

**NORTH STATE CHARTER JPA
Regular Board Meeting
August 22, 2018
Redding STEM Academy – Conference Room**

MEETING MINUTES

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

BOARD RECORDER: Jennifer Justice

GUESTS PRESENT: Allison Cox, JPA
Margaret Johnson, RSA
Wendy Sanders, JPA

CALL TO ORDER: The meeting was called to order by John Husome at 8:46 a.m.

CONSENT AGENDA

Odd Rustand moved to approve consent agenda. Jean Hatch seconded. **Motion Passed 2-0.**

DISCUSSION / ACTION AGENDA

General Reporting

2.1 DISCUSSION/ACTION: Election of 2018/19 Governing Board Officers

Officers of the North State Charter JPA Advisory Board include a chair, vice-chair, secretary, treasurer, and auditor, all appointed by the advisory board for a term of one year. Members of the board nominated themselves for available positions, with the exception of secretary and auditor, which will remain vacant.

Odd moved to elect Margaret Johnson as the Chair, John Husome as Vice-Chair, and Odd Rustand as Treasurer for the 2018-19 school year. John Husome seconded. **Motion Passed 2-0.**

2.2 DISCUSSION / ACTION: Approve 2018/19 JPA Governing Board Meeting Dates

The proposed meeting dates for the 2018/19 JPA Governing Board Meetings were presented for review. There was a conflict with the proposed October 3, 2018 meeting date and an amended date was proposed for October 10, 2018.

John Husome moved to approve the 2018/19 JPA Governing Board Meeting Dates with the recommended amended date. Odd Rustand seconded. **Motion Passed 2-0.**

2.3 DISCUSSION: Community Member Representative to the JPA Governing Board

There is currently a vacancy on the Advisory Board in the role of Community Member Representative for 2018-19. The board would like to pursue the filling of this vacancy with a qualified candidate.

2.4 DISCUSSION / ACTION: Update on Current JPA Contracted Schools

- **Member Schools:** Redding STEM Academy and Redding School of the Arts are fully staffed with service providers. Schedules for these providers are currently being developed to maximize their service time.

- **Direct Service Schools:** JPA Service Providers have been assigned to all Direct Service Schools contracted with the JPA. These schools include Bella Vista for OT services; Chrysalis for nursing and psychologist services; Grant Elementary for psychologist services; New Day Academy for OT services and educational specialist consultation; Pacheco / Prairie for nursing services; and Tree of Life for OT, speech and language, and education specialist consultation services.
- **Indirect Service Contract Schools:** Kinetic Charter School and Plumas Charter School have contracts for virtual services for the 2018-19 school year. Olive Grove has reduced their contract from previous years as they have developed their special education program. Olive Grove was approved for five school sites, but this will not change the level of service required by the JPA and therefore will not change their service contract.

2.5 DISCUSSION: Potential New School – Dixon Montessori

Wendy Sanders has been contacted by a representative of Dixon Montessori Charter School expressing interest in partnering with the JPA as a fee-for-service site. The board recommended the JPA team to visit the school site to learn more about this school and their potential needs.

2.6 DISCUSSION: Consulting with STRS Retirees

Wendy Sanders reported that according to JPA counsel, all STRS retirees must wait a minimum of 180 days after their retirement before consulting with an STRS-participating school.

2.7 DISCUSSION: North State Charter JPA Bylaws

The board reviewed the current Bylaws of the North State Charter Joint Powers Authority. No updates were recommended at this time.

Personnel Reporting

2.8 DISCUSSION / ACTION: Approval of the Current JPA Director Salary

A discussion was held regarding the JPA Director salary for the 2018-19 school year. The board recommended a yearly salary of \$100,000 per year, plus benefits and a work calendar of 195 days. The board will revisit this item in December.

Odd Rustand motioned to accept the Special Education Director salary of \$100,000 per year plus benefits, with a 195-day work calendar and the option to revisit in December 2018. Jean Hatch seconded. **Motion Passed 2-0.**

2.9 DISCUSSION/ ACTION: Remove / Approve Authorized Signers on the Umpqua Bank Checking Account

The JPA is proposing to update its authorized signers on the Umpqua Bank Checking Account. Exiting governing board member Jean Hatch will be removed as an authorized signer and replaced with Wendy Sanders.

Odd Rustand moved to remove Jean Hatch as an authorized signer on the JPA Umpqua Bank Checking Account. John Husome seconded. **Motion Passed 2-0.**

Odd Rustand moved to approve Jennifer Justice, Odd Rustand, and Wendy Sanders as authorized signers on the JPA Umpqua Bank Checking Account. John Husome seconded. **Motion Passed 2-0.**

2.10 DISCUSSION / ACTION: Remove/Approve Authorized Borrower on the Umpqua Bank Commercial Credit Card

The JPA is proposing to update its authorized borrower on the Umpqua Bank Commercial Credit Card. Exiting governing board member Jean Hatch will be removed as an authorized borrower on the Umpqua Bank Commercial Card account and replaced with Wendy Sanders.

Odd Rustand moved to remove Jean Hatch as the authorized borrower on the Umpqua Bank Commercial Credit Card and replace with Wendy Sanders. John Husome seconded. **Motion Passed 2-0.**

2.11 DISCUSSION / ACTION: Remove/Approve the Program Administrators on the Umpqua Bank Commercial Credit Card

The JPA is proposing to update its program administrators on the Umpqua Bank Commercial Credit Card. Exiting governing board member Jean Hatch will be removed as a program administrator on the Umpqua Bank Commercial Credit Card and replaced with Wendy Sanders.

Odd Rustand moved to remove Jean Hatch as a program administrator on the Umpqua Bank Commercial Credit Card. John Husome seconded. **Motion Passed 2-0.**

Odd Rustand moved to approve Jennifer Justice and Wendy Sanders as program administrators on the Umpqua Bank Commercial Credit Card. John Husome seconded. **Motion Passed 2-0.**

2.12 DISCUSSION: 2018-19 JPA Budget and Cash Flow

Wendy Sanders reported that she has been working with DMS staff and Lisa Donaldson on the 2018-19 JPA budget. The board requested that DMS prepare the 2018-19 budget to include a 3-year budget projection. The JPA will proceed as is stated in the Bylaws and the budget for the prior year shall remain in effect until the new budget is approved.

The cash flow for the 2018-19 school year will be limited due to the bi-annual billing cycle with the JPA-contracted schools. It was recommended that future contracts are written with a monthly billing cycle.

Meeting adjourned at 11:03 a.m.

Next Meeting: Wednesday, September 5, 2018 at 8:30 a.m.

Location: Redding STEM Academy, 3711 Oasis Road, Redding CA

THE FOREGOING MINUTES WERE APPROVED BY THE NORTH STATE CHARTER JPA ADVISORY BOARD ON SEPTEMBER 5, 2018.