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

John Muir Charter Schools
John Muir Charter Schools Meeting of the Board of Directors
Wednesday, October 11, 2023
10:00 a.m.

California Conservation Corps Headquarters
1719 24th St, Sacramento, CA 95816

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

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

AGENDA

1. **Meeting Call to Order**

2. **Introductions**

3. **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. **Informational/Action Items**

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A. Closed Session:
   i. Personnel Matters - Public Employee Performance Evaluation: COO and Regional Directors (Gov. Code §54957)

   ii. Report out from the closed session.

B. Approval of the Minutes of the Regular Board Meeting Wednesday, September 13, 2023 (Attachment 1, Page 4)

C. Approval of Vendor Payments 08/26/23 - 09/25/23 (Attachment 2, Page 10)

D. Approval of New and Termed Employees 09/1/23 - 09/29/23 (Attachment 3, Page 20)

E. New Administrative Assistant Position (limited term) (Attachment 4, Page 21)

7. Discussion Items

A. JMCS Marketing Plan Mid-Point Presentation - Friday Partners (11:00 am)

B. JMCS Foundation Report (Gil Botello)

C. ERATE and Phone Tree Electronic System and Upgrade to VOIP per/Site

D. CEO's Report

8. Miscellaneous Information Items

A. Correspondence

B. Notable Upcoming Dates:

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

9. Schedule of Future Board Meetings

i. Wednesday, November 8, 2023 , 10:00 am, Sacramento Regional Conservation Corps, 6101 27th St, Sacramento, CA 95822

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ii. Wednesday December 13, 2023, 10:00 am, Sacramento Regional Conservation Corps, 6101 27th St, Sacramento, CA 95822

Board Attendance at Upcoming Meetings:

	11/08/23	12/13/23	01/10/24
Stanton Miller	Yes / No In-person / Remote	Yes / No In-person / Remote	Yes / No In-person / Remote
Michael Corbett	Yes / No In-person / Remote	Yes / No In-person / Remote	Yes / No In-person / Remote
Sallie Wilson	Yes / No In-person / Remote	Yes / No/Uncertain In-person / Remote	Yes / No In-person / Remote
Len Eckhardt	Yes / No In-person / Remote	Yes / No In-person / Remote	Yes / No In-person / Remote
Gil Botello	Yes / No In-person /Remote	Yes / No In-person / Remote	Yes / No In-person / Remote

10. Request for Agenda Items

- January Maya In Service Update (August or September)

11. Adjournment

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

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and
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John Muir Charter Schools Board of Directors Meeting Minutes
Wednesday, September 13, 2023
10:00 a.m.
Sacramento Regional Conservation Corps
6101 27th St. Sacramento, CA 95822
AvailableVia Zoom:
https://us02web.zoom.us/j/84158334094
Dial by your location:
+1 669 900 9128 US
Audio of this meeting was recorded

MINUTES
1. **Meeting Call to Order**: Stan Miller called the meeting to order at 10:12 a.m.
2. **Introduction and Welcome:** Stan welcomed all participants.
Board members present: Stan Miller, Sallie Wilson, Gil Botello, and Michael Corbett. Absent: Len Eckhart. Staff Members Present: RJ Guess, Dawn McConnell, Kyle Moneypenny, and Dawn Ryley. At 11:25 Rachael Navarette and Jocelyn Moore joined the meeting in person. Aaron Scholl and Rich Johnson present via Zoom. Jerry Simmons present for Brown Act Training until 11:39 a.m.

3. **Order of Business**:

A. Board Retreat: Brown Act Training (90 Minutes), provided by Jerry Simmons, concluded at 11:39 a.m. Break in session and meeting resumed at 11:52 a.m.

B. Elect Vice Chairman of the JMCS Governing Board, Michael Corbett

C. Elect Treasurer of the JMCS Governing Board, Len Eckhardt

D. Elect Secretary of the JMCS Governing Board, Sallie Wilson

Items B, C and D moved by Gil Botello to conduct as a slate. Seconded by Michael Corbett. Motion to appoint made by Gil Botello, seconded by Sallie Wilson was approved on a 4-0-0-1

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vote: (Ayes: Stan Miller, Michael Corbett, Sallie Wilson, and Gil Botello. Noes: None. Abstentions: None. Absent: Len Eckhardt)

4. **Oral Communications/Public Comments:** Recognition of individuals wishing to comment on non-agenda items may do so at this time. Individuals who wish to address an agenda item may do so at this time or at the time the agenda item is heard. After being recognized by the board president, please identify yourself. No individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, board members will not respond to presentations and no action can be taken. However, the board may give directions to staff following a presentation.

No public comments.

5. **Additions to the Agenda:**

None.

6. **Adoption of the Agenda**
Motioned by Gil Botello, seconded by Michael Corbett the agenda was adopted.
On a 4-0-0-1 vote (Ayes: Stan Miller, Michael Corbett, Sallie Wilson, and Gil Botello. Noes: None. Abstentions: None. Absent: Len Eckhardt)

7. **Information/Action Items**

A. **Approval of Minutes of the Regular Board Meeting** (Attachment 1, Page 5)
On a motion made by Gil Botello, seconded by Gil Botello the minutes of the regular board meeting Wednesday, August 9, 2023 were approved, with corrections noted by the clerk, Dawn Ryley, on a 4-0-0-1 vote: (Ayes: Stan Miller, Michael Corbett, Sallie Wilson, and Gil Botello. Noes: None. Abstentions: None. Absent: Len Eckhardt)

B. **Approval of Vendor Payments 7/26/2023-8/25/2023**. (Attachment 2, page 11)
Motioned by Gil Botello, seconded by Sallie Wilson, Vendor Payments as outlined above were approved on a 4-0-0-1 vote: (Ayes: Stan Miller, Michael Corbett, Sallie Wilson, and Gil Botello. Noes: None. Abstentions: None. Absent: Len Eckhardt)

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C. **Approval of New and Termed Employees 8/01/2023-8/25/2023 (Attachment #3, Page 19)**

Motioned by Michael Corbett, seconded by Gil Botello. Approval of New and Termed Employees as outlined as above were approved on a 4-0-0-1 vote: (Ayes: Stan Miller, Michael Corbett, Sallie Wilson, and Gil Botello. Noes: None. Abstentions: None. Absent: Len Eckhardt)

D. **Approval of the 2022-2023 Unaudited Actuals** (Attachment 4, Page 21)

Presented by Rachael Navarette. The report was open to discussions and questions; no further discussion occurred. Motioned by Gil Botello, seconded by Sallie Wilson the Unaudited Actuals as outlined above were approved on a 4-0-0-1 vote: (Ayes: Stan Miller, Michael Corbett, Sallie Wilson, and Gil Botello. Noes: None. Abstentions: None. Absent: Len Eckhardt).

E. **Approval of JMCS Governing Board Resolution 23-05, California Service Learning Grant** (Attachment 5, Page 33)

Motioned by Michael Corbett, seconded by Sallie Wilson. Roll call. Resolution 23-05 was approved on a 4-0-0-1 vote: (Ayes: Stan Miller, Michael Corbett, Sallie Wilson, and Gil Botello. Noes: None. Abstentions: None. Absent: Len Eckhardt).

F. **Approval of the School Mental Health, Academics, and Employability Counselor Position Description** (Attachment 6, Page 35)

Motioned by Gil Botello, seconded by Michael Corbett. Item was approved on a 4-0-0-1 vote: (Ayes: Stan Miller, Michael Corbett, Sallie Wilson, and Gil Botello. Noes: None. Abstentions: None. Absent: Len Eckhardt).

8. Discussion items:

A. **Department of Rehabilitation Reallotment Grant** (Attachment 7, Page 39)

Gil Botello stated his excitement to be a part of this program as well as the reporting requirements that are involved to maintain and partnership with the DOR. Dawn McConnell expanded on those requirements as did RJ Guess.

B. **New Administrative Assistant Position** (limited term) (Attachment 8, Page 43)

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Outlined by RJ Guess and based on administrative needs, this item will be an action item on the next agenda for the Board Meeting scheduled Wednesday, October 11, 2023.

C. **California Serves Grant Presentation** (Tom Hyatt)
Program coordinator Tom Hyatt discussed the nature of the grant, goals and implementation.

D. **January Professional Development Conference Update** (Aaron Scholl and Jocelyn Moore)
Presented in person by Jocelyn Moore, Aaron Scholl via Zoom. The conference title is "Better Together" with a focus on partner relationships and inclusion. A logo is being created for marketing purposes and the committee is seeking a keynote speaker. Board members are invited to attend. Stan Miller expressed his desire to include the Museum of Tolerance in some capacity. Jocelyn Moore outlined the ways the committee has discussed to create time for staff to visit the Museum of Tolerance.

E. **2023-2024 WASC Update** (Dawn McConnell)
Mid cycle review. All reports will be completed as required by WASC prior to their 2 day visit in 2024. Updates will be forthcoming as that time approaches.

F. **JMCS Foundation Report** (Gil Botello)
Gil Botello left the meeting prior to the report.

G. **CEO's Report (**RJ Guess**)**
RJ Guess touched on the Brown Act training and thanked the board for their time at a longer than usual meeting. RJ discussed the current bill AB 1640 and how and why it will not affect JMCS. RJ introduced a draft of a new logo, the logo was created after a lot of research and funneling that research into an informative image. Next month there will be a marketing plan review at the board meeting, going forward, the board will be included in the finalization of this process.

9. Miscellaneous Information Items:
A. Correspondence: None.

B. Notable Upcoming Dates:
- October 11, 2023 Board Meeting (**address change, see item 10 ii below**)

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- October 16, 2023: Teacher Planning Day 3
- October 17, 2023: Inservice Day 1
- January 23-25, 2024: JMCS Professional Development Conference at Hotel Maya, Long Beach CA; the Board is invited to attend.

10. Schedule of Future Board Meetings:
i. September 13, 2023, 10:00 a.m. Sacramento Regional Conservation Corps, 6101 27th Street, Sacramento CA 95822
ii. October 11, 2023 (annual meeting) 10:00 a.m. California Conservation Corps Headquarters, 1719 24th Street, Sacramento CA 95816

Board Attendance at Upcoming Meetings:

	10/11/23	**11/15/2023**	**12/16/2023**
Stanton Miller	Yes / No In-person / Remote	Yes / No In-person / Remote	Yes / No In-person / Remote
Michael Corbett	Yes / No In-person / Remote	Yes / No In-person / Remote	Yes / No In-person / Remote
Sallie Wilson	Yes / No In-person / Remote	Yes / No In-person /Remote	Yes / No/Uncertain In-person / Remote

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Len Eckhart	Yes / No (uncertain) In-person /Remote	Yes / No In-person /Remote	Yes / No In-person /Remote
Gil Botello	Yes / No In-person / Remote	Yes / No In-person /Remote	Yes / No In-person / Remote

1. **Request for Agenda Items**
    - Marketing Plan
    - New Administrative Assistant Position (limited term) as an action item
2. **Adjournment:** Miller adjourned the meeting at 11:42 a.m.

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

John Muir Charter Schools Office
960 McCourtney Road STE E
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Attachment 2

John Muir Charter Schools
Vendor Activity
From 8/26/2023 Through 9/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Chec... Num...	Transaction Description	Res... Code	Obje... Code	Site Code	Expenses
Accrediting Commission For Schools	ACCR000	9/15/2023	14355	FY 23/24 Cal Visit WASC for John Muir Charter School	0000	5800	001	500.00
Accrediting Commission For Schools	ACCR000	9/15/2023	14355	FY 23/24 WASC for John Muir Charter School	0000	5800	001	1,190.00
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for Admin	0000	4300	001	79.48
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for HQ	0000	4300	001	76.16
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for Remy Sturgis	0000	4300	003	122.35
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for IT	0000	4300	004	35.92
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for EJ	0000	4300	050	426.05
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for Fresno	0000	4300	103	100.29
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for Camarillo	0000	4300	105	109.13
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for Solano	0000	4300	106	100.38
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for SLO	0000	4300	110	167.24
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for Placer	0000	4300	117	231.88
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for LA	0000	4300	119	141.28
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for Norwalk	0000	4300	120	263.10
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for CCNB	0000	4300	202	1,219.09
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for YC Santa Rosa	0000	4300	202	1,285.79
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for SFCC	0000	4300	206	117.71
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for CSET	0000	4300	207	246.82
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for Richmond YB	0000	4300	321	333.92
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for Rancho Cielo	0000	4300	322	802.00
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for VOALA NH	0000	4300	323	162.78
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for VOALA No Hollywood	0000	4300	323	48.59
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for GEM Academy	0000	4300	402	41.05
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for Ready SET OC	0000	4300	408	178.64
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for Westside Youth Academy	0000	4300	423	89.22
Amazon Capital Services	AMAZ001	9/21/2023	14417	Supplies for Pine Grove	0000	4300	501	124.38
Amazon Capital Services	AMAZ001	9/21/2023	14417	Desktop Computer for Tammie Wood	0000	4400	002	965.95
Amazon Capital Services	AMAZ001	9/21/2023	14417	Chest Freezer for EJ	0000	4400	050	376.23
Amazon Capital Services	AMAZ001	9/21/2023	14417	Corner Desk for EJ	0000	4400	050	168.76
Amazon Capital Services	AMAZ001	9/21/2023	14417	Metal Cabinets for EJ	0000	4400	050	623.46
Amazon Capital Services	AMAZ001	9/21/2023	14417	Metal Wardrobe Cabinet for EJ	0000	4400	050	252.50
Amazon Capital Services	AMAZ001	9/21/2023	14417	Microwaves for EJ	0000	4400	050	410.97
Amazon Capital Services	AMAZ001	9/21/2023	14417	Pedestal Desk for EJ	0000	4400	050	748.86
Amazon Capital Services	AMAZ001	9/21/2023	14417	Epson Printer for Placer	0000	4400	117	257.39

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Vendor Activity
From 8/26/2023 Through 9/25/2023

Vendor Name	Vendor ID	Check/Vo… Date	Chec… Num…	Transaction Description	Res… Code	Obje… Code	Site Code	Expenses
Amazon Capital Services	AMAZ001	9/21/2023	14417	Scanner for Norwalk	0000	4400	120	198.44
Amazon Capital Services	AMAZ001	9/21/2023	14417	Asus Laptop for CCNB	0000	4400	202	607.24
Amazon Capital Services	AMAZ001	9/21/2023	14417	Headsets for CCNB	0000	4400	202	342.00
Amazon Capital Services	AMAZ001	9/21/2023	14417	Acct#A1GJATGXQUAY0W/Return of Supplies for John Muir Charter	0000	4400	322	(372.75)
Amazon Capital Services	AMAZ001	9/21/2023	14417	Apple iPad for Rancho Cielo	0000	4400	322	1,924.36
Amazon Capital Services	AMAZ001	9/21/2023	14417	Espon Printers for Rancho Cielo	0000	4400	322	747.78
Amazon Capital Services	AMAZ001	9/21/2023	14417	Headphone for Rancho Cielo	0000	4400	322	466.00
Amazon Capital Services	AMAZ001	9/21/2023	14417	Headset for Rancho Cielo	0000	4400	322	673.00
Amazon Capital Services	AMAZ001	9/21/2023	14417	HP Desktops for Rancho Cielo	0000	4400	322	1,719.93
Amazon Capital Services	AMAZ001	9/21/2023	14417	Laptops for Rancho Cielo	0000	4400	322	2,597.97
Amazon Capital Services	AMAZ001	9/21/2023	14417	Vibe Smart Board White Board for Rancho Cielo	0000	4400	322	3,624.71
Amazon Capital Services	AMAZ001	9/21/2023	14417	Metal Storage Cabinet for Ready SET OC	0000	4400	408	227.30
Amazon Capital Services	AMAZ001	9/21/2023	14417	Metal File Cabinet for Pine Grove	0000	4400	501	343.69
Amazon Capital Services	AMAZ001	9/21/2023	14417	Postage for Camarillo	0000	5920	105	32.38
Anna Pizelo	PIZE000	9/15/2023	14393	08/11-08/31/2023 Reimbursement	0000	5200	001	761.77
Anna Pizelo	PIZE000	9/15/2023	14393	Storage Container for Inventory from VOALA	0000	5800	001	147.00
AT&T	ATT0001	9/21/2023	14419	Ban#9391028095/Phn for Chico	0000	5930	102	100.08
AT&T	ATT0001	9/21/2023	14419	Ban#9391028099/Phn for Fresno	0000	5930	103	115.83
AT&T	ATT0001	9/21/2023	14419	Ban#9391028101/Phn for SLO	0000	5930	110	19.10
AT&T	ATT0001	9/21/2023	14419	Ban#9391028102/Phn for SLO	0000	5930	110	28.21
AT&T	ATT0001	9/21/2023	14419	Ban#9391057487/Phn for Tahoe	0000	5930	115	27.10
AT&T	ATT0001	9/21/2023	14419	Acct#9391081852/Phn for Placer	0000	5930	117	26.91
AT&T	ATT0001	9/21/2023	14419	Ban#9391028071/Phn for LA	0000	5930	119	28.21
AT&T	ATT0001	9/21/2023	14419	Ban#9391028068/Internet for Delta	0000	5940	101	215.55
AT&T	ATT0001	9/21/2023	14419	Ban#9391028095/Internet for Chico	0000	5940	102	165.58
AT&T	ATT0001	9/21/2023	14419	Ban#9391028099/Internet for Fresno	0000	5940	103	147.38
AT&T	ATT0002	9/15/2023	14356	Acct#150773226/Internet for Redding	0000	5940	111	52.79
AT&T	ATT0002	9/21/2023	14420	Acct#151953127/Internet for Tahoe	0000	5940	115	63.49
AT&T	ATT0003	9/21/2023	14421	Acct#08802453037260/Internet for Ukiah	0000	5940	116	214.00
Atrium Court, LLC	ATR000	9/21/2023	14418	October 2023 Rent for YC Santa Rosa	0000	5600	202	3,040.20
Bank of America	BOABROO	9/15/2023	14358	Supplies for Earle Jamieson	0000	4300	050	945.62
Bank of America	BOABROO	9/15/2023	14358	08/01-08/31/2023 Credit Card Transactions/Brooks, Amy	0808	8699	001	7.98
Bank of America	BOADICK	9/15/2023	14359	Bus Passes for Stdt @ Norwalk	5634	5800	008	27.00
Bank of America	BOADICK	9/15/2023	14359	Hotel for Stdt @ UCCIE	5634	5800	008	240.00

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

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Vendor Activity
From 8/26/2023 Through 9/25/2023

Vendor Name	Vendor ID	Check/Vo… Date	Chec… Num…	Transaction Description	Res… Code	Obje… Code	Site Code	Expenses
Bank of America	BOAGUES	9/15/2023	14360	08/01-08/31/2023 Travel Guess, Richard	0000	5200	001	2,387.56
Bank of America	BOAMCCO	9/15/2023	14361	Yearly Subscription for Smore.com/Bulletin Writer	0000	5800	001	79.00
Bank of America	BOAMCCO	9/15/2023	14361	Travel for the Admin Retreat	3182	5200	008	200.08
Bank of America	BOAMONN	9/15/2023	14362	Supplies for Board Meeting	0000	4300	001	29.50
Bank of America	BOAMONN	9/15/2023	14362	ID Card Printer for LA LGBT	0000	4300	424	1,995.00
Bank of America	BOAMONN	9/15/2023	14362	ID Badge Printer for Admin	0000	4400	001	1,619.90
Bank of America	BOAMONN	9/15/2023	14362	TV for Board Meeting	0000	4400	001	415.44
Bank of America	BOAMONN	9/15/2023	14362	MacBook Prop for Moneypenny, Kyle	0000	4400	004	2,470.68
Bank of America	BOAMONN	9/15/2023	14362	ID Badge Printer for CSET	0000	4400	207	1,619.90
Bank of America	BOAMONN	9/15/2023	14362	ID Card Printer for CSET	0000	4400	207	1,995.00
Bank of America	BOAMONN	9/15/2023	14362	Return of ID Printer for CSET	0000	4400	207	(1,619.90)
Bank of America	BOAMONN	9/15/2023	14362	MacBook Air for Rancho Cielo	0000	4400	322	972.28
Bank of America	BOAMONN	9/15/2023	14362	Advertisement for Employee Recruitment	0000	5800	001	634.15
Bank of America	BOAMONN	9/15/2023	14362	Mo Subscription for Adobe Acrobat/Lee, Lita	0000	5800	001	18.44
Bank of America	BOAMONN	9/15/2023	14362	Mo Subscription for Adobe Acrobat/McConnell, Dawn	0000	5800	001	18.44
Bank of America	BOAMONN	9/15/2023	14362	Mo Subscription for Adobe Acrobat/Pizelo, Anna	0000	5800	001	18.44
Bank of America	BOAMONN	9/15/2023	14362	Mo Subscription for Adobe Acrobat/Ryley, Dawn	0000	5800	001	18.44
Bank of America	BOAMONN	9/15/2023	14362	Mo Subscription for Texting App for Stdts	0000	5800	001	195.40
Bank of America	BOAMONN	9/15/2023	14362	Yearly Subscription for JotForm/Online Transcipt Platform	0000	5800	001	195.00
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Dickason, Cristina	0000	5800	001	208.84
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Guess, RJ	0000	5800	001	208.83
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Hyatt, Tom	0000	5800	001	208.84
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Johnson, Karen	0000	5800	001	208.84
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Lee, Lita	0000	5800	001	208.84
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/McConnell, Dawn	0000	5800	001	208.84
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Moore, Jocelyn	0000	5800	001	208.84
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Murdock, Matt	0000	5800	001	208.83
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Pizelo, Ann	0000	5800	001	208.84
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Ryley, Dawn	0000	5800	001	208.84
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Scholl, Aaron	0000	5800	001	208.84
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Smith, Eric	0000	5800	001	208.84
Bank of America	BOAMONN	9/15/2023	14362	Mo Subscription for Adobe Acrobat/Lawson, E	0000	5800	002	18.45
Bank of America	BOAMONN	9/15/2023	14362	Mo Subscription for Adobe Acrobat/Wood, T	0000	5800	002	18.44
Bank of America	BOAMONN	9/15/2023	14362	Mo Subscription for Adobe Acrobat/Stokes Jessica	0000	5800	003	18.48

Vendor Name	Vendor ID	Check/Vo... Date	Chec... Num...	Transaction Description	Res... Code	Obje... Code	Site Code	Expenses
Bank of America	BOAMONN	9/15/2023	14362	Mo Subscription for Adobe Acrobat/Sturgis	0000	5800	003	18.45
Bank of America	BOAMONN	9/15/2023	14362	Mo Subscription for Adobe Acrobat/Moneypenny	0000	5800	004	18.45
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Moneypenny, Kyle	0000	5800	004	208.84
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Reed, Tom	0000	5800	006	208.84
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Lucchesi, Corrie	0000	5800	103	208.84
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Kizner, Michelle	0000	5800	108	208.83
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Yoho, Catherine	0000	5800	117	208.84
Bank of America	BOAMONN	9/15/2023	14362	Mo Subscription for Adobe Acrobat/LA	0000	5800	119	18.44
Bank of America	BOAMONN	9/15/2023	14362	Mo Subscription for Adobe Acrobat/YC Santa Rosa	0000	5800	202	18.45
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Mizenin, Sasha	0000	5800	202	208.83
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Nagle, Eileen	0000	5800	202	208.84
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Shaw, John	0000	5800	202	208.84
Bank of America	BOAMONN	9/15/2023	14362	Mo Subscription for Adobe Acrobat/Paulino, Janell	0000	5800	322	18.45
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Vincent, Gary	0000	5800	322	208.84
Bank of America	BOAMONN	9/15/2023	14362	Mo. Subscription to Google Voice for VOALA	0000	5800	323	13.29
Bank of America	BOAMONN	9/15/2023	14362	Yr Subscription for Zoom/Veloz, Laura	0000	5800	408	208.83
Bank of America	BOAMONN	9/15/2023	14362	Mo Subscription for Adobe Acrobat/LA LGBT	0000	5800	423	18.45
Bank of America	BOAMONN	9/15/2023	14362	Shipping/Postage of Inventory	0000	5920	004	1,291.47
Bank of America	BOAMONN	9/15/2023	14362	Internet for Monterey	0000	5940	114	96.30
Bank of America	BOAMONN	9/15/2023	14362	Internet for UCCIE	0000	5940	209	208.99
Bank of America	BOAMOOR	9/15/2023	14363	Supplies for SRCC	0000	4300	204	245.13
Bank of America	BOAMOOR	9/15/2023	14363	Bus Passes for Stdts @ CSET	5634	5800	008	250.00
Bank of America	BOAMOOR	9/15/2023	14363	Gift Cards for Various Stdts	5634	5800	008	312.90
Bank of America	BOANAVA	9/15/2023	14364	MIP Conference Hotel Deposit/Lawson, Navarrete & Wood	0000	5200	002	134.92
Bank of America	BOANAVA	9/15/2023	14364	GED Singler Use Vouchers	0000	5800	001	4,100.00
Bank of America	BOANAVA	9/15/2023	14364	Adobe Acrobat Mo Subscription for Navarrete, Rachael	0000	5800	002	19.99
Bank of America	BOANAVA	9/15/2023	14364	Mo Financial Software Hosting Fee	0000	5800	002	462.00
Bank of America	BOANAVA	9/15/2023	14364	Postage/Shipping for Admin	0000	5920	001	35.55
Bank of America	BOANAVA	9/15/2023	14364	Employee Transportation Services/Payroll Deductions	0000	9529	000	183.00
Bank of America	BOAPIZE	9/15/2023	14365	Supplies for VOALA No Hollywood	0000	4300	323	32.07
Bank of America	BOAREED	9/15/2023	14366	08/01-08/31/2023 Travel for Reed, Thomas	0000	5200	006	757.25
Bank of America	BOARYLE	9/15/2023	14367	Supplies/Food for Board Meeting	0000	4300	001	72.69
Bank of America	BOARYLE	9/15/2023	14367	Travel to Board Meeting/Botello, Gil	0000	5200	001	537.96

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John Muir Charter Schools

Vendor Activity

From 8/26/2023 Through 9/25/2023

Vendor Name	Vendor ID	Check/Vo… Date	Chec… Num…	Transaction Description	Res… Code	Obje… Code	Site Code	Expenses
Bank of America	BOARYLE	9/15/2023	14367	Travel to Board Meeting/Eckhardt, Len	0000	5200	001	658.66
Bank of America	BOARYLE	9/15/2023	14367	MIP Conference Travel for Lawson, Emilia	0000	5200	002	229.95
Bank of America	BOARYLE	9/15/2023	14367	MIP Conference Travel for Navarrete, Rachael	0000	5200	002	229.95
Bank of America	BOARYLE	9/15/2023	14367	MIP Conference Travel for Wood, Tammie	0000	5200	002	229.95
Bank of America	BOARYLE	9/15/2023	14367	Travel for Sturgis, Remy	0000	5200	003	593.96
Bank of America	BOARYLE	9/15/2023	14367	Logo Design for JMCS	0000	5800	001	137.15
Bank of America	BOARYLE	9/15/2023	14367	Shredding for Admin/HQ	0000	5800	001	184.06
Bank of America	BOARYLE	9/15/2023	14367	Shipping/Postage for Admin	0000	5920	001	104.94
Bank Of America	BOASCHO	9/15/2023	14368	Yealy Subscription for Mail Merge for Scholl, Aaron	0000	5800	001	80.75
Berkshire Hathaway Homestate Companies	BERK000	9/15/2023	14357	Policy#JOWC218736/Sept 2023 Workers Comp	0000	9516	000	2,146.06
Blue Shield of California	BLUE000	9/21/2023	14422	Oct 2023 Health Insurance	0000	9514	000	49,097.79
Bolita Lee	LEEB000	9/15/2023	14380	07/25/2023 Mileage Reimbursement for Admin Retreat	3182	5200	008	573.78
CatapultK12	DNAD000	8/17/2023	14319	Sept 2023 Website/Video Hosting	0000	5800	004	948.95
Central City Neighborhood Partners	CENT001	9/21/2023	14423	October 2023 Rent for GEM Academy	0000	5600	402	3,373.00
Charter Communications	CHAR000	9/15/2023	14369	Acct#110629101/Internet for LA	0000	5940	119	59.99
Charter Communications	CHAR000	9/15/2023	14369	Acct#110629101/Internet for Riverside	0000	5940	211	99.98
Christy White, Inc	WHIT001	9/15/2023	14409	22/23 Charter School Audit: 2nd Progress Invoice of Contract	0000	5802	001	2,700.00
City of Riverside	CITYR00	9/21/2023	14424	October 2023 Rent for Riverside	0000	5600	211	1,312.08
Comcast	COMC000	9/15/2023	14370	Acct#8155600110424598/Internet for Headquarters	0000	5940	001	237.45
Comcast	COMC000	9/15/2023	14371	Acct#8155300342550860/Phn for YC Santa Rosa	0000	5930	202	87.75
Conservation Corp Long Beach	CONS000	9/21/2023	14426	October 2023 Rent for RJ Guess	0000	5600	001	237.80
Conservation Corps North Bay	CON000	9/21/2023	14425	Aug 2023 Fac Exp/Copier Rent for CCNB	0000	5600	202	171.08
Conservation Corps North Bay	CON000	9/21/2023	14425	Aug 2023 Fac Exp/Rent for CCNB	0000	5600	202	4,882.50
Conservation Corps North Bay	CON000	9/21/2023	14425	July 2023 Fac Exp/Copier Rent for CCNB	0000	5600	202	178.10
Conservation Corps North Bay	CON000	9/21/2023	14425	July 2023 Fac Exp/Rent for CCNB	0000	5600	202	4,882.50
Conservation Corps North Bay	CON000	9/21/2023	14425	Aug 2023 Fac Exp/Admin Charges for CCNB	0000	5800	202	293.64
Conservation Corps North Bay	CON000	9/21/2023	14425	Aug 2023 Fac Exp/Phn for CCNB	0000	5930	202	1,382.53
Conservation Corps North Bay	CON000	9/21/2023	14425	July 2023 Fac Exp/Phn for CCNB	0000	5930	202	897.71
Cristina A Dickason	DICK000	9/15/2023	14373	08/07-08/28/2023 Mileage Reimbursement	0000	5200	209	882.94
Cristina Vanderlaan	VAND000	9/15/2023	14407	09/06/2023 Reimbursement for HiSet Test	0000	5800	105	155.00

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Vendor Name	Vendor ID	Check/Vo… Date	Chec… Num…	Transaction Description	Res… Code	Obje… Code	Site Code	Expenses
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	Aug 2023 Fac Exp/Janitorial Supplies for CSET	0000	4300	207	246.59
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	Aug 2023 Fac Exp/Supplies for CSET	0000	4300	207	21.26
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	July 2023 Fac Exp/Supplies for CSET	0000	4300	207	6.11
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	Aug 2023 Fac Exp/Utilities for CSET	0000	5500	207	217.07
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	July 2023 Fac Exp/Utilities for CSET	0000	5500	207	1,130.97
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	Aug 2023 Fac Exp/Rent for CSET	0000	5600	207	1,448.45
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	July 2023 Fac Exp/Rent for CSET	0000	5600	207	1,443.60
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	Aug 2023 Fac Exp/Indirect Overhead Charges for CSET	0000	5800	207	683.74
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	Aug 2023 Fac Exp/Janitorial Services for CSET	0000	5800	207	657.33
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	Aug 2023 Fac Exp/Security Services for CSET	0000	5800	207	535.11
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	July 2023 Fac Exp/Indirect Overhead Charges for CSET	0000	5800	207	472.17
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	Aug 2023 Fac Exp/Phn for CSET	0000	5930	207	829.37
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	July 2023 Fac Exp/Phn for CSET	0000	5930	207	161.37
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	Aug 2023 Fac Exp/Internet for CSET	0000	5940	207	213.98
Cset - Comm Svcs/Employment Tr	CSET000	9/21/2023	14427	July 2023 Fac Exp/Internet for CSET	0000	5940	207	137.04
Dataflow Business System, Inc.	DATA001	9/15/2023	14372	Acct#JM4008/Copier for Rancho Ceilo	0000	5600	322	42.65
Dawn J Mcconnell	MCCO000	9/15/2023	14381	Supplies for SRCC	0000	4300	204	39.79
Dawn J Mcconnell	MCCO000	9/15/2023	14381	06/07-08/09/2023 Mileage Reimbursement	0000	5200	001	1,013.28
Dawn J Mcconnell	MCCO000	9/15/2023	14381	07/24-07/26/2023 Mileage Reimbursement for Admin Retreat	3182	5200	008	106.11

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John Muir Charter Schools
Vendor Activity
From 8/26/2023 Through 9/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Chec... Num...	Transaction Description	Res... Code	Obje... Code	Site Code	Expenses
Dawn Ryley	RYLE0000	9/21/2023	14444	09/11-09/13/2023 Board Food & Supply Reimbursement	0000	4300	001	156.56
Dawn Ryley	RYLE0000	9/21/2023	14444	07/01-09/13/2023 Mileage Reimbursement	0000	5200	001	148.69
Emily's Catering & Cakes	EMIL000	9/21/2023	14429	Food for Board 9/12/2023 Board Meeting	0000	4300	001	208.32
Envoy Plan Services, Inc	ENVO001	8/25/2023	14335	EE Envoy Contributions for 08/31/2023 Payroll Period	0000	9523	000	5,100.00
EverBank	EVER000	9/21/2023	14430	Crt#42002310/Copier Rent for Rancho Cielo	0000	5600	322	175.88
Friday Partners LLC	FRI0000	9/21/2023	14431	20% Payment for Brand Communications & Website	0029	5800	001	17,600.00
Friday Partners LLC	FRI0000	9/21/2023	14431	Highlight 2023/2024 for JMCS	3182	5800	008	25,875.00
Frontier Communications	FRON000	9/15/2023	14375	Acct#56286801910227145/Phn for Norwalk	0000	5930	120	190.49
Frontier Communications	FRON000	9/15/2023	14375	Acct#56286801910227145/Internet for Norwalk	0000	5940	120	99.14
Frontier Communications	FRON000	9/15/2023	14376	Acct#76077591291112155/Phn for UCCIE	0000	5930	209	131.37
Frontier Communications	FRON000	9/15/2023	14376	Acct#76077591291112155/Internet for UCCIE	0000	5940	209	78.77
Frontier Communications	FRON000	9/15/2023	14377	Acct#76077591291112155/Phn for UCCIE	0000	5930	209	314.18
Frontier Communications	FRON000	9/15/2023	14377	Acct#76077591291112155/Internet for UCCIE	0000	5940	209	188.39
Frontier Communications	FRON000	9/21/2023	14432	Acct#56269425651026125/Phn & Internet for Ready SET OC	0000	5930	408	93.43
Frontier Communications	FRON000	9/21/2023	14432	Acct#56269425651026125/Phn & Internet for Ready SET OC	0000	5940	408	104.72
Gross Enterprises Inc.	GROS000	9/15/2023	14378	Work & Materials for Job @ CCNB	0000	5800	202	2,468.49
Hotel Maya	QUEE000	9/15/2023	14395	Sept 2023 2nd Payment for January In Service	6332	5800	001	20,000.00
Intermedia.net Inc	INTE001	9/15/2023	14379	Phn Services for Headquarters	0000	5930	001	99.64
Jocelyn Moore	MOOR001	9/15/2023	14382	08/31-09/08/2023 Mileage Reimbursement	6332	5200	008	376.63
John Muir Charter Schools Foundation	JMCSF000	8/25/2023	14339	Aug 2023 Donation/EE Payroll Deductions	0000	9528	000	60.00
Kaiser Foundation Health Plan Inc.	KAIS000	9/21/2023	14434	Cst ID#1731133499/Oct 2023 Health Insurance	0000	9514	000	10,139.17
Kaiser Foundation Health Plan Inc.	KAIS000	9/21/2023	14434	Cst ID#8868351686/Oct 2023 Health Insurance	0000	9514	000	9,055.15
MetLife Small Business Center	MET000	9/21/2023	14435	Oct 2023 Dental Insurance	0000	9514	000	5,739.00
Miller Court Properties	MILL002	9/21/2023	14436	Oct 15-Nov 14, 2023 Rent for STE F/HQ	0000	5600	001	800.00
Miller Court Properties	MILL002	9/21/2023	14436	October 2023 Rent for Headquarters	0000	5600	001	2,626.00
Miller Court Properties	MILL002	9/21/2023	14436	Sept 15-Oct 14, 2023 Rent for STE F/HQ	0000	5600	001	800.00
Miller Court Properties	MILL002	9/21/2023	14436	October 2023 NNN's Charges for Headquarters	0000	5800	001	1,002.39

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Vendor Name	Vendor ID	Check/Vo… Date	Chec… Num…	Transaction Description	Res… Code	Obje… Code	Site Code	Expenses
Nevada County Superintendent of Schools	NCSOS00	9/15/2023	14384	EE/ER STRS Contributions for 08/01-08/31/2023 Reporting Per	0000	9511	000	109,675.08
Nevada County Superintendent of Schools	NCSOS00	9/15/2023	14385	Oversite Payment FY 22.23	0000	9500	000	64,605.00
NP Solutions Inc	NPSO000	9/15/2023	14386	Tech Support for Financial Software Program	0000	5800	001	195.00
ODP Business Solutions, LLC	OFFI000	9/21/2023	14438	Supplies for Pomona	0000	4300	107	121.67
ODP Business Solutions, LLC	OFFI000	9/21/2023	14438	Supplies for UCCIE	0000	4300	209	154.06
ODP Business Solutions, LLC	OFFI000	9/21/2023	14438	Supplies for Rancho Cielo	0000	4300	322	92.28
ODP Business Solutions, LLC	OFFI000	9/21/2023	14438	Supplies for LA LGBT	0000	4300	424	566.47
ODP Business Solutions, LLC	OFFI000	9/21/2023	14438	Wireless InkJet Printer for LA LGBT	0000	4400	424	109.49
One Ring Networks	ONER000	9/15/2023	14387	Internet for Camarillo	0000	5940	105	299.00
Optimum	OPTI000	9/15/2023	14388	Acct#07715-125282-01-0/Internet for Fortuna	0000	5940	112	139.09
Optimum Foods LLC	OPTI001	9/15/2023	14389	Food for Chico	0000	4300	102	348.82
Optimum Foods LLC	OPTI001	9/15/2023	14389	Food for Sac CCC	0000	4300	108	353.72
Optimum Foods LLC	OPTI001	9/15/2023	14389	Food for Redding	0000	4300	111	348.82
Optimum Foods LLC	OPTI001	9/15/2023	14389	Food for Siskiyou	0000	4300	113	348.82
Optimum Foods LLC	OPTI001	9/15/2023	14389	Food & Milk for SRCC	0000	4300	204	445.15
Optimum Foods LLC	OPTI001	9/15/2023	14389	Food & Milk for SFCC	0000	4300	206	258.82
Optimum Foods LLC	OPTI001	9/15/2023	14389	Food & Milk for Richmond	0000	4300	321	445.32
Optimum Foods LLC	OPTI001	9/15/2023	14389	Food for Richmond	0000	4300	321	377.42
Optimum Foods LLC	OPTI001	9/15/2023	14389	Food & Milk for Rancho Cielo	0000	4300	322	1,063.77
Optimum Foods LLC	OPTI001	9/15/2023	14389	Food & Milk for GEM Academy	0000	4300	402	306.31
Optimum Foods LLC	OPTI001	9/15/2023	14389	Food & Milk for Westside Youth Academy	0000	4300	423	258.82
Optimum Foods LLC	OPTI001	9/15/2023	14389	Food & Milk for LA LGBT	0000	4300	424	772.34
Optimum Foods LLC	OPTI001	9/21/2023	14439	Food & Milk for EJ	0000	4300	050	483.67
Optimum Foods LLC	OPTI001	9/21/2023	14439	Food & Milk for CCNB	0000	4300	202	419.49
Optimum Foods LLC	OPTI001	9/21/2023	14439	Food for CSET	0000	4300	207	367.94
Optimum Foods LLC	OPTI001	9/21/2023	14439	Food & Milk for UCCIE	0000	4300	209	1,064.88
Optimum Foods LLC	OPTI001	9/21/2023	14439	Food & Milk for VOALA No Hollywood	0000	4300	323	472.23
Paradise Drinking Water	PARA000	9/15/2023	14390	Acct#020860/Water Service for Ready SET OC	0000	4300	408	22.90
Philadelphia Insurance Co.	PHIL000	9/15/2023	14391	Acct#78807985/Sept 2023 Liability Insurance	0000	5400	001	3,174.84
Pitney Bowes LLC	PITN001	9/15/2023	14392	Postage Machine Lease @ HQ for 9/30-12/30/2023	0000	5600	001	389.96
Pitney Bowes LLC	PITN001	9/21/2023	14440	Property Tax for Postage Machine @ Headquarters	0000	5800	001	31.30
Power Business Technology	POWE004	9/15/2023	14394	Acct#JM02/Copier @ Headquarters	0000	5600	001	23.41
Powerschool Group LLC	POWE001	9/21/2023	14441	Annual PowerSchool Fee	0000	5800	003	6,516.00

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John Muir Charter Schools
Vendor Activity
From 8/26/2023 Through 9/25/2023

Vendor Name	Vendor ID	Check/Vo… Date	Chec… Num…	Transaction Description	Res… Code	Obje… Code	Site Code	Expenses
Powerschool Group LLC	POWE001	9/21/2023	14441	PowerPack Annual Subscription SIS Saas	0000	5800	003	4,338.00
Powerschool Group LLC	POWE001	9/21/2023	14441	PowerSchool SIS Annual Hosted Subscription	0000	5800	003	12,735.00
Powerschool Group LLC	POWE001	9/21/2023	14441	PowerSchool SIS Annual Hosting SSL Certificate	0000	5800	003	530.65
Principal Life Insurance Company	PRIN000	9/21/2023	14442	Oct 2023 Life Insurance	0000	9514	000	554.44
Rachael Navarrete	NAVA000	9/15/2023	14383	09/13/2023 Mileage Reimbursement	0000	5200	001	81.22
Rancho Cielo Inc	RANC000	9/21/2023	14443	Aub 2023 Reimb for Student Lunches @ Rancho Cielo	0000	4300	322	5,932.50
Rancho Cielo Inc	RANC000	9/21/2023	14443	Sept 2023 Rent for Rancho Cielo	0000	5600	322	12,083.33
Rancho Cielo Inc	RANC000	9/21/2023	14443	Sept 2023 Phn for Rancho Cielo	0000	5940	322	120.00
Rebecca Roe	ROE0000	9/15/2023	14398	08/10-08/31/2023 Mileage Reimbursement/UCCIE	0000	5200	209	518.76
Remy J Sturgis	STUR000	9/15/2023	14403	08/06-08/07/2023 Mileage Reimbursement	0000	5200	003	8.25
Remy J Sturgis	STUR000	9/15/2023	14403	08/06-08/07/2023 Travel Reimbursement	0000	5200	003	471.93
Remy J Sturgis	STUR000	9/15/2023	14403	Postage Reimbursement	0000	5920	003	32.45
Remy J Sturgis	STUR000	9/15/2023	14403	07/25-07/26/2023 Mileage Reimbursement/Admin Retreat	3182	5200	008	39.68
Renaissance Learning Inc	RENA000	9/15/2023	14397	Annual All Product Renaissance Platform	0000	5800	006	750.00
Renaissance Learning Inc	RENA000	9/15/2023	14397	Star Math Subscriptions	0000	5800	006	3,640.00
Renaissance Learning Inc	RENA000	9/15/2023	14397	Star Reading Subscriptions	0000	5800	006	3,640.00
San Francisco Conserv Corps	SANF000	9/15/2023	14399	Sept 2023 Rent for SFCC	0000	5600	206	408.33
So Calif Mountains Foundation	SOCA000	9/15/2023	14400	Sept 2023 Fac Exp for UCCIE	0000	5600	209	3,071.67
Southern California Edison Co	SOUT000	9/21/2023	14445	Acct#700760873401/Utilities for Ready SET OC	0000	5500	408	273.70
Sparkletts	SPAR000	9/15/2023	14401	Water Service for Pomona	0000	4300	107	36.46
State of California Department of Justice	DOJ000	9/15/2023	14374	Aug 2023 Fingerprinting For John Muir	0000	5800	001	194.00
Sterling Administration	STER000	9/15/2023	14402	Aug 2023 FSA & DCA Funding Contributions	0000	9524	000	120.00
Sterling Administration	STER000	9/21/2023	14446	Jan 2023 DCA Funding Contributions	0000	9524	000	1,166.64
Sterling Administration	STER000	9/21/2023	14446	Jan 2023 FSA Funding Contributions	0000	9524	000	1,774.94
T-Mobile	TMOB000	9/15/2023	14405	Internet & HotSpots IT Inventory	0000	5940	004	480.00
T-Mobile	TMOB000	9/15/2023	14405	Internet & HotSpots for Tahoe	0000	5940	115	40.00
T-Mobile	TMOB000	9/15/2023	14405	Internet & HotSpots for CCNB	0000	5940	202	80.00
T-Mobile	TMOB000	9/15/2023	14405	Internet & HotSpots for Cset	0000	5940	207	20.00
T-Mobile	TMOB000	9/15/2023	14405	Internet & HotSpots for UCCIE	0000	5940	209	60.00
T-Mobile	TMOB000	9/15/2023	14405	Internet & HotSpots for Ready SET OC	0000	5940	408	40.00
TCSN-The Computer Shop Netlink	TCSN000	9/15/2023	14404	Internet for SLO	0000	5940	110	94.95

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

John Muir Charter Schools
Vendor Activity
From 8/26/2023 Through 9/25/2023

Vendor Name	Vendor ID	Check/Vo... Date	Chec... Num...	Transaction Description	Res... Code	Obje... Code	Site Code	Expenses
Thomas Hyatt	HYAT000	9/21/2023	14433	Supply Reimbursement	7810	4300	008	105.29
Thomas Hyatt	HYAT000	9/21/2023	14433	09/07-09/14/2023 Travel Reimbursement	7810	5200	008	1,693.35
Tom Reed	REED000	9/15/2023	14396	09/06-09/08/2023 Mileage Reimbursement	0000	5200	006	243.01
Toshiba Financial Services	TOSH000	9/15/2023	14406	Crt#450-0053811-000/Copier for Headquarters	0000	5600	001	857.67
Verizon Wireless	VERI000	9/15/2023	14408	Internet & Hot Spots for IT	0000	5940	004	109.32
Verizon Wireless	VERI000	9/15/2023	14408	Internet & Hot Spots for Pomona	0000	5940	107	54.66
Verizon Wireless	VERI000	9/15/2023	14408	Internet & Hot Spots for Norwalk	0000	5940	120	109.32
Vision Service Plan (CA)	VISI000	9/21/2023	14447	Acct#12176959/Nov 2020 Vision Insurance	0000	9514	000	1,069.65
Young, Minney & Corr, LLP	YOUN001	9/15/2023	14410	Legal Services through Aug 2023 for JMCS	0000	5803	001	97.50
Your Dream Properties	YOUR000	9/15/2023	14411	Internet Service @ Ready SET OC	0000	5940	408	77.98
Your Dream Properties	YOUR000	9/21/2023	14448	October 2023 Rent for Ready SET OC	0000	5600	408	1,820.00
Your Dream Properties	YOUR000	9/21/2023	14448	October 2023 Maintenance Fee For Ready SET OC	0000	5800	408	60.00
				Transaction Total				502,253.91
Report Opening/Current Balance								
Report Transaction Totals								502,253.91
Report Current Balances								

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

Attachment 3

John Muir Charter Schools
Report of New Employees
9/1/23 - 9/30/23

Employee Name	Site	Position	FTE	Start Date	EE replaced (term date)
Samantha Fischer	Rancho Cielo	Instructional Asst	1.00	9/11/2023	Kathy Richard
Chantel Medeiros	CSET Visalia	Admin Assistant	hourly	9/1/2023	n/a
Fabian Romo Macias	CCNB - San Rafael	Instructional Asst	hourly	9/6/2023	James McKenzie
Lowell Brown Jr	CSET Visalia	Sub Teacher	hourly	9/21/2023	n/a
Joseph Guidetti	Camarillo CCC	Hourly Teacher	hourly	9/20/2023	n/a

John Muir Charter Schools
Employee Status Changes
9/1/23 - 9/30/23

Employee Name	Prev Site	New Site	Prev Position	New Position	Start Date	Notes
Kevin Batiste	SRCC	same	Teacher	same	9/18/2023	increased from .75 fte to 1.00 fte
Michelle Kizner	Sacramento CCC	same	Teacher	same	9/15/2023	Subbing extra hours at SRCC to cover Kevin Batiste on vacation-
Corrie Lucchesi	Fresno CCC	same	Teacher	same	9/1/2023	additional .25 fte at Success Ctr to bring her to 1.00

John Muir Charter Schools
Report of Termed Employees
9/1/23 - 9/30/23

Employee Name	Site	Position	FTE	Term Date
Lea Johnson	Richmond YB	Teacher	1.00	9/29/2023
Kathy Richard	Rancho Cielo	Instr Assistant	1.00	9/15/2023
Luz Delgado	Admin	Admin Coordinator	1.00	09/20/23

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

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

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

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

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

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

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

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

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

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

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John Muir Charter School
Administrative Assistant

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

Primary Position Responsibilities and Description

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

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

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

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

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

Travel:
This position may involve light travel for training and meetings.

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

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

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

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