



JCS Governing Board Meeting

Minutes

Friday, March 10, 2017

539 Encinitas Blvd

Encinitas, CA 92024

Telephone: 760-632-4989

8:30 a.m. Open Session

12:00 p.m. Closed Session

Via Teleconference:

Brian Duffy

Calling from:

1704 Cape Horn Drive, Julian, CA 92036

Julian Charter School • P. O. Box 2470 • 1704 Cape Horn • Julian, CA 92036-2470

Board Members:

Roxanne Huebscher, Member (Parent); Judy Bufford, Member (Parent); Suzanne Schumacher, President (Parent); Kevin Ogden, Secretary, (Community Member); Barbara Kingsbury, Treasurer (Community Member); Brian Duffy, Member (District Representative,); Dr. Coral Bergman, Member (Community Member)

Guests: Jennifer Cauzza, Executive Director; Ray Barton, Director of Business Services; Melanie Marks, Director of Education; Chad Leptich, JUSD CBO; Ellen Ludwig, Coordinator ICE; Alisa Okamoto, teacher ICE; Betsy Balcao, teacher, ICE; Karrie Clancy, ICE parent; Donelle Anderson, ICE parent.

Agenda Topics

1. **Call to Order** –Ms. Schumacher called the meeting to order and then held introductions of guests and board members.
2. **Approval of Agenda** Mr. Ogden moved to approve the agenda. Ms. Huebscher seconded. Motion carried 7/0
3. **Approval of February 3rd Workshop Minutes**–Ms. Bergman moved to approve the minutes from the February 3rd Board Workshop. Ms. Huebscher seconded. Motion carried 7/0
4. **Comments from Members of the Public Concerning Items Not on the Agenda**~None
5. **Board Member Announcements** Mr. Duffy commended the Executive Director on her presentation at the State Board Meeting regarding the proposed Waiver Policy.
6. **Board Training**—The board mentioned there were typos in the job descriptions that needed to be corrected; also that the Core Values of the school are our measuring stick along with starting a Board Dropbox where the school's major documents, policies, minutes and agendas can be stored for easier accessibility by all new board members and future board members have the history of the school.
 1. Review of Board Job Description/Carpenter's book, Charter School Board University, chapter 5 and 6 First Things First; The Starting Line for Your Board

7. Consent Agenda *Ms. Huebscher moved to approve. Mr. Ogden seconded. Motion carried 7/0. Ms. Kingsbury made the comment if staff could research the least expensive places to obtain fingerprint clearance as there appears to be a substantial difference in what the school is reimbursing to employees and substitutes.*

Consent Agenda

1. Approval of Warrants from 11.30.16-2.22.17
2. Ratification of New Hires, Terminations, and Resignations
3. Policies: Solicitation and Distribution; Fingerprinting and Background Checks; Facilities Use Policy; Wellness and Nutrition; Notification to District of Residence/Expulsion and Withdrawal; Joint Venture Policy

8. Executive Director's Report *Ms. Cauzza gave an update on the following items; prior to the break, parents from the ICE program asked the Executive Director questions specifically regarding that facility.*

1. Facilities Update—Update on the condition of facilities
2. Academy Update—embedded in Board packet
3. Student Numbers Update—Copy in Board packet; below yearly projections
4. School Goals 2016-2017—general overview in Board packet
5. Prop 39 Facilities Update—approval of RFP, if available
6. Board Member Search Update—Searching for a new San Diego parent Board member
7. Waiver Update—Executive Director will attend SBE's March meeting; however, our waiver will not be heard until May's meeting
8. SARC—Review of the 2015-2016 SARC posted on the JCS Website as of Feb. 1, 2017
9. 2016-2017 Updated Organizational Chart—The new Org. Chart shows the relationship with the new Director of Business Services and direct reports

The board took a break from 9:47-9:57 a.m.

9. CBO Report *Ms. Cauzza gave the financial report on behalf of Ms. Lay who could not make the meeting. In the Second Interim PowerPoint presentation, it is mentioned that Prop 30 (EPA funding) is helping, but being phased out. Also, EPA funding is used for classroom salaries. Mr. Leptich clarified a few things with the board as district oversight.*

1. Second Interim Report
2. 2016-2017 Budget

10. Special Education Report *Ms. Cauzza provided the update on Special Education student services being provided by the school as well as the number of 504s the school has worked on throughout the quarter.*

1. Current Numbers and Services Being Provided

11. The Board of Directors will discuss or take action on the following items

1. Second Interim Report

Ms. Huebscher moved to approve the Second Interim report as submitted. Ms. Schumacher seconded. Motion carried 7/0

2. Williams Uniform Complaints Quarterly Report

Ms. Huebscher moved to approve the Williams Uniform Complaint Procedure. Mr. Ogden seconded. Motion carried 7/0

3. 2017-2018 School Calendar (final) 3rd reading

Ms. Bufford moved to approve the 2017-2018 School Calendar moving "holiday" to "break" language. (Spring Break, Winter Break, Summer Break). Ms. Kingsbury seconded. Motion carried 7/0

4. Form 700 Submittal for Board of Directors and Executive Team

Reminder that the Board of Directors and the Executive Team now have to fill out the Form 700 since we are

complying with Conflict of Interest Codes through the County of San Diego. Electronic notifications were sent via email.

5. **Approval of Resolution 3.10.17.1 Listing Agents Authorized to Pick Up Warrants**
Mr. Ogden moved to approve. Ms. Schumacher seconded. Motion carried 7/0
6. **Approval of Resolution 3.10.17.2 Authorizing JCS Agent to Sign Commercial Warrants**
Ms. Schumacher moved to approve. Ms. Ogden seconded. Motion carried 7/0
7. **Approval of Resolution 3.10.17.3 Authorizing SDCOE to Release Held Warrants to Employees**
Ms. Kingsbury moved to approve. Ms. Schumacher seconded. Motion carried 7/0
8. **Discussion and Approval to work on Charter #2—JCS K-8 Academy; Charter #3 JCS K-8 Home Study; Revisions to Charter #1 Julian Charter School**
The board discussed and directed the Executive Director to work on the Transition Plan of creating multiple charters to begin compliance with the new interpretation of the law regarding charter school facilities. Mr. Ogden moved approval. Ms. Kingsbury seconded. Motion carried 7/0
9. **Discussion of the Draft Memorandum of Understanding for JCS and JUSD for 2016-2021**
The Board discussed that a draft of the MOU between the charter and the district was recently received, however, there needs to be adjustments to it. Since the MOU is not a required document for the charter, the board understands that work will still need to be done and when completed it will come before them for approval.
10. **Approval of LCAP goals and progress**
The board discussed the progress of the LCAP goals and parent survey. Ms. Bufford moved to approve the progress report. Ms. Schumacher seconded. Motion carried 7/0
11. **Discussion of proposed new Employee Calendars for the 2017-2018 School Year 1st Reading**
Ms. Bufford moved to approve the new staff calendars with the change from “paid holiday” to “Winter Break”, “Summer Break”, “Spring Break”, etc. Ms. Cauzza will check with the HR attorney to make sure the adjustment is okay. This policy will reduce the number of paid vacation days staff members receive and in return, based on years with JCS, will add additional paid time off. Ms. Kingsbury seconded the motion. Motion carried 7/0
12. **Discussion of Independent Study Policy, Master Agreement, and Acknowledgement form Revisions—1st Reading**
This item was discussed and action will be taken at the June meeting to update the School’s Independent Study Policy, Master Agreement, and Acknowledgement form revisions.
13. **Approval of Credit Card Policy Revision-2nd Reading**
The board discussed and decided to revise the Credit Card monthly limit to \$10,000 and a single purchase to \$5000 without board approval. Anything above that will need to go to the Board President, or designee for approval. Mr. Ogden moved approval. Ms. Bergman seconded. Motion carried.
14. **Approval of Final 2015-2016 Final Audit Letter**
Ms Bufford moved to approve the final 2015-2016 audit as submitted by SquarMilner. Ms. Schumacher seconded. Motion carried 7/0
15. **Approval of Executive Director Evaluation Process Policy 1st Reading**
Mr. Ogden moved to approve the updated Executive Director Evaluation Policy and Process with related documents as updated during the meeting. Ms. Bufford seconded. Motion carried 7/0
16. **Approval of 990 Tax Return for Julian Charter School**
Mr. Ogden moved to approve the 990 Tax Return for the 2015-2016 school year. Ms. Bufford seconded. Motion carried 7/0
17. **Approval of 990 Tax Return for SDORI**
Ms. Huebscher moved to approve the 990 Tax Return for SDORI Charter School Properties, LLC. Ms. Kingsbury seconded. Motion carried 7/0

Open Session ended at 11:40 a.m. The Board went into closed session at 11:41 and reported out at 11:51 that the blank Executive Director Evaluation Template (revised) should be sent with the Executive Director’s summary goals to Ms. Schumacher within two weeks.

12. Closed Session

- 1. Executive Director’s Evaluation (Self-Reflection and Goals Review)
- 2. Possible Litigation

Public Employee Discipline/Dismissal/Release as per Govt. Code 54957

13. Items for Next Agenda Meeting

- 1. Approval of 2017-2018 Budget
- 2. Executive Director’s Evaluation (Formal)
- 3. Policy updates
- 4. Salary considerations for 2017-2018
- 5. Arbitrage Management Group
- 6. RFP for Prop 39 work
- 7. Auditor selection for 2017-2020
- 8. Wellness Policy in LCAP goals

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.

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Next Meeting

Next Meeting: Friday, June 9 2017, 8:30 a.m.

Location: San Diego Academies