

Journey School
A California Public Charter School

February 24, 2011

REGULAR MEETING MINUTES (AS REVISED)

APPROVED ON JUNE 23, 2011

Held at Journey School

27102 Foxborough

Aliso Viejo, Ca 92656

Journey School Office: (949) 448-7232

www.journeyschool.net

Marc Damikolas, Council President: Present, Arrived at 5:45 p.m.

Dr. Kris Powell, Council Vice President: Present

Jon Kaplan, Council Treasurer: Present

Jan Geisendorfer, Council Secretary: Present

Kimberly Brown, Council Member: NOT PRESENT

Diana Graber, Council Member, Present, Arrived at: 4:55 p.m.

Cheryl Moe, Council Member, Present, Arrived at: 4:15 p.m.

Bettina Spretke, Parent Cabinet Member, Present, Arrived at: 4:15 p.m.

Bonnie River, Educational Trustee Member, Present

Julie Hatchel, CUSD Member (NV): NOT PRESENT

Staff present at meeting: Shaheer Faltas, Larry Tamayo, Hellene Brodsky-Blake, Amanda Snyder, Robin Davis, Laura Bujjoni, Allison Berger

Others present at meeting: Wendy Tucker, legal counsel; Kathy Bari, CUSD Director of Educational Technology, Franci Sassin, Administrative Consultant

	AGENDA ITEM	SPONSOR	TIME
1	Call to Order, Roll Call and Review of Norms/Roles Meeting called to order at: 4:10 p.m.	Jon Kaplan	4:10
2	Inspirational Passage	Shaheer Faltas	
3	Approval of Agenda* Approval of 1/21/11 minutes was tabled as minutes are not yet available. Item # 5C moved to # 7. Motion to approve the agenda with these changes made by: Kris Powell		

	<p>Seconded by: Jon Kaplan</p> <p>Approval: Unanimous</p>		
4	<p>Board Training with Legal Counsel:</p> <p>Topics: Collective Bargaining and Union Negotiations</p> <p>Brown Act and Conflict of Interest</p> <p>Brief summary of training points:</p> <p>RE: Union issues</p> <ul style="list-style-type: none"> • Stressed importance of viewing union negotiations as working together in partnership. • Administration and a teacher on the board must be careful about private conversations that might be viewed as coercive. • Any complaints/ disputes are addressed by PERB- Public Employment Relations Board. • Currently there are 11 teachers. In order to unionize a majority of teachers need to initially agree even if they later change their mind. Employer is not entitled to see proof. • Decertification requires 30% teacher support to initiate the process but more than 50% must agree to de-certification. At Journey 6 out of 11 teachers would have to agree to de-certify. Process must be initiated by teachers. • If unit is de-certified, individual teachers can still choose to be represented by the union. • Discussed what it means to have a union and management’s conduct re: the union. Management may express an opinion and answer questions as long as it’s not coercion or pressure. • Each side must negotiate in good faith. Discussed prohibited conduct (see handout). <p>RE: Conflict of Interest</p> <ul style="list-style-type: none"> • Stressed exercising “an abundance of caution” when decisions are being made that a board member would financially benefit from or there is a conflict of interest. If in 	<p>Wendy Tucker of Procopio, Cory, Hargreaves and Savitch</p>	<p>4:15</p>

	<p>doubt, recuse yourself.</p> <p>RE: Board Meetings:</p> <ul style="list-style-type: none"> • DO NOT discuss anything not on the agenda. • Agenda packets should be made available to the public at same time as board members. • Special Meeting: Need 24 hr. public notice • Emergency Meeting: There must be an act of God (fire, earthquake, etc) to schedule this meeting. • “Open and Public” Booklet referenced as a resource regarding the Brown Act. • Have to make a complaint about a Brown Act violation within 30 days – 90 days at outset. 		
5	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>MOTION to adjourn into Closed Session made at 6:05 pm</p> <p>BY: Marc Damikolas</p> <p>SECOND BY: Jan Geisendorfer</p> <p>Guest invited into closed session: Wendy Tucker and Franci Sassin</p> <p><i>Pursuant to Government Code §54957: CONFERENCE WITH LABOR NEGOTIATOR:</i></p> <p><i>Agency designated representative: Shaheer Faltas.</i></p> <p><i>Employee Organization: Journey School Teachers Association</i></p>	<i>Marc Damikolas</i>	6:00
6	<p>RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at: 6:37 p.m.</i></p>	<i>Marc Damikolas</i>	
7	<p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION <i>(includes the vote or abstention of every member present). NO ACTION TAKEN.</i></p>	<i>Marc Damikolas</i>	

4	<p>PUBLIC COMMENT: <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>Name of person: Jon Kaplan</p> <p>Brief description of comment: Concern that school dress code is not being adhered to.</p>	<p>Marc Damikolas</p>	<p>6:38</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.</p> <p>A. Approval of Minutes:*</p> <p><i>i. December 16 , 2010</i></p> <p><i>ii. January 21, 2011 (Special Meeting)-TABLED-minutes not available—see above Item 3.</i></p> <p><i>iii. February 5, 2011 (Special Meeting)</i></p> <p>B. Audit engagement letter*: Approval of engaging VLS as school’s audit firm for the annual audit and tax returns for 2010-11 with no price increase.</p> <p>C. Extension of Handwork position through the end of the school year.</p> <p>ANY ITEMS PULLED FOR DISCUSSION OR CHANGES: #5Aii tabled-minutes not available. #5C pulled to during # 7.</p> <p>MOTION TO APPROVE ALL REMAINING CONSENT ITEMS AS WRITTEN:</p> <p>BY: Jon Kaplan</p> <p>SECOND BY: Kris Powell</p> <p>Vote: Unanimous</p>	<p>Presenter if item is removed from consent:</p> <p>Jan Geisendorfer</p> <p>Larry Tamayo</p> <p>Shaheer Faltas</p>	<p>6:50</p>

	<p>DISCUSSION ON CONSENT ITEM(S) PULLED:</p> <p>ITEM #: 5C</p> <p>DISCUSSION: See section 7 under "Discussion and Action Items"</p> <p>MOTION: To move 5C to a discussion item (#7).</p> <p>By: Bettina Spretke</p> <p>Second by: Marc Damikolas</p> <p>Vote: Unanimous</p>		
6	<p>INFORMATION ITEMS:</p> <p>A. <i>Financial Report*: Report from ExED on November and December and possibly January financials.</i></p> <p>Brief description of discussion:</p> <ul style="list-style-type: none"> • Doing well- no major surprises. No major cuts in 2010-11 budget but major cuts expected next year. Will do 2 budgets; one with cuts, one w/o cuts. Will budget conservatively to accommodate likely cuts. Plan is to bank reserves. Bonnie will apprise teachers of likely cuts. • January ADA was low because of severe illnesses throughout all grades. • Pointed out that voucher register is being coded differently. Easier to see what is spent in class accounts and field trips. • Electric bill still high - \$ 24K (includes 33% paid by Niguel Preschool) per month but this bill was prior to new classroom lights being installed. Pattern of usage is less than in the past. • Anxiety about budget and cash flow is greatly reduced because of excellent work done by Ex-ED. This allows us to focus on moving forward. 		7:00

	<p><i>B. Development Report*--final report from Deborah Lambrecht provided by telephone</i></p> <p>Brief description of discussion:</p> <ul style="list-style-type: none"> • Deborah is stepping down because she has accepted a full time administrative position at Greenwood School in Northern CA. Introduced the idea of a collaborative project with Greenwood on Eco and Media Literacy. Has broached the topic with the school's founder. • Discussed how to bring closure to development work. She was close to reaching all her initial goals. She has completed 65% of her \$10K contract. She will provide a summary of deliverables and help transition her work to new development person. She will put binders together online and provide hard copies for school. • Inquired why 501C3 hadn't been set up. That would have been her next focus. Certainly is the next step. She will provide copy of MOU from Golden Valley School for 501C3. She will upload on Wiki and send soft copies. • At the next meeting Shaheer will bring the deliverables summary so we can reassess the position. There are two candidates being interviewed for development director. Shaheer hopes the board will continue to invest in development with accountability. <p><i>C. Administrative Update* --see also written update</i></p> <p>Brief description of discussion:</p> <ul style="list-style-type: none"> • No questions about Big Rock (BR) # 1, BR # 4 or BR # 6. • Re: BR #2 – Shaheer will ask teachers to provide direction to parents for Study Island. Homework support after school is provided by an individual teacher who donates their time. We may use Title 1 funds for students who need this support. • Re: BR # 3 – Shaheer asked if MOU is solid can he 	<p><i>Shaheer Faltas</i></p>	<p>7:25</p>
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proceed with payment to Rudolf Steiner College (RSC) for teacher training? Agreed he will send out internal and external MOU. If he feels pressure from RSC for payment he will call a special meeting.

- BR # 5 - George Hoffecker is secured as external evaluator but Shaheer believes utilizing an internal system will be robust but will be less expensive. There is \$ 5K in the budget for an evaluator.
- BR # 5 - Every MCT intends to return next year.
- Special Ed Restructuring – SpecEd had not been supported the way it needed to be. CUSD, in collaboration with Journey, hired Suzanna Bortz for 60% time for grades 5-8. Terryl now at 40% with grades 1-4 only . 2 aides hired and teachers from the district on “special assignment” are on our campus Thursday mornings.

D. Faculty Update

Brief description of discussion:

- 5 faculty members have started teacher training online. The mentoring program has also commenced. Bonnie shipped resource books for teachers from northern CA. Teachers are working well together and are a cohesive group.
- Ongoing discussion about moving forward with the union.
- Addressing lack of substitute teachers available when teachers are ill, since this has been frequent this season.
- Recruitment for new teachers is underway.
- Teachers are discussing looping and a decision will be made by next board meeting.
- Now that we are experiencing stability in main classes we can focus energies toward developing the curriculum for specialty classes.

	<p><i>E. Parent Cabinet Update</i></p> <p>Brief description of discussion: Bettina did not attend last PC meeting but provided minutes from the meeting. No discussion.</p> <p><i>F. Report on Follow-up for Previous Board Items*: What commitments were made and did we follow through?</i></p> <p><i>i. Revised Field Trip Guidelines and Protocols*</i></p> <p>Brief description of discussion: A lot of time was spent developing guidelines for field trips. Discussed different scenarios that may occur. Kris, Jan and Diana have already or will review the procedures and will provide feedback to Shaheer prior to the next Council meeting. He will present any changes made as a result of the feedback.</p>		
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7	<p>DISCUSSION & ACTION ITEMS</p> <p><i>A. Extension of Handwork Position through the end of the school year (Moved from Consent Agenda)</i></p> <p>Discussion: Shaheer requests the extension of the handwork position through this school year. The school isn't doing enough to support the teacher due to limited resources. Coaching and mentoring didn't occur because Patti Connelly didn't come to the school. Bonnie has observed the class and is "not alarmed"; but children's progress is slow. Bonnie reports she is a beginning handwork teacher so we need to be cautious about our expectations.</p> <p>Motion to: Approve current handwork position through end of current school year.</p> <p>By: Jon Kaplan</p> <p>Second by: Kris Powell</p> <p>Vote: Unanimous</p> <p><i>B. Facilities and Proposition 39*: Review and approve the response to CUSD due by March 1</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> • Four key goals identified: Secure a multi-year facility arrangement; guarantee a minimum of 15 regular classrooms; ensure the campus is safe, inspiring and has "comparable furnishings and equipment"; and maintain or reduce current facility expenses. • Approximately 300 letters supporting Journey School provided to CUSD superintendent and board members. • Positive dialogue with Ron Lebs has occurred, but no concrete offer made. Instead of only discussing 7 classrooms they are asking "how many classrooms do you need?" • On March 2, 2011, Dr. Farley and CUSD board members will come to an open house at Journey. 		7:30
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- Walk through with CUSD facilities staff was very positive. Started to identify where Oxford and Journey could consolidate and where we could share facilities.
- On March 1, 2011, Journey will submit legal responses to district. Letter was formulated and vetted by necessary parties. Shaheer will provide copy to JSC members upon request.
- Waiting for numbers from CUSD; how much will it cost to rent back additional space?
- If Oxford Charter is not approved where are we?
- Shaheer to write a letter to the community with an update re: Prop 39 negotiations and mobilizing the community to secure a permanent campus.
- Journey's response to the Prop 39 initial offer, being drafted by school attorneys, will be submitted on or before March 1 to CUSD.
- Goal is to set up Permanent Campus Committee (PCC) with various sub-groups (cells). Community members would choose which cell to belong to and all groups to report to PCC, which reports to Journey School Council.
- Cheryl suggests we might need to adjust to less space than 15 classrooms since people become frustrated when goals can't be reached due to limited financial resources.

C. Grade Configuration for 2011-12

Discussion:

- a. JSC made decision in past to expand into 2 tracks of grades, given adequate demand. Criteria for expansion was listed which is 1 ½ class of students on waiting list.
- b. Given our current numbers Shaheer proposes proceeding in this direction.

- c. 60 parents are signed up this weekend for a teaching demonstration.
- d. Will make a final decision about this at the next meeting.

D. Memorandum of Understanding with Rudolph Steiner College to offer Hybrid Waldorf Training, and including MOU with Journey Teachers*

Discussion: Discussed earlier in meeting during Administrative Updates.

E. Council Development and Training:

- i. Update on CCSA conference one day Governance Summit on March 8 and Parent Summit (free) on March 9 in San Diego*
- ii. Other important Board Best Practices: Caterpillars to Butterflies*: key take away points and focus questions*

Discussion: Shaheer, Kris, and Jon will attend the CCSA conference on March 8, 2011. Jan and Cheryl will notify Shaheer by 2/25/11 about their possible attendance.

Diana will send Kris Reynolds info on CCSA Parent Summit on 3/9/11 to be included in next community newsletter.

Discussion on above mentioned article: Consensus is that the model proposed offers consistency, congruency and holds us to certain values which are sustainable.

F. Enrollment and Admissions Board-level Policy

Discussion:

- Shaheer asserts we need to get policies in place.
- Cheryl stated that she was disappointed that we don't have policies to review and approve at this meeting, as she has been discussing the importance

	<p>of this for some time.</p> <ul style="list-style-type: none"> • Marc commented that the board didn't want Shaheer writing policy since he had other pertinent priorities. We haven't set overarching policies that would allow Shaheer to delegate. • Admissions Lottery is 3/4/11. Enrollment has to be a priority, with a clear enrollment process. • Shaheer commits that the next board packet will have a broad Council level enrollment policy that we either adopt or not. 		
8	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p><i>Pursuant to Government Code §54956.9: Anticipated Litigation; Number of Cases: 1</i></p> <p><i>Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: Administrator</i></p> <p><i>Pursuant to Government Code §54957: Public Employment, Title: Administrator</i></p> <p>MOTION to adjourn into Closed Session made at 8:55 pm</p> <p>BY: Marc Damikolas</p> <p>SECOND BY: Jon Kaplan</p> <p>Guest invited into closed session: Shaheer Faltas (left at 9:15 pm, prior to discussion about his performance evaluation.)</p> <p>Diana Graber and Bettina Spretke recused themselves and left the room during discussion about anticipated litigation.</p>	Marc Damikolas	8:55
9	<p>RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at: 9:42 p.m.</i></p>	Marc Damikolas	9:25

10	<p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present).</p> <p>Accept recommendation of grievance committee in pending grievance. No further action is required.</p> <p>Cheryl abstains. Approved by all others present.</p> <p>We made a commitment to provide Shaheer with his evaluation and a contract by the next meeting.</p>	Marc Damikolas	
11	<p>INFORMATION ITEM: JSC meeting self-assessment</p> <p>1. What best practices did we implement in relation to Section IV of the school’s charter, Governance?</p> <p>Not discussed.</p> <p>2. What needs to get better? How will this get done?</p> <p>Not discussed.</p> <p>3. Council Communications: Council members announcements</p> <p>Announcements: None</p> <p>4. Pending/continued agenda items:</p> <p>A. Fiscal Policies (March)</p> <p>B. Bylaw updates (ASAP)</p> <p>C. Gift Receipt portion of IRS 990 policies</p>		
12	Adjournment At 9:45pm	Marc Damikolas	9:45

**Refers to agenda items which had supporting documentation in Council packet*