

John Muir Charter Schools
12338 McCourtney Road
Grass Valley, CA 95949
Phone: 530.272.4008
Fax: 530.272.4009
Web: www.johnmuircs.com

**Corrected Minutes of the
John Muir Charter Schools
Board of Directors Meeting
Thursday, December 10, 2015**

12:00 pm

John Muir Charter Schools Sacramento Office
9851 Horn Road Suite 160
Sacramento, CA 95827

Audio of this meeting was recorded

1. Meeting Call to Order

Stan Miller, Chairman of the John Muir Charter Schools Governing Board, called the meeting to order at 12:01 pm.

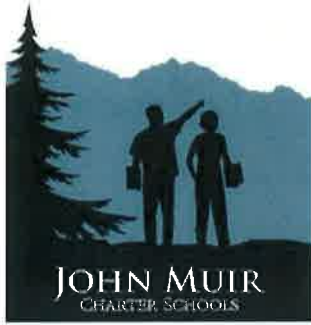
2. Introduction and Welcome

3. Introduction of Participants

Stan Miller - JMCS Board Chairman, Gil Botello - JMCS Board member, Len Eckhardt - JMCS Board member, R.J. Guess - JMCS CEO, Katherine DeVinna - JMCS COO, Rachael Navarrete - JMCS CFO, Deborah Messervey - JMCS Accountant, Jennifer Panno - JMCS HR Analyst, Kelli Foster - JMCS Administrative Coordinator, Charley Pratt-Guess - JMCS Director of YouthBuild Programs, David De Mers - SRCC Executive Director, and Holly Hermansen, NCSOS. Sallie Wilson, JMCS Board member and Michael Corbett, JMCS Board member were absent from the meeting.

4. Oral Communications/Public Comments: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

No public comments were made.



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5. Additions to the Agenda

R.J. Guess requested to add one discussion item to the agenda: Educator Effectiveness Spending Plan. On a motion made by Len Eckhardt and seconded by Gil Botello, and unanimously approved, the Educator Effectiveness Spending Plan was added to the agenda as a discussion item.

6. Adoption of the Agenda

On a motion made by Len Eckhardt, seconded by Gil Botello and unanimously approved, the agenda was adopted.

7. Action Items

A. Approval of Bills 10/30/15-11/29/15 (Attachment #1, Page 5)

On a motion made by Gil Botello and seconded by Len Eckhardt, the bills from 10/30/15 to 11/29/15 were unanimously approved.

B. Approval of New and Termed Employees 10/31/15-11/30/15 (Attachment #2, Page 29)

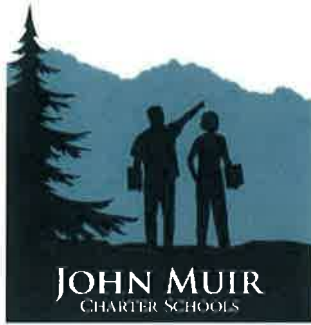
On a motion made by Gil Botello and seconded by Len Eckhardt, the new and termed employees from 10/31/15 to 11/30/15 were unanimously approved.

C. Approval of Minutes of the Regular Board Meeting of November 12, 2015 (Attachment #3, Page 31)

On a motion made by Gil Botello and seconded by Len Eckhardt the minutes of the regular Board meeting of November 12, 2015 were unanimously approved.

D. First Interim Budget Update for JMCS 2015-2016: Resolution 15-07 (Attachment #4, Page 37)

Rachael Navarrete reviewed the first interim budget information contained in the Board packet. She stated that the first interim budget reflects a loss of average daily attendance (ADA) from the adopted budget, primarily in the YouthBuild programs and in the closing



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of the FIELD and RSBA school sites. This has resulted in a loss of revenue which has been addressed with a cut in expenses. She stated that the budget includes “one time monies” from the Educator Effectiveness Training grant and Outstanding Mandated Claims funds. Rachael provided a handout of an analysis of each division by income and expenses and reviewed the content. R.J. Guess informed Board members that the JMCS administrative team met in November as soon as ADA was established to discuss recruitment efforts and cost cutting strategies. Gil Botello expressed appreciation for the planning and the proactive steps taken by R.J. and Rachael in addressing the budget deficits. On a motion by Len Eckhardt and seconded by Gil Botello, Resolution 15-07, First Interim Budget Update was approved by the following roll call vote: Aye: Eckhardt, Miller, Botello. Nay: None. Absent: Wilson, Corbett.

- E. Approval of JMCS Governing Board Policy #3: Capital Expenditures (Attachment #5, Page 45)

On a motion by Len Eckhardt and seconded by Gil Botello, Governing Board Policy #3, Capital Expenditures, was **unanimously** approved.

- F. Approval of JMCS Governing Board Policy #7: Governing Board Operations (Attachment #6, Page 47)

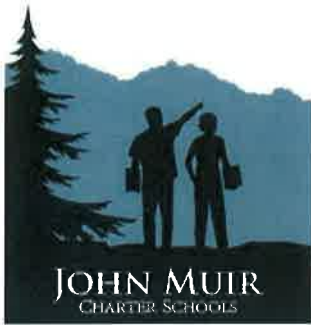
On a motion by Gil Botello and seconded by Len Eckhardt, Governing Board Policy #7, Governing Board Operations, was **unanimously** approved.

- G. Approval of JMCS Governing Board Policy #9: Conflict of Interest Code Pursuant to the Political Reform Act of 1974 (Attachment #7, Page 49)

On a motion by Len Eckhardt and seconded by Gil Botello, Governing Board Policy #9, Conflict of Interest Code Pursuant to the Political Reform Act of 1974, was **unanimously** approved.

- H. Approval of JMCS Fiscal Policy (Attachment #8, Page 51)

On a motion by Gil Botello and seconded by Len Eckhardt, the JMCS Fiscal Policy was **unanimously** approved. Len Eckhardt asked to revisit the policy. He stated that he would like a thank you letter to follow all donations. R.J. Guess stated that section IX,



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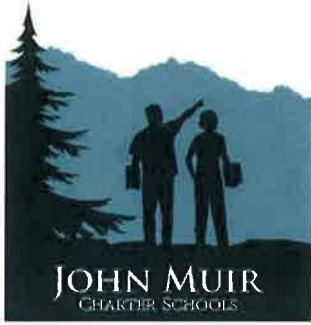
Donations, shall be amended from “A thank you letter shall follow for any donations in excess of \$250.” to “A thank you letter shall follow for any donation to John Muir Charter Schools.” On a motion by Gil Botello and seconded by Len Eckhardt, the JMCS Fiscal Policy was approved as amended. Len Eckhardt, once again, asked to revisit the policy. He asked for clarification as to what determines a “high quality financial institution” as referenced in section XII, Financial Institutions. Stan Miller asked for a motion to amend the policy. Len Eckhardt made the motion and Gil Botello seconded it. The motion was unanimously approved. R.J. Guess then asked the Board to table this item until the term “high quality financial institution” can be determined. Len asked that the term “short maturity” in item C of the same section of the policy be defined as well. Stan Miller stated this item will be an action item on the January Board agenda.

I. Approval of JMCS Domestic Partner Policy (Attachment #9, Page 59)

R.J. Guess reported that JMCS is writing a grant with The Reset Foundation to the city of San Francisco. JMCS needs to become a city vendor with San Francisco in order to apply for the grant. Vendors of the city of San Francisco are required to have a domestic partner policy. Discussion occurred regarding the eligibility of an employee’s grandchildren under the policy. Stan Miller asked for a motion to approve the JMCS Domestic Partner Policy as amended to eliminate the word grandchild throughout the policy. The motion was made by Len Eckhardt and seconded by Gil Botello. The motion passed unanimously. Len Eckhardt then questioned language within the section “Benefits Offered”. Len Eckhardt made a motion to amend the Domestic Partner policy as adopted. Gil Botello seconded the motion. The motion was unanimously approved. Gil Botello then made a motion to table the approval of policy until the January Board meeting, Len Eckhardt seconded the motion to table the policy and it was unanimously approved. This policy will be revised and placed on the January Board agenda as an action item.

J. Closed Session:

- i. Conference With Legal Counsel- Anticipated Litigation (Paragraph (4) of subdivision (d) of Gov. Code § 54956.9)



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K. Report from Closed Session

Len Eckhardt made a motion to authorize R.J. Guess to finalize negotiations with FIELD and RSBA. Gil Botello seconded the motion, and the motion was unanimously approved.

8. Discussion Items

A. Discussion of JMCS Governing Board Policy #5: Code of Ethics for JMCS Governing Board Members (Attachment #10, Page 63)

Len Eckhardt inquired if this policy was similar to a code of ethics policy for employees. Katherine DeVinna said there are pieces of a code of ethics policy within the staff Policy and Procedure binder. R.J. Guess stated he will bring a staff code of ethics to the Board as a discussion item on the January Board agenda. This Board policy will also be a discussion item on the January Board agenda.

B. CEO's Report (R.J. Guess)

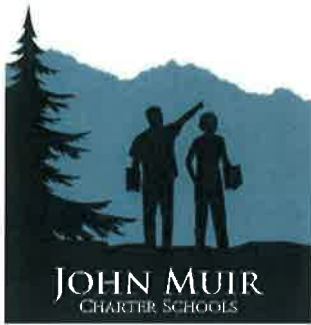
R.J. Guess reviewed the handout he presented at the meeting. He discussed the possibility of an audit finding regarding classroom contact time. He stated that he has been communicating with the leaders of other charter schools that would be affected, as well as leaders of charter school associations, if the interpretation of Ed Code that relates to the audit finding is allowed to stand.

- i. Legislative Updates: R.J. gave a summary of five active bills. SB 322 has the potential for the greatest impact on JMCS.

C. Operations Update (Katherine DeVinna)

Katherine DeVinna reviewed a handout she presented at the meeting.

- i. Curriculum and Instruction: Katherine discussed the assembly bills that affect foster youth and homeless youth. She is creating a policy that addresses JMCS requirements to inform those students of the benefits of those bills but also makes sure that the students understand the potential problems that might occur if they choose to pursue higher education. She also spoke of the work experience model she is working on.



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- ii. **General Operations:** Katherine spoke about the Teacher Advisory Committee (TAC). R.J. is teaching them Robert's Rules of Order and the Brown Act. Katherine is collaborating on two policies with TAC.
 - iii. **Site Visits and Teacher Observation:** Katherine discussed Formative Observations and how JMCS might use the method in teacher observations. Katherine gave a brief summary of what is happening within the different divisions.
 - iv. **In-Service:** Katherine gave a copy of the in-service agenda to Board members and invited them to attend the in-service in Sacramento in January.

D. School Support Services Update (Jayne Smith)

R.J. Guess handed out the and summarized the report prepared by Jayne Smith, Director of School Support Services.

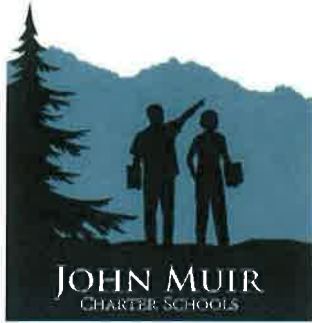
- i. **Data and Assessment:** R.J. asked Board members to review the new K12 report included in the handout and contact him or Jayne if they have questions.
- ii. **Counseling Services:** R.J. stated that counseling services are expanding to more sites.
- iii. **Career Pathways:** R.J. highlighted the sequential career pathways and other career programs that are being offered.

E. Business Services Update (Rachael Navarrete)

Rachael Navarrete reported that JMCS will be switching payroll programs in January. Paycom has proven to not be a good fit with JMCS. There will be fiscal savings with the switch and better functionality as the new payroll program integrates with the accounting software.

F. Educator Effectiveness Spending Plan

R.J. Guess stated that JMCS received \$146,374 in grant funds that must be spent on professional development for teachers. JMCS proposes to spend this money on BTSA and to offset the costs of the annual professional development in-services. This item will be placed on the January Board agenda as an action item.



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9. Information Items

A. Correspondence:

- i. JMCS In-service, January 11-12, 2016 at the Hilton Arden West in Sacramento, CA. If governing board members wish to attend, please let Kelli Foster know if you would like to attend either day and if you will need lodging.

B. Schedule of Future Board Meetings:

- i. Wednesday, January 13, 2016, 12 pm at JMCS Sacramento Office, 9851 Horn Road, Suite 160, Sacramento, CA 95827
- ii. Wednesday, February 10, 2016, 12 pm at JMCS Sacramento Office, 9851 Horn Road, Suite 160, Sacramento, CA 95827

- C. Stan Miller presented the Board with samples of administrator evaluations and a handout from a CCSA evaluation workshop. The review of administrator evaluation templates will be placed on the January Board meeting agenda as a discussion item.

Request for Agenda Items

None.

ADJOURNMENT

On a motion by Len Eckhardt and seconded by Gil Botello, the meeting was adjourned at 1:40 pm.