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| **JCS_Color_name** | **JCS Governing Board Meeting**  **Friday, December 09, 2016**  *Phoenix Learning Center*  *539 Encinitas Blvd.*  *Encinitas, CA 92024*  *Telephone: 760-632-4989*  **10:00 a.m. Open Session**  **11:00a.m. Closed Session** |
| Julian Charter School 🞟 P. O. Box 2470 🞟 1704 Cape Horn 🞟 Julian, CA 92036-2470 | |
| Board Members: | Members: Suzanne Schumacher, President, (Parent Representative); Roxanne Huebscher, Member, (Parent Representative); Kevin Ogden, Secretary, (Community Member); Barbara Kingsbury, Treasurer, (Community Member), Brian Duffy, Member, (JUESD representative); Dr. Coral Bergman, Member, (Community Member); Judy Bufford, Member, (Parent Representative.)  Guests: Jennifer Cauzza, Executive Director; Cameron Byrd, Director of Operations; Yvette Lares, Systems and Compliance Manager; Sheryl McKay, Assistant Director of Academy Programs; Dr. Renner, Consultant |
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| **Agenda Topics** | |
| **1. Call to Order** *Ms. Schumacher called the meeting to order at 10:00 a.m.* | |

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| **2. Approval of Agenda—***Ms. Huebscher moved to call the meeting to order. Ms. Schumacher seconded. Motion carried 5/0* |

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| **3. Approval of November 4, 2016 Special Board Meeting Minutes—***Mr. Ogden moved to approve allowing for non-material changes. Ms. Schumacher seconded. Motion carried 5/0* |

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| **4. Comments from Members of the Public Concerning Items Not on the Agenda-***None* |

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| **5. Board Members Announcements Regarding Items Not on the Agenda** *Mr. Duffy mentioned that the facility looks great.* |

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| **6. Board Training** *Ms. Cauzza reviewed the chapter on Executive Director evaluation, book format, and possibility for board to discuss questions at the end of the chapters. Ms. Schumacher mentioned wanting a “Board Job Description”—which is probably in the book, but includes: hiring, evaluating, and terminating the Executive Director; setting policies and procedures; and overseeing a sound fiscal budget and reserve. Ms. Cauzza will continue to use the book for board training for the foreseeable future.* |
| 1. *Dr. Brian Carpenter’s Charter School Board University chapter on Evaluation of the Executive Director* |
| **7. Consent Agenda** *Ms. Kingsbury moved to approve the warrants as presented. Ms. Huebscher seconded. Motion carried 5/0. Ms. Huebsher moved to approve the ratifications of New Hires, Terminations, and Resignations with the addition of an N or R for “new or replacement” and a legend to refer to. Ms. Schumacher seconded. Motion carried 5/0.* |
| **Consent Agenda**   1. Approval of Warrants from September 1, 2016 – November 30, 2016 2. Ratification of New Hires, Terminations, and Resignations |

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| **8.** **Executive Director’s Report** *Ms. Cauzza gave an update on the following items* |
| 1. Facilities Update-*Prop 39 update; Resource Center Notice from JUSD; Waiver Submittal* 2. Academy Update-*Included in Board Packet; discussion and direction on SDAPA* 3. Student Numbers Update—*Included in Board Packet* 4. School Goals 2016/2017-*Included in Board Packet* 5. New Laws-*Federal Min. Wage law on hold; California compliance by 1/1/17* 6. Salary Compensation Study and progress-*Mr. Byrd’s report is included in the board packet* 7. Transition to PeopleSoft—*Ms. Cauzza will give a quick update* 8. Accountability Data—*Ms. Cauzza will review the disaggregated data of the CAASPP test taken in the spring of 2016 and compare to our scores in the spring of 2015.* |

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| **9. CBO Report** *Ms. Cauzza gave the CBO report in lieu of Mr. Leptich who was at a Charter Conference* |
| 1. First Interim Report 2. 2016-2017 Budget 3. 2015-2016Audit |
| **10. Special Education Report** *Ms. Cauzza shared a brief report on the number of students being served through Special Education (13%) and the current number of employees, etc.* |
| 1. Current Numbers and Services Being Provided   *The board took a break at 12:00 p.m. Open Session reconvened at 12:22 p.m.* |
| **11. The Board of Directors will discuss or take action on the following items** |
| 1. Appointment of New Board Members   *Mr. Ogden moved to approve Dr. Coral Bergman to the vacant Community Member position and Ms. Judy Bufford to the vacant parent position. Ms. Kingsbury seconded. Motion carried 5/0.*   1. First Interim Report   *Ms. Huebscher made the motion to approve the First Interim Report as presented. Ms. Bufford seconded. Motion carried 7/0.*   1. Williams Uniform Complaints Quarterly Report   *Ms. Hubescher moved to approve no complaints for the Williams Uniform Complaint Report. Mr. Duffy seconded. Motion carried 7/0.*   1. Approval of Audit Report 2015-2016   *Mr. Ogden moved to approve the Audit pending any financial or exception changes; Ms. Kingsbury seconded. Motion carried 7/0.*   1. Conflict of Interest-Form 700   *Ms. Perea will send out the link for all board members and Cabinet members to fill out the Form 700 to comply with Conflict of Interest laws in March. This must be done by April 1, 2017,*   1. Amicus Brief Approval   *Mr. Duffy moved to allow the Executive Director to sign Julian Charter School’s name to the Amicus Brief asking the State Supreme Court to review the Shasta v. Anderson case on appeal as it is imperative the decision be further reviewed. Dr. Bergman seconded. Motion carried 7/0.*   1. Investing the Bond Reserve   *The Board reviewed a proposal from Arbitrage Management Group regarding investing the $1.8 million dollars on reserve at Zions to earn more money for the school. Mr. Duffy moved to table until the March meeting when the Executive Director has time to do further investigation (since this just came to her the week before the board meeting). Mr. Ogden seconded. Motion carried 7/0.*   1. 2017-2018 School Calendar (draft) 2nd reading   *The calendar was reviewed and will need to be updated to include new “forced” vacation days for staff depending on their job classifications. Will be approved at the March board meeting.*   1. Temporary Month-to-Month lease for Office Space in Encinitas   *Ms. Huebscher moved to approve the month-to-month lease. Ms. Bufford seconded. Motion carried 7/0.*   1. Solicitation and Distribution Policy-1st Re-reading   *This policy was reviewed and will be on the March Board Meeting’s Consent Agenda*   1. Fingerprinting and Background Checks—1st Re-reading   *This policy was reviewed and will be on the March Board Meeting’s Consent Agenda*   1. Facilities Use Policy- 1st Re-reading   *This policy was reviewed and the board would like to keep it in place, even though they do not want to lease the JCS facilities at this time. The policy will be on the March Board Meeting’s Consent Agenda.*   1. Email and Internet/Communication Systems Policy-1st Re-reading   *Ms. Schumacher moved to approve the changes to the Email and Internet/Communication Systems Policy. Dr. Bergman seconded. Motion carried 7/0*   1. Wellness and Nutrition Policy-1st Re-reading   *This policy was reviewed and Mr. Duffy mentioned that we need to make sure our Wellness and Nutrition Policy is also listed in our LCAP. This item will be on the March Board Meeting’s Consent Agenda*   1. Safety Program Policy—Removal   *Mr. Ogden moved to remove this policy since our Illness and Intervention Policy 2006 supersedes this policy. Ms. Huebscher seconded. Motion Carried 7/0.*   1. Notification to District of Residence—Expulsion and Withdrawal Policy-1st Re-reading   *The board reviewed and we are in compliance with this policy and law. It will be listed on the March Board Meeting’s Consent Agenda.*   1. Confidentiality of Free and Reduced Price Eligibility Information Policy-1st Re-reading   *Ms. Schumacher moved to approved this policy with the adjustments to the position titles. Mr. Ogden seconded. Motion carried 6/0. Mr. Duffy was out o the room—abstaining from the vote.*   1. Banking, Authorized Signatories of Operating Account Policy-1st Re-reading   *Mr. Ogden moved to approve. Ms Huebscher seconded. Motion carried 6/0. Mr. Duffy abstained*   1. Monthly Expense Report Reimbursement-1st Re-reading   *Ms. Huebscher moved to approve this policy. Ms. Bufford seconded. Motion carried 6/0. Mr. Duffy abstained*   1. Petty Cash Policy-1st Re-reading   *Ms. Huebscher made a motion to approve the policy with the correction to item #3, where $75 is the maximum reimbursement amount for any single expenses. Ms. Schumacher seconded. Motion carried 7/0.*   1. Purchasing Materials and Services Policy-1st Re-reading   *Ms. Schumacher moved to approve this policy. Ms. Huebscher seconded. Motion carried 7/0.*   1. School Credit Card Policy-1st Re-reading   *This item was tabled until the March meeting when actual dollar figures can be obtained to set the policy at a correct amount.*   1. Board Authorization Policy-1st Re-reading   *This policy was tabled until the March Board Meeting.*   1. Vacation Policy   *This policy was tabled until the March Board Meeting.*   1. Joint Venture Policy   *This policy was reviewed and will be on the March Board Meeting’s Consent Agenda.*  23. Auto Allowance and Mileage Reimbursement Policy  *Mr. Ogden moved to approve this policy as updated. Ms. Kingsbury seconded. Motion carried 7/0.*  25. Memorandum of Understanding between JCS and JUSD  *This item is tabled until the March Board Meeting. As of December 31, 2016 the charter and the district will no longer share a Chief Business Official.*  *Open session ended at 1:40 p.m.* |

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| **12. Closed Session** *Ms. Schumacher moved the meeting to closed session at 1:44 p.m. The board reported out at 2:55 p.m. that the board will hold a Workshop to work on the Executive Director Evaluation Policy on Friday, February 3, 2017 at 8:30 a.m. at JCS PLC. Mr. Duffy left at 2:45 p.m.* |
| 1. Executive Director’s Goals Review 2. Possible Litigation   Public Employee Discipline/Dismissal/Release as per Govt. Code 54957 |

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| **13. Items for Next Agenda Meeting**  *Consent agenda policy items; Education and HR Policy Reviews; Board Stipend adjustment to account for printing?; 17/18 Calendar, Investing of Bond dollars, Credit Card policy; Board Authorization Policy; MOU between JCS and JUSD regarding business and financial services.* |
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| Members of the public who would like to review materials pertaining to the agenda prior to the meeting may do so by requesting a packet from the Executive Director, or the Main Office in Julian, CA.  In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the School’s governing board, please contact the Director at 760-765-3847. Notification 72 hours prior to the meeting will enable the School to make reasonable arrangements to ensure accommodations and accessibility to this meeting. Upon request, the School shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability. |
| **Next Meeting** |
| Next Meeting: **Friday, March 10, 2017.** Location: **Palm Desert** |