



# JCS Governing Board Meeting

## Minutes

**Friday, March 09, 2018**

*539 Encinitas Blvd*

*Encinitas, CA 92024*

*Telephone: 760-632-4989*

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

**12:00 p.m. Closed Session**

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

### Board Members:

**Members Present:** Kevin Ogden, President, Community Member; Barbara Kingsbury Sempsrott, Treasurer, Community Member; Roxanne Huebscher, Member, Parent; Vanessa Wickstrom, Parent; Brian Duffy, Member, District Representative; Coral Bergman, Community Member.

**Absent:** Judy Bufford, Board Secretary and parent representative

**Guests:** Jennifer Cauzza, Executive Director; Cam Lay, Finance Manager; Chad Leptich, JUSD CBO; Melanie Marks, Director of Education; Ray Barton, Director of Operations; Yvette Lares, Compliance Manager; Sheryl McKay, Assistant Director of 6-12 Academies

## Agenda Topics

**1. Call to Order** *Mr. Ogden called the meeting to order at 8:37 a.m.*

**2. Approval of Agenda** *Mr. Ogden wanted to correct the agenda's date for the next meeting. It should read June 8<sup>th</sup>, not the 9<sup>th</sup>. Ms. Huebscher moved to approve the agenda. Mr. Ogden seconded. Motion carried 6/0*

**3. Approval of December 08, 2017 Minutes** *Ms. Huebscher noted there were two minor typos on the minutes. Dr. Bergman moved to approve the minutes with minor corrections. Ms. Huebscher seconded. Motion carried 6/0*

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

**5. Board Member Announcements~ None**

**6. Board Training ~ None**

**7. Consent Agenda** *Ms. Huebscher moved to approve the consent agenda as given. Ms. Wickstrom seconded. Motion carried 6/0.*

### Consent Agenda

1. Approval of Warrants from
2. Ratification of New Hires, Terminations, and Resignations

**8. Executive Director's Report** *Ms. Cauzza gave her report on the following items.*

1. Facilities Update—Update on the condition of facilities (Bids for HVAC/electrical on the Vallejo property), Prop 39 project completion and sign off
2. Program Updates—embedded in Board packet
3. Student Numbers Update—Copy in Board packet; below yearly projections
4. School/Executive Director Goals 2017-2018—overview in Board packet
5. Survey Results for Spring 2017-2018—in Board Packet
6. Board Member Search-San Diego parent for 2018-2019 school year
7. Waiver Update—Executive Director will attend SBE's May meeting to see if we are approved to maintain facilities in Riverside County for the 2018-2019 school year IF the JCS-Pine Hills charter is not yet approved through TVUSD or RCOE as a Countywide Benefit Charter.
8. SARC—Review of the 2016-2017 SARC posted on the JCS Website as of Feb. 1, 2018
9. 2018-2019 Updated Organizational Chart—The projected org chart for the 2018-2019 school year
10. Julian Charter School, Inc. (501c3) Organizational Structure for 2018-2019 school year as proposed with new charters
11. 8 State Achievement Priorities and how it will look for new charters

**9. CBO Report** *Ms. Lay gave a report on the school's fiscal status as of Second Interim*

1. Second Interim Report
2. 2017-2018 Budget

**10. Special Education Report** *Ms. Cauzza gave the Special Education Report. Currently the school serves 13% of its population with SPED services and employees 31 staff members. The board took a break from 9:40-9:45 a.m.*

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**  
*Dr. Bergman moved to approve the Second Interim Report as presented. Ms. Wickstrom seconded. Motion carried 6/0*
2. **Williams Uniform Complaints Quarterly Report**  
*Ms. Huebscher moved to approve the Williams Uniform Complaints Quarterly Report with no complaints made. Mr. Duffy seconded. Motion carried 6/0*
3. **2018-2019 School Calendar (final) 3rd reading**  
*Ms. Huebscher moved to approve the final version of the 2018-2019 calendar. Ms. Kingsbury seconded. Motion carried 6/0.*
4. **2018-2019 Vacation Calendar (final) reading**  
*Ms. Kingsbury made the motion to approve the Staff Vacation Calendar as submitted. Ms. Huebscher seconded. Motion carried 6/0*
5. **Form 700 Submittal for Board of Directors and Executive Team**  
*The Board was reminded to fill out their Form 700s before April 1<sup>st</sup>.*
6. **Approval of Resolution 3.09.18.1 Listing Agents Authorized to Pick Up Warrants; 3.09.18.2 SDCOE's Credential Department to Release Warrants to Employees**  
*Ms. Kingsbury moved to approve the resolution listing authorized agents to pick up warrants and to release warrants on hold due to credential issues. Mr. Duffy seconded. Motion carried 6/0*
7. **Approval of Resolution 3.09.18.3 Authorizing JCS Agent to Sign Commercial Warrants**  
*Mr. Duffy moved to approve Ms. Cauzza as authorized signer on Commercial Warrants. Ms. Wickstrom seconded. Motion carried 6/0*

- 8. Approval of Resolution 3.09.18.4 Authorizing SDCOE for Warrant Replacement**  
*Mr. Duffy moved to approve the authorizers for warrant replacement through the SDCOE. Ms. Wickstrom seconded. Motion carried 6/0*
- 9. Approval of LCAP goals and progress**  
*Dr. Bergman moved to approve the status report on the LCAP approving ongoing progress. Ms. Kingsbury seconded. Motion carried 6/0*
- 10. Discussion and Approval of PayScale Contract**  
*Mr. Duffy moved to approve the three year contract with PayScale for \$20,000 per year to access expert level HR service as well as a comprehensive salary comparison and use of an online salary performance tool. Ms. Kingsbury seconded. Motion carried 6/0*
- 11. Discussion and Approval of Business Contract with Charter School Management Corporation (CSMC)**  
*Mr. Duffy moved to approve the Business Services Agreement with CSMC for payroll and warrant processing. Fee will vary between \$200,000-\$300,000 depending on the number of services the school utilizes. Ms. Kingsbury seconded. Motion approved 6/0*
- 12. Discussion and Approval of BoardDocs Contract**  
*Ms. Kingsbury moved to approve the contract with BoardDocs for online agenda posting and compliance requirements for Brown Act. The cost is \$1000 start-up fee and \$6000 annually for as many meetings as the Julian Charter School, Inc. utilizes the platform for. Dr. Bergman seconded. Motion carried.*
- 13. Discussion and Approval of Revised Suspension and Expulsion Policy**  
*Ms. Huebscher moved to approve the revised Suspension and Expulsion Policy. Ms. Kingsbury seconded. Motion carried 6/0*
- 14. Discussion and Approval of Revised Volunteer and Visitor Policy**  
*Ms. Kingsbury moved to approve the revised Volunteer and Visitor Policy with minor adjustments. Ms. Wickstrom seconded the motion. Motion carried 6/0*
- 15. Approval of 990 Tax Return for Julian Charter School**  
*Ms. Wickstrom moved to approve the 990 Tax Returns for Julian Charter School. Ms. Huebscher seconded. Motion carried 6/0*
- 16. Approval of 990 Tax Return for SDORI**  
*Ms. Kingsbury moved to approve the 990 Tax Return for SDORI. Dr. Bergman seconded. Motion carried 6/0*
- 17. Approval of submittal of CFSA Revolving Loan for new charters**  
*Ms. Huebscher moved to approve the submittal of the Revolving Loan applications. Ms. Kingsbury seconded. Mr. Duffy abstained. Motion carried 5/0*
- 18. Approval to work with APLUS Consulting on submittal of the PCSGP applications for new charters that meet the requirements**  
*Ms. Kingsbury moved to approve the consulting work with APLUS Consulting on the PCSGP for appropriate charters. Ms. Wickstrom seconded. Motion carried. Mr. Duffy abstained. Motion carried 5/0*

Open session ended at 10:30 a.m.

Closed session began at 10:45 a.m. and concluded at 11:10 with nothing to report out.

## 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 2018-2019 Multiple Schools Budget
2. Executive Director's Evaluation (Formal)
3. Policy updates
4. Salary considerations for 2018-2019
5. Consent Agenda: Volunteer and Visitor Policy; Suspension and Expulsion Policy; Agreement with TVUSD
6. AB277
7. Principal job description
8. Blank and Rome
9. Approval to Open Multiple Bank Accounts, if needed
10. SDORI financials
11. Approval for Riverside Countywide Benefit in lieu of local sponsorship through TVUSD

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 8, 2018 8:30 a.m. San Diego Academies

Monday, June 11, 2018 Temecula (ICT)