



# JCS Governing Board Meeting

## Minutes

Friday, December 05, 2014

Phoenix Learning Center

777 Santa Fe Dr

Encinitas, CA 92024

Telephone: 760-632-4989

**8:30 a.m. Open Session**

**10:30 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 (District Liaison); Teresa Saueressig, Treasurer (Community Member at Large)

Guests: Jennifer Cauzza, Executive Director; Chad Leptich, CBO; Cameron Byrd, Director of Operations; Wendy Parcel, Assistant Director Home Study; Kathleen Blough, Co-Coordinator PLC; Barb Kingsbury, former Director of Human Resources; Cris Argenbright, parent ICT; Ed Argenbright, grandparent ICT

## Agenda Topics

1. **Call to Order** *Ms. Schumacher called the meeting to order at 8:40 a.m.*
2. **Approval of Agenda** *Mr. Ogden moved approval of the agenda. Ms. Hubescher seconded. 5/0*
3. **Approval of September 25, 2014 Meeting Minutes** *Ms. Saueressig moved to approve the minutes as submitted. Ms. Moore seconded. Motion carried 5/0.*
4. **Comments from Members of the Public Concerning Items Not on the Agenda**  
*Ms. Argenbright shared with the board that she LOVES the program at ICT and would like to recommend to the board that we open a high school program in the area with the same philosophy.*
5. **Comments from Members of the Board Concerning Items Not on the Agenda**
6. **Board Training** *The board reviewed the vision and philosophy for the school. They want to reiterate that the entire school is a Home Study program with various classroom based options. That we believe in personalization and being student centered whether the student is in Home Study or in an Academy/Learning Center program. Our focus shall be 1) Student Centered; 2) Legally Compliant; 3) Fiscally Sound.*
  1. *Philosophy Discussion*
7. **Consent Agenda** *Ms. Schumacher asked to pull item #2 for discussion. Mr. Ogden moved to approve #1 on the Consent Agenda. Ms. Saueressig seconded. Motion carried 5/0. Ms Schumacher questioned why we hired so many substitutes this past quarter. It was stated that the school was replenishing its pool as many were not available anymore and we need to update them for our Academy programs to pull from when there is a need. Ms. Saueressig moved to approve item #2 of the Consent Agenda. Ms. Moore seconded. Motion carried 5/0.*

### Consent Agenda

1. Approval of Warrants from August 20, 2014- October 31, 2014
2. Ratification of New Hires, Terminations, and Resignations

**8. Executive Director's Report** *Ms. Cauzza gave the board an update on the following items. The board commented that they really appreciated the Academy reports and would like them all to be modeled after the MHSA's report. Forward progress is being made on our bond deal. We currently are working with the Los Ranchitos HOA on changing of the CC&Rs to allow our use at the HOPE property. We've submitted for the CDP at North Coast, as well as submitted the plans for the Building Permit. We're expecting approval of the CDP around mid-January and permits by the end of the month, if we're lucky. Under "New Laws", Ms. Cauzza mentioned having to relook at our VCI vendors to determine if they are truly vendors or should be reclassified as employees. Also, discussion on the student teacher ratio for grade bands, and HR issues the school will need to comply with in the 2015 year.*

*An update was giving regarding the Salary Compensation Study and Progress. That the school's philosophy is to "lag" the market at the 50% rate. In doing so, we need to re-bench the Assistant Director's Salaries—as they are off by a larger gap than the teachers and classified staff. Those two groups will be looked at next, along with the concept of Performance Based pay.*

1. Facilities Update
2. Academy Update
3. Student Numbers Update
4. School Goals 2014-2015
5. Update on Bond
6. New Laws
7. Salary Compensation Study and progress

**9. CBO Report** *Mr. Leptich mentioned that it appears we are doing well financially. We're watching the "grade level band" law and seeing if we'll need to hire new staff members to comply. We're also working on strategically on purchasing items for students. \$200 EU increase for Spring semester; working on increasing stock in the RC; purchasing of additional Chromebooks for students (Home Study as well as Academy). The draft of the audit was just received this morning. There are no findings, but the report will need to be read further.*

1. First Interim Report
2. 2014-2015 Budget
3. 2013-2014 Audit

**10. Special Education Report** *Ms. Cauzza gave the update on the Special Education Department. Our percentages have increased to over 12% currently being served by JCS. The board would like the staff to work on alternative SPED delivery models.*

1. Current Numbers and Services Being Provided

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

**1. First Interim Report**

*Mr. Ogden moved to approve the First Interim Report as submitted. Ms. Moore seconded. 5/0 motion carried.*

**2. Williams Uniform Complaints Quarterly Report**

*Ms. Saueressig moved to approve no complaints on the Williams Uniform Complaints Quarterly Report. Ms. Moore seconded. 5/0 motion carried.*

**3. 2014-2015 School Calendar (draft) 1<sup>st</sup> reading**

*No additional comments. The board would like to continue the August-May calendar.*

**4. Audit Report**

*Mr. Ogden moved to approve the Audit Report with no findings, pending final review of document since it was just received. Ms. Saueressig seconded. Motion carried 5/0.*

**5. Approval of Benefits Compliance Stipend**

*Mr. Ogden moved to approve the stipend for employees who waived the school paying for their benefits for the*

2014-15 school year. Ms. Saueressig seconded. Motion carried 4/0 (Huebscher recused herself)

**6. Conflict of Interest**

Ms. Saueressig moved to pass the Conflict of Interest Code which will be filed with the County Board of Supervisors. Ms. Moore seconded the motion. Motion carried 5/0.

**7. Consideration of new life insurance benefit offered to staff**

Ms. Saueressig moved to approve the new Life Insurance Benefit to all staff members for the 2014-2015 school year. Mr. Ogden seconded. Motion carried 5/0.

**8. Consideration for adjusting Assistant/Associate Director's salaries**

Mr. Ogden moved to adjust the Assistant Director's salaries to the Director of Operations recommendation and to reinstate the Associate Director's step on the salary schedule to bring it up to JCS's standard of lagging the 50% of market rate on such employee positions. Ms. Schumacher seconded. Motion carried 5/0. The board would like data on the buying back of vacation benefits for the next regularly scheduled board meeting.

**9. Employee Handbook**

Mr. Ogden moved to approve the updates to the Employee Handbook. Ms. Huebscher seconded. Motion carried 5/0.

Ms. Schumacher moved to adjourn Open Session at 12:10 p.m. Ms. Huebscher seconded. Motion carried 5/0

**12. Closed Session** The board went into Closed session at 12:11 and came out of Closed Session at 12:20 p.m. with one item to report out. They'd like to give the Executive Director a one-time stipend of \$5000 to be used at her discretion—for salary compensation, Professional Development, etc.

1. Executive Director's Goals Review
2. Possible Litigation

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

**13. Items for Next Agenda Meeting March Meeting—1) continue with salary compensation data for teachers and classified positions. 2) Buy back salary compensation data for Vacation Time**

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, January 23, 8:30 a.m.

Location: Encinitas