



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

Wednesday, September 10, 2025

10:00 a.m.

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

Join Zoom Meeting

Meeting ID: 88437208054

Audio of this meeting will be recorded

AGENDA

1. Meeting Call to Order: at 10:12 a.m. by Stan Miller

2. Introductions: Kyle Money Penny, IT Director. Dawn Ryley, Administrative Coordinator. Rachael Navarrete, CFO. Len Eckhardt, Board Member. Stan Miller, Board Chairman. Gil Botello, Board Member. RJ Guess, CEO. Via Zoom: Carrie Lowery, Director of Marketing and Recruitment. Cristina Dickason, Southern California Regional Director. Tammie Wood, Accounts Payable Analyst. Richard Johnson, Teacher/TAC Member. Marilee Eckert, Appointed Board Member arrived at 10:23 a.m.

3. Order of Business

- A. Appointment of Marilee Eckert to the John Muir Charter Schools Board of Directors was tabled until her arrival. Appointed at 10:40 a.m. RJ Guess shared Marilee Eckert's years of service and the various agencies she was employed with. She will be representing the Local Conservation Corps for the JMCS Board of Directors. Gil Botello welcomed Marilee Eckert to the board and Stan Miller discussed attendance of future board meetings and welcomed her to the board.
- B. **Oral Communications/Public Comments:** Recognition of individuals wishing to comment on non-agenda items may do so now. Individuals who wish to address an agenda item may do so at this time or when the agenda item is heard. After being recognized by the board president, please identify yourself. Each presentation shall be for at most three (3) minutes and the total time for this purpose shall be at most 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: Item 3A will occur once Marilee Eckert arrives.

5. Adoption of the Agenda: Motion to approve by Gil Botello, seconded by Len Eckhardt. Approved 3-0-0-2. (Ayes, 3. Noes, none. Abstentions, none. Absent, two: Sallie Wilson and Hunt Drouin)

7. Informational/Action Items

- A.** Closed Session: Stan Miller called closed session at 10:09 a.m.
 - a. Personnel Matters - Public Employee Performance Evaluation: RJ Guess, CEO (Gov. Code §54957)
 - b. Report from closed session: By Stan Miller at 10:35 a.m. Positive discussions occurred during the closed session, including future goals. Stan Miller, Gil Botello and RJ Guess will collaborate over the next few months on outlining those goals and will bring them to a future board meeting once completed.
- B.** Approval of the Minutes of the Regular Board Meeting Wednesday, August 13, 2025 (Attachment 1, Page 4) Motion to approve by Len Eckhardt and seconded by Gil Botello. Approved 3-0-1-2. (Ayes, three. Noes, none. Abstentions, one Marilee Eckert. Absent, two: Sallie Wilson and Hunt Drouin)
- C.** Approval of Vendor Payments and Appendix 7/26/2025-8/25/2025 (Attachment 2, Page 8) Len Eckhardt asked if the scanning project was near completion? RJ Guess replied yes and deferred to Dawn Ryley for an update. Dawn Ryley concurred that there are still files that we are scanning in house and more to be expected in the future as well, which RJ Guess confirmed. Len Eckhardt also inquired about charges for “Monday” and what it was? RJ Guess replied that it is project management software. Stan Miller asked about the purchase of a new Mac Book for the principal at Earle Jamieson, wondering why the previous laptop for that site couldn’t be used. RJ Guess explained that the other laptop was already more than a few years old, so a replacement was necessary. Stan Miller continued by requesting more information on the move and closing of the Tahoe CCC site, RJ Guess shared his apologies that he did not inform the board directly of this site's closure. Stan Miller continued requesting more information regarding the duplicate payment for CSI Funds on page 14. Rachael Navarrete answered that it was for an apportionment payment that was issued twice. Stan Miller asked about improvements for Earle Jamieson and if Nevada County Superintendent of Schools was also assisting with repairs. RJ Guess said yes, and Stan Miller asked if there was an agreement for this in the MOU (Memorandum of Understanding). RJ Guess replied that he will be meeting with Scott Lay, the Superintendent of Schools, to discuss this further, however, the repairs completed by JMCS were grant funded. Stan Miller also inquired about the charges for Toledo Consulting, RJ Guess shared that it was for O.Y.S.C. (Opportunity Youth Schools Coalition) and was grant funded. Motion to approve by Marilee Eckert, seconded by Len Eckhardt. Approved 4-0-0-2. (Ayes, four. Noes, none. Abstentions, none. Absent, two: Sallie Wilson and Hunt Drouin)
- D.** Approval of New and Termed Employees 8/01/2025-8/31/2025 (Attachment 3, Page 19) Motion to approve by Len Eckhardt, seconded by Marilee Eckert. Approved 4-0-0-2. (Ayes, four. Noes, none. Abstentions, none. Absent, two: Sallie Wilson and Hunt Drouin)

- E.** Approval of the 2024-2025 Unaudited Actuals (Attachment 4, Page 20) Presented by Rachael Navarrete. Rachael began by explaining that these are not audited financial reports but are the actuals for the year. There is not a lot of change except that STRS (State Teacher Retirement System) “on behalf” increased as well as some changes with grants. Expenses are less than expected, with 6 million as the ending fund balance. Further review shows that we are deficit spending. Stan Miller discussed the reserves and shared that monies are generated from the students, and we should be spending it on the students. RJ Guess agreed and shared examples that support this such as enrichment activities, however, JMCS (John Muir Charter Schools) will continue to be conservative with spending. Rachael Navarrete continued with outlining reserves to remain at 30% and Marilee Eckert agreed with keeping reserves at this higher percentage. Rachael Navarrete stated that since we do not participate in the County Treasury, our investments in CD’s (Certificate of Deposit) and interest-bearing Money Market Account has generated \$98,000 in interest earnings for the year. Gil Botello suggested that we have broader discussions about funds including expanding the investment funds. Stan Miller also requested more information regarding expenses for repairs at Earle Jamieson as a future agenda item. Motion to approve by Len Eckhardt, seconded by Marilee Eckert. Approved 4-0-0-2. (Ayes, four. Noes, none. Abstentions, none. Absent, two: Sallie Wilson and Hunt Drouin)
- F.** Discussion/Approval of the JMCS Math Placement Policy (Attachment 5, Page 32) Presented by RJ Guess. This policy adjustment is necessary now that two JMCS (John Muir Charter Schools) sites have 9th graders, Earle Jamieson and Rancho Cielo. Stan Miller asked if we have a policy manual. RJ Guess responded that we do, it is a traditional numbering system and it's available on our website. Motion to approve by Gil Botello, seconded by Len Eckhardt. Approved 4-0-0-2. (Ayes, four. Noes, none. Abstentions, none. Absent, two: Sallie Wilson and Hunt Drouin)
- G.** Approval of the revised Dual Enrollment Policy and Procedure (Attachment 6, Page 38) Presented by RJ Guess. This is required at some sites where students are concurrently enrolled in community college programs. Motion to approve by Marilee Eckert and seconded by Gil Botello. Approved 4-0-0-2. (Ayes, four. Noes, none. Abstentions, none. Absent, two: Sallie Wilson and Hunt Drouin)

8. Discussion Items

- A.** Cell Phone for Board Members, Kyle Money Penny shared that there are a few options including Google Voice, but data is still housed on the device. It is recommended that the board members use only their John Muir Charter School approved email address for all communication and use a separate browser. Gil Botello requested notebooks with Google Voice that could be set up for JMCS (John Muir Charter Schools) Board Members. Kyle Money Penny had shared that they could be set up that way with a review of functionality. Stan Miller asked if things could be transferred onto that tablet regarding past board business and Kyle Money Penny said yes but everyone would be using their official board email addresses. This discussion will continue at the meeting scheduled for Wednesday October 8, 2025.
- B.** Recruitment and Retention Update, Carrie Lowery (Attachment 7, Page 39) Carrie Lowery provided a digitized recap of last year’s goals. Public Relations will need to increase in the year ahead. Signage is being updated in many locations as well as brochures and promotion materials to increase visibility and enrollment. High School Graduation invitations with a focus on co-branding, along with an increase of events and outreach will increase. Earle

Jamieson has been rebranded with handouts, signage and media will be included going forward. Social media posts are doing well with student-based story telling receiving the most engagement. Carrie reviewed analytics that will help in making informed decisions and went over the breakdown to help geo-target future posts. The top posts are regional with a call to action for specific sites. RJ Guess asked for the posts to be sent to the board members so they can see the full post instead of static images.

- C.** CEO's Report by RJ Guess: Rancho Cielo is having a 25th Anniversary Celebration on October 25, 2025, and the board is welcome to attend. John Muir Charter Schools Business office has experienced a Ransom Attack August 27, 2025, the Sonobi Ransomware. It began on August 26, 2025, at 10:00 p.m. and is believed to be caused by phishing, but it is still unknown exactly how it occurred. The breach was detected by staff, and the server was removed. We have met with legal counsel regarding notification to our staff and we are working on containment and an investigation confirming the origin of the breach. Data includes past and current staff information, STRS (State Teachers Retirement System), PERS (Public Employees Retirement System) as well as some student records. JMCS is focusing on stricter access for staff and security systems. Schools have been a target of this ransomware with over 30 schools being affected. Kyle Moneypenny stated that our server is not a public server, so this was not a direct attack but somehow, crept in, we are doing our best to locate the source, so it doesn't happen again. Working with Rancho Cielo and Sharon Alberts, JMCS has applied for the YASS Prize and if chosen, it would be one million dollars. We should find out if we advance to the semifinals and the results will be shared. Currently JMCS (John Muir Charter Schools) is receiving a lot of recognition. RJ Guess concluded by stating his appreciation of having a really great team in place. From the board members to the incredible teachers to the administrative team; we are a good school doing good things. Marliee Eckert shared that she was happy to be serving on the board of directors as she has seen our work in real life and it's incredible. A legislative report had been prepared but changes made within the last 24 hours made the report inaccurate, expect a full update at the next board meeting on Wednesday October 8, 2025

9. Miscellaneous Information Items

A. 2025-2026 Notable Dates:

- September 27, 2025, graduation for CCNB San Rafael

B. Correspondence: none

C. Schedule of Future Board Meetings

- i. Wednesday, October 8, 2025. 10:00 am Sacramento Regional Conservation Corps 6101 27th Street Sacramento, CA 95822.
- ii. Wednesday, November 12, 2025. 10:00 am Sacramento Regional Conservation Corps 6101 27th Street Sacramento, CA 95822.
- iii. Wednesday, December 10, 2025. 10:00 am Sacramento Regional Conservation Corps 6101 27th Street Sacramento, CA 95822.

Board Attendance at Upcoming Meetings:

	October 8, 2025	November 12, 2025	December 10, 2025
Stanton Miller	Yes / No / Uncertain In-person / Remote	Yes / No / Uncertain In-person / Remote	Yes / No / Uncertain In-person / Remote
Gil Botello	Yes / No / Uncertain In-person / Remote	Yes / No / Uncertain In-person / Remote	Yes / No / Uncertain In-person / Remote
Len Eckhardt	Yes / No / Uncertain In-person / Remote	Yes / No / Uncertain In-person / Remote	Yes / No / Uncertain In-person / Remote
Hunt Drouin	Yes / No / Uncertain In-person / Remote	Yes / No / Uncertain In-person / Remote	Yes / No / Uncertain In-person / Remote
Marilee Eckert	Yes / No / Uncertain In-person / Remote	Yes / No / Uncertain In-person / Remote	Yes / No / Uncertain In-person / Remote

9. Request for Agenda Items:

- Earle Jamieson Facilities Report
- Continuation of tablets for board members discussion
- CEO 2025/2026 Goals

10. Adjournment: By Stan Miller at 12:23 p.m.

This agenda was posted at least 72 hours in advance of the meeting at:

- John Muir Charter Schools Office, 960 McCourtney Rd. Suite E, Grass Valley, Ca 95949
- Sacramento Regional Conservation Corps, 6101 27th St., Sacramento, Ca 95822
- www.johnmuircs.com