



JCS Governing Board Meeting

Minutes

Friday, December 8, 2006

Placentia Library in Orange County

411 East Chapman Ave.

Placentia, Ca 92870

10:00 Open Session

12:00 Closed Session

Julian Charter School • P. O. Box 1780 • 1704 Cape Horn • Julian, CA 92036-1780

Board Members:

Present: Roxanne Huebscher, President (Riverside Parent); Keesha Peterson, Secretary (Orange County Parent); Rebecca Oostra (San Diego Parent); Kevin Ogden, Member (JUSD Superintendent) Absent: Wendy Parcel, Treasurer (Community Member)

Guests: Jennifer Cauzza, Executive Director; Mitzi Sanner, Business Manager; Erica Bell, Director of Education; Cameron Byrd, Director of Human Resources; Nancy Porter, OC EF.

Agenda Topics

1. Call to Order *Ms. Huebscher called the meeting to order at 10:03*

2. Approval of Agenda *Mr. Ogden moved approval of the agenda. Ms. Oostra seconded the motion; motion carried 4/0*

3. Approval of September 12, 2006 Meeting Minutes *Ms. Oostra moved to approve the minutes as presented from the September 12th meeting with no corrections. Ms. Huebscher seconded the motion. Motion carried 4/0*

4. Comments from Members of the Public Concerning Items Not on the Agenda—*Nancy Porter, OC EF, shared some of her thoughts with the board: She feels there is a lot of potential for student growth in Orange County, including hiring a new teacher.. She'd like to see Professional Development funds reinstated. She'd like to see a back-up teacher available for substituting at the learning center. And asked permission from the board to pursue grants to be earmarked for books, writing supplies, professional development materials and technology equipment.*

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

6. Consent Agenda *Mr. Ogden moved to approve the consent agenda. Ms. Oostra seconded the motion. Motion carried. 4/0*

Consent Agenda

1. Approval of Warrants from August 31, 2006 – November 21, 2006
2. Ratification of New Hires, Terminations, and Resignations
3. Ratification of the Following Policies:
 - a) At Will Employment Policy
 - b) Banking, Authorized Signatories of Operating Account Policy
 - c) Compensation, Step Progressions Policy
 - d) Conflicts of Interest Policy
 - e) Disabilities and Reasonable Accommodations Policy
 - f) Employee Personnel File Policy
 - g) Employment of Relatives Policy
 - h) Executive Director Evaluation Policy

7. Executive Director's Report

1. Student Numbers Update—*Ms. Cauzza reported our student numbers are up to 1726.*
2. School Goals for 2006-2007—*Ms. Cauzza shared that the school is working diligently on the goals set forth for 2006-2007*
3. WASC Action Plan—*Ms. Bell shared the WASC Action Plan document with the board. She reviewed how we are doing on the Action Plan from three years ago—and explained the adjustments that had to be made to bring it to current status. The Board agrees with the direction of the plan.*
4. Transfer Student—*Ms. Cauzza discussed the status of a transfer student from another country and asked the board for direction regarding graduation status. The board is emphasizing meeting JCS graduation requirements.*

8. Business Manager's Report

1. 2006-2007 Budget *Ms. Sanner gave a review of the 2006-2007 budget. She shared we have a very low reserve due to the student growth not meeting the budgeted target. She will be continuing to monitor the budget monthly to ensure we are balanced.*
2. First Interim Report *Ms. Sanner stated she would like the board to approve the first interim report—with a positive certification.*

9. Special Education Report

1. Current Numbers and Services Being Provided—*Ms. Cauzza shared the Special Education department is now serving over 9% of our population with Special Education Services.*

10. Human Resource Report

1. Salary compensation study presentation *Mr. Byrd gave a presentation on Administrative and Classified salaries with numbers based on a survey he conducted out of the San Diego County Office of Education and several similar charter schools.*

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 with a positive certification. Ms. Huebscher seconded the motion. Motion carried 4/0
2. 2007-2008 School Calendar (draft) 1st reading
Discussion item only. The board discussed items pertaining to the calendar, but concluded to leave it as submitted. It will now go to the staff for approval and will be formally approved at the March board meeting.
3. Absenteeism and Tardiness Policy (updated) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
4. Admission and Withdrawal Policy (updated) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
5. Auto Allowance and Mileage Reimbursement Policy (updated) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
6. Charitable Sick Bank Policy (updated) 2nd reading
Ms. Huebscher moved to approve this policy as written. Ms. Oostra seconded the motion. Motion carried 4/0
7. Complaints Regarding a School Employee Policy (updated) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
8. Credentials-Certificated Personnel Policy (repeal) need to sign resolution
Mr. Ogden moved to repeal the Credentials-Certificated Personnel Policy. Ms. Huebscher seconded the motion. Motion carried. Ms. Peterson signed the resolution.
9. Employee Name and Address Change Policy (re-approve) 2nd reading
Ms. Oostra moved to approve the Employee Name and Address Change Policy. Ms. Huebscher seconded the motion. Motion carried 4/0.
10. Employee Performance Evaluation Policy (updated) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
11. Equal Employment Opportunity Policy (repeal) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
12. Equal Pay Act Policy (repeal) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
13. Exempt Status Policy (repeal) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
14. Full Time Employment Policy (updated) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
15. Garnishment Policy (repeal) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
16. High School Program Salary Structure Policy (repeal) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
17. Hiring Process Policy (updated) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
18. Human Resource Records Retention and Destruction Policy (new) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
19. Monthly Expense Report Reimbursement Policy (updated) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
20. Petty Cash Policy (updated) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
21. Purchasing Materials and Services Policy (updated) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
22. Service Learning Policy (new) 1st reading
There were no additional comments made regarding this policy. It will be on the Consent Agenda in March.
23. Audit Report
Mr. Ogden moved to approve the Audit Report for 2005-2006 as submitted by the school's independent auditors. Ms. Huebscher seconded the motion. Motion carried 4/0
24. Middle and High School Counseling Program
Ms. Huebscher moved to approve the guidelines set forth by the State to receive additional funds for the Middle and High School Counseling Program. Ms. Peterson seconded the motion. Motion carried 4/0.

Open Session ended at 11:42; Closed Session began at 12:15 p.m.; The board returned to Open Session at 1:00 with nothing to report out. Ms. Huebscher moved to adjourn the meeting at 1:02 p.m. Mr. Ogden seconded the motion. Motion carried 4/0.

12. Closed Session

- 1. Executive Director's Goals
- 2. Pending litigation
- 3. Personnel issue

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

13. Items for Next Agenda Meeting

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 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, March 09, 2006, at 10:00 am

Location: Murrieta Meeting Center