



# JCS Governing Board Meeting

## Minutes

**Friday, March 9, 2007**

*Murrieta Meeting Center  
26396 Beckman Court, Suite A  
Murrieta, CA 92562  
951-304-3051*

**10:00 Open Session**

**12:00 Closed Session**

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

### Board Members:

Roxanne Huebscher, President (Riverside Parent); Keesha Peterson, Secretary (Orange County Parent); Wendy Parcel, Treasurer (Community Member); Rebecca Oostra (San Diego Parent); Kevin Ogden, Member (JUSD Superintendent)---Ms. Peterson arrived at 10:20.

Guests: Jennifer Cauzza, Director; Mitzi Sanner, Business Manager; Erica Bell, Director of Education; Joanne Bearchell, HS Assistant Director; Karin Knutson, Elementary Assistant Director; Cameron Byrd, Director of Human Resources.

## Agenda Topics

1. **Call to Order** Ms. Huebscher called the meeting to order at 10:08
2. **Approval of Agenda** Ms. Parcel moved to approve the agenda. Mr. Ogden seconded the motion. Motion carried 4/0 Mr. Peterson arrived at the meeting at 10:20
3. **Approval of December 08, 2006 Meeting Minutes** Mr. Oostra moved to approve the minutes from the Dec. 8<sup>th</sup> board meeting. Ms. Parcel seconded the motion. Motion carried 4/0.
4. **Comments from Members of the Public Concerning Items Not on the Agenda**~ none
5. **Comments from Members of the Board Concerning Items Not on the Agenda**~ none
6. **Consent Agenda**

### Consent Agenda

1. Approval of Warrants from November 27, 2006 – February 22, 2007
2. Ratification of New Hires, Terminations, and Resignations
3. Ratification of the Following Policies:
  - a) Absenteeism and Tardiness Policy
  - b) Auto Allowance and Mileage Reimbursement Policy
  - c) Complaints Regarding a School Employee Policy
  - d) Employee Performance Evaluation Policy
  - e) Full Time Employment Policy
  - f) Hiring Process Policy
  - g) Human Resource Records Retention and Destruction Policy
  - h) Monthly Expense Report Reimbursement Policy
  - i) Petty Cash Policy
  - j) Purchasing Materials and Services Policy
  - k) Service Learning Policy

**Mr. Ogden moved to approve the Consent Agenda. Ms. Parcel seconded the motion. Motion carried 4/0. Ms. Peterson arrived.**

## 7. Executive Director's Report

1. **School Goals/Vision**—we discussed the scope and sequence of the vision and want to continue to keep options open for parents and balance it with integrity and accountability.
2. **Facilities Update**—we are working on E1 compliance for all sites. Our architect is visiting locations and will type up what needs to be done at each facility.
3. **Surveys**—Are in and are being reviewed and compiled.
4. **WASC update**—WASC team will be visiting on April 6<sup>th</sup>.
5. **SARC (Accountability Report Card)**—The board reviewed the SARC and had no comments
6. **School Profile**—The board reviewed the school profile
7. **Topics for Discussion**—the director reviewed the Topics for Discussion and gave input on each item. They also agreed with the proposed budget adjustments for the upcoming year due to budget constraints.
8. **New Post Office Box—2470**—which is larger and can hold the volume of mail we receive in the office
9. **Invisible Children Partnership**—the director shared the Invisible Children Partnership and the board overwhelmingly agreed it was a great project.
10. **Loan**—the director asked the board if they would be willing to take out a \$500,000 loan to help with facilities costs and expansion and pay it back out over a five year time period. The board gave a directive for the executive director to move forward on the loan.

## 8. Business Manager's Report

1. 2006-2007 Budget
2. 2007-2008 Budget
3. Second Interim Report

The business manager reviewed the 06-07 budget by reviewing the second interim report and shared that we are working on the 07-08 budget targeting 1700 students.

## 9. Special Education Report

1. Current Numbers and Services Being Provided

The executive director shared that we are serving approximately 9.5% of our student population with SPED services.

## 10. Human Resource Report

1. 2007-2008 Salary Schedule update

The Human Resource Director presented his desire to adjust the way we pay our staff into brackets with longevity adjustments. He shared that if we cannot do it this year, he would like to see us move towards it next year. Ms. Oostra stated she'd like to see us pay well among similar charter schools for a similar job.

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

1. **Second Interim Report**

*Ms. Parcel moved to approve the second interim report. Mr. Oostra seconded the motion. Motion carried 5/0*

2. **2007-2008 School Calendar (draft) 2<sup>nd</sup> reading**

*Ms. Peterson moved to approve the calendar for 2007-2008. Ms. Oostra seconded the motion. Motion carried 5/0*

*Mr. Ogden moved to approve items #3,4,5,6,7,8,9,10,and 11. Ms. Oostra seconded the motion. Motion carried 5/0.*

3. **Academic Credit for Coursework at Sectarian Colleges Policy (repeal) 1<sup>st</sup> reading**
4. **Concurrent Enrollment Policy (repeal) 1<sup>st</sup> reading**
5. **Courses Taken at Community College While Student is Attending JCS Policy (repeal) 1<sup>st</sup> reading**
6. **Credit for Coursework Completed Policy (repeal)**
7. **Credit for Non-Traditional Academic Work Policy (repeal)**
8. **Delivery Location Of Special Education Services Policy (repeal)**
9. **Full Academic Load Policy (repeal)**
10. **Kindergarten Early Start Program Policy (repeal)**

**11. Microscope Use Policy (repeal)**

*Mr. Ogden moved to have all first readings of policies( #12-14, #16-26, and #32-37)) on the consent agenda in June. If a board member would like to pull one off for further discussion, it would be appropriate to do so at that time. Ms. Oostru approved that motion. Motion carried 5/0*

**12. Concurrent Enrollment and Credit for Work Completed Policy (new) 1<sup>st</sup> reading**

**13. Acceleration and Retention Policy (updated) 1<sup>st</sup> reading**

**14. Admission and Continuance Policy (updated) 1<sup>st</sup> reading**

**15. Admission and Withdrawal: District Notification Policy (updated) 2<sup>nd</sup> reading**

*Mr. Ogden moved to approve this policy. Ms. Oostru seconded the motion. Motion carried 5/0*

*The previous motion included items 16*

**16. Child Abuse Reporting Policy (updated) 1<sup>st</sup> reading.**

**17. Curriculum Development and Evaluation Policy (updated) 1<sup>st</sup> reading**

**18. Damaged, Lost, or Non-Returned Instructional Materials Policy (updated) 1<sup>st</sup> reading**

**19. Drug, Alcohol, and Tobacco Free Environment Policy (updated) 1<sup>st</sup> reading**

**20. Effective Date of Enrollment Policy (updated) 1<sup>st</sup> reading**

**21. Full Time Enrollment Policy (updated) 1<sup>st</sup> reading**

**22. High School Final Exam Policy (updated) 1<sup>st</sup> reading**

**23. Immunization Requirements Policy (updated) 1<sup>st</sup> reading**

**24. Independent Study Policy (updated) 1<sup>st</sup> reading.**

**25. International Exchange Policy (updated) 1<sup>st</sup> reading**

**26. Using VCI Funds to Purchase Curriculum Policy (updated) 1<sup>st</sup> reading**

*Mr. Ogden moved to approve items #27,28,29, 30, and 31. Ms. Oostru seconded the motion. Motion carried 5/0*

**27. Equal Employment Opportunity Policy (repeal) need to sign resolution**

**28. Equal Pay Act Policy (repeal) need to sign resolution.**

**29. Exempt Status Policy (repeal) need to sign resolution**

**30. Garnishment Policy (repeal) need to sign resolution**

**31. High School Program Salary Structure Policy (repeal) need to sign resolution**

**32. Designated Holiday & Vacation Pay Classified Policy (updated) 1<sup>st</sup> reading**

**33. Hiring Process Policy (updated) 1<sup>st</sup> reading**

**34. Independent Contractors – Temp Agencies Policy (updated) 1<sup>st</sup> reading**

**35. Introductory Period Policy (updated) 1<sup>st</sup> reading**

**36. Job Posting Policy (updated) 1<sup>st</sup> reading**

**37. Student Information Confidentiality Policy (updated) 1<sup>st</sup> reading**

*The board adjourned for lunch at 12:10. Closed session began at 12:33 and ended at 1:18. with nothing to report.*

**12. Closed Session**

1. Executive Director's Evaluation (Initial)
2. Goals Assessment/Evaluation Sheet

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

**13. Items for Next Agenda Meeting**

1. Approval of 2007-2008 Budget
2. Program Director's Evaluation (Formal)

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.

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**Next Meeting**

Next Meeting: Friday, June 08, 2006, at 10:00 am

Location: San Diego