

*Journey School
A California Public Charter School*

*April 26, 2012
REGULAR MEETING MINUTES
Approved May 24, 2012*

6:30 p.m.

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

Roll Call:

*Jon Kaplan, Council President: Present (on the phone at a publicly posted location)
Dr. Kris Powell, Council Vice President: Present
Michael Corbo, Council Treasurer: Present
Jan Geisendorfer, Council Secretary: Present
Michelle Spieker, Council Member: Present (left the meeting at 9:30 pm)
Colleen Patterson, Council Member: Present
VACANT: Parent Cabinet Member
Alyson Berger: Educational Trustee Member: Present
VACANT: Council Member*

*Staff/consultants in attendance: Shaheer Faltas, Franci Sassin, Larry Tamayo
Other Guests: Pam Watkins of CUSD, Marie Kenney of Parent Cabinet*

AGENDA ITEM	
1	<i>Call to Order, Roll Call and Review of Norms/Roles</i> The meeting was called to order at 6:37 pm. All members were present, with Jon Kaplan participating by phone. The following roles were assigned: Jan Geisendorfer: timekeeper Mike Corbo: Chair the meeting since Jon was on the phone

	Franci Sassin: minutes
2	<p><i>Inspirational Passage and Council Recognitions</i></p> <p>Mike Corbo told several stories about people who went out of the way to give someone else a kindness. He mentioned some inspirational websites that highlight these stories. “29 gifts.org” is one where someone gives 29 days of conscious gifts to another person, one per day, in order to change your life.</p>
3	<p><i>Approval of Agenda*</i></p> <p><i>NOTE: The order of the agenda may be changed without prior notice to the public.</i></p> <p>The following modifications to the agenda were proposed: Move 7 A and B before 6 and move 9 after 6.</p> <p>Jan Geisendorfer made a motion to approve the agenda as modified, it was seconded by Kris Powell, and approved unanimously through a roll call vote.</p>
4	<p><i>PUBLIC COMMENT: Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>NONE</p>
5	<p><i>CONSENT AGENDA ITEMS:</i></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 style="padding-left: 40px;"><i>A. Approval of Minutes:* Minutes from regular meeting March 22, 2012</i></p> <p style="padding-left: 40px;"><i>B. Journey School Foundation*:</i> Seating of additional board members by Council as per Foundation bylaws: Rob McGee, Linda McGee, Diana Graber and Sue Ann Gonis</p> <p>Jan Geisendorfer made a motion to approve the consent agenda, it was seconded by Michelle Spieker, and approved unanimously through a roll call vote.</p>
6	<p><i>CLOSED SESSION: The meeting will now convene to closed session to discuss the matters described below: (NOTE: Items 7 A and B were heard prior to Item 6)</i></p> <p>Jan Geisendorfer made a motion to move into closed session, it was seconded by Kris Powell, and approved unanimously through a roll call vote. At 7:17 pm all board members went into closed session. The following guests were invited based on their work on the items: Shaheer Faltas and Franci Sassin. All others left the room. At 8:05 pm Shaheer Faltas also left the room as</p>

well while Item B was discussed.

A. Pursuant to Government Code §54957: Public Employee Performance Evaluation, Titles: Teacher, Administrative Assistant, Kindergarten Assistants, Specialty Teacher

B. Pursuant to Government Code §54957: Public Employment, Titles: Administrator, Education Director

C. RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at: 8:13 p.m.

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

NONE TAKEN

7 **INFORMATION ITEMS: Reports**

A. Financial Report*: March financials and state budget updates and report on P2 ADA

Larry Tamayo presented an update on the financial situation. The forecast is currently projected to end negative by 170K. He has decreased the forecast for grants that would be received by end of June, 2012, down to 20K. The school's cash position is OK. He noted that it includes a balance from Parent Cabinet as of June 30, 2011. A more updated balance for the PC account is not available. The final P2 ADA was slightly higher by about 1 ADA from the revised budget so there will be some extra funding from that.

He also gave an update on the state budget, reminding everyone that in 2011-12 the general funding cut was about \$40 per ADA, but that same cut is expected to be \$85 per ADA for 12-13, and this will hurt charters disproportionately. We still need to wait for November tax initiative to find out about most of the proposed cuts.

Mr. Tamayo reviewed the financial packet with board and responded to questions from the board.

The Board asked when will we know if the Transitional Kindergarten program applies to charter schools? Mr. Tamayo responded that this may be clarified by the time the state budget is adopted.

B. Budget Committee Update: Update on progress of Administrative Budget Committee

Enrollment figure being used for the budget at the moment is 328.

When the Administrator's budget committee started the budget for 12-13 showed a deficit of about \$103K that needed to be addressed. The goal was to prioritize each area within the budget. Surveys were given to the teachers were very helpful in giving guidance on that.

The committee identified 67K in cuts to be made, which included the option of a 5 day furlough for all employees, the second item was a reduction in the new Middle School specialist position, and finally, some reductions in specialty hours. This got the deficit down to about 35K.

However, now with the additional cuts announced by the state, the deficit problem is back to about 65K.

Next meeting of the committee is the first Wed in May and goal is to have a budget to submit for May council approval. The budget can't be approved later than June.

A letter was sent out regarding funding shortfalls to families who have not yet responded to the 12-13 pledge drive, and mention was made of also fulfilling the 11-12 pledges. There was some response by parents to that letter.

One goal is to get more analysis of the pledge rate for parents, especially the new incoming parents.

Pam Watkins informed the board that the city may pay for a crossing guard as they pay for as well as staff this at other CUSD elementary schools.

Larry Tamayo noted that the Committee is working hard to find the necessary cuts while maintaining the programs and balancing the budget. It is a very difficult process.

C. *Administrative Update: STAR testing update, learning snapshots from the grades, staffing, enrollment**

Franci Sassin gave an enrollment update and reviewed enrollment and wait list numbers. The school has also received over 60 names on the "interested list" who want to apply. Administration has decided to open a second short second application window to accept applications and then do a second lottery to try to fill out the classes and have robust waiting lists.

D. *Faculty Update*

Alyson Berger reported that faculty is getting students ready for STAR, but keeping Waldorf consistency of rhythms, for example, Main Lesson is always done as usual. The class plays are being prepared now. Teachers are excited about the substitute system being proposed for next year. She reminded the board that the first grade level that goes on a camping trip is 3rd grade, and the class camping trips are coming up. There has been a seamless transition with 5th grade teacher going out on leave and Ed Director Bonnie River substituting for that class.

Ms. Berger showed a slide and video show of 3rd grade housing projects.

E. *Parent Cabinet Update*

Marie Kenney reported to the board that Parent Cabinet will have open positions for PC representatives from each class, probably 5, so they are asking the teachers to meet with the room parent and current PC rep to make a plan and ideally get a nomination from the teacher for next year's PC representative from that class. Ideally, they want the nominees to attend the next PC meetings to provide transition.

Ms. Kenney reported on the Earth Day Event: Everyone did a fgeat job organizing and also cleaning up after. They expect to have made around \$1000. The event was not that well attended but the Aliso Viejo local section of the OC Register profiled the event on the front page today.

They are having discussions about budget and calendar now for PC events for next year. They anticipate setting the budget by the end of the school year so the next officers will then be able to work with that budget.

She expects to have updated financial information by next week. PC may have the ability to donate a one time additional amount this year of around \$8K, assuming the expenditures are ones that fit within the mission of the PC role at Journey.

Alyson Berger asked if there was a way to switch the PC meeting time so a teacher could attend and coordinate better between the groups. Ms. Kenney responded that they are not able to change the meeting time, but are able to write in the teacher spot on the agenda at any point in the meeting, and so a teacher will try to come during a recess or prep period. Ms. Kenney noted that maybe next year they can schedule the PC meetings on a different day of the week to accommodate the teacher's schedule.

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

Kris Powell helped a lot on getting fence work started. CUSD has committed to next week to do the repair.

8 DISCUSSION/ACTION ITEMS:

A. Review of reporting on Student Outcomes from charter*:

- i. Alumni data and achievement**
- ii. 8th grade projects**
- iii. Class plays**
- iv. Snapshots of learning from the grade**

Shaheer Faltas reminded the Board of its responsibility to be sure school is meeting charter goals. He plans to start doing regular reporting, and will try to report something every month related to outcomes of charter. The Board should hold administration accountable for this reporting. Mr. Faltas further

commented on the student outcome items listed this month.

B. *Staffing Plan: Approval of preliminary staffing plan for 2012-13 as basis for offering contracts and filling positions for the upcoming school year**

A motion was made by Colleen Patterson to authorized Shaheer Faltas to proceed with staffing plan as presented. The motion was seconded by Michelle Spieker and approved unanimously by a roll call vote.

C. *Administrator contracts: Approval of Administrator and Education Director contracts for 2012-13**

The Board had a brief discussion of possible configurations for the Ed Director position.

A motion was made to approve offer of employment for Ed Director position, to be made by the Administrator, including the option of two part time positions, pending further clarification of any scheduling requirements and after further input from teaching staff. The motion was made by Mike Corbo, seconded by Kris Powell, and approved unanimously by a roll call vote.

A motion to renew contract for Shaheer Faltas as Administrator for the 2012-13 school year was made with great joy. The motion included authorizing Franci Sassin to prepare a contract and incorporate details as needed. The motion was made by Mike Corbo, seconded by Kris Powell, and approved unanimously by a roll call vote.

D. *Substitute service: Consideration for engaging a substitute teacher service**

Shaheer Faltas noted that he is still in negotiations for how the pay will be allocated. There are also questions on the best way to implement the new service. He noted that Kelly Services will work with Journey to train specific subs for Journey and the school will only pay when it uses them.

A motion was made to authorize Shaheer Faltas to engage in a contract with Kelly Services, pending negotiations on additional contract details. The motion was made by Mike Corbo, seconded by Kris Powell, and approved unanimously by a roll call vote.

NOTE: Michelle Spieker left the meeting at 9:30 pm.

9

DISCUSSION/ACTION ITEMS: Planning

A. Financial Development:

i. Update on Journey School Foundation

(NOTE: this item was discussed at 8:30 pm)

Colleen Patterson reported that the Secretary of State had re-activated the Foundation corporation. The back tax returns are prepared and ready to submit. The Franchise Tax Board will be levying some penalties. The D&O insurance application is prepared and will be submitted. They have received an engagement letter for legal counsel. She will be sending IRS documents very soon to re-instate the 501 c3 status.

*ii. **Development Projects:** Update on projects for remainder of 2011-12 school year related to launch of development office.*

Michelle Spieker reported on the meeting held with the McGees regarding their pledge to the development office and the required match. The Development Team had been working on figuring out how to make the match. Parents have been stepping up for Close the Gap already and so asking for additional money from the parent body was not feasible. They realized that would be easier to meet the match in smaller amounts at a time.

A match was put together for \$100K, much of it for in-kind services such as volunteer services to provide support the development office and foundation, and also a donated video production. The McGees agreed and will put forward \$100K as of July 1 and this will go for the hiring of development director. Another \$50K will be donated in November and the final \$100K will be funded in July, 2013 to fund the Development Director position for one additional year.

There is a question now on WHO should hire the position at this time? Journey School or the Foundation (JSF)?

The discussion was that it would be ideal for JSF to have this position as their CEO, but there may need to be something else during the transitional phase. According to Pam Watkins, at CUSD the district has oversight over the Foundation employees. It may be that there will be problems with certain employment issues such as benefits. We may need to look at some type of arrangement where the JSF pays but the employee has relationship with JSC. There may need to be a MOU or JPA to codify these relationships.

Development/Foundation will now focus on the larger donors and corporations and grants and will have certain projects to focus on funding. This will be the "Fund the Future" campaign. Parents and the school will continue to have the annual pledge campaign to assist with operational expenses. That campaign can "sustain" school but the "Fund the Future" can go for bigger things and towards improving/growing to the full vision of the school.

It was noted how important it is to start to educate the community regarding the importance of this work. All stakeholders must learn about it and then communicate out elsewhere beyond the school community.

The JSF will start doing a quarterly Development newsletter for the broader community.

10	<p>Board Training and Development:</p> <p>A. Update on Board activities*: <i>annual calendar of training activities and board calendar for school activities</i></p> <p>Mike Corbo noted that he will continue to work with keeping the calendar updated but noted that CCSA’s training is excellent and it all on their website.</p> <p>B. Board Terms and Board Succession Planning: <i>Update on status on Nominating Committee for Council</i></p> <p>Since several board members terms are expiring & the Council needs to populate those positions the Nominating Committee needs to be formed and start working. Michelle Spieker can’t participate right now, but Jan Geisendorfer volunteered to be the Council representative, and Alyson Berger is also willing to do participate as the teacher representative. Jon will notify the rest of the committee of the third member who will represent the parents. The first task of the committee will be to decide how to get the word out and how to “invite” potential members to apply and HOW they should apply, as well as the timeline. Kris Powell noted that the process worked well the last time.</p> <p>Jon Kaplan announced that he has an interest in staying on the board another year, but participating remotely.</p> <p>C. Charter renewal process: <i>Discussion of process to work on charter renewal</i></p> <p>Shaheer Faltas alerted the Board that the school needs to have a game plan and get started on the process and timeline for charter renewal so that important issues can be worked through with all stakeholders well in advance of the renewal year.</p>
11	<p>Adjournment at 9:50 pm.</p>