

Journey School
A California Public Charter School

August 23, 2012
MEETING MINUTES
Approved October 25, 2012

6:30 p.m.

At Journey School
27102 Foxborough
Aliso Viejo, CA 92656
And by teleconference at posted locations
Journey School Office: (949) 448-7232
www.journeyschool.net

Michael Corbo, Council President: Present
Jon Kaplan, Council Member: Present by phone/Skype
Sue Vaughn, Council Member: Present
Kimberley Springer, Council Member: Present
Michelle Spieker, Council Member: Present
Colleen Patterson, Council Member: Absent
Lisa O'Neill: Parent Cabinet Member: Absent
Alyson Smith (formerly Berger): Secretary and Educational Trustee Member: Present
VACANT: Council Member

Parent guests present: Marie Kenney, Marisol Giron
Staff members present: Franci Sassin

AGENDA ITEM	
1	<i>Call to Order, Roll Call and Review of Norms/Roles:</i> The meeting was called to order at 6:35pm. Michelle Spieker will be timekeeper, Franci Sassin will take minutes. Council did introductions all around for new Council members and everyone shared their role at the school.
2	<i>Inspirational Passage and Oath of Office</i> The Oath of Office was signed by the new board members.

3	<p>Approval of Agenda*</p> <p>NOTE: The order of the agenda may be changed without prior notice to the public.</p> <p>The Council President announced that there was a need to add an item that came to attention to of Board after agenda was posted, and less than 24 hours ago. The item to add is PUBLIC EMPLOYMENT: Administrator, added as a closed session as Item 10D. Also, Item 5A will be tabled.</p> <p>There was a motion to approve the agenda as revised which was seconded and approved unanimously.</p>
4	<p>PUBLIC COMMENT: There was no public comment submitted.</p>
5	<p>CONSENT AGENDA ITEMS:</p> <p>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.</p> <ul style="list-style-type: none"> A. Approval of Minutes:* Minutes from annual meeting June 28, 2012: This item was tabled. B. Ratification of Consolidated Application 2012-13 Part 1*: Required to apply for federal funding C. Approval of annual recurring expense list*: for waiving second check signature requirement D. Approval of updated 2012-13 staffing plan* E. Ratification of contract with Spectrum Languages* F. Ratification of Contract with Kelly Services* G. Ratification of contract with OCDE for STRS/PERS reporting for 2012-13* H. Approval to change bank account signers to the 4 new Council officers for 12-13 and remove all past officers I. Authorization for ExED to complete and submit Application for K-3 Class Size Reduction funding for 2012-13* <p>Item 5F and 5D were pulled for discussion. Item 5A was tabled. A motion was made to approve remainder of consent items, which was seconded and approved unanimously.</p> <p>Item 5F: Discussion of Kelly Services contract—it was recommended that the Council approve designation of Board President or Administrator to finalize and execute contract. There was also some discussion regarding needs for substitutes. A motion was made to approve the contract and</p>

designate either the President or Administrator to execute the final contract. The motion was seconded and approved unanimously.

Item 5D: There was discussion of the need to fill some additional hours in the afternoon schedule and the need to hire additional specialty teachers to fill those. A motion was made to approve and to utilize up to 8 additional hours per week for paid specialty teachers. The motion was seconded and approved unanimously.

6 **INFORMATION ITEMS: Reports**

A. **Financial Report***: 2011-12 year end financials, state budget updates and update on audit visit

Larry reviewed the year end: In summary, there is a negative \$77K but had originally anticipated a negative \$140K, so this is actually better. Cash balance was about \$250K in bank. \$73K in Parent Cabinet account is included in that amount as they are still part of the school's 501c3. One note was that CUSD had overpaid the property tax for last year and will be invoicing the school for that so the cash balance will be reduced when that is paid. ADA ended up fairly close to the projected ADA from budget. The school accrued \$280K of state funding not paid by June 30 due to state deferrals. Discussion by Council regarding cash balance and cash flow, plus a few questions regarding specific transactions. Larry gave an overview of the state budget situation.

B. **Administrative Update**: Report on Administrative activities and topics from the summer and for the start of school

Franci Sassin gave an update on the activities regarding the school facility over the summer and the work done by CUSD in accordance with the lease, plus some additional maintenance work.

C. **Faculty Update**

Aly Smith reported on the Art of Teaching in Sacramento, which is a week intensive to get ready for next grade—ALL JS teachers went. 11 of 13 teachers are also participating in the Hybrid Master's Waldorf certification program. Shaheer also participated as one of 3 administrators (2 from other schools) going through program along with the Journey teachers. It was hard work but a positive bonding experience for all.

D. **Parent Cabinet Update**

Marie Kenny reported that the Parent Cabinet met over the summer, and they now have parent volunteers to cover the primary events, but they still do not have leadership for the chair position. Harvest Faire will be chaired by Rachel Herman, who is looking for a co-chair. The PTO incorporation documents went through, but now they need to transition to new leadership to get the PTO corporation going.

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

	<p>Council agreed they would like to continue with this and Aly agreed to take on the task of tracking follow up items.</p>
<p>7</p>	<p>DISCUSSION/ACTION ITEMS:</p> <p>A. Approval of Unaudited Actuals Financial Statements for 2011-12 to CUSD*</p> <p><i>Franci Sassin reviewed the form and the reason approval is needed. A motion was made to approve the Unaudited Actual Financial Statements, which was seconded and approved unanimously.</i></p> <p>B. Surplus Property Request: Approval to submit letter to CUSD requesting first right to purchase surplus property, as per new laws from 12-13 state budget.</p> <p>The Council discussed the new law, and noted that there was no apparent down side. There was a motion to delegate to Administration to submit the letter requesting surplus property to CUSD. The motion was seconded, and approved unanimously.</p>
<p>8</p>	<p>DISCUSSION/ACTION ITEMS: Financial Development</p> <p>A. Update on Journey School Foundation status</p> <p>The JS Foundation is currently waiting for the IRS to return the activation confirmation. It is expected anytime. Colleen Patterson is following up on this.</p> <p>B. Development Projects: Update on projects for the 2012-13 school year related to launch of development office and grant awards.</p> <p>The Foundation is waiting to hear on one more grant that was submitted for EcoLiteracy. Amy Capelle is heading the grant focus for the JS Foundation.</p> <p>C. Update on Director of Development position* including possibly dual employment option</p> <p>The Foundation is working with Sterling Search, a leading search firm in Orange County, who had reduced their normal price significantly. Candidates have been lined up and will be meeting Monday for paper screen. Four candidates are to go to next interview step. Rob and Linda McGee are supportive of progress. The target is to hire in the Fall.</p>
<p>9</p>	<p>Board Training and Development:</p> <p>A. Board Officers*: Nomination and election of remaining Council officers for 2012-13</p> <p><i>It was noted that there are still open positions for VP and Treasurer. Mike Corbo nominates Kim Springer as Treasurer. This was seconded by Michelle Speiker. Ms. Springer accepted the nomination, and the board approved the appointment unanimously. Mike Corbo nominates Sue Vaughn as Vice President. This was seconded by Michelle Speiker. Ms. Vaughn accepted the</i></p>

	<p><i>nomination, and the board approved the appointment unanimously.</i></p> <p>B. Board retreat planning: <i>Planning for annual board retreat, to be rescheduled</i></p> <p>This item will be put on agenda for September since Shaheer is a key element in the retreat.</p> <p>C. Board vacancies: <i>Discussion of plan for remaining Board vacancy</i></p> <p>Mike Corbo brought forward the suggestion to reduce the total number of positions on Council as the number currently has been working well despite the vacancy. He suggested that this be put as agenda item next month to revisit the total number of Council members and then after a decision is made on that, the Council can move forward if there is still a vacancy. It was noted that with a smaller board, quorum could be an issue.</p>
10	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>A motion was made to move into closed session at 8:36 pm. Franci Sassin joined closed session in the role as acting Administrator.</p> <p>A. Pursuant to Government Code §54957: <i>Public Employee Evaluation, Title: Administrator</i></p> <p>B. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: <i>Update on negotiations</i></p> <p>Employee organization: <i>Journey Teachers' Association/CTA/NEA</i></p> <p>Agency designated representative: <i>Colleen Patterson</i></p> <p>C. RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at: 9:35 p.m.</i></p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION <i>(includes the vote or abstention of every member present)</i></p> <p>No action was taken in closed session.</p>
11	<p>Adjournment was at 9:40 pm.</p>