

NORTH STATE CHARTER JPA
December 15, 2016 – 8:30 a.m.
Redding STEM Academy – Conference Room

Meeting Minutes

Members Present: Jean Hatch, Director
John Husome, Vice-Chair
Penny Harris, Community Representative
Odd Rustand, RSA Representative

In Attendance: Sara Fernandez, Redding STEM Academy
Jodi Jones, DMS (via phone conference)
Jennifer Justice, Board Recorder

1. **Call to Order:** The meeting was called to order at 8:40 a.m.
2. **Approve November 9, 2016 Meeting Minutes:** Odd Rustand motioned to approve the November 9, 2016 Meeting Minutes as presented. John Husome seconded. **Motion approved 4-0.**
3. **FINANCIAL**
 - **Approve October and November 2016 Warrants:** Odd motioned to approve the JPA October and November 2016 Warrant Reports as presented. John seconded. **Motion approved 4-0.**
 - **First Interim Budget Update:** Jodi Jones from DMS presented the First Interim JPA Budget for review. Jodi noted that both schools are currently budgeted at a slightly higher level of encroachment due to RSA and RSTEM not meeting their attendance projections, however, that increased encroachment can be offset by additional JPA project-based contracts if the board so chooses.
 - **2015-16 Auditor Report:** A DRAFT of the 2015-16 Audit Report was presented for review. Jodi reported that the audit is complete and there were no findings, however, due to the audit standard applications of the new audit firm, all JPA receivables not received within 60 days of the end of the fiscal year were not included in the audit. The auditors will revise the 2015-16 Audit Report using the original standard application of an enterprise fund, as the JPA was originally formed, to include all receivables. The revised 2015-16 Audit Report will be presented at the next JPA Board Meeting for approval.

ONGOING BUSINESS

4. **Update on JPA Contracted Schools:** Jean Hatch reported that she continues to be approached by schools requesting to join the JPA, as well as schools that would like to contract with the JPA for project-specific terms. The recommendation of the board at this time is that the JPA remains cautious in accepting new schools, but should explore fee-for-service contracts on a project-only basis.

NEW BUSINESS

5. STAFFING UPDATE:

- **Special Education Paraprofessional at RSA:** Jean reported that the JPA will be hiring a part-time paraprofessional for the RSA site. This new position is 2 hours per day, up to four days per week. The position will take 8 of the 20-hour per week unfilled paraprofessional position that is already included in the budget.
 - **Temporary Leave of Absence – RSA Speech Therapist:** The JPA speech therapist for the RSA site has taken a temporary leave of absence from January 13th to March 3rd. If the absence extends beyond this deadline, means will be taken to hire a temporary speech therapist.
6. **Approve JPA Master Contract with IEP School:** The 2016-17 Master Contract between the JPA and the IEP School was presented for review. John moved to approve the 2016-17 Master Contract with the IEP School as presented. Odd seconded. **Motion approved 4:0.**

Meeting adjourned at 10:02 a.m.

**Next Meeting: January 11, 2017 at 8:30 a.m.
 Redding STEM Academy, Conference Room**

**THE FOREGOING MINUTES WERE APPROVED BY THE NORTH STATE CHARTER
JPA BOARD ON FEBRUARY 8, 2017.**