



# JCS Governing Board Meeting

## Minutes

**Friday, June 5, 2015**

*Pine Valley Academy  
28876 Old Hwy 80  
Pine Valley, CA 91962  
(619) 473-1300*

**9:00 a.m. Open Session**

**11:00 a.m. Closed Session**

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

### Board Members:

Roxanne Huebscher, Member (Riverside Parent); Julie Moore, Member (Orange County Parent); Suzanne Schumacher, President (San Diego Parent); Kevin Ogden, Secretary (JUSD Superintendent):

**Absent:** Teresa Saueressig, Treasurer, (Community Member at Large)

**Guests:** Jennifer Cauzza, JCS Executive Director; Melanie Marks, JCS Director of Education; Cameron Byrd, JCS Director of Operations; Chad Leptich, JCS CBO; Connie Masters, JCS PVA Academy Coordinator; Linda Hoody, JCS PVA, teacher; Krystal Baker, JCS PVA teacher; Teresa Burrows, JCS PVA IA; Darlene Holderby, JCS PVA Academy Secretary; Becky Sharp, JCS PVA IA; Josh Weston, JCS PVA teacher; Sheryl McKay, JCS Assistant Director; Ryan Satterfield, JCS Assistant Director; Karen Kisner, JCS Alpine Academy Coordinator; Hillary Gaddis, JCS SD APA Coordinator; Ron Moore, Orange parent; Mackenzie Moore, Orange Student; Mr. Boris—potential JCS Parent.

## Agenda Topics

1. **Call to Order** *Ms Schumacher called the meeting to order at 9:05 a.m.*
2. **Approval of Agenda** *Ms. Huebscher moved to approve the agenda. Ms. Moore seconded. Motion carried 4/0.*
3. **Approval of March 6, 2015 Meeting Minutes** *Mr. Ogden moved to approve the March meeting minutes with minor corrections. Ms. Moore seconded the motion. Motion carried 4/0.*
4. **Comments from Members of the Public Concerning Items Not on the Agenda**—*Ms Sharp shared with the board that she appreciates all that they do for JCS, especially for being supportive of the Pine Valley Academy. Ms. Huebscher shared that JCS is a great place to work. Ms. Schumacher shared that the JCS Graduation Ceremony was wonderful, and a great success!*
5. **Comments from Members of the Board Concerning Items Not on the Agenda**
6. **Board Training** *Ms. Cauzza shared the progress of working towards the JCS Performance Based Pay project. The STAR Employee Rubrics have been started along with the beginnings of banding type pay schedules. More to come after the Cabinet Retreat later in the month. The Board asked to get the presentation so they could observe the progress.*
  1. Update on Performance-based Pay Schedule

**7. Consent Agenda** *Ms. Schumacher made the comment that she appreciates the new format of the Consent Agenda, and then asked to pull item #2. Ms. Huebscher moved to approve the Consent Agenda minus item #2. Ms. Schumacher seconded. Motion Carried. 4/0. After clarification of item #2, Mr. Ogden moved to approve the Ratification of New Hires, Terminations, and Resignations. Ms. Huebscher seconded. Motion carried. 4/0.*

**Consent Agenda**

1. Approval of Warrants from February 1, 2015 – April 30, 2015
2. Ratification of New Hires, Terminations, and Resignations from February 12, 2015– June 30, 2015

**8. Executive Director’s Report** *Ms. Cauzza gave the board an update on the following items.*

1. Facilities Update
2. Academy Update
3. Student Numbers Update
4. School Goals 2014-2015
5. School Goals 2015-2016(suggested)
6. Audit Update

**9. CBO Report** *Mr. Leptich gave the board an update on the financials and presented the budget for the 15-16 school year.*

1. Overview 2014-2015
2. 2015-2016 Budget

**10. Human Resource Report** *Ms. Cauzza presented the salary schedule with a “hope” of a 2% COLA for the 15-16 school year; and a 1% off scale bonus for all active employees as of the end of June, if, when closing the books showed the school had the money.*

1. Comprehensive Salary Schedule for 2015-2016
2. Employee Handbook – no changes at this time

**11. Special Education Report** *Ms. Cauzza shared the SPED services and report status*

1. Current Numbers and Services Being Provided
2. CAHSEE Status for 2015 Graduates

The board took a break at 10:43 a.m. and resumed at 10:53 a.m.

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

*Mr. Ogden made a motion to move item #9 to the top of the Action Items as Approval of the LCAP. Ms. Schumacher seconded. Motion carried 4/0.*

- 1. Approval of LCAP for 2015-2016 School Year**  
*Mr. Ogden made a motion to approve the LCAP as presented. Ms. Huebscher seconded the motion. Motion Carried 4/0.*
- 2. Approval of 2015-2016 Budget**  
*Ms. Huebscher made a motion to approve the budget as submitted. Ms. Moore seconded the motion. Motion carried 4/0.*
- 3. Resolution for Borrowing funds Against Property Taxes**  
*Mr. Ogden made a motion to approve borrowing against our Property Taxes, if needed for cash flow purposes. Ms Schumacher seconded the motion. Motion carried 4/0.*
- 4. Board Meeting Schedule for 2015-2016**  
*Approval of this item will finalize the location of the board meetings for next school year.*
- 5. Approval of Resolution for Warrants**  
*Ms Schumacher moved to approve: Jennifer Cauzza, Cameron Byrd, or Chad Leptich to pick up warrants from the SDCOE, when needed. Ms. Moore seconded. Motion carried 4/0 Ms. Saueressig was marked absent.*
- 6. Williams Uniform Complaints Quarterly Report**  
*Ms. Schumacher moved to approve the “no complaints” for the Quarterly Report. Ms. Moore seconded. Motion carried 4/0..*
- 7. Comprehensive Salary Schedule for 2015-2016 and Compensation Package**

The board approved a 2% COLA increase for the 15-16 year, and if the budget allows, a 1% off scale compensation increase for the 14-15 year to be decided once books are a bit closer to closing; an additional \$100 towards benefit package, and employees who have at least \$100 a month of unused monies may elect to use up to \$100 toward AFLAC, Critical Illness optional coverage. Ms. Huebscher recused herself from the vote due to conflict-of-interest. Ms. Moore seconded. Motion carried 3/0

**8. Employee Handbook**

Ms. Schumacher made the motion to approve the Employee Handbook for the 2015-2016 school year. Mr. Ogden seconded. Ms. Huebscher recused herself due to conflict-of-interest. Motion carried 3/0

**9. CAHSEE Graduates**

Ms. Huebscher moved to approve the students with IEPs who could not pass the CAHSEE, but completed graduation requirements as set forth by the state. Ms. Moore seconded. Motion carried 4/0

**10. JCS School Calendar 2015-2016 Final Version**

Ms. Schumacher approved the final version of the 2015-2016 school calendar. Ms. Moore seconded. Motion carried 4/0

**11. Approval of contract between Cardinal Industrial San Diego INC and SDORI Charter School Properties LLC**

Mr. Ogden moved to contract with Cardinal Industrial to manage SDORI Charter School properties. Ms. Moore seconded. Motion carried 4/0

**12. Permission for Executive Directory and/or staff members to use their vacation days to pay for chaperoning student travel trips for the 2015-2016 school year**

Mr. Ogden moved (with adjustment to yearly dates) to allow the Executive Director, or other personnel, to use vacation days to pay for their "seat" on the East Coast and European student travel trips for the 2015-2016 school year. Ms. Moore seconded. Motion carried. 4/0

Open session ended at 11:23 a.m.

The Board went into closed session at 11:24 a.m. and came out at 12:08 p.m. with a positive performance evaluation for the executive director.

Ms. Schumacher moved to adjourn at 12:09 p.m.

**13. Closed Session**

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

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

**14. Items for Next Agenda Meeting**

1. Pupil Fee Policy Approval
2. Updated Policies

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.

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, September 11, 2015, 8:30 a.m.

Location: Temecula