

*Journey School
A California Public Charter School*

February 23, 2012
REGULAR MEETING MINUTES
Approved March 22, 2012

6:30 p.m.

*At Journey School
27102 Foxborough
Aliso Viejo, Ca 92656
Journey School Office: (949) 448-7232
www.journeyschool.net*

*Jon Kaplan, Council President: Present
Dr. Kris Powell, Council Vice President: Present
Michael Corbo, Council Treasurer: Present
Jan Geisendorfer, Council Secretary: Present
Michelle Spieker, Council Member: Present
Colleen Patterson, Council Member: Absent
Parent Cabinet Member: VACANT
Educational Trustee Member: Alyson Berger was appointed and sworn in
Council Member: VACANT*

Guests: Pam Watkins, CUSD liaison; Marie Kenney, Parent Cabinet; Russ Skibsted, Budget Committee member

Staff: Shaheer Faltas, Bonnie River, Franci Sassin and Larry Tamayo (who arrived at 7:30 pm)

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles: The meeting was called to order by Jon Kaplan at 6:34 pm. Franci Sassin will be taking minutes.
2	Inspirational Passage and Council Recognitions Kris Powell read from JS Charter, Section 2. She read the Mission, plus excerpts from the Educational program. She also read the quote from Elliot Eisner, and read the Journey charter's definition of an educated person in the 21 st century.
3	Oath of Office for new Council member* Alyson Berger has been appointed by faculty as the rep for the remainder of the school year. Alyson signed Oath of Office.
4	Approval of Agenda*

	<p>Jon Kaplan made a motion to table item 8C until next meeting, and otherwise approve the agenda as posted. Jan Geisendorfer seconded and it was approved Unanimously.</p>
5	<p>PUBLIC COMMENT: <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>No public comment was submitted or requested.</p>
6	<p>CONSENT AGENDA ITEMS:</p> <p><i>Items on Consent Agenda may be approved with one motion and vote for all but without discussion. If an item is to be discussed, it is removed from the Consent Agenda and moved to an Action Item immediately following the Consent Items.</i></p> <p>A. Approval of Minutes:*</p> <p><i>i. Minutes from regular meeting Nov 17, 2011</i></p> <p><i>ii. Minutes from regular meeting Jan 26, 2012</i></p> <p>B. Ratification of Staffing Report/Plan*: <i>An updated staffing plan is provided as a report to the Council of new hires and departing employees. Ratification of this serves as Council approval, in lieu of approval of the individual contracts for new hires. Budgetary implications, if any, are included.</i></p> <p>C. Copier lease for 2012-2015*: <i>Approval of entering into a copier lease for three years, effective immediately upon approval</i></p> <p>Kris Powell made a motion to approve all items on the consent agenda, it was seconded by Michelle Spieker and approved unanimously.</p>
7	<p>INFORMATION ITEMS: Reports</p> <p>A. Financial Report*: <i>January financials and state budget updates</i></p> <p>Larry Tamayo reviewed the financial statements starting at 7:50 pm.</p> <p>Larry informed the board that the financials have been aligned to the newly adopted budget, and that the new budget used January numbers to greatest extent possible. However, the school will see an approximately 11K reduction this year due to the state “trigger cuts”, and since the transportation funds were also shifted so that more cuts came from general fund, so there will be an additional \$42+ cut in addition to the \$13, so the total mid-year cut will be about \$66 per student. Charter groups are advocating to get some of this reinstated for charters.</p> <p>Larry reported that currently the cash balance is OK, but it will continue to drop as deferrals continue. With the P1, new 11-12 funding rates were released, and the in-lieu prop tax rate dropped, so Journey will need to reduce the cash in flows the rest of the year, as the school will be getting approximately \$ 300 less from CUSD per student, and this same amount will now come from state, but since the money from the state is subject to the deferrals, it will come later. Larry</p>

will revise the cash flow projections based on these new rates. He estimates that about 80K will come later than originally planned, so at the end of the year the cash in bank will be lower. If the property tax rates continue to drop that will mean school has to look at cash flow really carefully.

Currently the ADA is coming in above projections—the budget is 260 and through Month 5 ADA is about 263, so that will help.

Larry discussed the state budget and the likelihood that there will be a \$370 per student cut next year.

The Administrative Budget Committee will be meeting the first Wednesday of the month. Everyone is welcome. They will recommend that the Council adopt a budget with those cuts. Therefore the Close the Gap commitments will be critical to keeping programs in place. It is also important to watch what comes from CTG for the remainder of this year to see if we end in good position. The CTG pledges for 12-13 will be better known by budget committee as they begin their work.

Shaheer mentioned the need to revisit class size in light of the state budget and the upcoming lottery process.

Larry also reviewed the rest of the financial packet with the Council.

B. *Administrative Update: Update will be provided in order to limit time needed for discussion**

Shaheer Faltas thanked the group for their efforts in the successful community meeting of Feb 13. He had used that opportunity to announce a lead gift from Rob and Linda McGee of 250K to establish the Rob and Linda McGee Development Office, will be the “REACH” office. Colleen Patterson, Sue Ann Gonis, Michelle Spieker, Diana Graber and Amy Capelle have all agreed to participate in the Foundation Board and they are meeting every 2 weeks right now to launch it.

C. *Educational Director Update*: including update on the areas of curriculum, instruction, assessment and student support

Bonnie River reported that all teachers are participating in webinars on classroom management, as well as the elements of main lesson and she is making sure that all teachers have a ‘roadmap’ for each main lesson period. Bonnie is observing and coaching and providing specific resources as needed. She reported that Journey staff is working well with the CUSD RSP staff to provide services for SpED students and to find students who may need services.

Bonnie reported that the intervention classes funded by Title I dollars are in progress to provide additional support to students who have the most academic need. Some parental notifications went out regarding this program.

In terms of ongoing assessments, EZ CBAs are being used in lower grade levels, and Study Island is

being used in grades 5-8.

Bonnie mentioned the Waldorf charter phenomenon that with respect to STAR performance , it is known that students in lower grades do not perform as well, but then outperform their peers as the students get older. Therefore, as the school starts to double track, it will have more students in the lower grades for several years, and so this may affect overall test scores for time. This eventually should work itself out, but the school should be prepared to see this. Bonnie will be able to provide Debbie Linney's white paper on how this works so that Journey can use this research as backup if this phenomenon does occur.

Bonnie is working on a national level to help with the alignment of Waldorf Curriculum to the Common Core Standards, so that schools will be prepared for as this is rolled out. She noted that Waldorf is a much closer match to Common Core than to the current California standards.

D. Faculty Update

Alyson Berger asked the Council what they would be most interested in hearing from her in her Council role, and what would be valuable and helpful?

The responses were:

Council wants to be sure faculty knows how much their work is supported, and to be sure that she will transmit that back and let them know of anything the Council can do to further demonstrate that support.

The Council is interested in how the two groups can interact and communicate more closely.

What is the faculty perspective on the topics in front of the Council? Knowing that is very helpful.

Since Council members are often disconnected from the classroom aspect of the school , they would like to get a picture of the overall view of what is going on in the classroom, especially highlights of positive things going on with a focus on the children and the work they are doing.

If faculty wants an item on the agenda then let Administration know so issues from faculty can come forward to be discussed.

The Council asked Alyson about areas where teachers could use supports and what types of support. She responded:

More parent education about Waldorf education and helping to get better commitment from parents as well as the support in the home.

Mentoring—RSC training is providing this, but it would be even better to have started earlier in the year

Stable Administration—this is very important to teachers

Substitute Finding system—teachers need a more robust system to provide support and cause less stress

Support for teachers to pay for their living expenses during the summer RSC training, which will help teachers to be able to commit to the 3 week training. PC so far has been taking care of the expenses that were beyond the portion of the hybrid program that the school had committed to.

E. Parent Cabinet Update

Marie Kenney reported on behalf of Parent Cabinet. The auction is coming up, tickets are still available and PC is still accepting auction item donations, but they need to have all donations in by tomorrow. They have a lot of great donations that have come in. The largest portion of the proceeds from the auction go to teacher training.

Marie noted that the Articles of Incorporation to create a PTO corporation are close to being filed. She wanted to confirm that there would not be any issued with having the 'School Administrator' act as the 'agent for service of process' for the corporation. No one on Council thought this would be an issue.

PC will be doing a Book Fair through Scholastic with 'hand chosen' books that have been previewed by JS parent volunteers.

PC is still selling the scarves, they have made about \$3400 total from the inventory sold so far, and have about 70% of stock left.

PC is hosting an Earth Day event on the Saturday of that weekend, with an E-Cycle drive, rummage sale and car show and then a work day after the Earth Day event.

The end of year BBQ/picnic is in the planning stages.

Marie reported that for the Parent survey done, PC will be distributing the detailed results, and they are still looking at analysis broken down, eg by clusters of grade levels, etc.

Marie reported on PC leadership changes for next year. Neither Megann Bunce or Marie will be co-chairs next year. Marie will continue as treasurer until have the 501c3 in place. They would like to have the PC class reps for next year formed by April so that they can have a couple of meetings to get started before next year. About half of the group will be coming back. PC prefers that teachers recommend the parent reps, especially for those classes that will have avacancy, and it also helps if the teacher approaches the parent and asks them to participate.

F. Report on Follow-up for Previous Board Items*

Jan Geisendorfer noted that many of the items are on the agenda, and in terms of the others to be discussed:

1. Repair of the parking lot fence—this is still on hold.
2. Bonnie will survey faculty regarding the 3L’s programs
3. Shed for games equipment—Shaheer is working on a possible container for storage

8 **DISCUSSION/ACTION ITEMS:**

A. Facility Lease*: *Approval of 3 year lease with CUSD for Foxborough campus*

Shaheer Faltas reported that Journey and CUSD have had a long negotiation, and it has been good working with Randy Rowles and Cary Brockman from CUSD. The two parties have now worked out the details. The lease is slated to be approved by CUSD at their board meeting next week. The term is designed to be concurrent with charter.

At Journey’s request, next year the lease cost will stay flat, but then it goes up more quickly the following year. There will several major renovation projects to occur over the next few years. IN order to accommodate Journey’s growth, the lease will gradually increase the space being rented. Niguel Children’s Center will stay in place two more years, and JS will slowly expand to take over the whole campus by the third year.

The Council asked: what happens after 3 years?

There was a discussion of the various options and the alignment of the timing with the charter renewal process. It is the intention to keep the school stable. There was discussion about the need for DSA approval and significant upgrades for the campus if additional buildings were to be placed.

Pam Watkins noted that some CUSD schools could be closing in upcoming years and so other options for school sites could come up in future years if the school needs expansion.

A motion was made to approve the lease by Mike Corbo, seconded by Kris Powell, and approved unanimously.

B. Transitional Kindergarten: *Continuation of discussion of state’s transitional kindergarten program and effect on Journey School, including effect on enrollment and lottery for 2012-13.*

The state trailer bill language regarding this program is expected to pass, but it was noted that it is still law to meet the age requirements, and that it would most likely be optional to provide the transitional K program. If the school elects to do so, it could get full ADA funding is the bill passes. CUSD is waiting to see if it is funded.

The curriculum is left up to the school. Everyone is anticipating that the program will be “voluntary” rather than “mandatory”, but with the current law in place now is still

mandatory to provide the program.

There was a question regarding how the Kindergarten teacher felt about the age limits and it was reported that they are fine with the current age variation in the classes.

It was noted that by taking on the program, it would keep the kindergarten ages the same at JS as it has had in the past.

There was a discussion regarding the protocol for the priority of these youngest students in the lottery, but the Council confirmed that this could be an administrative decision, which would be made based on current board policy.

Shaheer Faltas noted that both practical and philosophical considerations lead to a recommendation to offer the program. He also noted that the annual lottery will be held on March 14 at 2 pm, and that Council has option to look into any of the administrative procedures/processes about the lottery or enrollment at any time.

It was noted that the funding for this program isn't known now and won't be known until the state budget has passed. It may be fully funded, or it may not. Worst case scenario is that the students begin to generate funding as soon as they turn five.

A motion was made by Michelle Spieker to approve offering a transitional kinder garten program, it was seconded by Jan Geisendorfer and approved Unanimously.

C. *Student allergy issues:* Discussion of current practices regarding students with allergies to nuts and/or other allergies.

This item was TABLED.

D. *Administrator evaluation process*:* Discussion of process and timeline for 360 degree evaluation of Administrator and Education Director

Kris Powell led the discussion. She has the form used last year, when the Council used a process of a 360 evaluation, using board and staff input. She noted that the initial work on the evaluation for the Administrator started by noting that the job description that had been developed was unrealistic.

The evaluation items they used were based on the state's administrative standards, and the team received responses to performance against those standards.

The Council discussed a 360 evaluation that would use survey data from multiple stakeholders, including a self evaluation. Then the team would have a Board group who tallies the results and then actually does the evaluation. They could improve on last year by making it electronic, e.g. by using Survey Monkey.

Bonnie River noted that Waldorf schools typically don't use anonymous feedback, but

	<p>that is a more common practice in public schools. She also commented on the leadership competency document and its value.</p> <p>Kris stated that the team would want to know what is the most helpful feedback for administration to make the evaluation process the most useful, and that this year they could add the element of 'areas to work on' for the following year.</p> <p>A parent (Marisol) offered to help with getting the survey into survey monkey by the next meeting.</p> <p>Jan Geisendorfer and Kris Powell will work together to get the questions together and get those to Marisol, with the goal to have the survey ready to go by the March meeting.</p>
9	<p>DISCUSSION/ACTION ITEMS: Planning</p> <p>A. Financial Development:</p> <p><i>i. Report on 501 c3 Foundation status, including discussion of link and communication between Journey School Council and Journey School Foundation.</i></p> <p>Franci Sassin reported that there is still work being done on the legal angles of previously existing foundation, and the goal is to have the final corporation in place within the next couple of weeks. In addition, the link currently between the Council and Foundation is based on the overlapping members (Michele Spieker and Colleen Patterson) but additional links should be developed and put into writing in coming months.</p> <p><i>ii. Development Projects: Update on projects for remainder of 2011-12 school year related to launch of development office.</i></p> <p>Shaheer Faltas reported that this Administrative group is meeting every two weeks, and he wants to put the things in writing that have been accomplished. They are working on a "master narrative" for anyone to use who is working on soliciting donations to the school. They will be moving forward on hiring of development director, although the relative roles of that person between the school and Foundation are being worked out. More news is to follow by March. They have developed a 3 year budget for the development office.</p> <p>The large pledge made so far will be put in place once the Foundation secures additional funds to be able to sustain the development office for 3 years.</p> <p>As far as the funds that were committed from JS budget for this fiscal year, the team is working with Olin group, and may want to hire them to help with initial start up activities.</p>
10	<p>Board Training and Development:</p> <p>A. Waldorf Education in Public Schools*: <i>Brief discussion of reading assignment (Harvard</i></p>

Graduate School of Education, Harvard Education Letter, Vol 27, Number 6, Nov/Dec 2011: <http://www.hepg.org/hel/article/515>) and one key take away point for each member

The Council had a discussion of the elements of the Waldorf program, including looping and homework.

B. *Update on Board activities: annual calendar of training activities and board calendar for school activities**

March 3 is the Journey auction. The rest of the calendar hasn't been updated yet.

C. *Board self evaluation strategies: Discussion regarding meeting evaluation from January meeting**

The survey was completed by board members. There was much validation of the fact that the board is doing better in its work his year.

One suggestion for improvement came out of the surveys: Council doesn't spend enough time on student achievement, and they need to work more on how to get reports from Administration on the Waldorf achievement aspects.

Kris Powell noted that the best place to look at the role of board members was the charter. The Council needs to be more systematic in holding itself accountable—for example, to build into the calendar to have a more consistent and annual cycle for various board activities such as admin evaluation, student achievement reports, board training opportunities, etc.

The Council wants to develop a master board calendar. Some of the work has already been done on this, and a group will work further on creating this.

D. *Review of reporting on Student Outcomes from charter: Overview and discussion of plan for reporting to Council on Student Outcomes #1 through #4 from Journey Charter**

This item was tabled.

E. *Board Terms and Board Succession Planning: Discussion of current and future openings on Journey School Council and timeline for recruitment/nomination process**

Jon Kaplan made the announcement that he has taken a new job in the Bay Area with the Haas School of Business at UC Berkeley. He will try to continue to participate in the Council meetings remotely, or in person if his schedule allows for the remainder of this year.

The Council discussed formation of the Nomination Committee to get the process started, and the timeline. It was noted that the Committee should look at the capacity of board members as per the charter, which is in the charter in Section 4, with the board capacities and roles. The Council could also consider adopting a policy on council composition that the Nominating Committee

	<p>would use.</p> <p>Before the next meeting the Council should review a possible composition policy and the charter Section 4, and also should be thinking about possible recruits from community, plus be ready to form the Nominating Committee at the next meeting.</p> <p>The old version of the Draft Composition policy is to be circulated.</p> <p><i>F. Conflict of Interest and Form 700s*</i>: Discussion of requirements and timeline for Form 700 submission to Orange County Clerk of the Board</p> <p>Franci Sassin went over the process and will send directions for filing. She reviewed the disclosure category for the school's code. She mentioned possible conflicts that would have to be declared. Council members can set up appointment to go through the process one on one with Franci.</p>
11	<p>Adjournment : The meeting was adjourned at 9:15 pm</p>