



JCS Governing Board Meeting

Minutes

Friday, September 8, 2017

39665 Avenida Acacias

INSTIE Suite F

Murrieta, CA 92563

951-677-4229

8:30 a.m. Open Session

Closed Session

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

Board Members:

Members Present:

Roxanne Huebscher, Member (Parent Representative); Judy Bufford, Member (Parent Representative); Kevin Ogden, Secretary (Community Member); Barbara Kingsbury, Treasurer, (Community Member); Coral Bergman, Member (Community Member); Brian Duffy, Member (JUSD Representative); Vacant, (Parent Member)

All Board Members were present: Ms. Bufford arrived late and Ms. Vanessa Wickstrom was placed on the board during the Action Items

Guests: Jennifer Cauzza, Executive Director; Cam Lay, Finance Manager; Ray Barton, COO; Melanie Marks, Director of Education; Laura-Liva Beile, Chad Leptich; Christina Connerly, Jacquie Surman, Jillian Tonkin, Sarah Weaver, Tiffany Webster, Kathleen Blough, Cheri Campbell, Hillary Gaddis.

Agenda Topics

1. Call to Order *Mr. Ogden was chosen as the interim President until new elections were made at the regularly scheduled September meeting. The meeting was called to order at 8:38 a.m. Board member introductions were made.*

2. Approval of Agenda *Mr. Ogden moved to approve the agenda with changes to item #42 to read "Western Education Corporation dba San Diego Workforce Charter High School." Mr. Duffy seconded. Motion carried*

3. Approval of June 9, and June 12th, 2017 Meeting Minutes *Mr. Duffy moved to approve the minutes as submitted from June 9th, and June 12th board meetings. Dr. Bergman seconded. Motion carried 5/0.*

4. Comments from Members of the Public Concerning Items Not on the Agenda~ None

5. Comments from Members of the Board Concerning Items Not on the Agenda~None

6. Board Member Training *–Ms. Cauzza briefly shared the PowerPoint presentation she shared with the staff on the first day of school explaining LCAP goals, school goals, successes, and direction for transition.*

1. Executive Director's Back-to-School PowerPoint Presentation

7. Consent Agenda *Ms. Huebscher moved to approve the Consent Agenda as presented. Ms. Kingsbury seconded. Motion carried 5/0*

Consent Agenda

1. Approval of Warrants from 06/01/2017-08/29/17
2. Ratification of New Hires, Terminations, and Resignations

8. Executive Director's Report *Ms. Cauzza gave her report covering the following topics.*

1. Facilities Update—
The Executive Director will update the board on any new or ongoing facility issues
2. Response to TVUSD's Cease and Desist
The Executive Director will update the board on the district's Cease and Desist
3. Academy Update
Each program has submitted a written update on their program and the highlights within
4. Prop 39 Update-
The Executive Director will update the board on the process of the Prop 39 funds and finishing our project
5. Student Numbers Update—
The Executive Director will give an update on current enrollment projections by program and county
6. Update on Beginning of the Year-
The Executive Director will give an update on the beginning of the year (S&P rating)
7. School Goals 2017-2018
The Executive Director will highlight the goals set forth for the 2017-2018 school year
8. Transition Plan Update/Charters
The Executive Director will give an update on the status of the Transition to multiple charters in order to be in compliance with the Anderson 3rd Appellate Court Decision
9. Erate Update—
Will received approximately \$45,400 in Erate reimbursements this year

9. Financial Manager's Report *Ms. Lay gave her report noting we have a surplus for staff salaries, money to set aside for tenant improvements, and met the debt ratio by 1.2 instead of 1.1 for the 2016-2017 school year. The 2017-2018 budget was based on 2400 students at 97% ada and we need to be there by October of 2017 or we will have to make adjustments to the budget.*

1. Overview 2016-2017 Unaudited Actuals
2. 2017-2018 Budget

10. Accountability Coordinator Report *Ms. Cauzza shared the CAASPP data with the board and compared our numbers to other similar charter schools as well as the county and state. Ms. Roush, Accountability Coordinator also broke scores down by program so each program can take a look at the data and work on improving success for students.*

1. CAASPP Testing Results and Presentation

11. Special Education Report/504 Update *Ms. Cauzza gave a brief Special Education Report. We plan on applying to the El Dorado SELPA for LEA status for the 2018-2019 school year. Currently the number of SPED students being served by JCS is 12.5%. Ms. Bufford joined the meeting.*

1. Current Numbers and Services Being Provided

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

1. Appointment of New Parent Board Member

Mr. Ogden moved to appoint Ms. Vanessa Wickstrom to the board for the vacant parent position. Mr. Duffy seconded. Motion carried 6/0

2. Selection of new Board Officers for the 2017-2018 School Year

Mr. Ogden nominated Ms. Bufford for the Secretary position. Ms. Kingsbury seconded. Motion carried 7/0. Mr. Ogden nominated Ms. Kingsbury for the position of Treasurer. Dr. Bergman seconded. Motion carried 7/0. Ms. Kingsbury nominated Mr. Ogden for Board President. Ms. Huebscher second. Motion carried 6/0. Mr. Ogden abstained.

3. Approval of the Unaudited Actuals

Ms. Huebscher moved to approve the Unaudited Actuals. Ms. Kingsbury seconded. Motion Carried 7/0

4. **Williams Uniform Complaints Quarterly Report**
Mr. Duffy moved to approve the Williams Uniform Complaints Quarterly Report with No complaints; Ms. Huebscher seconded. Motion carried 7/0
5. **Approval of Lease for Mesa Office Center in Palm Desert for 2017-2018**
Ms. Bergman moved to continue the Mesa Office Center Lease for the remainder of the year. Ms. Kingsbury seconded. Motion carried 7/0
6. **Approval of Lease Addendum between Julian Charter School and Venture Christian for the 777 Santa Fe Facility**
Ms. Huebscher moved to sign the addendum between JCS and Venture Christian Church as long as the final document is mutually beneficial. Ms. Bufford seconded. Motion carried 7/0
7. **Contract between Julian Charter School and Hatch & Cesario for legal services**
Mr. Duffy moved to approve the contract for legal services between JCS and Hatch & Cesario for legal services needed in the 2017-2018 school year. Ms. Bufford seconded. Motion carried 7/0
8. **Approval of Agreement between Julian Charter School and Charter School Management Corporation (CSMC) for charter development assistance**
Ms. Bufford made the motion to approve the agreement with CSMC. Ms. Wickstrom seconded. Motion carried 7/0
9. **Approval of Balfour-Beatty proposal for Prop 39 Facility Expenditures**
Dr. Bergman moved to approve the Balfour-Beatty proposal for the Prop 39 lighting project with Eric Hall and Associates managing the project. Ms. Huebscher seconded the motion. Motion carried 7/0
10. **Approval to submit new charter petitions to SDCBOE for a SD Countywide Benefit Charter; JUSD for a “one out” Charter; and TVUSD for a Riverside County Charter**
Ms. Bufford moved to approve the submittal of new charter petitions in order to align JCS with the new interpretation of the Anderson ruling regarding resource centers; Ms. Kingsbury seconded. Mr. Duffy abstained. Motion carried 6/0 with one abstention.
11. **Discussion and Review of the first draft for the 2018-2019 school calendar**
The Board reviewed the first draft of the 2018-2019 school calendar with no comments
12. **Discussion and direction on how to award staff with salary increases**
The Board discussed the allotment of approximately \$800,000 for a one-time retroactive staff salary increase. Mr. Ogden moved to have the financial department bring two plans forward: 1) \$ evenly divided among all staff 2) X % for staff and an additional X % longevity bonus of staff members with JCS for longer than 5 years. The board will review and execute with agreement between the President, Secretary, and Treasurer. Ms. Huebscher abstained from the vote. Motion carried 6/0
13. **Discussion and direction on maximum student equivalency a teacher may carry**
The board discussed the maximum student equivalency a teacher may carry and moved to allow the Executive Director to make that decision.
14. **Discussion and direction on non-exempt hourly teacher concerns**
The board discussed the non-exempt hourly teacher issue and decided to grandfather the teachers who are currently on a % into that category, but as new staff are hired, they must be made non-exempt hourly.
15. **Discussion and direction on Graduation Requirements for the new charters**
The board discussed and gave the direction to keep the graduation requirements the same as they currently are under Julian Charter School for the new charters.
16. **Comprehensive Safety Plan (O) 1st draft**
Ms. Huebscher moved to approve the first draft of the Comprehensive Safety Plan. Ms. Kingsbury seconded. Motion carried 7/0 Mr. Ogden grouped items 17-31 (minus 18 and 30) to be placed on the Consent Agenda for approval in December since no one had any discussion on the policies
17. **Review of proposed revisions of the Confidential Records Disposal Policy (O) 1st reading**
18. **Approval of the Comprehensive Suicide and Prevention Policy-(O) 1st reading**
Ms. Bufford moved to approve the updated version of the Comprehensive Suicide and Prevention Policy. Ms. Huebscher seconded. Motion carried 7/0
19. **Review of the Acceptable Use Policy revisions-(I) 1st reading**
20. **Review of the Acceleration and Retention Policy revisions (I) 1st reading**
21. **Review of the Curriculum and Development Policy (I) 1st reading**
22. **Review of the High School Final Exam Policy—(I) 1st reading**
23. **Review of the proposed revisions to the Academic Honesty Policy (I) 1st reading**
24. **Review of proposed revisions to the Concurrent Enrollment for Credit Work Policy (I) 1st Reading**
25. **Review of proposed revisions to the Graduation Ceremony and Activities Policy (I) 1st reading**
26. **Review of proposed revisions to the Full Time Enrollment Policy (I) 1st Reading**
27. **Review of proposed revisions to the Sexual Harassment Policy (I/HR) 1st reading**

28. **Review of the International Exchange Policy-(I) 1st reading**
29. **Review of the Reimbursement for Educational Materials Policy (I) 1st reading**
30. **Repeal of the Tobacco Abuse Policy (I)**
Mr. Duffy moved to repeal the Tobacco Abuse Policy. Ms. Kingsbury seconded. Motion carried 7/0
31. **Review of the Drug, Alcohol, and Tobacco Policy (i) 1st reading**
32. **Repeal of the Teacher Technology Proficiency Requirement (I)**
Ms. Bufford moved to repeal the Teacher Technology Proficiency Policy. Mr. Duffy seconded. Motion carried 7/0
33. **Repeal of the Service Learning Policy (I)**
Ms. Bufford moved to repeal the Service Learning Policy. Ms. Huebscher seconded. Motion carried 7/0
34. **Repeal of Religious Material in Independent Study Policy (I)**
Mr. Duffy moved to repeal the Religious Material in Independent Study Policy. Dr. Bergman seconded. Motion carried 7/0
35. **PULLED**
36. **Repeal of Vandalism, Theft, and Graffiti Policy (I)**
Ms. Bufford moved to repeal the Vandalism, Theft, and Graffiti Policy. Ms. Huebscher seconded. Motion carried 7/0
37. **Repeal of Weapons and Dangerous Instruments Policy (I)**
Dr. Bergman moved to repeal the Weapons and Dangerous Instruments Policy since it is part of the Discipline Policy. Ms. Wickstrom seconded. Motion carried 7/0
38. **Repeal of the CAHSEE Intensive Instruction and Service Policy-(I)**
Ms. Huebscher moved to repeal the CAHSEE Intervention Policy since the CAHSEE is no longer required. Ms. Kingsbury seconded the motion. Motion carried 7/0
39. **Approval of Delta Dental Renewal as our dental administrator**
Ms. Kingsbury moved to keep Delta Dental as our benefits administrator. Ms. Huebscher seconded. Motion carried 7/0
40. **Approval of the SDCOE Marine Biology Floating Lab Annual Fieldtrip**
Mr. Duffy moved to approve the SDCOE Marine Biology Floating Lab annual fieldtrip. Ms. Kingsbury seconded it. Motion carried 7/0
41. **Review of the Conflicts of Interests Policy**
Ms. Huebscher moved to re-approve the Conflicts of Interest Policy. Dr. Bergman seconded. All board members resigned the policy. Motion carried 7/0
42. **Approval for SDORI Charter School Properties to reassign Murrieta Complex Lease (Acacias) from Diego Plus Corporation to San Diego Workforce Charter High School**
Due to the resource center restructuring many schools are having to do, Diego Plus Corporation would like to reassign the lease for 39665 Ave. Acacias to Western Education Corporation dba San Diego Workforce Charter High School. Approval of this item will allow Ms. Kingsbury as the Sole Director of SDORI to sign the new paperwork. Ms. Kingsbury moved to approve. Ms. Wickstrom seconded. Motion carried 5/0 with abstentions from Mr. Ogden and Ms. Huebscher.

Mr. Ogden adjourned the meeting at 11:04 a.m. Ms. Huebscher moved and Ms. Kingsbury seconded. Meeting adjourned 7/0

Next meeting will be held at the JCS Student Services Building in Palm Desert.

13. Closed Session

1. Executive Director's Evaluation (Formal)
2. Personnel Issues—Parent Complaint Regarding Employees
3. Possible Litigation—update on legal issues

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

14. Items for Next Agenda Meeting

1. Updated Policies
2. Job Descriptions

3. New Charter Documents
4. Comprehensive Safety Plan 2nd draft

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: jcauzza@juliancharterschool.org

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Next Meeting

Next Meeting: Friday, December 8, 2017 8:30 a.m.

Location: Palm Desert?