



JCS Governing Board Meeting

Minutes

Friday, June 9, 2017

San Diego Complex

6112 Lorca

San Diego, CA

619-358-9338

8:30 a.m. Closed Session

9:00 a.m. Open Session

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

Board Members:

Members Present:

Suzanne Schumacher, President (Parent Representative); 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)

Guests: Jennifer Cauzza, Executive Director; Ray Barton, Director of Business Services; Cam Lay, Finance Manager; Melanie Marks, Director of Education; Sheryl McKay, Assistant Director of Academy Programs; Connie Masters, Site Coordinator Pine Valley and Alpine; Vilia Baird, JCS Student Services; Chad Leptich, JUSD CBO, Scott Copeland, JUSD Principal; Claire Roush, Accountability; Lisa Simmons, JCS Counselor; Jillian Tonkin, Assistant Director of Academy Programs; Yvette Lares, Compliance Manager

Agenda Topics

- 1. Call to Order** *Ms. Schumacher moved to call the meeting to order at 8:30 a.m. The board went into closed session and reported out at 9:17 a.m. a positive review for the executive director, maintaining current salary and benefits. (\$155,247). No action was taken.*
- 2. Approval of Agenda** *Ms. Huebscher moved to approve the agenda. Ms. Schumacher seconded. Motion carried 7/0*
- 3. Approval of March 10, 2017 Meeting Minutes**—*Ms. Schumacher moved to approve the meeting minutes without substantive changes. Mr. Duffy seconded. Motion carried.*
- 4. Comments from Members of the Public Concerning Items Not on the Agenda**—*Mr. Scott Copeland from Julian Union introduced himself as the elementary principal. Mr. Barton reintroduced himself.*
- 5. Comments from Members of the Board Concerning Items Not on the Agenda**—*Dr. Bergman wanted to thank Gina Moretti for her hours of work getting the board packet ready and said she loves the Dropbox. Ms. Schumacher stated that she was thankful to the JCS team and it was a pleasure to have served the school in this capacity and thanks Sheryl McKay and the SD INSITE program, especially for this year.*

6. Board Member Appointment/Training *The board discussed the importance of this chapter in the book and ongoing board training. Dr. Bergman mentioned she liked the “keep it simple” reading of the book.*

1. *The Board will discuss Brian Carpenter’s Chapter 2 “Accountability” Part 1—Market Accountability; Part 2—Authorizer Accountability*

7. Consent Agenda *Mr. Ogden moved to approve the consent agenda—highlighting that in the Email and Internet policy be looked at since we have an employee requesting to keep her email address. Ms. Huebscher seconded the motion. Motion carried 7/0*

Consent Agenda

1. Approval of Warrants from February 20, 2016 – May 31, 2016
2. Ratification of New Hires, Terminations, and Resignations
3. Policies: Email and Internet; Executive Director Formal Evaluation Policy (and supplementary documents); Board Job Description; Independent Study Agreement and supplementary documents (MA, Acknowledgement Form); Petty Cash Policy, Purchasing Materials & Services; School Credit Card; Monthly Expense Report; Board Authorization; Banking & Authorized Signatures

8. Executive Director’s Report *Ms. Cauzza reviewed the following items, correcting that CAASPP participation rate was closer to 91%.*

1. Facilities Update—Prop 39 progress; new lease for OC in lieu of sub-lease; Mitchell Management proposed increases
2. Academy Updates—In board packet
3. Student Numbers Update—in board packet
4. CAASPP Testing Completion Rates—96% ☺
5. School Goals 2016-2017—goals progress and completed overview in board packet
6. School Goals 2017-2018 (suggested) overview in board packet
7. Audit Update—first half of the audit for 2016-2017 went well. Auditors will be back in the fall.
8. Legal Update—JCS Received a Waiver for compliance with the *Anderson* decision and will distribute the Transition Plan after this meeting
9. Transition Plan Update/Charters

9. Financial Manager’s Report *Ms Lay gave the financial overview highlighting cash flow, STRS/PERS increases, how min. wage will affect the charter, projected ending balance and debt-to-income ratio expected for the 2016-2017 school year.*

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

10. Human Resource Report *Ms. Cauzza gave the review of the Human Resources Report and projections for 2017-2018*

1. Comprehensive Salary Schedule for 2017-2018
2. Updated Employee Handbook – 2017-2018—adjustments highlighted
3. Guidance on SPED salaries for various positions
4. Placement of employees on the Salary Schedule when clearing credentials and obtaining higher degrees/certifications
5. Hourly Exempt positions discussion and direction for 2017-2018
6. STRS/PERS graph and the projections for upcoming years

11. Special Education Report/504 Update *Ms. Cauzza gave the review of the Special Education services being provided by the school as well as how many 504s are in progress and taking place.*

1. Current Numbers and Services Being Provided

The Board took a break at 10:35 a.m. and returned to open session at 10:45 a.m.

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

- 1. Public Hearing of 2017-2018 Budget**
A public hearing was held regarding the 2017-2018 budget; budget is set for adoption at the June 12, 2017 board meeting in Temecula.
- 2. Public Hearing of 2017-2018 LCAP**
A public hearing was held regarding the 2017-2018 LCAP; formal adoption for the LCAP is set for June 12, 2017 board meeting in Temecula.
- 3. Resolution County Wire Transfer Authority Approval Process**
Ms. Huebscher moved to approve the County Wire Transfer Authority Process Resolution. Ms. Bufford seconded. Motion carried 6/0 Mr. Duffy abstained since his signature is required as the school's authorizer.
- 4. Resolution for Borrowing funds Against Property Taxes**
It was noted that Property Tax funds will not be available this year until December, per the SDCOE. Normally, funds are available in September for cash flow purposes. Mr. Ogden moved approval. Ms. Schumacher seconded. Motion carried 7/0.
- 5. Board Meeting Schedule for 2017-2018**
Ms. Kingsbury moved to approve the Board Meeting Schedule for 2017-2018. Ms. Bufford seconded. Motion carried 7/0
- 6. Williams Uniform Complaints Quarterly Report**
Mr. Duffy moved approval of the Uniform Complaints Quarterly Report. Ms. Bufford seconded. Motion carried 7/0
- 7. Discussion on Placement of new SPED Employees on Salary Schedule for 2017-2018 School Year**
Ms. Huebscher abstained from the discussion. After much discussion, it was asked that the administrators notify the board on what positions, how much more is being offered for timely input to the Ed Wing over the summer. Mr. Ogden moved to approve that motion. Ms. Kingsbury seconded. Ms Huebscher abstained. Motion carried 6/0
- 8. Educator Movement on Salary Schedule when Clearing Credential or Receiving Higher Degrees**
The board discussed and would like to implement a two-times-a-year movement based on receiving high degrees on the salary schedule predicated on signature of supervisor for pre-approval. Ms. Cauzza will obtain the district's template. Procedure will be on September 1st and February 1st of each calendar year—with the submittal of approved paperwork. There will be no-retroactive payments. Mr. Ogden moved approval. Mr. Duffy seconded. Ms. Huebscher abstained. Motion carried 6/0
- 9. Comprehensive Salary Schedule for 2017-2018 and Compensation Package**
The board discussed and agreed, that they will wait and see what enrollment figures are for the 2017-2018 year before considering an adjustment to the compensation package for employees.
- 10. Employee Handbook**
Dr. Bergman moved to approve the 2017-2018 Employee Handbook as updated. Ms. Bufford seconded. Ms. Huebscher abstained from the motion. Motion carried 6/0
- 11. Suicide Prevention Policy—1st Reading of new policy**
Mr. Ogden moved to approve the Suicide Prevention Policy as presented to be in compliance for the 2017-2018 school year. Ms. Huebscher seconded. Motion carried 7/0
- 12. Title IX Policy—1st Reading of Revised Policy**
Mr. Duffy moved approval of the revised Title IX policy. Ms. Kingsbury seconded. Motion carried 7/0 A condensed version of the policy and a link to the UCP will be posted on the website per law.
- 13. Uniform Complaint Procedure—1st Reading of revised Policy**
Mr. Ogden moved to approve the updated Uniform Complaint Procedure Policy and to post on the website, per law. Mr. Duffy seconded. Motion carried 7/0
- 14. Bullying, Harassment, Intimidation, and Discrimination Policy-1st Reading**
Ms. Schumacher moved to approve the Bullying, Harassment, Intimidation, and Discrimination policy. Ms. Bufford seconded. Motion carried 7/0
- 15. Identification, Evaluation, and Education Under Section 504—1st reading of revised policy**
Mr. Ogden moved to approve the Identification, Evaluation, and Education Under Section 504 revised policy. Ms. Kingsbury seconded. Motion carried 7/0
- 16. College and Career Readiness Grant**
Mr. Duffy moved to approve the College and Career Readiness Grant and proposed budget. Ms. Huebscher seconded. Motion carried 7/0
- 17. Transition Plan Approval**
Ms. Kingsbury moved to approve the Transition Plan for compliance with the Anderson resource center decision. Ms. Schumacher seconded. Mr. Duffy abstained. Motion carried 6/0

18. Educator Effectiveness Grant

Mr. Leptich corrected the agenda as this should be titled “Educator” Effectiveness vs. Employee Effectiveness Grant. Mr. Duffy moved to approve the plan and expenditures. Ms. Kingsbury seconded. Motion carried 7/0

19. MOU between JUHSD and JCS for Back Office Services

Mr. Ogden moved to approve the MOU between JUHSD and JCS for Back Office Services; Ms. Kingsbury seconded. Mr. Duffy abstained. Motion carried 6/0

20. MOU between JUSD and JCS

Mr. Ogden moved to approve the MOU between JUSD and JCS with the district’s additions of notification when new resource centers are added (including to the district of residence). Ms. Schumacher seconded. Mr. Duffy abstained. Motion carried 6/0

21. Second Amendment for HOPE Preschool lease

Ms. Huebscher moved to approve the second amendment for the HOPE Preschool lease. Mr. Duffy seconded. Motion carried 7/0

22. Approval of Legal Agreement with Todd Plate

Mr. Ogden moved to approve the legal agreement with Todd Plate for most student-services related items. Dr. Bergman seconded. Motion carried 7/0

23. Telacu Lease Month-to-Month for school year 2016-2017

Ms. Schumacher moved to approve the month-to-month lease for the 16-17 school year. Mr. Duffy seconded. Motion carried 7/0

24. Lease for 1717 Orangewood, Unit B—Orange County Student Services Facility

Mr. Ogden moved to approve the Orangewood lease; Ms. Kingsbury seconded. Motion carried 7/0

25. Agreement with School Pathways 2017-2018

Mr. Duffy moved to approve the agreement with School Pathways for our SIS and Report Writing management; Ms. Schumacher seconded. Motion carried 7/0

26. Approval of updated Staff Calendar for 2017-2018 School Year

Mr. Duffy moved approval of the new staff calendars with additional time off in lieu of vacation time accrual. Ms. Kingsbury seconded. Motion carried 7/0

27. Office Elections for 2017-2018 School Year

Mr. Ogden moved to be interim president over the summer until the September board meeting. Ms. Bufford second. Motion carried 7/0

28. AB 277 and Resource Center Attendance

The board discussed that we are a non-classroom based independent study program and believe we are not considered classroom based; therefore, students on AB277 waivers will be permitted to attend academy programs, fieldtrips, testing sessions, and things should remain status quo for now.

29. Employee # 315-969 Request to Buy Out Sick Days

After discussion, Mr. Ogden mentioned that he would moved to deny this request because the employee can get a letter from us to add his unused sick time to his STRS retirement at his district school. Ms. Kingsbury seconded. Dr. Bergman abstained. Motion carried 6/0

30. Employee # 413-654 Request

It was discussed that this would impact the Email and Internet policy earlier on the agenda and that we should continue the practice we currently have, which is closing off terminated/resigned/retired employees emails as of the last day of the working month. The executive director was asked to reach out and let the employee know to start transferring her school subscriptions to a personal email address. Mr. Ogden moved. Mr. Duffy seconded. Motion carried 7/0

31. Replacement of Vendor Overage Warrant

Mr. Duffy moved signature on the paperwork to replace a lost warrant. Ms. Huebscher seconded. Motion carried 7/0

Ms. Schumacher adjourned her last meeting at 11:56 a.m.

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. Update on School Transition

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, September 8, 2017 8:30 a.m.

Location: Temecula/Vallejo