0.00
d. Books and Supplies 4000-4999	0.00
e. Services and Other Operating Expenditures 5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

**3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster**

Date of Presidential Disaster Declaration	Brief Description i.e., COVID-19 (If no amounts, indicate "None")	Amount
a. _____		0.00
b. _____		
c. _____		
d. _____		
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		0.00

**4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:**

Results of this calculation will be used for comparison with 2021-22 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2024-25.

a. Total Expenditures (B8)	8,177,044.99
b. Less Federal Expenditures (Total A2)	
[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	
	247,241.78
c. Subtotal of State & Local Expenditures	7,929,803.21
[a minus b]	
d. Less Community Services	0.00
[L2 Total]	
e. Less Capital Outlay & Debt Service	0.00
[Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	
f. Less Supplemental Expenditures made as the result of a Presidentially	0.00

2022-23 Unaudited Actuals  
Charter School Alternative Form  
Alternative Form

Declared Disaster

TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE

[c minus d minus e minus f]

\$ 7,929,803.21



**John Muir Charter Schools**  
**Board Resolution 23-05**  
**California Service Learning Grant / State Seal of Civic Engagement**

*WHEREAS, John Muir Charter Schools* is an alternative charter school serving opportunity youth in partnership with vocational training programs at 38 satellite campuses across CA. Vocational training programs are operated by partner agencies who provide **service-learning** opportunities to students in environmental conservation, affordable housing construction, and/or fair labor practices.

*WHEREAS, EC Section 51475(d)(4)* defines “**service learning**” as an educational approach that intentionally combines meaningful community service activities with instruction and reflection to support pupil progress toward academic and civic engagement learning objectives while meeting societal needs.

*WHEREAS, John Muir Charter Schools* is operated in partnership with a vocational training program that provides stipended service learning opportunities, all student subgroups spend part of their time in the classroom and part of their time doing hands-on service learning.

*WHEREAS, the State Board of Education (SBE)* recently adopted criteria and guidance to award a **State Seal of Civic Engagement** (SSCE) to California students who demonstrate excellence in civics education and participation, and an understanding of the United States Constitution, the California Constitution, and the democratic system of government. By adopting these criteria, California joined a small but growing number of states that formally recognize and promote student civic engagement with seals to affix to student transcripts, diplomas, or certificates of completion.

*WHEREAS John Muir Charter Schools* has identified the following as expected outcomes of the implementation of **CA Serves Grant** Program:

- (1) increase pupil engagement in the 12th-grade civics class by developing a new, culturally relevant, project-based curriculum that aligns with service learning.
- (2) increase student attendance by offering stipended service-learning that is connected to academic instruction.
- (3) increase graduation rates by connecting service-learning opportunities to student’s career and college goals.

*WHEREAS John Muir Charter Schools* students have been historically marginalized from civic society and civic engagement has often been limited to punitive measures. Whether experiencing these directly or indirectly through family members, JMCS students often experience involvement with the justice system, over-policing of low-income communities, gang injunctions, and threats of deportation. Moreover, having exited traditional schools, JMCS students have also had negative academic experiences that can be overcome by promoting healthy civic engagement within the school community. Through service learning, students have the opportunity to participate in the systems, procedures, language, and groups involved in decision-making in their schools and communities. As students are guided through service learning by a caring teacher in a safe environment, they begin to understand how they are able to participate and affect change in those spaces. Not only will students learn self-advocacy skills through service learning, they will also be more empowered to achieve personal and community goals.

*THEREFORE, BE IT RESOLVED* on this 13th day of September, 2023, by the Board of *John Muir Charter Schools*, the newly appointed **CA Serves Grant coordinator** will report directly to the Chief Operating Officer and Chief Executive Officer while coordinating the California Serves Grant Program, working with John Muir Charter Schools' teachers and partner agencies to ensure active participation in the CA Serves Grant deliverables in the classroom and across service learning projects. John Muir Charter Schools administrative staff, including Regional Directors, Curriculum leaders and Community Resources Specialists, will support the Grant Coordinator, ensuring cohesion with existing sites, as well as support with tracking data of the various programmatic elements.

ADOPTED this {date} day of {month}, {year}\_\_\_\_\_

**John Muir Charter Schools**  
**School Mental Health, Academics and Employability Counselor**

**Job Title:** School Mental Health, Academics and Employability Counselor (PPS, MFT, or LCSW)

**Location:** 3 Positions Statewide, Based in Grass Valley, Ca (1 position); Bay Area (1 position), and Southern Ca (1 Position)

**Reports to:** JMCS COO and CEO

**FLSA Status:** Non-Exempt

**Classification:** Full Time, 40 Hrs per Week

**Duration:** 3 positions are funded for three years from the date of hiring

**Salary:** \$66,424-\$90,605 based on experience and years of service and as based on the JMCS At-Will Salary Step Schedule C, Certificated Counselor; medical, dental and vision benefits

Founded in 1998, John Muir Charter Schools (JMCS) is a WASC Accredited, classroom-based high school diploma program working exclusively in partnership with the California Conservation Corps, Certified Local Conservation Corps, YouthBuild, and WIOA funded programs. JMCS serves opportunity and transitional age youth ages 16-26 who have previously been out of work and out of school; all participants in JMCS educational programs are co-enrolled in a conservation corps, YouthBuild, or WIOA program for vocational, life skills, and leadership training. JMCS has 38 school sites in California ranging from Indio in the south to Humboldt and Siskiyou Counties in the north.

### **Summary**

Under the supervision of the JMCS CEO, COO, and Community Resource Director the School Mental Health, Academics and Employability Counselor provides academic and emotional counseling services for students at John Muir Charter Schools sites both in-person and remotely. The School Mental Health, Academics and Employability Counselor will work both on-site in JMCS classrooms and remotely via teleconferencing to provide mental health, academic, and employability counseling services to JMCS students. The School Mental Health, Academics and Employability Counselor will work closely with the JMCS CEO, COO, and Community Resource Director in implementing programs closely tied to California Department of Rehabilitation (DOR) employability programs including identifying and enrolling students for DOR services, tracking outcomes data, and reporting data outcomes and completed services to DOR.

### **Essential Functions**

- Meet with students to identify emotional, academic, and employability needs and DOR eligibility
- Conduct individual and group counseling sessions, both in-person and via teleconferencing, including crisis counseling as needed.

- Work closely with other School Mental Health, Academics and Employability Counselors to implement JMCS transition and employability programs.
- Maintain student records in a timely and accurate manner; including assessment and treatment planning information, progress notes, and case summaries including California Department of Rehabilitation-specific record-keeping. Complete and submit all administrative paperwork in a timely fashion, including data sheets, activity logs, and time sheets.
- Serve as a resource to site personnel in developing alternative solutions to students' social and emotional concerns.
- Assist in the planning, development, and conduct of programs that enhance student educational and opportunities and reduce barriers to employment.
- Assist in identifying school program needs, and participate in developing school academic and behavioral management programs geared to meet individual pupil academic and employability needs.
- Plan, schedule, and implement small group, classroom, school-wide educational presentations, and parent/partner agency educational meetings
- Assist in the identification of student disabilities and needs for enrollment in the Department of Rehabilitation Services.
- Act as the school counseling liaison with JMCS leadership, partner agency leadership, and outside resource agencies.
- Inform the COO, CEO, or Regional Director of significant client case-related issues in a timely fashion.
- Other duties as assigned by the JMCS COO or CEO.

#### **Required Knowledge, Skills, and Abilities**

- Master's degree in the field of social work, counseling, or psychology; Interns may be considered
- Current California PPS Credential or eligibility for an intern credential, MFT Certification, or LCSW Certification.
- Knowledge and /or experience of clinical issues related to marginalized and opportunity youth (16-26 year olds, out of work and out of school) populations.
- Section 504 Plan and individual education plans.
- Demonstrated ability to work independently and cooperatively with others.
- The ability to generate and develop with students an attitude of mutual curiosity about student patterns, challenges, and successes.
- Knowledge of California Department of Rehabilitation paperwork and guidelines.

#### **Physical Demands (with or without reasonable accommodations):**

- Mental acuity to perform these tasks, to make sound decisions and judgments in the sphere of assigned duties and to make determinations relative to the effective performance of the tasks.
- Facility and stamina to sit and stand for extended periods of time.
- Facility to see and read printed materials, with or without vision aids.
- Facility to hear and understand speech on the telephone, and at normal room levels.

- Facility to speak in audible tones so that others may understand clearly in normal conversation in person and on the telephone.
- Manual dexterity to operate a telephone, computer, copier, calculator and other commonly used office equipment.
- Physical strength and agility to push, pull and lift any object weighing up to 25 pounds and carry any object weighing up to 15 pounds
- Facility to drive a vehicle
- Meet schedules and timelines
- Observe health and safety regulations
- Accept and carry out responsibility for direction, control, and planning

**Travel**

This position requires moderate amounts of travel, sometimes overnight, to attend JMCS staff trainings, meetings, crisis counseling, and for site visits across the state of California.

**Compensation**

\$66,424-\$90,605 based on experience and years of service and as based on the JMCS At-Will Salary Step Schedule C, Certificated Counselor; medical, dental and vision benefits.

**To Apply**

Please apply through EdJoin at the following link:

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**John Muir Charter Schools  
Department of Rehabilitation Reallotment Grant**

On August 24, 2023, JMCS received notification of approval to receive a Department of Rehabilitation (DOR) Reallotment Grant for a total of \$2,594,909:

FY 23/24	\$845,000
FY 24/25	\$865,250
<u>FY 25/26</u>	<u>\$884,659</u>
Total:	\$2,594,909

The program JMCS will implement in expending these funds is focused on college and career readiness for students with identified disabilities (IEP/504), significant gaps in educational enrollment, low basic educational and vocational skills, and undiagnosed disabilities such as trauma and depression.

The programs will emphasize the 5 core component areas of DOR emphasis:

- Work Readiness
- Work Based Learning
- Job Exploration
- Post-secondary counseling
- Self-advocacy (where there is an opportunity to expand services)

JMCS will use a multifaceted approach to implementing these programs forced on the implementation of a transition plan for all JMCS students, hiring Licensed Clinical Social Workers and School Counselors, use of JMCS part-time teaching staff, and contracted training services for JMCS staff.

**Implementation of the JMCS Transition Plan**

The Transition Plan program aims to develop exposure, goal setting, preparation, and placement of JMCS students to enter college and/or careers. As part of the program, students will gain exposure to various post-secondary opportunities, complete a career-interest assessment, and set post-secondary goals. Participants will then identify one or more post-secondary pathways and receive specific guidance counseling, workshops, training, and experience in order to achieve their goals.

JMCS and partner agencies currently offer paid, work-based learning programs. Those programs would be expanded to assist students with disabilities in gaining targeted work-readiness and self-advocacy skills throughout their experience.

## **Hiring Licensed Clinical Social Workers and a PPS School Counselor**

### Licensed Clinical Social Workers (LCSWs):

JMCS will hire two LCSWs to cover the Northern and Southern regions of California. Each LCSW will be assigned 19 school sites. LCSWs will be responsible for the following activities:

- Identifying participants who qualify for DOR services
- Providing intake assessments for participants
- Complete and submit the required DOR enrollment paperwork
- Working with teachers, partner agencies, and Special Education staff to coordinate services
- Travel to school sites
- Outreaching to JMCS students and partner agencies about the benefits/services of the DOR programming
- Providing behavioral, mental health, and resource counseling to participants as needed (e.g. anger management, substance abuse counseling, etc.) to prepare students to enter the workplace
- Collaborating with other staff to conduct workshops for self-advocacy and work readiness
- Maintaining records and documentation necessary for DOR reporting requirements
- One of the two LCSWs will serve as the DOR Program Lead

### Certificated Pupil Personnel Services (PPS) Counselor:

JMCS proposes hiring one certificated PPS counselor to provide statewide services to all 38 school sites and partner agencies in California. PPS Counselors would be responsible for the following activities:

- Collaborate with contractor, Education is Forever, to design a college and career readiness curriculum that leads into the transition plan
- Support teachers in facilitating college and career readiness curriculum
- Maintain accurate records of participants
- Provide college and career guidance counseling
- Provide post-secondary transitional support
- Maintain records in JMCS's Student Information System of students' industry-recognized certifications that were earned during work-based learning and work readiness
- Collaborate with post-secondary institutions to ensure a seamless transition from JMCS to higher education

## **Part-Time Teachers:**



JMCS has identified 6 currently employed, part-time teachers to take on additional responsibilities by providing workshops to DOR participants at different school sites across the state. Additional duties include:

- Work with JMCS Regional Directors and partner agency directors to design a workshop schedule for participants
- Receive training provided by a contractor, Education is Forever, to implement college and career readiness curriculum
- Facilitate college and career readiness workshops for JMCS and partner agency participants
- Maintain records of participants' participation and learning throughout workshops
- Assist in the identification of participants who would benefit from DOR services and refer them to the PPS or LCSWs
- Collaborate with partner agency staff to provide additional transitional services, as needed
- Assist in the school-wide, Canvas-based implementation of the JMCS “The Future is Now” curriculum

### **JMCS Staff Training Services**

JMCS currently contracts with Education is Forever, a 501(c)3 non-profit organization to provide college readiness workshops that are tailored toward our student demographic. JMCS will deepen this relationship by utilizing funds to subcontract with Education is Forever to help with student counseling for post-secondary education.

The JMCS Leadership team has begun the elementary steps of mapping the program staffing and implementation and will be receiving further training from DOR in data recording, record keeping, and reporting.

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**Proposed Administrative Assistant Position  
Short-Term, Ending July 30, 2027**

With JMCS's receipt of the Department of Rehabilitation (DOR) Reallotment Grant of \$2,594,909 over three years combined with the expansion of 3 additional new school sites, JMCS leadership proposes adding an administrative assistant to the HQ office staff to allow more space for the Administrative Coordinator to assist the CEO and COO in the compiling, documenting and presentation of DOR data and outcomes and to better support the CEO and COO in their daily workloads.

The DOR Grant will pay for .5FTE reimbursement for 6 teachers to focus on employability skills and resources at a total saving to JMCS staffing budgets of approximately \$250,000. Total employment costs for an Administrative Assistant will be \$81,376-\$86,752.

Position	Admin Assist	Admin Assist
Salary Schedule	H 2/2	H 2/4
FTE	1.0	1.0
Hourly Rate	\$26.16	\$28.17
Salary	\$51,692	\$55,664
Cell Phone Stipend	\$0	\$0
Benefits	\$18,284	\$19,688
H&W	\$11,400	\$11,400
<b>Total Cost</b>	<b>\$81,376</b>	<b>\$86,752</b>

The Administrative Assistant will absorb the current Administrative Coordinator duties of:

- General administrative duties such as phones, general emails, faxes, and mail
- Fielding and fulfilling JMCS transcript, file, and diploma requests
- Supporting the Administrative Coordinator in in-service and professional development planning
- Student, staff, and whole school file management
- Assisting sites with developing, printing, and distributing materials
- Shipping materials to JMCS sites as needed

The Administrative Coordinator will further support the JMCS CEO and COO by:

- Keeping all directories up to date
- Managing Safe Schools safety training
- Monitoring staff changes at JMCS and partner agencies and keeping the JMCS and partner agency staff directories up to date
- Monitoring the onboarding process for new and returning JMCS staff
- Working with the IT Director to keep the JMCS website and Intranet up to date with policy, procedure, staffing, etc.
- Monitor and check for compliance student DOR services applications

- Ensure students are recorded under the correct DOR funding source (student services vs VR)
- Submitting DOR student service records monthly
- Logistical planning for the JMCS professional development conference
- Compiling monthly enrollment and ADA reports for JMCS/CCC sites
- Maintaining the JMCS database of local, state, and federal representatives
- Distribution of whole-school communications and tracking responses as necessary

### **John Muir Charter School Administrative Assistant**

The Administrative Assistant reports directly to the Administrative Coordinator, the COO and the CEO. The Administrative Assistant is responsible for general administrative responsibilities including answering the phone, preparing transcripts, filing and record keeping, in-service planning and document editing. This is a limited term position through June 30, 2027, the position term may be extended by action of the John Muir Charter Schools Governing Board.

#### **Primary Position Responsibilities and Description**

- **General Administrative Support:** Answer telephone or email inquiries from sites, staff, administrative staff, and the general public.
- **Transcripts and Student Records:** Receive and process requests for official student transcripts and records. Assist the Administrative Coordinator in the preparation and distribution of student diplomas.
- **Filing and Record Keeping:** Organize and file materials including student and school records.
- **Preparation of JMCS Board Meeting Materials:** Assist the Administrative Coordinator in preparing board agenda, packets, and materials for mailing to participants in advance of Board meetings. Assist with food orders and meeting minutes.
- **In-service Planning:** Assist the Administrative Coordinator with planning and organizing the annual staff in-service.
- **Review and Editing:** Assist the Administrative Coordinator in reviewing and editing school documents and materials.
- **Data Collection and Reporting:** Assist the Administrative Coordinator and leadership team in compiling data and reporting information for a variety of JMCS programs.
- **Other Duties as Assigned:** The COO, CEO or Administrative Coordinator may assign other duties to the Administrative Assistant as needed.

#### **Knowledge of:**

- Standard office practices, procedures, and equipment
- Record keeping and organization techniques
- Oral and written communication skills

- Interpersonal skills
- Correct use of English language including grammar, spelling, punctuation and vocabulary
- Word, Excel and Google Apps

**Ability to:**

- Work confidentially with discretion
- Compose correspondence independently
- Complete work with many interruptions and work independently
- Meet schedules and timelines

**Requirements:**

- Must provide proof of eligibility to work in the United States
- Must pass Live Scan background check
- Must have valid Tuberculosis (TB) clearance
- Prior school office experience preferred

**Travel:**

This position may involve light travel for training and meetings.

**Physical Demands:**

- Work is performed while standing, sitting, or walking
- Requires the ability to communicate effectively using speech, vision, and hearing
- Requires the ability to lift, carry, push or pull up to 30 pounds

**Location:**

The position-is in-person located at JMCS' administrative office in Grass Valley, Ca.

**Compensation:** This is a full time, limited term position ending June 30, 2027, the position term may be extended by action of the John Muir Charter Schools Governing Board. \$26.16-\$28.17 per hour depending on experience as based on the John Muir Charter Schools At-Will Salary Step Schedule H, Column 2: Administrative assistant. Medical, Dental, Vision, and Life Insurance benefits are included in the compensation.

**To Apply:** Please submit a letter of introduction, resume, and 2 letters of reference to Dawn Ryley, Administrative Coordinator at [dryley@johnmuircs.com](mailto:dryley@johnmuircs.com).