

*Journey School
A California Public Charter School*

February 28, 2013
MEETING MINUTES
Approved March 28, 2013

6:00 p.m.

*At Journey School
27102 Foxborough
Aliso Viejo, CA 92656*

*And by teleconference at posted locations
And in the Journey School Development Office
(949) 448-7232*

www.journeyschool.net

*Michael Corbo, Council President: Present
Sue Vaughn, Council Vice-President: Present, but arrived at 7:20 pm.
Jon Kaplan, Council Member: Present, left at 7:55 pm.
Michelle Spieker, Council Member: Present
Colleen Patterson, Council Member: Present
Kara McCann, Council Member: Present
Lisa O'Neill: Parent Cabinet Member: Absent
Alyson Smith: Secretary and Educational Trustee Member: Present*

*Shaheer Faltas, Franci Sassin staff members present. Patti Connolly present, arrived at 7:05 pm.
Parents present: Sanya and Terry Walker*

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:07 pm.
2	Inspirational Passage Mike Corbo read some passages from "21 Qualities of a Leader".
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public. A motion was made to approve the agenda. It was seconded and approved

	unanimously.
4	<p>PUBLIC COMMENT: <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>Terry Walker addressed the board regarding a situation in his daughter’s first grade class which he believes could be creating a liability for the school. Safety is all important and not enough is being done in his opinion; the corrections are not appropriate and are too weak. He recommended that other interventions need to be used. He believes there are also communication issues and the parents need to be more in the loop and aware of what is going on in the classroom. Sanya Walker further described details of the situation and she also does not believe that she has been properly notified of the events that have occurred, and that trust has therefore been eroded. They feel therefore that they won’t be able to have their daughter in that class anymore.</p>
5	<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> <ul style="list-style-type: none"> A. <i>Approval of Minutes:</i>* Minutes from meetings of January 24, 2013 and Feb 6, 2013. B. <i>Approval of updated 2012-13 staffing plan</i>* C. <i>Approval of Consolidated Application submissions:</i>* Various reports required for federal and state programs as submitted by the state deadline. D. <i>Approval of Second Interim:</i>* Approval of second interim budget and actuals through January 31, 2013 for submission to CUSD by March 15 (or approval of submission upon completion with subsequent board ratification) E. <i>Ratification of School Accountability Report Card:</i>* Ratification of the SARC posted on the Journey website by the February 1 deadline. <p>A motion was made to approve the consent agenda, the motion was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. <i>Financial Report:</i>* Review of January financials <p>Larry Tamayo was not available to attend the meeting. Mike Corbo reviewed the</p>

financials. The biggest note was that the ADA is down due to the flu and this has an impact on the financial situation. The school will monitor if there will be any relief from the state for this, but it may not be known for a while. The other important item is to establish a line of credit. Larry Tamayo has been working with at least two banks to establish a line of credit before May.

Colleen Patterson asked if Larry could report back on whether the net deficit in the second interim of around \$112K is “normal” or how that compares to previous years and whether that deficit would be predictive of how the year will end.

B. Budget Committee update: Update from Administrative budget committee regarding 13-14 budget development

Budget committee has been meeting but has only just started the work on next year’s budget. The committee is waiting for the staffing plan for 13-14 to be determined and also to confirm enrollment following the annual lottery. Mike Corbo noted that at the April meeting the budget committee should be able to present a better picture of the draft budget.

C. Administrative Update*: Report on Administrative activities, including Green Ribbon nomination

Shaheer noted that the OC Register ran an article online today about the Green Ribbon award. He expects positive things to accelerate now based on the recognition. He noted that the updated staffing plan includes additional staffing in the first grade classes.

D. Education Director Update: Report regarding aspects and activities of the educational program

Board Member Sue Vaughn arrived at 7:20 pm.

Patti Connolly reported on the situation in the first grade classes, especially the high ratio of boys in the classes, and that some students do need additional support. There was a meeting with the first grade parents which went well overall. Communications can be improved, especially between parents and teachers, and there are additional efforts being made to be vigilant and deal with the behavior issues. Classroom management can be improved in the primary grades and the Education Director is working with the teachers on that. Class sizes and budget are definitely factors in the problem. Patti is also working on better communication between the Specialty teachers and Main Class teachers, especially with respect to the discipline policies. She is working to better integrate specialty programs and eco-literacy into the program, and also to better integrate throughout the school the Waldorf understanding of student behavior based on developmental stages.

E. Faculty Update

Aly Smith reported that the teachers wanted to express gratitude to Mike Corbo for his presentation at the community meeting. Staff is thrilled that Shaheer accepted the offer to return as Administrator. Most of the teachers will attend the auction this Saturday, and staff is grateful that parents are sponsoring the teacher tickets to the event. Teachers are donating “teacher experiences” as auction items, which is very exciting for the students. Also, each class made a special item to be auctioned off. The STAR Writing test is coming up for 4th and 7th. Gallery Walk is on March 27th, 6 to 7 pm followed by a discussion. All the Council members are invited to attend as it is a good demonstration of the classroom experience.

F. Parent Cabinet Update*: *Including report on results from parent survey conducted by Parent Cabinet.*

Shaheer briefly went over the survey results, as presented at the Community Meeting, focusing on the amount of volunteer hours.

G. Report on Follow-up for Previous Board Items

Aly reviewed the follow up items. Several items are taken care of since the Administrator position does not need to be posted.

Board members Jon Kaplan left at 7:55 pm.

7 DISCUSSION/ACTION ITEMS: Financial Development

A. Development Projects: *Update on Development and Journey School Foundation activities.*

The JSF may be adding an additional board member at their next meeting. Colleen has been in touch with a colleague from the CDE facility department and the facility funding will improve for charters, and will be based more on pro-rata rather than only on demographic parameters.

B. Strategic Planning: *Update on Strategic Planning progress.*

Shaheer summarized the process so far. He reiterated to the board that the most important work for them is the leadership succession planning and the long term strategic planning for the school. Efforts will continue to keep the board focused on those areas. Shaheer is considering the option of bringing in outside help with putting together the actual plan. The board members discussed possibilities for how to approach the next steps in the process. There was discussion regarding the interplay between the Journey School Foundation/Development and what they need for a Strategic Plan vs. the school’s needs. It is important to make sure that the two entities are working closely so that they do not develop different goals that are not in concert. One option is to use some of the parent resources to accomplish this.

8	<p>AUDIT COMMITTEE ACTIONS:</p> <p>A. <i>Audit Engagement Letter*</i>: Review and approval of engagement of audit firm for the 2012-13 audit</p> <p>Mike Corbo reminded the board of the positive long term relationship with the audit firm the school has used.</p> <p>A motion was made to approve the audit engagement with Vicente, Lloyd and Stutzman, for 13-14 school year, which was seconded and approved unanimously.</p>
9	<p>DISCUSSION/ACTION ITEMS: Board Training and Development</p> <p>A. <i>Board Composition Policy*</i>: Discussion of policy for Board composition guidelines.</p> <p>The Board discussed the benefit of having this policy in place as openings are being filled, and also to consider how this policy would impact and affect the appointees from Parent Cabinet and Faculty. The board reviewed the areas of the policy that need to be specifically addressed and will bring back recommendations for those areas at the next meeting.</p> <p>B. <i>Board Nomination Committee and Board vacancies*</i>: Discussion of continuing work of Nomination Committee and recruitment for possible vacancies in 2013-14.</p> <p>Michelle related her decision to not return after her term ends in June. Colleen is still considering whether she will take another term or not. Jon and Mike expressed that they will take another term. Mike will keep the ad hoc committee of Aly , Mike Corbo (with Sue Vaughn as back up) and parent Sharon Summich and will begin the nomination process. It was agreed that the committee should recruit for two candidates.</p> <p>C. <i>Board training opportunity: at CCSA conference in San Diego, March 12</i></p> <p>If there is an interest particularly in the one day governance session at the annual CCSA conference then please inform Franci regarding registration. Aly Smith is interested in attending. Other board members are likely not available that day.</p> <p>D. <i>Form 700s*</i>: Update on annual filing to meet April 1 due date</p> <p>The Board reviewed the requirements and were reminded of how and when to file this year's annual Form 700 filing.</p>
10	<p>CLOSED SESSION: The meeting convened into closed session at 8:50 pm to discuss the matters described below. Shaheer Faltas and Franci Sassin were invited into closed</p>

session based on their work in the matters. The board adjourned back into open session at 9:20 pm, then adjourned back into closed session at 9:25 pm after a short break. Board member Aly Smith left closed session for the second portion. Shaheer Faltas and Franci Sassin were invited back into closed session based on their work in the matter.

A. Pursuant to Government Code §54957: Public Employment, Titles: Main Class Teacher, Education Director, Administrator/Executive Director

B. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: Update on negotiations

Employee organization: Journey Teachers' Association/CTA/NEA

Agency designated representative: Colleen Patterson

C. RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at: 9:20 p.m. and then again at 9:30 p.m.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present)

No action was taken in closed session.

11 DISCUSSION/ACTION ITEM:

A. Approval of revised Administrator/Executive Director job description*: Approval of updates to the job description effective for the 2012-13 school year.

There was a discussion regarding the job title for the position and of how to transition the job title from Administrator which is in the charter and other documents, to Executive Director, as various documents are updated. For now, the title will include both. In addition, the board was reminded of the reasons to be very clear about delegation of certain responsibilities to the Administrator in school policy and documents. A motion was made to approve the revised job description for the Administrator/Executive Director. The motion was seconded and approved unanimously.

B. Ratification of Employment: Approval of employment contracts for 13-14 for various staff and faculty positions.

Elliot Calloway was presented by Administration as the candidate for filling a grades teacher position. The board announced that Shaheer Faltas has accepted the position of Administrator/Executive Director for the 13-14 school year.

	There was a motion to approve the recommendations to hire Elliott Calloway as a Main Class Teacher and Shaheer Faltas as the Executive Director for 2013-14. The motion was seconded and approved unanimously.
12	Adjournment: the meeting was adjourned at 9:35 pm.