

**NORTH STATE CHARTER JPA
Regular Board Meeting
September 12, 2017
Redding STEM Academy – Conference Room**

MEETING MINUTES

MEMBERS PRESENT: Jean Hatch, Chair
John Husome, Vice-Chair
Odd Rustand, RSA Representative

MEMBERS ABSENT: Penny Harris, Community Representative

BOARD RECORDER: Jennifer Justice

GUESTS PRESENT: Margaret Johnson, RSA Director
Jodi Jones, Delta Managed Solutions, Inc. (Via phone conference)
Michelle Michael, JPA
Wendy Sanders, JPA

CALL TO ORDER: The meeting was called to order by Jean Hatch at 8:32 a.m.

CONSENT AGENDA

Odd Rustand asked for clarification regarding a vendor name on the July 2017 Warrant Report.

John Husome moved to approve the consent agenda. Odd Rustand seconded. **Motion carried 3-0.**

DISCUSSION / ACTION AGENDA

2.2 DISCUSSION: 2016-17 Unaudited Actual Financial Statements

Jodi Jones presented the 2016-17 Unaudited Actual Financial Statements which represents the complete prior year closing financial statement for the 2016/17 school year. This report will be reviewed by the auditors and presented to the JPA Board for approval at the October board meeting.

2.3 DISCUSSION / ACTION: Travel Funds for Inspire Charter School Assessment Team

Jean Hatch requested board approval for the JPA to purchase 4-\$3,000 prepaid, reloadable credit cards for the Inspire Charter School Directors to arrange travel for the Inspire Assessment Team. At this time the assessment team members are unable to travel due the extended length of time for Inspire Charter Schools to reimburse for their travel expenses.

The JPA would purchase the credit cards and bill Inspire Charter Schools for the total amount of \$12,000, plus an additional administrative fee. The Inspire special education directors would be responsible for tracking the expenses and submitting all receipts to the JPA per the JPA policy. Once receipts were submitted and verified, the credit card would be reloaded up to the original value. Jennifer Justice will work with DMS to secure these pre-paid credit cards and develop policies and procedures.

Margaret Johnson motioned to approve 4-\$3,000 prepaid/reloadable credit cards plus the additional administrative fee billable to Inspire Charter School for 2017-18. Odd Rustand seconded. **Motion carried 3-0.**

2.4 DISCUSSION: Update on JPA-Contracted Schools

Jean Hatch reported that the JPA staff traveled to CEIBA College Preparatory Academy in Watsonville, CA and Temecula Preparatory School in Winchester, CA to conduct Special Education Audits. The JPA's special education coordinators are working with all JPA-contracted schools to ensure the interim IEPs are scheduled and held within the 30-day timelines.

- **Inspire Charter Schools:** JPA staff is working closely with the Special Education Directors to coordinate special education trainings at all Inspire sites.
- **Kinetic Academy Charter School:** The JPA staff is currently assisting Kinetic Academy with two Due Process hearings.
- **Olive Grove Charter School:** Nothing to report at this time.
- **Plumas Charter School:** The JPA staff traveled to Plumas Charter School in August to hold their Kindergarten Roundup. In addition to the general service contract, the JPA has signed a contract with Plumas for direct school psychologist services for the 2017-18 school year.
- **Ross Valley Charter School:** JPA staff is working closely with Ross Valley's newly hired special education coordinator. The treasurer of Ross Valley has contacted the JPA to report their intention of paying the balance of their 2016/17 contracted amount in mid-October. The delay in payment to the JPA is a result of their delay in receiving reimbursement for their Federal Public Charter School Grant Program.

2.5 DISCUSSION / ACTION: JPA Speech and Language Pathologist Job Description – Amended

The JPA Speech and Language Pathologist job description was presented with amendments.

Odd Rustand motioned to approve the job description as presented. John Husome seconded.

Motion carried 3-0.

2.6 DISCUSSION / ACTION: New Hires / Resignations / Release from Employment / Changes

Jean Hatch reported that the JPA has hired Dean Teig, Education Specialist II; Josh Mello, School Psychologist I; and Jillian Jones, Occupational Therapist.

Susan Meade, Special Education Teacher II, resigned from her position at the end of the 2016/17 school year.

John Husome motioned to approve the changes in personnel. Odd Rustand seconded. **Motion carried 3-0.**

Next Meeting: October 11, 2017 – 8:30 a.m.

THE FOREGOING MINUTES WERE APPROVED BY THE NORTH STATE CHARTER JPA BOARD ON OCTOBER 24, 2017.