



John Muir Charter Schools
960 McCourtney Road, STE E
Grass Valley, CA 95949
Phone: 530.272.4008
Fax: 530.272.4009
Web: www.johnmuircs.com

John Muir Charter Schools Meeting of the Board of Directors

Wednesday, May 10, 2023

10:00 a.m.

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

Riverside Heritage - Academy (UCCIE)
Eric M. Solander Resource Center
7801 Gramercy Place, Ste. B, Riverside, CA 92503

Join Via Zoom:

<https://us02web.zoom.us/j/88566864634>

Dial by your location:

+1 669 900 9128 US

Audio of this meeting will be recorded

AGENDA

1. Meeting Call to Order

2. Introductions

- 3. 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.

4. Additions to the Agenda

5. Adoption of the Agenda

6. Public Hearing: John Muir Charter Schools 2023-2024 Budget

- A. Open public hearing to receive public comment and input about the John Muir Charter Schools 2023-2024 proposed Operating Budget (Attachment 1, Page 5)
- B. Open public hearing to receive public comment and input about the John Muir Charter Schools 2023-2024 proposed LCAP (Under Separate Cover)
- C. Close Public Hearing

7. Informational/Action Items

- A. Approval of the Minutes of the Regular Board Meeting Wednesday, April 12, 2023 (Attachment 2, Page 7)
- B. Approval of Vendor Payments 3/26/23 - 4/25/23 (Attachment 3, Page 13)
- C. Approval of New and Termed Employees 4/1/23 - 4/30/23 (Attachment 4, Page 23)
- D. Approval of the JMCS Policy 5805 Suspension and Expulsion/Due Process (Attachment 5, Page 25)
- E. Approval of 2.5% salary increase for JMCS staff with implementation of the 2023-2024 At-Will Salary Step Schedule (Attachment 6, Page 47)
- F. Approval of the John Muir Charter Schools 2023-2024 Board Meeting Dates (Attachment 7, Page 49)
- G. 11:00am: Fiscal Year 2023-2024 Recruitment and Marketing- Friday Partners JMCS Marketing Plan Proposal (Attachment 8, Page 51)

8. Discussion Items

- A. JMCS Foundation Report (Gil Botello)
- B. Los Angeles LGBT Center Presentation (Anna Pizelo)
- C. 2023-2024 New JMCS Sites
 - a. EJ: Grass Valley, Ca
 - b. Pine Grove Conservation Camp: Pine Grove, Ca
- D. Recommendations of the Community Schools Steering Committee (Aaron Scholl) (Attachment 9, Page 111)
- E. A-G Implementation Grant Update (Matt Murdock) (Attachment 10, Page 113)
- F. CEO's Report

9. Miscellaneous Information Items

A. 2022-2023 Notable Dates:

1. May 12, 2023: In-Service Day
2. June 8, 2023: CCC Statewide Graduation in Sacramento
3. June 14, 2023: Rancho Cielo Graduation in Salinas

B. Correspondence

C. Schedule of Future Board Meetings

- i. Wednesday, June 14, 2023, 1 p.m. Rancho Cielo Youth Campus, 710 Old Stage Rd, Salinas, CA 93908
- ii. Wednesday, July 12, 2023, 10 a.m. Nevada County Office of Education, 380 Crown Point Cir, Grass Valley, CA 95945
- iii. Wednesday, August 9, 2023 10 a.m. Location to be determined

Board Attendance at Upcoming Meetings:

	06/14/23	07/12/23	08/09/23
Stanton Miller	Yes or No In-person or Remote	Yes or No In-person or Remote	Yes or No In-person or Remote
Michael Corbett	Yes or No In-person or Remote	Yes or No In-person or Remote	Yes or No In-person or Remote
Sallie Wilson	Yes or No In-person or Remote	Yes or No In-person or Remote	Yes or No In-person or Remote
Len Eckhardt	Yes or No In-person or Remote	Yes or No In-person or Remote	Yes or No In-person or Remote
Gil Botello	Yes or No In-person or Remote	Yes or No In-person or Remote	Yes or No In-person or Remote

10. Request for Agenda Items

11. Adjournment

This agenda was posted at least 24 hours in advance of the meeting at:
John Muir Charter Schools Office, 117 New Mohawk Rd. Suite F, Nevada City, Ca 95959 and
www.johnmuircs.com

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**JOHN MUIR CHARTER SCHOOLS
ADOPTED BUDGET
2023-2024**

	Muir Admin	Site Salaries	CCC Programs	LCC Programs	Youthbuild Programs	WIOA Programs	Total
ADA			109	159	96	65	429
RESOURCES							
Beg Balance	5,853,535			-			5,853,535
Total Beginning Balance	5,853,535	-	-	-	-	-	5,853,535
LCFF	2,688,997	4,401,091	112,567	163,697	99,456	66,552	7,532,360
Federal ESSA CSI Funds	165,090		-	-	-	-	165,090
Lottery Unrestricted	-		19,377	28,178	17,120	11,456	76,132
Lottery Restricted	-		7,637	11,106	6,747	4,515	30,005
Mandate Block Grant	21,841		-	-	-	-	21,841
Other State Revenues	300,000		-	-	-	-	300,000
Charter Facility Funding	42,032		-	143,393	66,795	46,238	298,458
Local (interest)	-		-	-	-	-	-
Total Revenue	3,217,960	4,401,091	139,581	346,375	190,119	128,760	8,423,885
Subsidy	-			-		-	-
Total Beg Balance & Revenue	9,071,495	4,401,091	139,581	346,375	190,119	128,760	14,277,420
EXPENDITURES							
FTE Certificated	12.00	38.25	-	-	-	-	50.25
FTE Classified	6.00	5.63	-	-	-	-	11.63
Certificated	1,421,378	2,925,690	-	-	-	-	4,347,068
Classified	521,089	365,630	-	-	-	-	886,719
Benefits	463,465	771,779	-	-	-	-	1,235,244
Health Benefits	206,525	337,993	-	-	-	-	544,517
NEVCO Oversight 1%	75,324	-	-	-	-	-	75,324
Subtotal Fixed Expenses	2,687,781	4,401,091	-	-	-	-	7,088,872
Material/Supplies	19,980	-	11,166	22,421	10,841	9,952	74,360
Food	-	-	5,500	11,378	41,500	8,055	66,433
Equipment	16,110	-	11,166	16,514	11,841	8,778	64,409
Travel/Conferences	83,267	-	3,500	10,000	-	-	96,767
Insurance	38,667	-	-	-	-	-	38,667
Utilities	22,800	-	-	10,211	-	1,145	34,156
Rents/Leases/Repairs	49,045	-	-	191,466	91,592	61,650	393,753
Consultant/Svcs/Oper. Exp	484,732	-	5,000	12,305	9,304	650	511,991
Postage	13,800	-	1,000	177	42	81	15,100
Telephone	2,883	-	4,400	16,229	-	676	24,188
Internet	13,936	-	20,000	12,532	2,800	3,000	52,268
Subtotal Discretionary Expenses	745,220	-	61,732	303,233	167,920	93,987	1,372,092
Total Expenditures	3,433,001	4,401,091	61,732	303,233	167,920	93,987	8,460,964
Ending Fund Balance	5,638,494	-	77,849	43,142	22,199	34,773	5,816,457
Components of Ending Balance							
10% Reserve	846,096						846,096
Admin Reserve	1,124,403						1,124,403
State Grant Reserve	1,494,503						1,494,503
Unappropriated Balance	2,173,492	-	77,849	43,142	22,199	34,773	2,351,455

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John Muir Charter Schools Meeting of the Board of Directors

Wednesday, April 12, 2023

10:00 a.m.

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

Riverside Heritage - Academy (UCCIE)
Eric M. Solander Resource Center
7801 Gramercy Place, Ste. B, Riverside, CA 92503

Join Via Zoom:
<https://us02web.zoom.us/j/87661054659>

Dial by your location:
+1 669 900 9128

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Minutes

1. Meeting Call to Order

Stan Miller called the meeting to order at 10:09 a.m.

2. Introductions

JMCS Board Members in attendance: Stan Miller, Michael Corbett, Len Eckhardt, and Sallie Wilson.
Remote: Gil Botello entered the meeting at 10:25 a.m.

JMCS Staff Members in attendance: CEO RJ Guess, COO Dawn McConnell, IT Director Kyle Money Penny, Fiscal Analyst Rachael Navarrete, Administrative Coordinator Luz Delgado, Community School Coordinator Jocelyn Moore, Santa Rosa Teacher Eileen Nagle, Marketing and Outreach Coordinator Stephanie Hodnett

3. 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.

4. Additions to the Agenda

RJ Guess requested the addition of discussion item F Tac Report.

5. Adoption of the Agenda

On a motion made by Len Eckhardt and seconded by Michael Corbett, the agenda was adopted on a 5-0-0-1 vote.

(Ayes: Miller, Corbett, Eckhardt, Wilson. Noes: None. Abstentions: None. Absent: Botello.)

6. Informational/Action Items

A. Approval of the Minutes of the Regular Board Meeting Wednesday, March 8, 2023
(Attachment 1, Page 5)

On a motion by Michael Corbett, seconded by Sallie Wilson, the Approval of Minutes of the Regular Board Meeting Wednesday, March 8, 2023, was approved on a 5-0-0-1 vote.

(Ayes: Miller, Corbett, Eckhardt, Wilson. Noes: None. Abstentions: None. Absent: Botello.)

B. Approval of Vendor Payments 2/26/23 - 3/25/23 (Attachment 2, Page 11)

Stan Miller asked about the \$90,000 a month payment for STRS. Dawn McConnell informed the board that this is a quarterly payment. Stan requested that this distinction be noted in the Vendor Index.

On a motion by Michael Corbett, seconded by Len Eckhardt, the Vendor Payments 2/26/23 - 3/25/23, were approved on a 5-0-0-1 vote.

(Ayes: Miller, Corbett, Eckhardt, Wilson. Noes: None. Abstentions: None. Absent: Botello.)

C. Approval of New and Termed Employees 3/1/23 - 3/31/23 (Attachment 3, Page 19)

None.

D. Revision to JMCS Policy 5805 Suspension and Expulsion/Due Process (Attachment 4, Page 21)

RJ Guess announced that this policy has been cleared by the attorneys. RJ informed the board that JMCS will provide distance learning services for expelled students while they wait for a board hearing. As a charter, an expulsion generally means the student will be returning to their local school after their expulsion period is complete. This item will be carried over to the May board meeting.

E. Approval of Material Changes to the JMCS Charter (Attachment 5, Page 43)

RJ Guess received a note from the County Office of Education after the approval of the material last month. The Human Resources Department wanted clarification on credential requirements. This had to be rewritten and needs board approval once more. This goes to the County Board after approval.

On a motion by Len Eckhardt, seconded by Michael Corbett, the Material Changes to the JMCS Charter, were approved on a 5-0-0-0 vote.

(Ayes: Miller, Botello, Corbett, Eckhardt, Wilson. Noes: None. Abstentions: None. Absent: None.)

F. Vote to Confirm the Wednesday, June 14, 2023, Board Meeting at Rancho Cielo:
Meeting Time.

RJ Guess confirmed a 1 p.m. Board Meeting at Rancho Cielo in June.

7. Discussion Items

A. JMCS Foundation Report (Gil Botello)

Gil Botello announced that a meeting will be held this afternoon and a report will be presented next month.

B. Recruitment Update (Stephanie Hodnett)

Stephanie Hodnett gave an analytic report about digital marketing and outreach. She also shared an overview of what recruitment sites are most effective. The top cities for recruitment are Los Angeles, Sacramento, and Long Beach. Overall recruitment site visits have been increasing. Stan Miller requested an update on the number of students that have been recruited due to the marketing efforts. Sallie Wilson asked if there is an opportunity for person-to-person recruitment. Stephanie explained she connects with potential students once they have shown interest. Gil Botello requested an agenda item for the effectiveness of the recruitment campaign. He would like a financial report presented for recruitment.

C. Museum of Tolerance Report (Jocelyn Moore)

Jocelyn Moore announced that she has been facilitating professional development implementation. She has been using the Museums of Tolerances resources for JMCS staff members. The Museum of Tolerance provides training and professional development that align with JMCS models. 37 Staff members volunteered to participate in an in-service provided by the Museum of Tolerance. Staff members provided positive feedback. Many teachers reported that they will be implementing skills gained from the professional development in the classroom. Stan Miller would like to provide staff members who were not able to participate in this training some portion of this training to them.

D. CEO's Report

RJ Guess gave an overview of legislation that has been introduced and updated the board on JMCS school site operations. Three California Climate Corps Fellows will be working with JMCS next school year at no cost to JMCS. The Fellows will be coordinating one community event a year. RJ discussed budget increase overviews and grant applications.

RJ discussed with the board that under the Brown Act, future Board Meetings need to be held at a different approved location, most likely Nevada County. RJ is waiting for clarification from JMCS's attorneys.

E. 2023-2024 LCAP Preview (Under Separate Cover)

Dawn McConnell gave a brief overview of the LCAP preview. She reviewed and analyzed the metrics for each goal. There are goals with empty slots at the moment. Dawn is waiting for metrics to come in from NCSOS. The data will be available in May and the full LCAP will be included in the May Board Meeting.

F. TAC Report

Eileen Nagle announced that teachers have been creating local groups based on regions. Teachers have been working closely with one another to provide support to each site. Southern California sites have partnered together to provide students with enrichment field trips.

8. Miscellaneous Information Items

A. 2022-2023 Notable Dates:

1. April 26, 2023 to April 27, 2023 JMCS Office Move
2. May 12, 2023 In-Service Day (Virtual)
3. June 8, 2023: CCC Statewide Graduation in Sacramento
4. June 14, 2023: Rancho Cielo Graduation in Salinas

B. Correspondence

None.

C. Schedule of Future Board Meetings

- i. Wednesday, May 10, 2023, 10 a.m. Sacramento Regional Conservation Corps, 6101 27th Street Sacramento, CA 95822
- ii. Wednesday, June 14, 2023, 1 p.m. Rancho Cielo Youth Campus, 710 Old Stage Rd, Salinas, CA 93908
- iii. Wednesday, July 12, 2023, 10 a.m. TBD

Board Attendance at Upcoming Meetings:

	05/10/23	06/14/23	07/12/23
Stanton Miller	Yes In-person	Yes In-person	Yes In-person
Michael Corbett	Yes In-person	Yes In-person	TBA
Sallie Wilson	Yes In-person	TBA	TBA
Len Eckhardt	Yes In-person	Yes In-person	Yes In-person
Gil Botello	Yes Remote	Yes In-person	Yes Remote

9. Request for Agenda Items

- Recommendations of the Community Schools Steering Committee
- Los Angeles LGBT Site Presentation
- A-G Implementation Grant Update
- LCAP Public Hearing

10. Adjournment

Stan Miller adjourned at 11:56 a.m.

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John Muir Charter Schools

Vendor Activity

From 3/26/2023 Through 4/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Chc... Num...	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
Abila	ABIL000	4/13/2023	13870	May 2023 Financial Software Program Subscription	0000	5800	002	1,551.14
Airespring	AIRE000	4/3/2023	13810	Internet Service for Headquarters	0000	5940	001	656.09
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for Headquarters	0000	4300	001	787.40
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for Bus Services	0000	4300	002	92.63
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for IT	0000	4300	004	152.73
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for Camarillo	0000	4300	105	524.22
Amazon Capital Services	AMAZ001	4/6/2023	13844	Acct#A1GJATGXQUAYOW/Supplies for John Muir Charter	0000	4300	110	(93.12)
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for Placer	0000	4300	110	93.12
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for SLO	0000	4300	110	44.93
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for Placer	0000	4300	117	123.30
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for LA	0000	4300	119	84.21
Amazon Capital Services	AMAZ001	4/6/2023	13844	Space Heater for Norwalk	0000	4300	120	22.04
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for Norwalk	0000	4300	120	50.89
Amazon Capital Services	AMAZ001	4/6/2023	13844	Dell Laptop for S. Mizenin/CCNB	0000	4300	202	807.71
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for CCNB	0000	4300	202	77.28
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for YC Santa Rosa	0000	4300	202	52.39
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for SRCC	0000	4300	204	122.61
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for SFCC	0000	4300	206	16.27
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for Richmond YB	0000	4300	321	14.75
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for Rancho Cielo	0000	4300	322	235.83
Amazon Capital Services	AMAZ001	4/6/2023	13844	Supplies for VOALA No Hollywood	0000	4300	323	171.75
Amazon Capital Services	AMAZ001	4/6/2023	13844	WebCam for IT	0000	4400	004	107.22
Amazon Capital Services	AMAZ001	4/6/2023	13844	Lateral File Cabinet for Delta	0000	4400	101	274.74
Amazon Capital Services	AMAZ001	4/6/2023	13844	Postage for SLO	0000	5920	110	44.95
Anna Pizelo	PIZE000	4/3/2023	13829	03/01-03/21/2023 Mileage Reimbursement	0000	5200	001	848.88
AT&T	ATT0001	4/3/2023	13811	Ban#9391028085/Phn for Headquarters	0000	5930	001	91.81
AT&T	ATT0001	4/3/2023	13811	Ban#9391028101/Phn for SLO	0000	5930	110	16.90
AT&T	ATT0001	4/3/2023	13811	Ban#9391028068/Internet for Delta	0000	5940	101	214.11
AT&T	ATT0001	4/13/2023	13872	Ban#9391028095/Phn for Chico	0000	5930	102	98.91
AT&T	ATT0001	4/13/2023	13872	Acct#9391081852/Phn for Placer	0000	5930	117	25.50
AT&T	ATT0001	4/13/2023	13872	Ban#9391028095/Internet for Chico	0000	5940	102	163.64
AT&T	ATT0001	4/20/2023	13898	Ban#9391028099/Phn for Fresno	0000	5930	103	115.34
AT&T	ATT0001	4/20/2023	13898	Ban#9391028102/Phn for SLO	0000	5930	110	27.11
AT&T	ATT0001	4/20/2023	13898	Ban#9391028099/Internet for Fresno	0000	5940	103	146.77
AT&T	ATT0002	4/13/2023	13873	Acct#150773226/Internet for Redding	0000	5940	111	42.80

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 3/26/2023 Through 4/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Chc... Num...	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
AT&T	ATT0002	4/20/2023	13899	Acct #151953127/Internet for Tahoe	0000	5940	115	53.50
AT&T	ATT0003	4/13/2023	13874	Acct #08802453037260/Internet for Ukiah	0000	5940	116	214.00
Atrium Court, LLC	ATR000	4/13/2023	13871	May 2023 Rent for YC Santa Rosa	0000	5600	202	3,040.20
Bank Of America	BOADELG	4/6/2023	13845	Food for Board Meeting	0000	4300	001	230.21
Bank Of America	BOADELG	4/6/2023	13845	Shipping/Postage for Admin	0000	5920	001	349.20
Bank of America	BOADICK	4/6/2023	13846	Bus Passes for Stdts @ Norwalk	5634	5800	120	27.00
Bank of America	BOADICK	4/6/2023	13846	Bus Passes for Stdts @ VOALA No Hollywood	5634	5800	323	108.00
Bank of America	BOAGUES	4/6/2023	13847	03/01-03/24/2023 Travel for Guess, RJ	0000	5200	001	2,655.96
Bank of America	BOAGUES	4/6/2023	13847	Hotel Stay for Miller, Stan	0000	5200	001	183.44
Bank of America	BOAGUES	4/6/2023	13847	Supplies for Admin	0808	8699	001	193.47
Bank of America	BOAHODN	4/6/2023	13848	Online Student Recruitment	0029	5800	000	1,144.02
Bank of America	BOALEEO	4/6/2023	13849	03/01-03/24/2023 Travel for Lee, Boltia	0000	5200	001	78.50
Bank of America	BOAMCCO	4/6/2023	13850	03/01-03/24/2023 Travel for McConnell, Dawn	0000	5200	001	732.50
Bank of America	BOAMCCO	4/6/2023	13850	Postage for Admin	0000	5920	001	1.74
Bank of America	BOAMCCO	4/6/2023	13850	Supplies for Admin	0808	8699	001	123.00
Bank of America	BOAMONN	4/6/2023	13851	Inventory Tags	0000	4300	004	568.21
Bank of America	BOAMONN	4/6/2023	13851	Advertisement for Employee Recruitment	0000	5800	001	795.92
Bank of America	BOAMONN	4/6/2023	13851	Mo Subscription for Adobe Acrobat/Delgado, Luz	0000	5800	001	16.99
Bank of America	BOAMONN	4/6/2023	13851	Mo Subscription for Adobe Acrobat/Lee, Lita	0000	5800	001	16.99
Bank of America	BOAMONN	4/6/2023	13851	Mo Subscription for Adobe Acrobat/McConnell, Dawn	0000	5800	001	16.99
Bank of America	BOAMONN	4/6/2023	13851	Mo Subscription for Texting App for Stdts	0000	5800	001	49.00
Bank of America	BOAMONN	4/6/2023	13851	MS Office Yearly Subscription for Admin	0000	5800	001	768.00
Bank of America	BOAMONN	4/6/2023	13851	Squarespace Yearly Subscription for JMCS Foundation	0000	5800	001	20.00
Bank of America	BOAMONN	4/6/2023	13851	Mo Subscription for Adobe Acrobat/Lawson, E	0000	5800	002	16.99
Bank of America	BOAMONN	4/6/2023	13851	Mo Subscription for Adobe Acrobat/Wood, T	0000	5800	002	16.99
Bank of America	BOAMONN	4/6/2023	13851	Mo Subscription for Adobe Acrobat/Sturgis	0000	5800	003	16.99
Bank of America	BOAMONN	4/6/2023	13851	Mo Subscription for Adobe Acrobat/Money Penny	0000	5800	004	16.99
Bank of America	BOAMONN	4/6/2023	13851	Yearly Subscription for JOHNMUIRCS.ORG Domain Name	0000	5800	004	15.99
Bank of America	BOAMONN	4/6/2023	13851	Zoom Yearly Subscription for Corrie Lucchesi	0000	5800	103	67.76
Bank of America	BOAMONN	4/6/2023	13851	Mo Subscription for Adobe Acrobat/YC Santa Rosa	0000	5800	202	16.99
Bank of America	BOAMONN	4/6/2023	13851	Mo. Subscription to Google Voice for VOALA	0000	5800	319	12.64
Bank of America	BOAMONN	4/6/2023	13851	Mo Subscription for Adobe Acrobat/Paulino, Janell	0000	5800	322	16.99
Bank of America	BOAMONN	4/6/2023	13851	Shipping/Postage of Inventory	0000	5920	004	695.97

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

Date: 5/1/23 04:49:09 PM

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John Muir Charter Schools

Vendor Activity

From 3/26/2023 Through 4/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Chc... Num...	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
Bank of America	BOAMONN	4/6/2023	13851	Internet for Monterey	0000	5940	114	96.30
Bank of America	BOAMOOR	4/6/2023	13852	03/01-03/24/2023 Travel for Moore, Jocelyn	0000	5200	001	310.12
Bank of America	BOAMOOR	4/6/2023	13852	Reg for S-TAC Community Schools Summit/Moore, Jocelyn	0000	5800	001	360.50
Bank of America	BOAMOOR	4/6/2023	13852	Food for Students @ SRCC	5634	4300	001	50.00
Bank of America	BOANAVA	4/6/2023	13853	GED Vouchers	0000	5800	001	2,690.00
Bank of America	BOANAVA	4/6/2023	13853	Adobe Acrobat Mo Subscription for Navarrete, Rachael	0000	5800	002	14.99
Bank of America	BOANAVA	4/6/2023	13853	Mo Financial Software Hosting Fee	0000	5800	002	462.00
Bank of America	BOANAVA	4/6/2023	13853	Employee Transportation Services/Payroll Deductions	0000	9529	000	183.00
Bank of America	BOAPIZE	4/6/2023	13854	Banner for LA LGBT	0000	4300	424	58.18
Bank of America	BOAPIZE	4/6/2023	13854	Food for LA LGBT	0000	4300	424	55.92
Bank of America	BOAPIZE	4/6/2023	13854	03/01-03/24/2023 for Pizelo, Anna	0000	5200	001	434.68
Bank of America	BOAREED	4/6/2023	13855	03/01-03/24/2023 Travle for Reed, Thomas	0000	5200	006	722.85
Bank Of America	BOASCHO	4/6/2023	13856	03/01-03/24/2023 Travel for Scholl, Aaron	3182	5800	001	1,286.05
Berkshire Hathaway Homestate Companies	BERK000	4/13/2023	13875	Policy#JOWC218736/May 2023 Workers Comp	0000	9516	000	2,056.33
Blue Shield of California	BLUE000	4/20/2023	13900	May 2023 Health Insurance	0000	9514	000	33,954.58
Brookcrest by Culligan Water	BROO000	4/6/2023	13857	Water Service for Headquarters	0000	4300	001	19.45
Central City Neighborhood Partners	CENT001	4/13/2023	13876	May 2023 Rent for GEM Academy	0000	5600	402	3,373.00
Charter Communications	CHAR000	4/13/2023	13877	Acct#110629101/Internet for LA	0000	5940	119	59.99
Charter Communications	CHAR000	4/13/2023	13877	Acct#110629101/Internet for Riverside	0000	5940	211	99.98
City of Riverside	CITYR00	4/13/2023	13878	May 2023 Rent for RVS	0000	5600	211	1,286.52
Comcast	COMC000	4/6/2023	13859	Acct#8155300342550860/Phn for YC Santa Rosa	0000	5930	202	90.08
Comcast	COMC000	4/13/2023	13879	Acct#963147273/Internet for Chico	0000	5940	102	89.92
Comcast	COMC000	4/13/2023	13880	Acct#964805790/Internet for YC Santa Rosa	0000	5940	202	290.78
Conservation Corp Long Beach	CONS000	4/13/2023	13881	May 2023 Rent for RJ Guess	0000	5600	001	237.80
Conservation Corps North Bay	CON000	4/3/2023	13813	Feb 2023 Fac Exp/Copier Rent for CCNB	0000	5600	202	171.08
Conservation Corps North Bay	CON000	4/3/2023	13813	Feb 2023 Fac Exp/Rent for CCNB	0000	5600	202	4,123.33
Conservation Corps North Bay	CON000	4/3/2023	13813	Mar 2023 Fac Exp/Phn for CCNB	0000	5930	202	603.54
Cristina A Dickason	DICK000	4/6/2023	13860	03/01-03/22/2023 Mileage Reimbursement/UCCIE	0000	5200	209	706.35
Cristina Vanderlaan	VAND000	4/3/2023	13839	03/07-03/09/2023 HiSet Test Reimbursement/Camarillo	0000	5800	105	150.00

John Muir Charter Schools

Vendor Activity

From 3/26/2023 Through 4/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Chc... Num...	Transaction Description	Res... Code	Obje... Code	Site Code	Expenses
Cset - Comm Svcs/Employment Tr	CSET000	4/13/2023	13882	March 2023 Fac Exp/Janitorial Supplies for CSET	0000	4300	207	242.79
Cset - Comm Svcs/Employment Tr	CSET000	4/13/2023	13882	March 2023 Fac Exp/Utilities for CSET	0000	5500	207	832.06
Cset - Comm Svcs/Employment Tr	CSET000	4/13/2023	13882	March 2023 Fac Exp/Copier Rent for CSET	0000	5600	207	54.53
Cset - Comm Svcs/Employment Tr	CSET000	4/13/2023	13882	March 2023 Fac Exp/Rent for CSET	0000	5600	207	1,440.85
Cset - Comm Svcs/Employment Tr	CSET000	4/13/2023	13882	March 2023 Fac Exp/Indirect Overhead Charges for CSET	0000	5800	207	8.94
Cset - Comm Svcs/Employment Tr	CSET000	4/13/2023	13882	March 2023 Fac Exp/Janitorial Services for CSET	0000	5800	207	657.33
Cset - Comm Svcs/Employment Tr	CSET000	4/13/2023	13882	March 2023 Fac Exp/Security for CSET	0000	5800	207	698.23
Cset - Comm Svcs/Employment Tr	CSET000	4/13/2023	13882	March 2023 Fac Exp/Phn for CSET	0000	5930	207	376.59
Cset - Comm Svcs/Employment Tr	CSET000	4/13/2023	13882	March 2023 Fac Exp/Internet for CSET	0000	5940	207	427.96
Dataflow Business System, Inc.	DATA001	4/3/2023	13814	Acct#JM4008/Copier for Rancho Cello	0000	5600	322	97.81
Delta Dental of California	DELT000	4/3/2023	13815	Acct#05-1795000000/April 2023 Dental Insurance	0000	9514	000	5,786.41
DNA - Diverse Network Assoc	DNAD000	3/17/2023	13795	April 2023 Website & Video Hosting	0000	5800	004	148.95
DNA - Diverse Network Assoc	DNAD000	3/17/2023	13795	April 2023 Website Hosting	0000	5800	004	800.00
Envoy Plan Services, Inc	ENVO001	4/3/2023	13816	EE Envoy Contributions for 03/31/2023 Payroll Period	0000	9523	000	4,900.00
Envoy Plan Services, Inc	ENVO002	4/3/2023	13817	Feb 2023 403(b) Acct Monthly Maintenance Fee	0000	5800	001	50.00
Envoy Plan Services, Inc	ENVO002	4/20/2023	13902	March 2023 403(b) Acct Monthly Maintenance Fee	0000	5800	001	50.00
Franchise Tax Board	FRAN000	4/3/2023	13818	03/31/2023 Garnishment	0000	9520	000	1,291.74
Frontier Communications	FRON000	4/3/2023	13819	Acct#56269425651026125/Phn & Internet for Ready SET OC	0000	5930	408	94.85
Frontier Communications	FRON000	4/3/2023	13819	Acct#56269425651026125/Phn & Internet for Ready SET OC	0000	5940	408	106.32
Frontier Communications	FRON000	4/13/2023	13884	Acct#56286801910227145/Phn for Norwalk	0000	5930	120	184.95
Frontier Communications	FRON000	4/13/2023	13884	Acct#56286801910227145/Internet for Norwalk	0000	5940	120	96.25
Frontier Communications	FRON000	4/13/2023	13885	Acct#76077591291112155/Phn for UCCIE	0000	5930	209	385.22
Frontier Communications	FRON000	4/13/2023	13885	Acct#76077591291112155/Internet for UCCIE	0000	5940	209	230.99

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 3/26/2023 Through 4/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Chc... Num...	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
Instructure, Inc.	INST001	4/20/2023	13903	Canvas Success Package	7435	5800	001	9,900.00
Intermedia.net Inc	INTE001	4/13/2023	13886	Phn Services for Headquarters	0000	5930	001	100.51
Jocelyn Moore	MOOR001	4/3/2023	13822	02/03-02/15/2023 Mileage Reimbursement	0000	5200	001	150.65
John Muir Charter Schools Foundation	JMCSF000	4/3/2023	13820	Jan 2023 Donation/EE Payroll Deductions	0000	9528	000	60.00
Kaiser Foundation Health Plan Inc.	KAIS000	4/3/2023	13821	Cst ID#1731133499/April 2023 Health Insurance	0000	9514	000	1,485.67
Kaiser Foundation Health Plan Inc.	KAIS000	4/20/2023	13904	Cst ID#1731133499/May 2023 Health Insurance	0000	9514	000	7,829.04
Kaiser Foundation Health Plan Inc.	KAIS000	4/20/2023	13904	Cst ID#8868351686/May 2023 Health Insurance	0000	9514	000	10,685.39
Lunch Box Express	LUNC000	4/6/2023	13862	Food for CCC Day	0000	4300	001	508.73
Nevada County Superintendent of Schools	NCSOS00	4/3/2023	13823	EE/ER STRS Contributions for 03/01-03/31/2023 Reporting Per	0000	9511	000	89,892.60
ODP Business Solutions, LLC	OFFI000	4/3/2023	13824	Supplies for Fortuna	0000	4300	112	222.22
ODP Business Solutions, LLC	OFFI000	4/3/2023	13824	Supplies for UCCIE	0000	4300	209	212.00
ODP Business Solutions, LLC	OFFI000	4/3/2023	13824	Supplies for Ready SET OC	0000	4300	408	82.24
ODP Business Solutions, LLC	OFFI000	4/13/2023	13887	Supplies for Fortuna	0000	4300	112	210.43
ODP Business Solutions, LLC	OFFI000	4/13/2023	13887	Supplies for Rancho Cielo	0000	4300	322	683.77
ODP Business Solutions, LLC	OFFI000	4/20/2023	13905	Supplies for YC Santa Rosa	0000	4300	202	67.69
ODP Business Solutions, LLC	OFFI000	4/20/2023	13905	Acct#33853536/Supplies for YC Santa Rosa	0000	4300	402	(67.69)
ODP Business Solutions, LLC	OFFI000	4/20/2023	13905	Supplies for GEM Academy	0000	4300	402	126.64
ODP Business Solutions, LLC	OFFI000	4/20/2023	13905	Supplies for YC Santa Rosa	0000	4300	402	67.69
ODP Business Solutions, LLC	OFFI000	4/20/2023	13905	Postage for GEM Academy	0000	5920	402	60.00
One Ring Networks	ONER000	4/6/2023	13863	Internet for Camarillo	0000	5940	105	299.00
Optimum	OPTI000	4/3/2023	13825	Acct#07715-125282-01-0/Internet for Fortuna	0000	5940	112	149.47
Optimum Foods LLC	OPTI001	4/3/2023	13826	Food for CCNB	0000	4300	202	601.46
Optimum Foods LLC	OPTI001	4/3/2023	13826	Food for SRCC	0000	4300	204	300.73
Optimum Foods LLC	OPTI001	4/3/2023	13826	Milk for SRCC	0000	4300	204	126.27
Optimum Foods LLC	OPTI001	4/3/2023	13826	Food for VOALA No Hollywood	0000	4300	323	155.26
Optimum Foods LLC	OPTI001	4/3/2023	13826	Food for GEM Academy	0000	4300	402	300.36
Optimum Foods LLC	OPTI001	4/3/2023	13826	Milk for GEM Academy	0000	4300	402	62.49
Optimum Foods LLC	OPTI001	4/3/2023	13826	Food for Westside Youth Academy	0000	4300	423	128.22
Optimum Foods LLC	OPTI001	4/3/2023	13826	Milk for Westside Yough Academy	0000	4300	423	126.27
Optimum Foods LLC	OPTI001	4/13/2023	13888	Milk for CCNB	0000	4300	202	124.96
Optimum Financial, Inc.	OPTU000	4/20/2023	13906	March 2023 HSA Monthly Service Fee	0000	5800	001	21.25

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John Muir Charter Schools

Vendor Activity

From 3/26/2023 Through 4/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Chc... Num...	Transaction Description	Res... Code	Obje... Code	Site Code	Expenses
Paradise Drinking Water	PARA000	4/6/2023	13864	Acct#020860/Water Service for Ready SET OC	0000	4300	408	8.45
PG&E	PGE0000	4/3/2023	13827	Acct#0715818221-7/Utilities for Headquarters	0000	5500	001	237.07
Philadelphia Insurance Co.	PHIL000	4/13/2023	13889	Acct#78807985/May 2023 Liability Insurance	0000	5400	001	3,262.24
Pitney Bowes Global Financial Services LLC	PITN001	4/3/2023	13828	Postage Machine Lease @ HQ for 03/30/23-06/29/23	0000	5600	001	389.65
Pitney Bowes Global Financial Services LLC	PITN001	4/13/2023	13890	Acct#0016360069/Supplies for Headquarters	0000	4300	001	35.00
Powerschool Group LLC	POWE001	4/3/2023	13830	PowerSchool University for Janel Reyes	0024	5800	001	2,500.00
Powerschool Group LLC	POWE001	4/3/2023	13830	PowerSchool University for Remy Sturgis	0024	5800	003	2,500.00
Powerschool Group LLC	POWE001	4/3/2023	13830	PowerSchool University for Joseph DeRuosi	0808	8699	001	2,500.00
Rancho Cielo Inc	RANC000	4/3/2023	13831	Feb 2023 Reimb for Student Lunches @ Rancho Cielo	0000	4300	322	5,971.00
Rancho Cielo Inc	RANC000	4/3/2023	13831	March 2023 Internet for Rancho Cielo	0000	5940	322	250.00
Rancho Cielo Inc	RANC000	4/6/2023	13865	April 2023 Phn for Rancho Cielo	0000	5940	322	80.00
Rancho Cielo Inc	RANC000	4/13/2023	13891	March 2023 Reimb for Student Lunches @ Rancho Cielo	0000	4300	322	4,760.00
Rebecca Roe	ROE0000	4/13/2023	13893	03/02-03/17/2023 Mileage Reimbursement/UCCIE	0000	5200	209	518.76
Richard Guess	GUES000	4/6/2023	13861	11/08/2022-03/17/2023 Travel Reimbursement	0000	5200	001	2,240.93
Secure Record Management	SEC000	4/13/2023	13894	Onsite Shredding for Headquarters	0000	5800	001	269.95
So Calif Mountains Foundation	SOCA000	4/6/2023	13866	March 2023 Fac Exp for UCCIE	0000	5600	209	3,860.00
Southern California Edison Co	SOUT000	4/3/2023	13833	Acct#700760873401/Utilities for Ready SET OC	0000	5500	408	17.30
Sparkletts	SPAR000	4/20/2023	13908	Water Service for Pomona	0000	4300	107	20.48
State of California Department of Justice	DOJ000	4/13/2023	13883	March 2023 Fingerprinting For John Muir	0000	5800	001	81.00
Sterling Administration	STER000	4/3/2023	13834	April 2023 DCA Funding Contributions	0000	9524	000	416.66
Sterling Administration	STER000	4/3/2023	13834	April 2023 FSA Funding Contributions	0000	9524	000	962.50
Steven Aaron Scholl	SCHO004	4/3/2023	13832	03/13/2023 Travel Reimbursement	0000	5800	001	23.04
Swing Education, Inc.	SWIN000	4/3/2023	13835	03/18-03/24/2023 Sub Services for Norwalk	0000	5800	120	877.50
T-Mobile	TMOB000	4/3/2023	13837	Internet & HotSpots for Lawson	0000	5940	002	20.00
T-Mobile	TMOB000	4/3/2023	13837	Internet & HotSpots IT Inventory	0000	5940	004	560.00
T-Mobile	TMOB000	4/3/2023	13837	Internet & HotSpots for Tahoe	0000	5940	115	40.00
T-Mobile	TMOB000	4/3/2023	13837	Internet & HotSpots for CCNB	0000	5940	202	80.00
T-Mobile	TMOB000	4/3/2023	13837	Internet & HotSpots for Cset	0000	5940	207	20.00
T-Mobile	TMOB000	4/3/2023	13837	Internet & HotSpots for UCCIE	0000	5940	209	60.00
T-Mobile	TMOB000	4/3/2023	13837	Internet & HotSpots for Ready SET OC	0000	5940	408	40.00

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John Muir Charter Schools

Vendor Activity

From 3/26/2023 Through 4/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Chc... Num...	Transaction Description	Res... Code	Obj... Code	Site Code	Expenses
TCSN-The Computer Shop Netlink	TCSN000	4/6/2023	13867	Internet for SLO	0000	5940	110	94.95
TCSN-The Computer Shop Netlink	TCSN000	4/20/2023	13909	Internet for SLO	0000	5940	110	94.95
The Cleaning Solution	CLEA001	4/6/2023	13858	March 2023 Cleaning Service for HQ	0000	5800	001	300.00
Thomsen Properties LLC	THOM002	4/13/2023	13895	April 2023 SSI Rent Credit	0000	5600	001	(717.61)
Thomsen Properties LLC	THOM002	4/13/2023	13895	May 2023 Rent for Headquarters	0000	5600	001	4,670.27
Thomsen Properties LLC	THOM002	4/13/2023	13895	May 2023 SSI Rent Credit	0000	5600	001	(717.61)
TIAA, FSB	TIAA000	4/3/2023	13836	Crt#42002310/Copier Rent for Rancho Cielo	0000	5600	322	175.88
TIAA, FSB	TIAA000	4/20/2023	13910	Crt#42002310/Copier Rent for Rancho Cielo	0000	5600	322	195.88
Tom Reed	REED000	4/13/2023	13892	03/19-04/07/2023 Mileage Reimbursement	0000	5200	006	577.06
Tom Reed	REED000	4/20/2023	13907	04/12-04/19/2023 Mileage Reimbursement	0000	5200	006	732.29
Toshiba Financial Services	TOSH000	4/3/2023	13838	Crt#450-0053811-000/Copier for Headquarters	0000	5600	001	843.45
Verizon Wireless	VERI000	4/3/2023	13840	Internet & Hot Spots for IT	0000	5940	004	117.50
Verizon Wireless	VERI000	4/3/2023	13840	Internet & Hot Spots for Pomona	0000	5940	107	58.25
Verizon Wireless	VERI000	4/3/2023	13840	Internet & Hot Spots for Norwalk	0000	5940	120	117.50
Vision Service Plan (CA)	VISI000	4/3/2023	13841	Acct#12176959/April 2023 Vision Insurance	0000	9514	000	971.62
Your Dream Properties	YOUR000	4/13/2023	13896	May 2023 Rent for OCYC	0000	5600	408	1,750.00
Transaction Total								259,627.31

Report
Opening/Current
Balance

Report Transaction
Totals

Report Current Balances

259,627.31

John Muir Charter Schools
Vendor Notes for Board

VENDOR NAME	PAY FREQUENCY	NOTES
Abila	Monthly	Financial Software
Airespring	Monthly	Internet
Amazon Capital Services	As needed	Supply vendor
Anna Pizelo	As needed	Employee reimbursement
AT&T	Monthly	Phone and Internet, multiple accounts
Atrium Court, LLC	Monthly	Rent
Bank of America	Monthly	Credit card
Berkshire Hathaway Homestate Companies	Monthly	Worker's Compensation policy
Blue Shield of California	Monthly	Medical insurance
Brookcrest by Culligan Water	Monthly	Water service for Muir Headquarters
Central City Neighborhood Partners	Monthly	Rent
Charter Communications	Monthly	Phone and internet
City of Riverside	Monthly	Rent
Comcast	Monthly	Phone and Internet for multiple accounts
Conservation Corp Long Beach	Monthly	Rent for CEO office space
Conservation Corps North Bay	Monthly	Partnering Agency invoice
Cristina A Dickason	As needed	Employee reimbursement
Cristina Vanderlaan	As needed	Employee reimbursement
Cset - Comm Svcs/Employment Tr	Monthly	Partnering Agency invoice
Dataflow Business System	Monthly	Copier service and supplies for Rancho Cielo
Delta Dental of California	Monthly	Dental insurance
DNA - Diverse Network Assoc	Monthly	JMCS website
Envoy Plan Services, Inc	Monthly	403(b): EE (employee) payroll contributions
Franchise Tax Board	As needed	Employee wage garnishment
Frontier Communications	Monthly	Phone and Internet
Instructure, Inc.	Annual	Online student learning engagement platform
Intermedia.net Inc	Monthly	Internet
Jocelyn Moore	As needed	Employee reimbursement
John Muir Charter Schools Foundation	Monthly	EE payroll donation to JMCS foundation
Kaiser Foundation	Monthly	Medical insurance
Lunch Box express	As needed	Food for CCC Day
Nevada County Supt of Schools	Monthly	STRS contributions
ODP Business Solutions, LLC	As needed	Supply vendor
One Ring Networks	Monthly	Internet
Optimum	Monthly	Internet
Optimum Foods LLC	Monthly	Food vendor for multiple sites
Optum Financial, Inc.	Monthly	Health Savings account: EE payroll contributions
Paradise Drinking Water	Monthly	Water service for Ready SET OC
PG&E	Monthly	Utilities for Muir Headquarters
Philadelphia Insurance Co.	Monthly	Liability insurance
Pitney Bowes Global Financial	As needed	Printer Supplies
Powerschool Group LLC	As needed	Powerschool University for staff
Rancho Cielo Inc	Monthly	Partnering Agency invoice
Rebecca Roe	As needed	Employee reimbursement
Richard Guess	As needed	Employee reimbursement
Secure Record Management	As needed	Shred service for headquarters
So Calif Mountains Foundation	Monthly	Partnering Agency invoice
Southern California Edison Co	Monthly	Utilities for site
Sparkletts	Monthly	Water service for Pomona CCC
State of CA Department of Justice	As needed/Monthly	Livescan for new hires
Sterling Administration	Monthly	EE payroll contributions: DCA = dependent care account, FSA = flexible spending account
Steven Aaron Scholl	As needed	Employee reimbursement
Swing Education, Inc	As needed	Substitute Teacher Services
TCSN-The Computer Shop Netlink	Monthly	Internet for sites

The Cleaning Solution	Monthly	Janitorial services
Thomsen Properties LLC	Monthly	Rent
TIAA FSB	Monthly	Copier lease for Rancho Cielo
Tom Reed	As needed	Employee reimbursement
Toshiba Financial Services	Monthly	Copier lease for Muir Headquarters
Verizon Wireless	Monthly	Internet and hotspots
Vision Service Plan	Monthly	Vision insurance
Your Dream Properties	Monthly	Rent

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John Muir Charter Schools
Report of New Employees
4/1/23 - 4/30/23

<u>Employee Name</u>	<u>Site</u>	<u>Position</u>	<u>FTE</u>	<u>Start Date</u>	<u>EE replaced (term date)</u>
Aguilar, Devan	LA LGBT	Teacher	1.00	4/3/2023	n/a
Butorac, Lundsay Chanc	Chico CCC	Instructional Asst	hourly	4/6/2023	Minnie Spyres
Williams II, Andrew	UCCIE	Instructional Asst	1.00	4/4/2023	David Stewart

John Muir Charter Schools
Employee Status Changes
4/1/23 - 4/30/23

<u>Employee Name</u>	<u>Prev Site</u>	<u>New Site</u>	<u>Prev Position</u>	<u>New Position</u>	<u>Start Date</u>	<u>Notes</u>
Matthew Callaghan	Ukiah CCC	same	Teacher	same	4/1/2023	increased from .625 FTE to 1.0 FTE

John Muir Charter Schools
Report of Termed Employees
4/1/23 - 4/30/23

<u>Employee Name</u>	<u>Site</u>	<u>Position</u>	<u>FTE</u>	<u>Term Date</u>
Deering, Michelle	Rancho Cielo	Teacher	1.00	4/21/2023

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John Muir Charter Schools
Policies and Procedures Professional Classroom Responsibilities:
Student Related 5805
Draft Revision Suspension and Expulsion Policy

John Muir Charter Schools
Draft Revision Policy 5805
Suspension and Expulsion/Due Process Policy

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JMCS Staff Commitments to Ensuring Equity in the Implementation of the Suspension and Expulsion Policy:

JMCS staff commit to regular and ongoing training in strategies to prevent suspension, engage families, and for conducting suspension and expulsion conferences to ensure equitable implementation across all JMCS school sites. JMCS staff commit to supporting students with all available measures prior to student suspension or expulsion, including regular training in restorative justice techniques. JMCS staff commit to using family engagement, social-emotional learning practices, well-organized classrooms, and high-quality instruction as the most effective tools to prevent suspension and expulsion from JMCS school sites.

1. Definitions

Suspension: Suspension from school means the *removal of a student from ongoing instruction for adjustment purposes*. Suspension **does not** mean any of the following:

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of the day prescribed by the JMCS CEO for students of the same grade level.
2. Referral to a certificated employee designated by the Program Administrator to advise students.
3. Removal from the class without reassignment to another class or program for the remainder of the period, without sending the student to the Program Administrator or designee.

Expulsion: Expulsion means *the removal of a student from the immediate supervision and control, or the general supervision, of school/program personnel*.

Day: Day means *a calendar day unless otherwise specifically provided*.

School Day: School day means *a day upon which the schools/programs are in session or weekdays during the summer recess*.

Student: Student includes *a student over age 18 and the parent/guardian or legal counsel of a student under age 18*.

Program Administrator: A Program Administrator means the JMCS CEO, COO, Regional Director, Site Coordinator/Administrator, or the certificated or non-certificated designee. If there is not a designated administrator at the JMCS school/program site, a certificated or non-certificated person may be specifically designated by the JMCS CEO, in writing, to assist with disciplinary procedures. Only one such person at a JMCS school site may be designated at any time as the JMCS CEO's primary designee and only one such person may be designated as a secondary designee for the school year. The names of such persons shall be on file in the JMCS Office.

Discipline Review Board: The JMCS Discipline Review Board is a body to review suspensions and expulsions. The Discipline Review Board is made up of the following JMCS staff and Partners:

1. The JMCS CEO or COO
2. A JMCS School Site Lead Staff Member or Site Administrator
3. The JMCS Equity Lead
4. A Partner Agency Liaison from a different JMCS School Site than Where the Student is Enrolled (when applicable)

Notification of JMCS Program Rules

At the beginning of each school year, the Program Administrator of each JMCS school site shall ensure that all students and parents/guardians of students under age 18 are notified in writing of all JMCS/program rules related to discipline, suspension, and expulsion. Transfer students and the parents/guardians of students under age 18 shall be notified at the time of enrollment. The notification shall include information about the ongoing availability of individual school rules and all JMCS policies and regulations pertaining to student discipline.

2. Student Suspension and Expulsion

Each John Muir Charter Schools (JMCS) site shall develop and maintain a comprehensive set of student discipline procedures containing the JMCS code of conduct as stated in the JMCS Student Achievement Plan. These procedures will be printed and distributed as part of the school's student handbook and will clearly describe the school's expectations regarding attendance, mutual respect, substance abuse, violence, safety, and work habits. Each student will be required to verify that they have reviewed and understand the procedures prior to enrollment. All JMCS sites will provide all students with an opportunity for due process and will conform to applicable federal law regarding students with exceptional needs. JMCS will annually notify the Superintendent of any expulsions and will include the suspension and expulsion date in its annual performance report.

A JMCS student may face suspension from class for the following infractions while on school grounds, while going to or coming from school or school activities, or during lunch on or off campus:

1. Insubordination: Students found to be using behaviors or actions in defiance of direct instruction from JMCS staff or actions found to be in violation of the Student Code of Conduct may be suspended for 1-5 days. Suspension for insubordination will be considered as a consequence of last resort, and JMCS and partner agency staff will implement intensive training to ensure equitable implementation across all JMCS school sites.
2. Bullying and/or Harassment: Students found to be bullying, harassing, or otherwise treating students, staff, or others in a disrespectful or aggressive manner.
3. Drug and Alcohol Use: Students found under the influence of drugs or alcohol on school premises or at school-related activities.
4. Possession or use of tobacco, or any products containing tobacco or nicotine products (except in the very limited instance of nicotine as an ingredient of a prescribed drug that required ingestion during school hours) including, but not limited to, vape cartridges, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

5. Knowingly receiving stolen school/program property or private property.
6. Committing sexual harassment as defined in Education Code 212.5 (Education Code 48900.2). The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact on the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
7. Intentionally harassing, threatening, or intimidating a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment (Education Code 48900.4).

A Student may face expulsion from JMCS for the following actions while on school grounds, while going to or coming from school or school activities, or during lunch on or off campus:

1. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous objects of this type as defined in 18 USC 930. Knives or other tools issued by JMCS partnering agencies or used in JMCS instructional programs shall be stored outside of academic classrooms.
2. Possession of an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm [Education Code 48900(m)]
3. Possession, use, or sale of illegal drugs or drug paraphernalia as defined in Section 11014.5 of the Health and Safety Cod.
4. Sale or solicitation of the sale of a controlled substance as identified in 21 USC 812(c), Schedules I-V
5. Inflicts serious bodily injury upon another person as defined in 18 USC 1365
6. Unlawfully offering, arranging, or negotiating the sale of any controlled substance as defined in Health and Safety Code 11053 et. seq., alcoholic beverage or intoxicant of any kind, and then selling, delivering, or otherwise furnishing to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant.
7. Committing or attempting to commit robbery or extortion.
8. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286,288,288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 [Education Code 48900(n)].
9. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both [Education Code 48900(o)].
10. Causing, or attempting to cause, threaten to cause, or participated in an act of hate violence as defined in Education Code 33032.5 (Education Code 48900.3).
11. Multiple (more than three) documented offenses in which a disciplinary suspension has occurred.

A student that has been suspended or expelled from JMCS may return provided:

1. The student petitions, on a form approved by the JMCS Board of Directors and when applicable the JMCS partner agency for reinstatement into the JMCS's program and when

applicable the partner agency's programs. Students and parents of students under age 18 may appeal suspensions and expulsions at the site level, administrative level, JMCS Governing Board level, and to the Nevada County Board of Education.

2. The JMCS Governing Board or the Nevada County Board of Education may approve the student's petition based on strong evidence that the student is willing and able to comply with all rules and regulations of JMCS and when applicable the partnering agency, that they are committed to success at work and in the classroom, and that they understand the reasons for the suspension or expulsion.

3. Informal Conference

A suspension shall be preceded by an informal conference conducted by the Program Administrator between the student, parent and/or guardian of a student under age 18, and whenever practicable, the teacher, supervisor, or school employee who referred the student to the Program Administrator. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her version and evidence in support of his/her defense.

This conference may be omitted if the CEO, COO, or Program Administrator determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety, or health of students or school personnel.

If the pre-suspension conference is not held, both the parent/guardian and the student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference will be held as soon as the student is physically able to return to school.

4. Administrative Actions

All requests for student suspension are to be processed by the Program Administrator of the school/program in which the student is enrolled at the time of the misbehavior. A JMCS employee shall report the suspension, including the name of the student and the cause for the suspension, to the JMCS CEO.

5. Notice to Parents/Guardians

At the time of the suspension, a school employee shall make a reasonable effort to contact the student or parent/guardian of a student under the age of 18 by telephone or in person. Whenever a student under age 18 is suspended, the student or parent/guardian of a student under age 18 shall be notified in writing of the suspension. This notice shall state the reasons for suspension and the date and time when the students may return to school. Should school officials wish to ask the student or parent/guardian of a student under age 18 to confer regarding matters pertinent to the suspension, the notice may also add that state law requires the student or parent/guardian of a student under age 18 to respond to such request without delay.

6. Student or Parent/Guardian of a Student Under Age 18 Conference

Whenever a student is suspended, school officials are permitted to meet with the student or parent/guardian of a student under age 18 to discuss the causes and duration of the suspension,

the policy involved, and any other pertinent matters. While the student or parent/guardian of a student under age 18 is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the student or parent/guardian of a student under age 18 to attend such conference. The student may not be denied readmission solely because the student or parent/guardian of a student under age 18 failed to attend.

7. Extension of Suspension

If JMCS is considering the expulsion of a suspended student, the Site Administrator may, in writing, extend the suspension until such time as the JMCS Governing Board has made a decision. This extension may be made only if the Site Administrator has determined, following a meeting with the student or the parent/guardian of a student under age 18, that the student's presence at the school would endanger persons or property or threaten to disrupt the instructional process. Any extension of the original period of suspension shall be preceded by a notice of such extension with an offer to hold an additional conference concerning the extension, giving the student a further opportunity to be heard.

8. Authority to Expel

Only the JMCS Governing Board may expel a student. The Board shall expel, as required by law, any student found to have committed certain offenses listed below under "Mandatory Recommendation and Mandatory Expulsion. The Governing Board also may order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the Site Administrator based on finding either or both of the following: [Education Code 48915 (b) and (e)].

1. The other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

9. Student's Right to Expulsion Hearing

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the Site Administrator determines that one of the acts listed under Grounds for Suspension and Expulsion has occurred.

The student is entitled to one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the discretion of the JMCS Discipline Review Board. If the Discipline Review Board finds it impracticable to comply with these time requirements for conducting an expulsion hearing, the JMCS CEO or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay.

10. Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one (1) school day in order to accommodate the special physical, mental, or emotional needs

of a student who is the complaining witness (Education Code 48918.5). Whenever the JMCS CEO, COO, or Site Administrator recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the JMCS suspension and expulsion policy and regulation and shall advise the witness of his/her right to all the following: (Education Code 48918.5)

1. A five-day notice of his/her scheduled testimony at the hearing.
2. Up to two adult support persons of his/her choosing present in the hearing at the time he/she testifies.
3. A closed hearing during the time he/she testifies.

11. Written Notice of the Hearing

Written notice of the hearing shall be forwarded to the student and the parent/guardian of a student under age 18 at least ten calendar days before the date of the hearing. The notice shall include:

1. The date and place of the hearing.
2. A statement of the specific facts and charges upon which the proposed expulsion is based.
3. A copy of JMCS disciplinary rules that relate to the alleged violation.
4. Notification that when seeking enrollment in another Local Educational Agency (LEA), a student expelled for acts described in paragraphs 1-4 of Education Code 48915 (a) or the student's parent/guardian must inform the new LEA of his/her status with the expelling district.
5. The opportunity for the student or the parent/guardian of a student under age 18 to appear in person or to employ and be represented by counsel.
6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

12. Conduct of Expulsion Hearing

A. Procedure for Expulsion: The act of expulsion is a very serious matter. The final decision to expel a student rests with the JMCS Governing Board. In order that students and their parents are treated fairly and in accordance with their rights under the law, each of the following steps shall take place in cases where expulsion is being recommended. With regard to students with previously identified exceptional needs, see SP 5144.2 for additional prerequisites.

1. A recommendation for expulsion shall be delivered to JMCS CEO or COO with supporting data as indicated below:
 - a. Identifying information regarding the student and his/her parents;
 - b. A chronological log of the violations and, if appropriate, actions previously taken by the school in an attempt to remedy the problem;
 - c. Records of previous suspensions, parent conferences, etc.
2. Extension of Suspension
 - a. Expulsion Recommended -when JMCS staff are processing expulsion for any student, the suspension may be extended until such time as the

Governing Board has rendered a decision regarding the action. Any such extension shall be in writing.

- b. Meeting -Prior to extending the suspension, the Site Administrator must have a meeting in which the student and/or the parent/guardian of a student under age 18 are invited to participate.
- c. Findings -After considering the issues presented by the student and the student's parent, the site administrator, as the CEO or COO's designee, can extend the suspension if it is determined that the student's presence at the school, or in an alternative school placement, would cause:
 - i. A danger to persons or property; or
 - ii. A threat of disrupting the instructional process
- d. Parents Request Meeting -If the student or the parent/guardian of a student under age 18 has requested a meeting to challenge the original suspension, the purpose of the meeting shall be to decide upon the extension of the suspension order under this section and may be held in conjunction with the initial meeting on the merit of the suspension.

3. Written Notice of Hearing

- a. JMCS shall send an expulsion hearing notice to the student or the parent/guardian of a student under age 18 at least ten (10) calendar days prior to the date of the hearing.
- b. The written expulsion hearing notice shall include:
 - i. The date and place of the hearing
 - ii. A statement of the specific facts and charges against the student;
 - iii. A copy of the JMCS disciplinary rules that relate to the alleged violation;
 - iv. Notice that the parent and student must, upon enrolling in a new school district, inform the new school district of the student's status with JMCS
 - v. A statement of the student's/parent's rights. These include the right to:
 - i. Appear in person or to employ and be represented by legal counsel;
 - ii. Inspect and obtain copies of all the documents to be used at the hearing;
 - iii. Confront and question all witnesses who testify at the hearing;
 - iv. Question all evidence presented;
 - v. Present oral and documentary evidence on the student's behalf, including witnesses;
 - vi. Request a public hearing in writing at least five (5) calendar days before the date of the hearing;
 - vii. Request at least (1) postponement of the hearing for a maximum of thirty (30) calendar days.

4. Representation by Legal Counsel: Notice of a student or parent's intent to be represented by legal counsel shall be provided to the JMCS office at least five (5) school days prior to the expulsion hearing.
5. Postponement of the Expulsion Hearing: The time period for holding the expulsion hearing may, for good cause, be extended for an additional five (5) school days. Reasons for this postponement shall be included as part of the record at the time the expulsion hearing is conducted.

B. Discipline Review Board (DRB)

- a. DRB's Purpose: The DRB shall conduct the expulsion hearing and make a recommendation to the Governing Board regarding expulsion. The CEO, COO, Site Administrator, or designee will present the DRB's recommendation to the Governing Board. Final action to expel a student shall be taken only by the Board in a public session.
- b. Panel Members: The DRB shall consist of at least three (3) impartial certificated employees of JMCS. No DRB member shall be a member of the Governing Board.
- c. Hearing Conducted in Closed Session:
 - i. The DRB hearing shall be closed to the public unless the student or the student's parent requests in writing at least five (5) calendar days prior to the date of the hearing that the hearing be conducted at a public meeting.
 - ii. Regardless of whether the expulsion hearing is conducted at a closed or public session, the DRB shall meet in closed session for the purpose of deliberating and determining whether the student should be recommended for expulsion to the Governing Board.
 - iii. If the DRB admits any non-member to a closed deliberation session, other than an impartial legal counsel, representatives for the student (the parent, the student, and legal counsel for the student) and representatives for the Nevada County Office of Education shall also be allowed to be in attendance.
- d. Hearing Record: The JMCS Governing Board shall record the expulsion hearing. The record may be maintained by any means, including an electronic record, so long as a reasonably accurate and complete written transcription of the proceedings can be prepared.
- e. Rules of Evidence:
 - i. Technical rules of evidence shall not apply to the expulsion hearing. However, only relevant evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs will be admitted and given probative effect.
 - ii. With very limited exceptions, the evidence to expel a student cannot be based solely upon hearsay.
 - iii. The DRB may, upon a finding that good cause exists, determine that the disclosure of the identity of a witness and the testimony of that witness at the hearing would subject the witness to an unreasonable risk of harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations, which shall be examined

only by the DRB and the JMCS Governing Board. Copies of these sworn declarations, which are edited in such a manner as to delete the name and identity of the witness, shall be made available to the student.

- f. Decision:
 - i. The DRB's recommendation shall be based solely upon evidence presented at the hearing.
 - ii. The DRB hearing shall be completed within five (5) school days of commencement or, if this is not practicable, without unnecessary delay.
 - iii. Within three (3) school days following the close of the hearing, the DRB shall determine whether to recommend expulsion to the Governing Board.
 - iv. Within two (2) school days of the decision of the DRB, the JMCS Governing Board shall provide written notice to the student and/or the parent of a student under age 18 of the DRB's recommendation.
 - g. Recommendation Not to Expel:
 - i. If the recommended decision is not to expel, the proceedings are terminated, and the student shall be immediately reinstated to the classroom.
 - ii. The decision of the DRB not to recommend expulsion to the JMCS Governing Board shall be final.
 - h. Recommendation to Expel: To recommend expulsion to the JMCS Governing Board, the DRB must find that the student engaged in conduct:
 - i. Described in Education Code §48915(c) which requires expulsion; or
 - ii. described in Education Code §48900, 48900.2, 48900.3 and 48900.4 and:
 - 1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct;
 - 2. Or, due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.
 - i. Findings of Fact:
 - i. The DRB shall prepare findings of fact in support of their recommendation and submit these findings to the JMCS CEO or designee who will present them to the Governing Board.
 - ii. The DRB's decision shall be supported by substantial evidence showing the student committed the expellable act.
 - j. Suspension of Expulsion Order:
 - i. The DRB may also recommend to the Governing Board that, after ordering expulsion, suspension of the enforcement of that expulsion order may be appropriate.
 - ii. However, the final decision to suspend enforcement of any expulsion order, and the attendant conditions, shall be within the sole discretion of the Governing Board. The Board shall not be bound by any DRB recommendation to suspend an expulsion order.
- C. Governing Board: The JMCS CEO, COO, Site Administrator, or designee shall submit to the Governing Board the DRB's findings of fact in support of a recommendation to expel.
- a. Deliberations:

- i. The Governing Board will meet in closed session to consider the DRB's recommendation to expel and to deliberate whether to accept the recommendation.
 - ii. Except to argue for the right to present supplementary evidence, the parent of the student, the student, and legal counsel for the student may not be present during the deliberations of the Governing Board.
- b. Supplementary Evidence
 - i. A parent may only appear before the Governing Board to request that the Board order a supplementary hearing.
 - ii. A supplementary hearing will be held before the DRB only if the Board finds that:
 - 1. The evidence suggested by the parents could not reasonably have been discovered prior to the DRB hearing; and
 - 2. A supplementary hearing should be held before DRB to admit such evidence.
 - iii. The parent must provide the JMCS Office with notice of their desire/need to appear before the JMCS Governing Board for such limited purpose, at least three (3) school days before the date of the JMCS Governing Board meeting. Absent a timely written request, a parent shall have no right to appear at the JMCS Governing Board meeting.
 - iv. The parent must notify the JMCS Office if legal counsel will represent them at least three (3) school days prior to the meeting scheduled for the Board's deliberations. In such cases, the Board may have legal counsel present.
 - v. Appearance of legal counsel representing the parent or student, without prior written notice to the County Office will result in a refusal to allow the legal counsel to address the JMCS Governing Board.
 - vi. Any supplementary hearing shall be held according to the same rules and procedures as the original DRB hearing. Absent a written request by the student's parent for a postponement of the JMCS Governing Board's decision, the hearing shall not affect the time period required for the JMCS Governing Board to render an expulsion decision pursuant to Education Code §48918(a).
 - vii. The JMCS Governing Board may determine that holding a supplementary hearing is good cause to extend the original thirty (30) day period in which an expulsion hearing is to be held and extend the time period by five (5) school days.
- c. Decision of the JMCS Governing Board
 - i. The JMCS Governing Board's decision to expel, or not to expel, shall be made within forty (40) school days from the student's removal from school attendance. An exception to the 40-day limit shall be made if the student requests, in writing, that the decision be postponed. Requests for postponement shall be for a period of not more than 30 calendar days. Additional postponement requests may be granted at the discretion of the JMCS Governing Board.

- ii. The JMCS Governing Board's adoption of a recommendation to expel shall be based upon a review of the findings of fact and recommendation submitted by the DRB and upon the results of any supplementary hearing that has been ordered.
- d. Written Notice Expulsion: Written notice of the decision to expel, or a decision to expel combined with a suspension of the expulsion order, shall be sent to the student or the student's parent by the JMCS CEO. The decision shall include notice of:
 - i. The right to appeal the expulsion order to the Nevada County Board of Education
 - ii. The right to appeal the expulsion order to the Superior Court;
 - iii. The parent/student's obligation to disclose the pupil's expulsion upon enrollment in a new school district;
 - iv. The program of study to which the pupil is referred during the period of expulsion;
 - v. The description of the program recommended for the pupil.

13. Final Action by the JMCS Governing Board

Whether the Governing Board, a hearing officer, or an administrative panel conducts the expulsion hearing in closed or public session, the final action to expel must be taken by the JMCS Governing Board at a public meeting. The JMCS Governing Board shall maintain a record of each expulsion, including its cause. Expulsion records shall be nonprivileged, disclosable public records. When the JMCS Governing Board accepts a recommendation against expulsion or makes its own decision after the hearing not to expel, the decision is final and the student shall be reinstated immediately. The JMCS CEO or designee shall place the student in any classroom program, another instructional program, rehabilitation program, or any combination of such programs following consultation with JMCS personnel, including the teacher involved, and with the student's parent/guardian.

Upon ordering an expulsion, the JMCS Governing Board shall set a date when the student shall be reviewed for readmission to a JMCS school site/program. For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the JMCS Governing Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916).

1. Periodic review and assessment at the time of application for readmission.
2. Recommendations for counseling, employment, community service, and other rehabilitation programs.
3. Such other recommendations as the JMCS Governing Board approves.

With parental consent, students who have been expelled for reasons relating to controlled substances or alcohol shall be required to enroll in a county-sponsored drug rehabilitation program before returning to school.

14. Written Notice to Expel

The JMCS CEO or designee shall send written notice of the decision to expel the student and/or the parent/guardian of a student under age 18. This notice shall include the following:

1. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916).
2. Notice of the right to appeal the expulsion to the Nevada County Board of Education and Superior Court.
3. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918). As a Charter School, expulsion will generally mean a return to the student's home school.
4. Notice of the student or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with JMCS, pursuant to Education Code 48915.1 (Education Code 48918).

15. Suspension of Enforcement of the Expulsion

The JMCS Governing Board, upon voting to expel a student, may suspend the enforcement of the expulsion order for not more than one calendar year and may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. Expulsion orders shall not be suspended in cases of students possessing firearms.

When deciding whether to suspend an expulsion, the JMCS Governing Board shall take into account the following criteria:

1. The student's previous behavior.
2. The seriousness of the misconduct.
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program.

The suspension of the enforcement of expulsion shall be governed by the following: (Education Code 48917).

1. The JMCS Governing Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the JMCS Governing Board's determination as to whether the student has satisfactorily completed the rehabilitation program.
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.
3. The JMCS Governing Board may revoke the suspension of the enforcement of an expulsion order if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of JMCS's rules and regulations governing student conduct.
4. When the suspension of the expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.

5. Upon satisfactory completion of the rehabilitation assignment, the JMCS Governing Board shall reinstate the student in a JMCS school site/program. Upon reinstatement, the JMCS Governing Board may order the expungement of any or all records of the expulsion proceedings.
6. Suspension of any expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the Nevada County Board of Education and/or Superior Court. The appeal must be filed within 30 days of the Board's decision to expel.
7. The JMCS CEO or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the Superior Court.

16. Right to Appeal

Any appeal of the JMCS Governing Board's decision must be to the Nevada County Board of Education, and then to the Nevada County Superior Court. The appeal must be filed within 30-days of the Board's decision to expel, even if the expulsion action is suspended and the student is placed on probation. (Education Code 48919).

17. Post-Expulsion Placements

The JMCS Governing Board shall refer expelled students to a program of study that meets all the following conditions: (Education Code 48915, 48915.01).

1. Is appropriately prepared to accommodate students who exhibit discipline problems.
2. Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school, unless the program is offered at a community day school established at such a site.
3. Is not housed at the school site attended by the student at the time of suspension.

18. Readmission after Expulsion

Readmission procedures shall be as follows:

1. On the date set by the JMCS Governing Board when it ordered the expulsion, JMCS Governing Board shall consider the readmission of the student. (Education Code 48916).
2. The JMCS CEO or designee will hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the JMCS CEO or designee shall verify that the provisions of this plan have been met. JMCS student policies and regulations will be reviewed and the student and parent/guardian will be asked to indicate in writing their willingness to comply with these regulations.

19. Maintenance of Records

The JMCS Governing Board will maintain a record of each expulsion, including the cause therefore. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls, within five days of a written request by the admitting school. The JMCS CEO or designee shall, within five working days, honor any other district's request for information about expulsions from Programs.

20. Notice to Law Enforcement Authorities

Within one school day after a student's suspension or expulsion, the administrator or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts that may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol, or intoxicants of any kind.

Prior to the suspension or expulsion of any student, the administrator or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245.

The administrator or designee also shall notify appropriate city or county law enforcement authorities of any student possession of weapons or firearms in violation of Penal Code 626.9 and 626.10

21. Outcome Data

The JMCS CEO or designee shall maintain the following data and report such annually to the California Department of Education, using forms supplied by the California Department of Education: (Education Code 48916.1).

1. The number of students recommended for expulsion.
2. The grounds for each recommended expulsion.
3. Whether the student was subsequently expelled.
4. Whether the expulsion order was suspended.
5. The type of referral made after the expulsion.
6. The disposition of the student after the end of the expulsion period

22. Due Process (Students With Disabilities)

A student identified as an individual with a disability pursuant to the Individuals with Disabilities Education Act (IDEA), 20 USC 1400-1482, is subject to the same grounds and procedures for suspension and expulsion which apply to students without disabilities, except as otherwise specified in this administrative regulation.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

A. Suspension

The JMCS CEO, COO, or Site Administrator may suspend a student with a disability for up to 10 consecutive school days for a single incident of misconduct, and for up to 20 school days in a school year, as long as the suspension(s) does not constitute a change in placement pursuant to 34 CFR 300.536. (Education Code 48903; 34 CFR 300.530)

(cf. 6159 - Individualized Education Program)

The JMCS CEO, COO, or Site Administrator shall determine, on a case-by-case basis, whether a pattern of removals of a student from his/her current educational placement for disciplinary reasons constitutes a change of placement. A change of placement shall be deemed to have occurred under either of the following circumstances: (34 CFR 300.536)

1. The removal is for more than 10 consecutive school days.
2. The student has been subjected to a series of removals that constitute a pattern because of all of the following:
 - a. The series of removals total more than 10 school days in a school year.
 - b. The student's behavior is substantially similar to his/her behavior in previous incidents that resulted in a series of removals.
 - c. Additional factors, such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another, indicate a change of placement.

If a student's removal is determined to be a change of placement as specified in items #1-2 above, or the student is suspended for more than 10 school days in the same school year, the student's IEP team shall determine the appropriate educational services. Such services shall be designed to enable the student to continue to participate in the general education curriculum in another setting, to progress toward meeting the goals set out in his/her IEP, and to address the student's behavior violation so that it does not recur. (20 USC 1412(a)(1)(A); 34 CFR 300.530)

If the IEP of a student with a disability requires the district to provide the student with transportation, the district shall provide the student with an alternative form of transportation at no cost to him/her or to his/her parent/guardian when he/she is to be excluded from school bus transportation. (Education Code 48915.5)

(cf. 3541.2 - Transportation for Students with Disabilities)

Interim Alternative Educational Placement Due to Dangerous Behavior

JMCS may unilaterally place a student with a disability in an appropriate interim alternative educational setting for up to 45 school days, without regard to whether the behavior is a manifestation of the student's disability, when the student commits one of the following acts while at school, going to or from school, or at a school-related function: (20 USC 1415(k)(1)(G); 34 CFR 300.530)

1. Carries or possesses a weapon, as defined in 18 USC 930
2. Knowingly possesses or uses illegal drugs
3. Sells or solicits the sale of a controlled substance as identified in 21 USC 812(c), Schedules I-V
4. Inflicts serious bodily injury upon another person as defined in 18 USC 1365

The student's interim alternative educational setting shall be determined by his/her IEP team. (20 USC 1415(k)(1)(G); 34 CFR 300.531)

On the date the decision to take disciplinary action is made, the student and student's parent/guardian for students under age 18 shall be notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504. (20 USC 1415(k)(1)(H); 34 CFR 300.530)

A student who has been removed from his/her current placement because of dangerous behavior shall receive services, although in another setting, to the extent necessary to allow him/her to participate in the general education curriculum and to progress toward meeting the goals set out in his/her IEP. As appropriate, the student shall also receive a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. (20 USC 1415(k)(1)(D); 34 CFR 300.530)

B. Manifestation Determination

The following procedural safeguards shall apply when a student with a disability is suspended for more than 10 consecutive school days when a series of removals of a student constitutes a pattern, or when a change of placement of a student is contemplated due to a violation of the district's code of conduct:

1. Notice: On the date the decision to take disciplinary action is made, the student's parent/guardian shall be notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504. (20 USC 1415(k)(1)(H); 34 CFR 300.530)

(cf. 5145.6 - Parental Notifications)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

2. Manifestation Determination Review: Immediately if possible, but in no case later than 10 school days after the date the decision to take disciplinary action is made, a manifestation determination review shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action. (20 USC 1415(k)(1)(E); 34 CFR 300.530)

At the manifestation determination review, JMCS, the student's parent/guardian, and relevant members of the IEP team (as determined by JMCS and parent/guardian) shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents/guardians, to determine whether the conduct in question was either of the following: (20 USC 1415(k)(1)(E); 34 CFR 300.530)

1. Caused by or had a direct and substantial relationship to the student's disability
2. A direct result of the district's failure to implement the student's IEP, in which case the district shall take immediate steps to remedy those deficiencies

If the manifestation review team determines that either of the above conditions applies, the student's conduct shall then be determined to be a manifestation of his/her disability. (20 USC 1415(k)(1)(E); 34 CFR 300.530)

3. The determination that Behavior is a Manifestation of the Student's Disability: When the student's conduct has been determined to be a manifestation of his/her disability, the IEP team shall conduct a functional behavioral assessment, unless one had been conducted before the occurrence of the behavior that resulted in the change of placement, and shall implement a behavioral intervention plan for the student. If a behavioral intervention plan has already been developed, the IEP team shall review

the behavioral intervention plan and modify it as necessary to address the behavior. (20 USC 1415(k)(1)(F); 34 CFR 300.530)

The student shall be returned to the placement from which he/she was removed unless the parent/guardian and the JMCS CEO, COO, or Site Administrator or designee agree to a change of placement as part of the modification of the behavioral intervention plan. (20 USC 1415(k)(1)(F); 34 CFR 300.530)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Determination that Behavior is Not a Manifestation of the Student's Disability: When it has been determined that the student's conduct was not a manifestation of his/her disability, the student may be disciplined in accordance with the procedures for students without disabilities. However, the student's IEP team shall determine the services necessary to enable him/her to participate in the general education curriculum in another setting and to allow him/her to progress toward meeting the goals set out in his/her IEP. (20 USC 1415(k)(1)(D); 34 CFR 300.530)

As appropriate, the student also shall receive a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. (20 USC 1415(k)(1)(D); 34 CFR 300.530)

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

C. Due Process Appeals

If the JMCS student or the parent/guardian of a student under age 18 disagrees with any JMCS decision regarding placement under 34 CFR 300.530 (suspension and removal for dangerous circumstances) or 34 CFR 300.531 (interim alternative placement), or the manifestation determination under 34 CFR 300.530(e), he/she may appeal the decision by requesting a hearing. JMCS may request a hearing if JMCS believes that maintaining the student's current placement is substantially likely to result in injury to the student or others. In order to request a due process hearing, the requesting party shall file a complaint pursuant to 34 CFR 300.507 and 300.508(a) and (b). (20 USC 1415(k)(3); 34 CFR 300.532)

Whenever a hearing is requested as specified above, the JMCS student or the parent/guardian of a student under age 18, or the district shall have an opportunity for an expedited due process hearing consistent with requirements specified in 34 CFR 300.507, 300.508 (a)-(c), and 300.510-300.514.

If the student's parent/guardian or the district has initiated a due process hearing under 34 CFR 300.532 as detailed above, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the 45-day time period, whichever occurs first, unless the JMCS student or the parent/guardian of a student under age 18 and JMCS agree otherwise. (20 USC 1415(k)(4); 34 CFR 300.533)

D. Readmission

Readmission procedures for students with disabilities shall be the same as those adopted for students without disabilities. Upon readmission of a student with disabilities, an IEP team meeting shall be convened to review and, as necessary, modify the student's IEP.

E. Decision Not to Enforce Expulsion Order

The Governing Board's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students. (Education Code 48917)

F. Notification to Law Enforcement Authorities

Law enforcement notification requirements involving students with disabilities shall be the same as those specified for all students in AR 5144.1 - Suspension and Expulsion/Due Process.

When giving any required notification concerning a student with disabilities to any law enforcement official, the principal or designee shall require the law enforcement official to certify in writing that he/she will not disclose the student's information or records to any other person without the prior written consent of the student's parent/guardian. (Education Code 49076)

(cf. 5131.7 - Weapons and Dangerous Instruments)

G. Report to County Superintendent of Schools

The JMCS CEO, COO, Site Administrator, or designee shall report to the County Superintendent of Schools when any special education student has been expelled or suspended for more than 10 school days. The report shall include the student's name, last known address, and the reason for the action. (Education Code 48203)

H. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been determined to be eligible for special education and related services and who has violated JMCS's code of student conduct may nevertheless assert any of the protections under IDEA, if the district had knowledge of the student's disability. (20 USC 1415(k)(5); 34 CFR 300.534)

Knowledge means that, before the occurrence of the behavior that precipitated the disciplinary action, one of the following occurred: (20 USC 1415(k)(5); 34 CFR 300.534)

1. The student or parent/guardian of a student under age 18, in writing, has expressed concern to JMCS site or administrative personnel, or to a teacher of the student, that the student is in need of special education or related services.
2. The student or parent/guardian of a student under age 18 has requested an evaluation of the student for special education pursuant to 20 USC 1414(a)(1)(B) or 34 CFR 300.300-300.311.

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

3. The teacher of the student or other JMCS personnel has expressed specific concerns directly to JMCS special education staff, NCSOS special education staff, or other supervisory JMCS personnel about a pattern of behavior demonstrated by the student.

However, JMCS shall not be deemed to have knowledge of a student's disability if the student or parent/guardian of a student under age 18 has not allowed him/her to be evaluated for special education services or has refused services or, after evaluating the student pursuant to 34 CFR 300.300-300.311, JMCS determined that he/she was not an individual with a disability.

When JMCS is deemed to not have knowledge of a student's disability, the student shall be disciplined in accordance with procedures established for students without disabilities who engage in comparable behavior. (20 USC 1415(k)(5); 34 CFR 300.534)

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures pursuant to 34 CFR 300.530, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities. (20 USC 1415(k)(5); 34 CFR 300.534)

Legal Reference:

EDUCATION CODE

35146 Closed sessions re: suspensions
35291 Rules of governing board
48203 Reports of severance of attendance of disabled students
48900-48925 Suspension and expulsion
49076 Access to student records
56000 Special education; legislative findings and declarations
56320 Educational needs; requirements
56321 Development or revision of individualized education program
56329 Independent educational assessment
56340-56347 Individualized education program teams
56505 State hearing

PENAL CODE

245 Assault with deadly weapon
626.2 Entry upon campus after written notice of suspension or dismissal without permission
626.9 Gun-Free School Zone Act
626.10 Dirks, daggers, knives, razors, or stun guns

UNITED STATES CODE, TITLE 18

930 Weapons

1365 Serious bodily injury

UNITED STATES CODE, TITLE 20

1412 State eligibility
1415 Procedural safeguards
UNITED STATES CODE, TITLE 21
812 Controlled substances
UNITED STATES CODE, TITLE 29
706 Definitions
794 Rehabilitation Act of 1973, Section 504
CODE OF FEDERAL REGULATIONS, TITLE 34
104.35 Evaluation and placement
104.36 Procedural safeguards
300.1-300.818 Assistance to states for the education of students with disabilities, especially:
300.530-300.537 Discipline procedures
COURT DECISIONS
Schaffer v. Weast, (2005) 546 U.S. 549
Parents of Student W. v. Puyallup School District, (1994 9th Cir.) 31 F.3d 1489
M.P. v. Governing Board of Grossmont Union High School District, (1994) 858 F.Supp. 1044
Honig v. Doe, (1988) 484 U.S. 305

Management Resources:

FEDERAL REGISTER

Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845

WEB SITES

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

U.S. Department of Education, Office of Special Education Programs:

<http://www.ed.gov/about/offices/list/osep>

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John Muir Charter Schools
2023-2024 Draft Salary Schedule Analysis

Current Year	2022-2023	FTE		Salary		Total Employment Costs		Percent Increase	Notes
		Certified	Classified	Certified	Classified	Certified	Classified		
Current	2022-2023	47.6	12.575	\$3,790,168.35	\$828,924.71	\$5,046,182.30	\$1,215,715.68	NA	
1	2023-2024	47.6	12.575	\$3,991,295.78	\$858,960.28	\$5,291,794.75	\$1,254,515.13	4.54%	
2	2024-2025	47.6	12.575	\$4,100,204.90	\$878,656.26	\$5,432,949.87	\$1,275,610.20	2.48%	
3	2025-2026	46.6	12.575	\$4,113,997.20	\$898,817.49	\$5,440,201.27	\$1,294,389.71	0.39%	No A-G Coordinator
4	2026-2027	46.6	12.575	\$4,226,654.56	\$919,414.72	\$5,577,385.52	\$1,321,654.26	2.44%	
5	2027-2028	43.6	12.575	\$4,010,940.62	\$941,299.71	\$5,288,374.38	\$1,350,623.43	-3.77%	No Community Resource Coordinators

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John Muir Charter Schools
2023-2024 Board Meeting Dates

Meeting Time To Be Determined

Meetings Will Be Held In Nevada County, California

Meeting Date		Stan Miller	Michael Corbette	Sallie Wilson	Len Eckhardt	Gil Botello
July 12, 2023						
August 9, 2023						
September 13, 2023 (Annual Meeting)						
October 11, 2023						
November 8, 2023						
December 13, 2023						
January 10, 2024						
February 14, 2024						
March 13, 2024						
April 10, 2024						
May 8, 2024						
June 12, 2024						

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**John Muir Charter Schools
Student Recruitment Budget
2022-2023**

	<u>Budget</u>	<u>Actuals</u>	<u>Balance</u>
Classified Salary	\$ 59,566.00	\$ 54,812.50	\$ 4,753.50
Classified Benefits	\$ 20,035.00	\$ 18,143.12	\$ 1,891.88
Health Benefits	\$ 757.00	\$ 687.80	\$ 69.20
Material/Supplies	\$ 5,000.00	\$ -	\$ 5,000.00
Professional Services	\$ 45,000.00	\$ 19,550.69	\$ 25,449.31
Total	<u>\$ 130,358</u>	<u>\$ 93,194</u>	<u>\$ (33,628)</u>

**John Muir Charter Schools
Student Recruitment Budget
2023-2024**

	<u>Budget</u>	<u>Actuals</u>	<u>Balance</u>
JMCS/Friday Marketing Plan	\$ 88,000.00		
Material/Supplies	\$ 5,000.00		
Social Media (Hourly)	\$ 12,000.00		
Professional Services*	\$ 25,000.00		
Total	<u>\$ 130,000</u>	<u>\$ -</u>	

* Slicktext, Following Leads, and
Referral Outreach will be completed
In-House

Friday



— 05.02.2023

John Muir Charter Schools

Brand, Communications, and Website Redesign
Proposal

OVERVIEW

Students are waiting for someone to **listen**. Inclusive storytelling earns their trust.

John Muir Charter Schools offers 16 to 25-year-old secondary learners a transformative opportunity: a personalized pathway to high school completion, upward mobility, and personal autonomy. JMCS’s numerous school sites, community partners, excellent reputation, and cost-free programming are the building blocks of a compelling story. However, the following aspects of its model have led the charter to reevaluate how to share that story:

- **Exclusive availability to learners enrolled in specific community partner programs** adds a unique, often cumbersome step to the recruitment process.
- **Community partners with their own enrollment requirements** delay JMCS participation and create the need to convince prospective learners to wait.
- **Fluctuating marketing success across sites** requires a more coordinated approach for equitable marketing outcomes.
- **Prospective learners have been systemically excluded and underresourced**, necessitating a comprehensive, nuanced understanding of their experiences and motivations to deliver inclusive and effective communications efforts.

These challenges invite JMCS to develop a responsive brand and communications strategy that conveys the organization’s value to its diverse stakeholders while reflecting their interdependent hopes for a vibrant future.

OVERVIEW

WHY FRIDAY

Everything works better when it works **together**.

The way we strategize our work and define our brand shapes our story. We recommend JMCS engages in a brand and communications process with Friday to reach these storytelling outcomes:

- **Tactical, DEI-supported understanding of target audience journeys**
- **Unified, strategic foundational brand messaging**
- **Refreshed, energizing visual identity system**
- **Actionable communications strategy customized for a high-partnership model**
- **Improved, user-friendly registration/enrollment process**
- **Redesigned website that reflects rebrand and improves user experience**

The Friday team has deep and diverse experience in both the K-12 and nonprofit sectors. We are educators, strategists, and creatives who have developed organizational strategy, brand, and communications plans for a variety of geographically diverse social sector organizations – including public schools in Indiana, social justice foundations in New York, and environmental nonprofits in Vermont – meeting them at their unique inflection points, context, and priorities. We believe the thoughtful combination of strategy, branding, and communications through a DEI framework and asset-based approach will empower JMCS to intensify its impact and expand what’s possible for students and their communities.

WHY FRIDAY

Clearer direction. Wider visibility. **More engagement.**

✓ **Steel City Academy**, a charter school in Gary, Indiana, is trending 230% higher in applications, 35% of which were referred by their website and social media.

✓ **Rocklin Academy Family of Schools** launched messaging that clarified their core commitment to DEI, resulting in a 28% increase in applications from 2022 to 2023 and a more diverse student body and teacher candidate pool.

“Our communications plan has been a turnkey toolkit for us. It’s helped give our Parents in Action focus and purpose.”

– **Steel City Academy Executive Director**



The Friday Difference

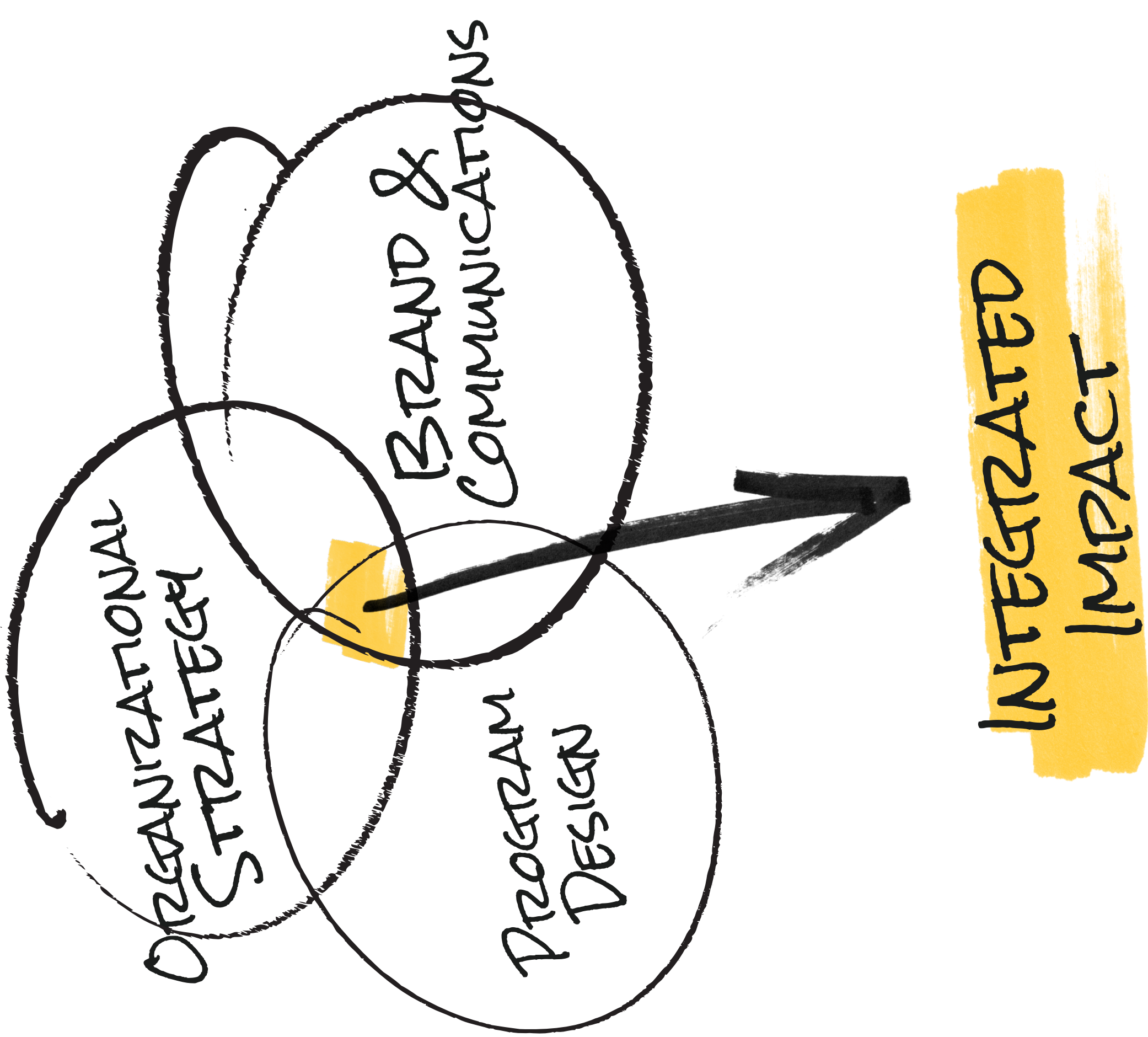
THE FRIDAY DIFFERENCE

Friday

— OUR APPROACH

Amplify your impact with an integrated approach.

We believe a combination of thoughtful strategy, authentic branding and communications, and innovative program design is the key to maximizing success.



OUR APPROACH

DIVERSITY + EQUITY

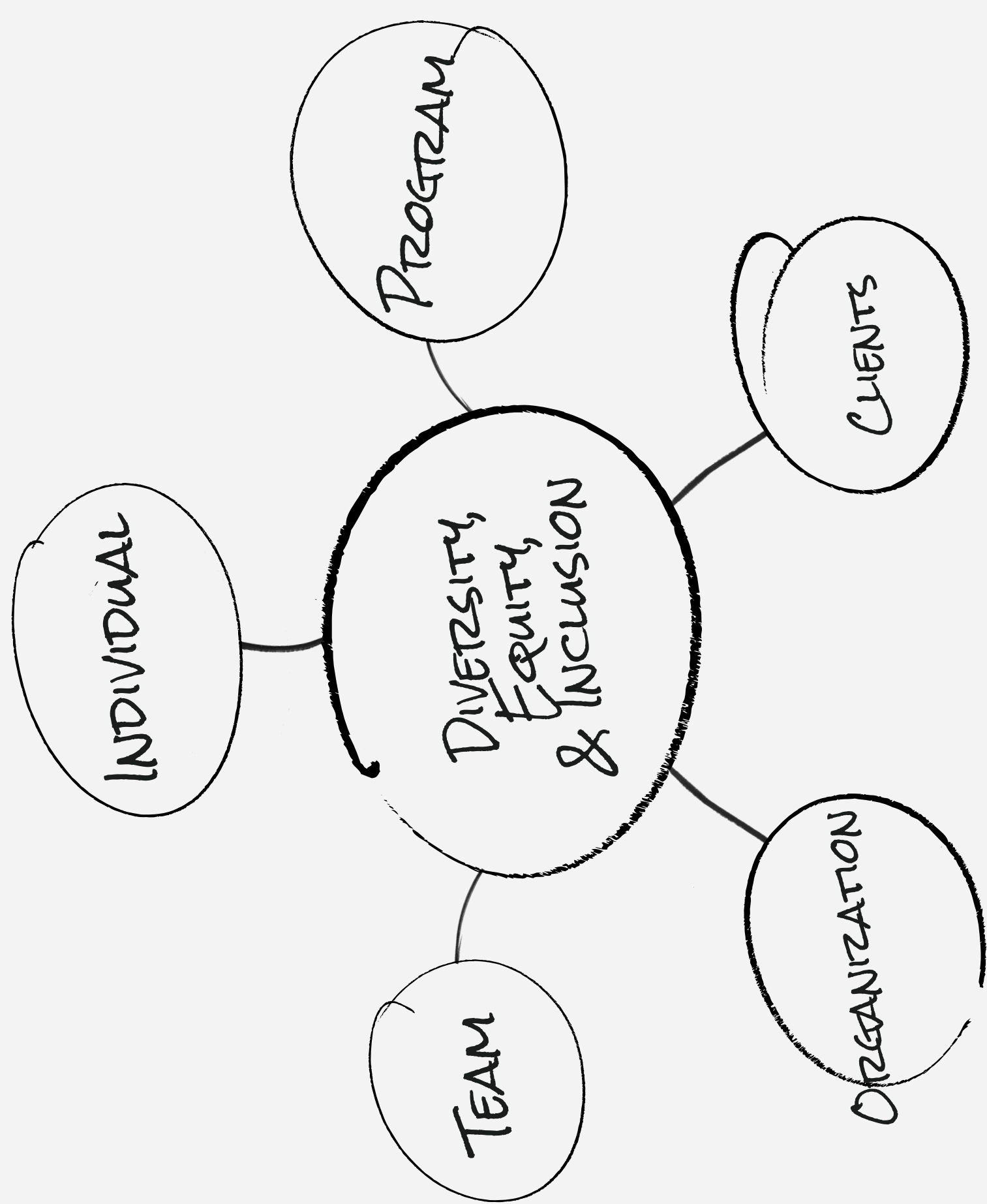
We're inspired
by **difference** and
driven by **equity**.

And we never ask our clients to meet
a standard we aren't willing to reach
for ourselves.

THE FRIDAY DIFFERENCE

Friday

Our **Five-Pronged DEI Framework** guides our clients and our team through substantive, ongoing diversity, equity, and inclusion work.





Five-Pronged DEI Framework

THE FRIDAY DIFFERENCE

INDIVIDUAL

Embrace and learn from each person’s unique context.

TEAM

Establish and practice DEI-focused interpersonal habits and routines.

PROGRAM

Design and implement programs that address systemic barriers and advance equity.

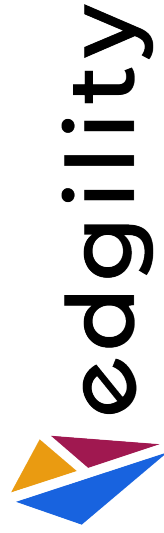
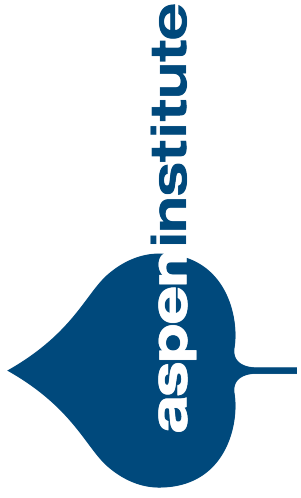
ORGANIZATION

Define and reinforce diverse, equitable, and inclusive hiring, performance evaluation, and marketing policies.

CLIENTS

Model and promote DEI during client interactions.

— OUR EXPERIENCE





Project Approach & Budget

PROJECT APPROACH & BUDGET

Friday

Activities, Deliverables, and Budget

1. Understand	2. Explore	3. Create	4. Launch
<div>April - May 2023<ul style="list-style-type: none">▸ Brand & Comms SWOT▸ Stakeholder Interviews▸ Focus Groups▸ Brand Workshop▸ Insights Brief▸ Project Management</div> <div>\$10,800</div>	<div>June - July 2023<ul style="list-style-type: none">▸ Brand Architecture Exploration and Strategy Deck▸ Visual Identity Exploration, Logo, Collateral Templates, and Visual Identity Style Guide▸ Communications Workshop▸ Communications Strategy Exploration▸ Website Information Architecture Exploration and Recommendations▸ Project Management</div> <div>\$32,800</div>	<div>July - August 2023<ul style="list-style-type: none">▸ Finalized Communications Strategy▸ Rebrand Launch Campaign Exploration▸ Technical Discovery▸ Web Design▸ Project Management</div> <div>\$35,000</div>	<div>August 2023<ul style="list-style-type: none">▸ Rebrand Launch Collateral Development▸ All-staff Brand Messaging & Style Guide Training▸ Communications Support▸ Project Management</div> <div>\$9,400</div>

Total Budget: \$88,000

*\$30,400 of this budget covers a new website built from template

Activities, Deliverables, and Budget

Phase	Budget	Estimated Time Frame
Understand	\$10,800	April 2023 - May 2023
Explore	\$32,800	June - July 2023
Create	\$35,000	July - August 2023
Launch	\$9,400	August 2023
Total Estimated Budget: \$88,000		Total Estimated Timeframe: 8 Months

PROJECT APPROACH & BUDGET

1. Understand		April - May 2023 \$10,800
Activities <ul style="list-style-type: none">▸ Brand & Comms SWOT: Review of organizational materials (including previous consultant work, current collateral, website, social media pages, and brand analysis of key competitors) with a primary focus on language and visual identity and a secondary focus on organizational strategy and process design as they relate to brand and communications.▸ Stakeholder Interviews: Two 45-minute interviews with key stakeholders to provide in-depth background on recruitment and enrollment processes, strengths, and breakdowns▸ Focus Groups: One 45-minute session with 6 - 10 people from key stakeholder groups evaluating brand messaging and visual identity.▸ Brand Workshop: 2-hour working session with a 10 - 12 person committee representative of key stakeholders to explore brand strategy (tone, personality, archetype, the core value proposition)		

DELIVERABLES

✓ **Insights Brief** highlighting key findings and implications of the Brand & Comms Audit

PROJECT APPROACH & BUDGET

2. Explore

June - July 2023 | \$32,800

Activities

- **Brand Architecture Exploration:** 2-3 rounds of value proposition, vision, mission, core beliefs, approach, and audience-specific messaging iteration using weekly meetings with core leadership team for discussion and feedback
- **Visual Identity Exploration:** 2-3 mood boards (presentation of different possible variations of visual direction, including colors, photography, typography, graphics, etc.) and 2 -3 iterations of logo adaptations reflecting strategic visual direction using weekly meetings for discussion and feedback
- **Communications Workshop:** 2-hour workshop to refine communication goals, build out audience profiles, and understand capacity and resources available for communications work
- **Communications Strategy Exploration:** Iteration 1 to be informed and collaboratively refined by core leadership team during weekly meetings
- **Website Information Architecture Exploration:** 2-3 iterations recommending changes to how the website is organized, using weekly meetings for discussion and feedback to help inform new website design and content development needs

DELIVERABLES

- ✓ **Brand Messaging Architecture** documenting core value propositioning, vision, mission, core beliefs, approach, and audience-specific messaging as well as style guidance documenting norms for tone/personality, go-to phrases, and language conventions
- ✓ **Logo Package** via Zip file containing all necessary versions of the final logo
- ✓ **Recruitment and Enrollment Communications Strategy** draft documenting goals, target audiences, key metrics, site-customized tactics for execution, and roles and responsibilities
- ✓ **Website Information Architecture** outlining navigation and content structure for home, enrollment, about, partner, and school site landing pages

PROJECT APPROACH & BUDGET

3. Create		July - August 2023 \$35,000
Activities		
▶ Visual Identity iteration: Finalized development of visual identity style guide and collateral templates to be informed by feedback from leadership team during weekly meetings		
▶ Communications strategy: Final rounds of revision		
▶ Rebrand launch campaign exploration: Concept and strategic development for a targeted recruitment campaign		
▶ Website Development: Development of WordPress site using selected template including customization of fonts, colors, and basic formatting + 15 hours for additional theme changes and custom functionality		
▶ Content Development: Copywriting for 10 pages, 1 round of revisions per page		
▶ Website Page Building: Full creation of 10 pages		

DELIVERABLES

✓ Collateral Templates

for up to 6 pieces of collateral (e.g., business cards, slide deck template, email signatures, email templates, letterhead, one-pager templates, social media cover photos, etc.)

✓ Visual Identity Style Guide

documenting usage of new logos, colors, typography, photography, and graphic elements

✓ New Website

reflecting rebrand

✓ Recruitment & Enrollment

Communications Strategy

incorporating additional refinements

✓ Rebrand Launch Campaign

creative concept, strategy, goals, metrics, and roles defined

PROJECT APPROACH & BUDGET

4. Launch		August 2023 \$9,400
Activities		
‣ Rebrand Launch Collateral development: Copy and design elements created by Friday to be executed by JMCS team with Friday’s support		
‣ All-staff brand messaging & style guide training: 1-hour training session reviewing new messaging and style guidance to build staff awareness and ownership of execution		
‣ 2 months of communications support (10 hours per month): Hands-on execution and training to develop, deploy, and track the communications strategy and impact along with a JMCS staff member who will ultimately own the communications functions moving forward		

4. Launch

August 2023 | \$9,400

Activities

- **Rebrand Launch Collateral development:** Copy and design elements created by Friday to be executed by JMCS team with Friday’s support
- **All-staff brand messaging & style guide training:** 1-hour training session reviewing new messaging and style guidance to build staff awareness and ownership of execution
- **2 months of communications support (10 hours per month):** Hands-on execution and training to develop, deploy, and track the communications strategy and impact along with a JMCS staff member who will ultimately own the communications functions moving forward

DELIVERABLES

- ✓ **Rebrand launch collateral** to be executed by JMCS with support from Friday
- ✓ **Communications support (10 hours per month/2 months)** including hands-on, ongoing guidance to establish new, sustainable systems (e.g. content calendar, analytics tools & reporting, cadence, blog & social media posts), build momentum, and provide critical training to staff

PROJECT APPROACH & BUDGET



Case Studies

CASE STUDY

Brand Strategy, Identity
Clearwater Credit Union

Renaming and rebranding
a credit union in support
of expansion.

Friday conducted research to gauge community support for a name change and developed an inclusive new identity, collateral materials, and rollout recommendations.





— CASE STUDY · CLEARWATER CREDIT UNION

Brand Strategy & Identity

Conducted intensive research to evaluate the need and receptiveness for a name change in support of a major expansion within the surrounding community.

Generated and vetted viable options that captured the essence of their members, honored the organization’s roots, and reflected their shared values.

Engaged the community with a comprehensive launch campaign including activities, collateral, and digital, radio, TV, and OOH advertising.



Impactful Campaigns

28%

higher click-through rate for launch campaign than national benchmarks weighted by tactic



Impactful Campaigns

4.39%

increase in Net Worth Ratio from 2018–2019



— CASE STUDY · CLEARWATER CREDIT UNION

An Engaged Community

\$9,000+

raised for local charities



Testimonial

“What could have been a frustrating and divisive project ended up bringing us closer together, motivating co-workers, and strengthening our position in the market.”

Jack Lawson | President & CEO



— CASE STUDY

Strategic Planning, Program Design
Rocklin Academy Family of Schools

Creating a leadership program for a new school in an underserved area.

Friday developed a program and curriculum to identify objectives, build scope, set expectations, improve outcomes, and nurture internal leaders.



“

Envisioning a school community that inspires its students to excel academically, pursue their passions, and impact the world with excellence.

CASE STUDIES



— CASE STUDY · ROCKLIN ACADEMY FAMILY OF SCHOOLS

Strategic Planning

Identified the best way to increase access to quality education for the underserved Citrus Heights community.

Helped school leaders identify and address important and ever-changing external forces (e.g. COVID, Bay Area migration, emboldened political and social perspectives, etc.)

Facilitated a strategic planning process to help RAFOS formally recognize their shift in identity and values, directly tied to DEI and student rights.



— CASE STUDY · ROCKLIN ACADEMY FAMILY OF SCHOOLS

Program Design

Empowered RAFOS to identify new internal leadership, including two program graduates who became the principal and vice principal and another who became a school leader outside of the RAFOS community.

Leveraged a custom growth framework to design RAFOS’ internal leadership program, Rocklin Leaders, complete with curriculum and objectives.

CASE STUDY

Integrated Services

Coming Clean

Building nonprofit capacity, diversifying funding and increasing membership.

Friday led a strategic planning process to create and implement a program that would support growth and monitor progress.

coming
clean

2001
2021

SEIZE THE MOMENT.
CELEBRATE THE MOVEMENT.



— CASE STUDY · COMING CLEAN

Strategy, Capacity & Impact Roadmap

Identified and prioritized Coming Clean’s needs in alignment with their vision for achieving environmental health and justice.

Developed an actionable plan that engaged members and clarified the path between the organization’s work and a world free of toxic chemicals.

CASE STUDIES

— CASE STUDY · COMING CLEAN

Identity & Communication

Created a 20th anniversary logo, site, listserv tool, collateral, and new member guide reflective and supportive of Coming Clean’s justice-focused mission.

Produced educational virtual facilitation workshops for staff and members to maximize outreach impact.





— CASE STUDY · COMING CLEAN

Program Development & Implementation

Designed a flexible new Member Giving	Implemented a progress
Program that added value to the	monitoring system to manage
membership experience and increased	and respond to changing needs
engagement with Coming Clean’s	and ensure success.
passionate supporters.	

— CASE STUDY · COMING CLEAN

Results

Number of Coming Clean’s consistently active members doubled.

New Member Giving Program generated 13% of overall income in its very first year.

Organization was able to hire and fund a full-time Network Organizer position.

CASE STUDIES

CASE STUDY

Brand Strategy, Identity
Edgility

Refreshing brand language and visual identity to better reflect recruiter’s DEI passion.

Friday helped clearly define and express the organization’s mission-driven value proposition via its website and other assets.



CASE STUDIES



Equity isn't simply a box to check. It's a daily action.

— CASE STUDY · EDGILITY

Strategic Planning

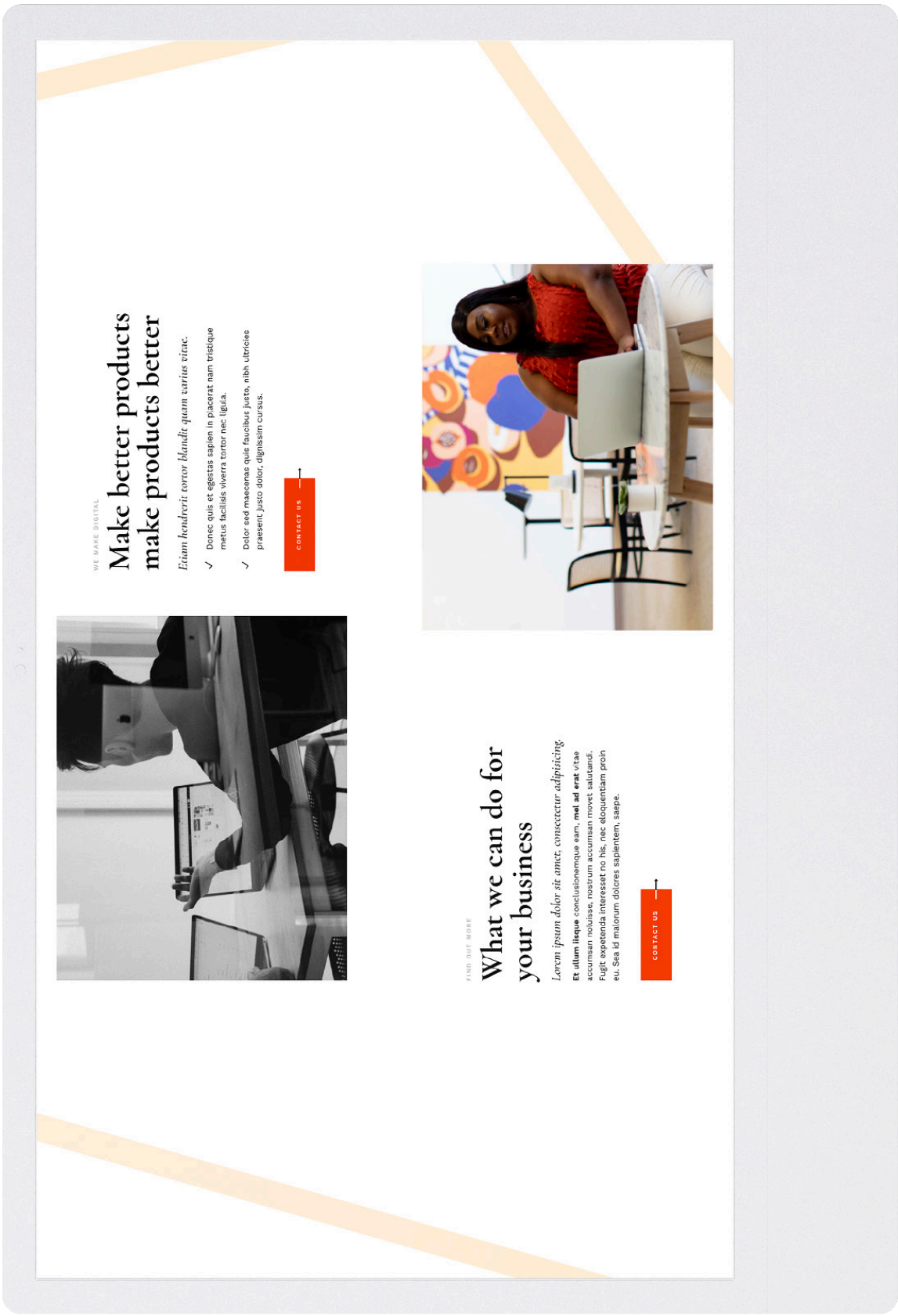
Worked with Edgility to define their mission-driven method, value proposition, and differentiators from competitors within the DEI consulting space.

CASE STUDY · EDGILITY

Brand Strategy & Identity

Refreshed their brand language and visual identity to better reflect the organization’s confident, knowledgeable, and approachable personality.

Developed website content and language that highlighted their expertise as former recruiters, talent professionals, and organizational leaders with a strong network in education and social change.





— CASE STUDY · EDGILITY

Testimonial

“Friday’s branding work was one of our best investments as business owners. It has really helped fuel exciting growth for our firm.”

Allison Wyatt, Co-Founding Partner, Edgility Consulting

CASE STUDY

Strategy + Brand
Growth Public Schools

Clarifying a non-traditional model in a moving way

Friday helped this brand develop a cohesive brand identity that captured its unique value, attracted a diverse audience, and instilled staff pride.





— CASE STUDY · GROWTH PUBLIC SCHOOLS

Testimonial

“... the GPS team had already wrestled with what aspects of their founding vision needed to shift and had crafted a clear theory of change that defined their mission, their vision, and how their unique model made both possible. As a result, our rebrand work was able to focus not on redefining their identity, but rather on conveying their identity in the most compelling way for their audiences.”

CASE STUDIES

logo variations

Our full-color logo should be used on light color backgrounds, while the white logo is used with the GPS blue background. The full-white logo is used for all other dark backgrounds.

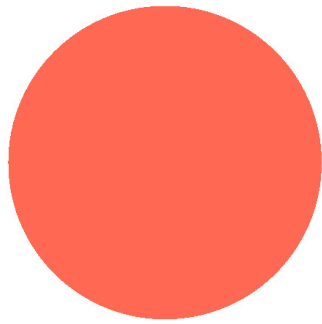
A black GPS logo is available if color processing is not an option.



Brand Guide

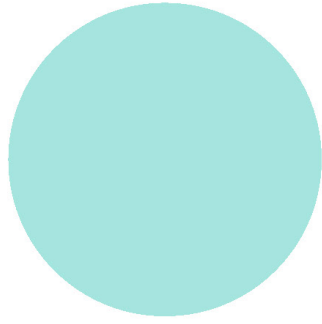
colors

Our colors represent the joy and positivity we bring to every action every day. Full of energy, while also being grounded, GPS colors are a reflection of our work and attitude.



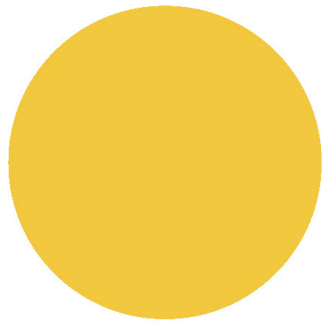
coral

hex: #FF6B55
rgb: 255 107 85
cmyk: 0 73 66 0
pms: Warm Red C



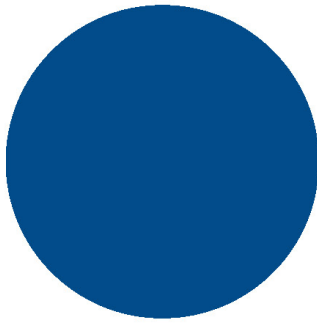
turquoise

hex: #A5E5DF
rgb: 165 229 223
cmyk: 33 0 16 0
pms: 318 C



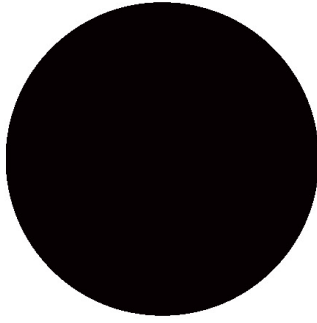
gold

hex: #F2C83F
rgb: 242 200 63
cmyk: 5 19 87 0
pms: 129 C



GPS blue

hex: #024C8A
rgb: 2 76 138
cmyk: 100 78 18 4
pms: 2145 C



black

hex: #060002
rgb: 6 0 2
cmyk: 73 69 65 88
pms: Black 6 C

Brand Guide

photography

Our photos showcase the interactions between students, staff, and their environments. Photos focused on the person(s) with a subtle background helps to emphasize the focal point and bring to life the relationships being built.

When possible, photos should be placed in a circular shape to reflect the shapes in our logo.



CASE STUDIES

graphic elements

APPROACH

To visually communicate our approach and values, GPS utilizes icons that represent each.



Diverse Community
Our staff, students, and families are as diverse and vibrant as the Greater Sacramento area we serve.



Restorative Practices
We work to restore relationships rather than punish behavior.



Social-Emotional Learning
We teach students to understand their emotions, build relationships, resolve conflict, and develop grit.



Project-Based Learning
We root lessons in real-world, hands-on examples rather than memorization.



Learner-Driven Education
We understand and embrace each student's differences and empower them to find joy in their own learning.

graphic elements

HEROIC VALUES

To visually communicate our approach and values, GPS utilizes icons that represent each.



Hard Work:
Giving your best effort; being willing to make mistakes and learn from them



Empathy:
Stepping into another person's shoes; making amends



Relationships:
Understanding ourselves through our connections with others



Optimism:
Taking something that seems bad and choosing to see it as an opportunity



Integrity:
Honesty; doing the right thing when no one is looking

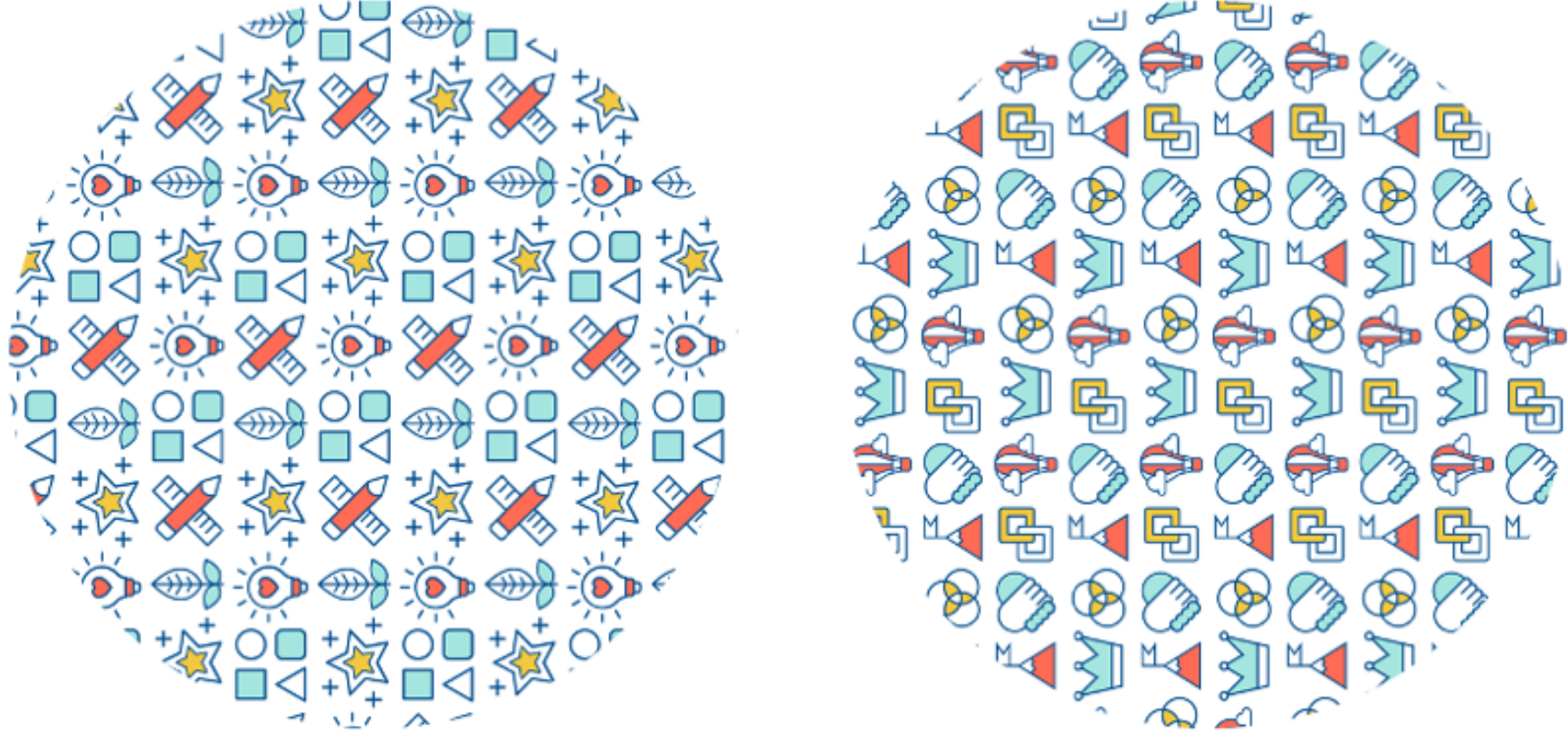


Community:
Encouraging, supporting, and listening to others; thinking of others before yourself

graphic elements

PATTERNS

The approach and values patterns have been developed to provide an additional graphic element which creates dynamism and interest when necessary .



before



after



before

- We facilitate learner-driven education through projects, exploration, and self-directed learning in the classroom and in the community
- We inspire academic confidence and challenge students to step out of their comfort zone
- We embed social emotional learning and diversity by design practices to ensure every community member feels safe, productive, and known
- We create and maintain a strong and collaborative staff culture

after



Diverse Community
Our staff, students, and families are as diverse and vibrant as the Greater Sacramento area we serve.



Restorative Practices
We work to restore relationships rather than punish behavior.



Social-Emotional Learning
We teach students to understand their emotions, build relationships, resolve conflict, and develop grit.



Project-Based Learning
We root lessons in real-world, hands-on examples rather than memorization.



Learner-Driven Education
We understand and embrace each student's differences and empower them to find joy in their own learning.

“As the founder of Growth Public Schools, I knew this project would be an emotional one. In some ways, I was letting go of the GPS I first knew. But Friday’s clear process and the need to stick to a defined schedule helped me provide feedback strategically not reactively. There simply wasn’t time to look back until the end. And by that point, I was already in love with the new Growth Public Schools we had built together.”

DAVID RICHARDS

Founder of Growth Public Schools

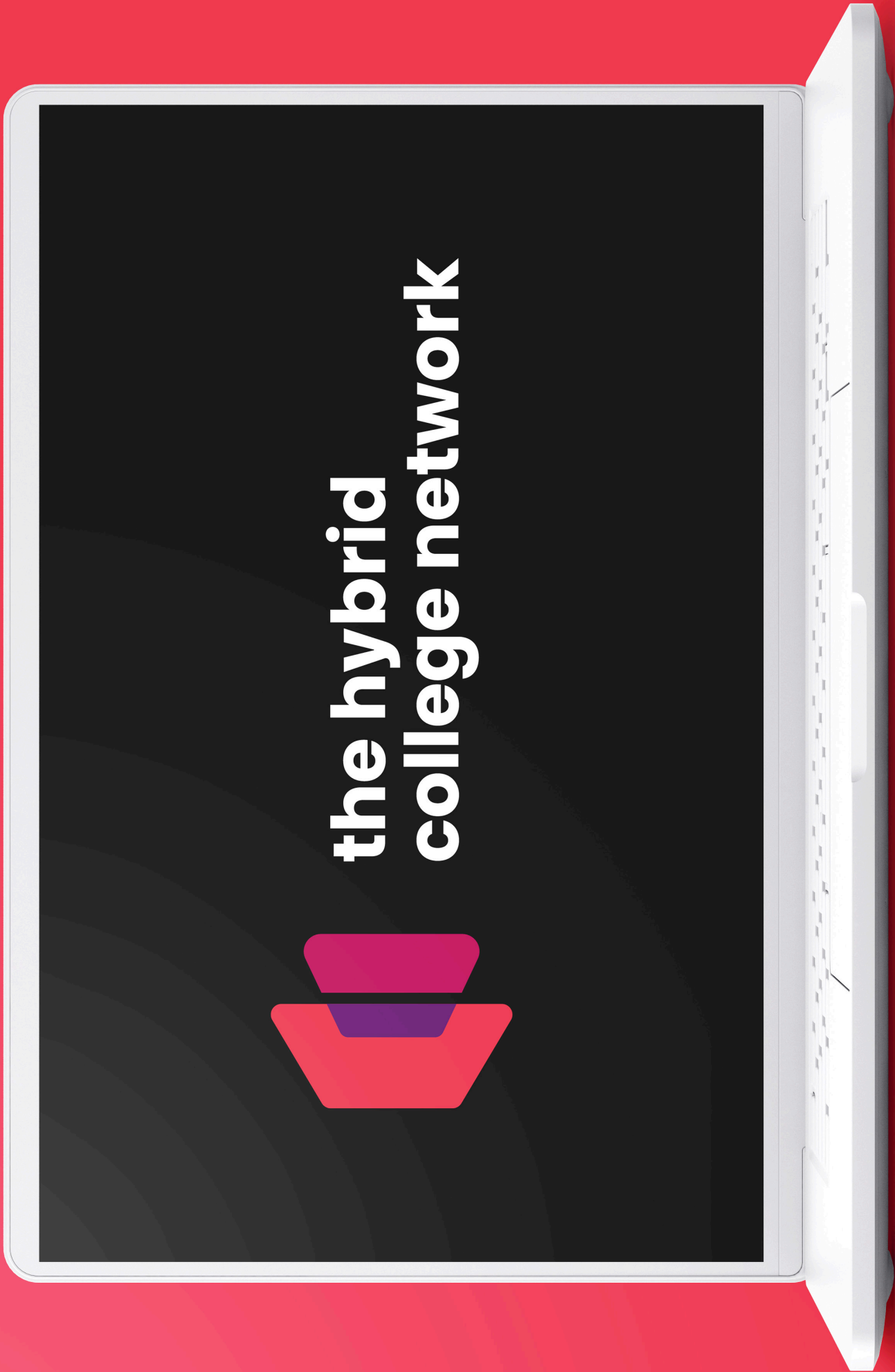
CASE STUDIES

CASE STUDY

Research, Brand Strategy, Identity, Web Design Hybrid College Network

Clearly defining a college model to increase funding, partnerships, and enrollment.

Friday worked with leaders to clarify the network’s purpose, articulate the school’s role, and share its unique value to the community.

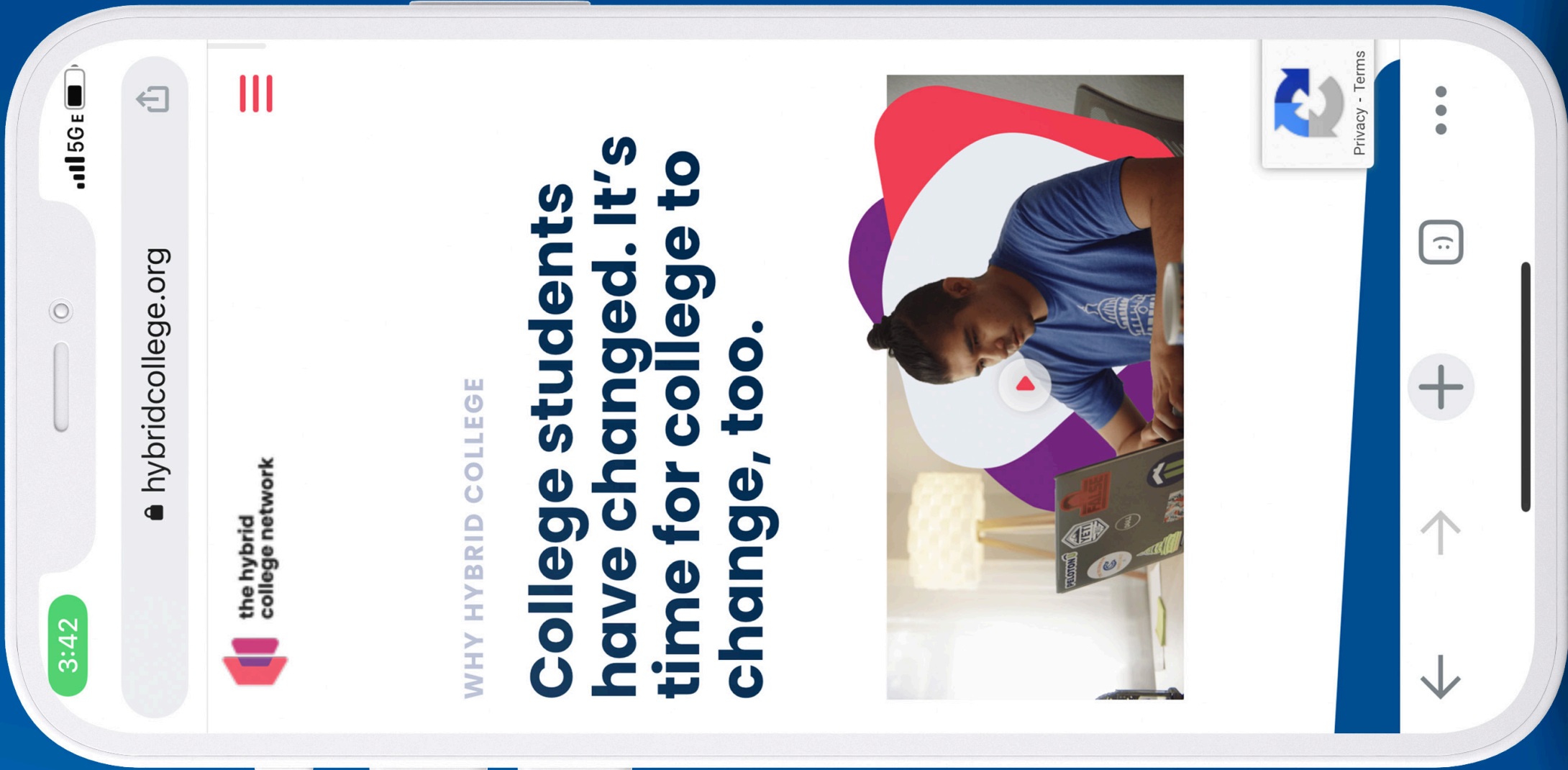


CASE STUDIES

Research & Consumer Insights

Clarified the Hybrid College Network’s distinct challenges as a new concept for flexible yet rigorous education at an affordable price.

Defined the organization’s goals, target audiences, and role in advancing equity and opportunity within higher education.



CASE STUDY

Hybrid College Network

Brand Strategy, Identity & Communication

Developed strategic messaging able to effectively convey the advantages of HCN’s model, attract funding and community partners, and increase student enrollment.

Created an engaging, colorful, and tech-friendly brand that reflected the organization’s flexibility, accessibility, and inclusivity.

CASE STUDY

Hybrid College Network

Website Development

Developed strategic messaging able to effectively convey the advantages of HCN’s model, attract funding and community partners, and increase student enrollment.

Highlighted the organization’s appeal to older, full-time workers, family caretakers, and other non-traditional students.



CASE STUDIES



— Meet the team
that can't wait to
work with you.

MEET THE TEAM

Friday

Annie Crangle

Partner

Education

MBA Strategy Consulting | Washington University in St. Louis
BA Journalism, African American History | University of Wisconsin-Madison

Past Work

Strategy | The Academies Charter Management Organization
Leadership Program Development | Rocklin Academy
Strategy | Big Picture Learning Fresno

Favorite Friday Activity

Playing pick-up basketball and a night at SFJAZZ



MEET THE TEAM

Austin Dannhaus

Partner

Education

BBA Finance | The University of Texas at Austin

Past Work

Communications | Lumina Foundation
Digital | Complete College America
Strategy | Coming Clean, Inc.

Favorite Friday Activity

Enjoying dinner and wine on the back porch before
re-watching Friday Night Lights



MEET THE TEAM

Kate Vaulter

Director of Communications

Education

BA Telecommunications | Ball State University

Past Work

Communications | Early Learning Indiana
Strategy | Student-Ready Strategies
Digital | Indiana Health Care Association

Favorite Friday Activity

Splashing around at the neighborhood pool
with my family



MEET THE TEAM

Dianna Benjamin

Lead Copywriter

Education

Master of Education in Secondary English | University of Florida
Bachelor of Arts in English | University of Florida

Past Work

Digital | Marijuana Matters
Campaign | Curaleaf
Brand | MenuLogic K12

Favorite Friday Activity

Explore a new park and try to keep up with my kids.



MEET THE TEAM

Hillary Celebi

Lead Designer

Education

BFA | Herron School of Art & Design at IUPUI
Visual Communication Design
Book Arts Minor

Past Work

UX/UI Design | Common Sense Media
Campaign Visual Strategy & Design | Clearwater Credit Union
Report Design & Layout | IndyHub

Favorite Friday Activity

Chilling at a cafe with my family. Daydreaming. Wondering.
Laughing...or playing Zelda.



MEET THE TEAM

Liz Farrell

Project & Operations Coordinator

Education

BA Sociology & International Relations | Wesleyan University

Past Work

Fundraising | Global Health Corps
Operations | Icreon Tech Inc.

Favorite Friday Activity

Exploring the city with my dog, Otis, or going out to new restaurants and concerts with friends!



MEET THE TEAM

Joey Ponce

Lead Designer

Education

BFA | University of Texas at El Paso
Graphic Design Major
Printmaking Minor

Past Work

Report and Infographic Design | Millennial Impact Report
Hand-lettering and Design | Immigrant Welcome Center
Event Design | MCON

Favorite Friday Activity

Spending time in the sun on foot or on bike, enjoying new foods, or learning new creative skills.



MEET THE TEAM

Our references.



Alex Filippini

Executive Director
Words in the Wild
alexis@wordsinthewild.org
415.939.0637

Christina Greenberg

Managing Partner
Edgility
cgreenberg@edgilityconsulting.com
510.299.2058

David Richards

Founder
Growth Public Schools
david@davidkrichards.com

A better tomorrow starts today.

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Steering Committee Recommendations
CA Community School Partnership Program
Board Report
May 2023

1. Strengthen Inter-Agency Communication

- Implement “All In Education Meetings,” which are regular, structured meetings between JMCS staff and Partner Agency staff to ensure each site has clearly articulated plans for retention, recruitment, scheduling, communication, and student progress reports. These expectations will be reflected in the student handbook.
- Offer Shared Trainings between JMCS and Partner Agencies
- Share student academic progress in consistent and reliable ways

2. Supporting Students

- Provide clear and consistent expectations and accountability for attendance and deadlines
- Incorporate student leadership into professional developments, student handbook development, and recognizing/celebrating student achievement and milestones.
- Advocate for programs to provide stipends to students for completing certifications. Partner with Dept. of Rehabilitation to offer additional work stipends to eligible students.

3. Childcare

- Provide childcare options at non-residential sites
- Research various childcare models including parent-led CoOps, grant-funded licensed childcare agencies operated by JMCS or partner agencies, housing a partner childcare agency within a JMCS site, and/or partnering with off-site childcare agencies (community colleges, HeadStart, etc.).
- Identify 1-2 sites in collaboration with partner agencies to pilot daycare model

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A-G Implimentation Task Overview

Phase 1 January 2023-July 2023
<ul style="list-style-type: none"> • Submit all courses to A-G Portal for approval • Create A-G course list for 23-24 School Year • Identify Pilot teachers/sites for small pilot Aug-December 23-24 school year • Prepare Pilot teachers for small pilot
Phase 2 August 2023-December 2023
<ul style="list-style-type: none"> • Begin small pilot (6 teachers/sites) • Identify focus students from Pilot sites • Collect data from pilot and revise program as necessary • Create training model for phase 3 using pilot teachers as experts • Begin development of Depart Chair model (Curriculum Leads) • Begin Updating BCO's and writing new JMCS Courses as needed with Curriculum Leads
Phase 3 January 2024-July 2024
<ul style="list-style-type: none"> • Training at January In-service for all teachers • Begin larger pilot (appx. 50% of school) • Identify focus students • Monthly meetings with participating teachers to assess program and share best practices • Collect data from pilot and revise program as necessary • Identify training needs and create PD Supports before moving into Phase 4 • Create and introduce Department Chairs to whole school • Create A-G course list for 24-25 school year
Phase 4 August 2024-June 2025
<ul style="list-style-type: none"> • Begin School Wide Implementation • Office hours support to teachers • Continue updating BCO's and writing new Courses as needed with Curriculum Leads • Monthly check-ins with teachers to assess program and share best practices • Collect Data and revise program if necessary • Create A-G Course List for 25-26 school year • Make recommendations based on data collected for A-G moving forward