

*Journey School
A California Public Charter School*

August 25, 2016

REGULAR MEETING MINUTES

Approved September 22, 2016

6:00 p.m.

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

Michael Corbo, Council President: Present

Susan Toma-Berge, Council Vice President: Present

Judy Levinsohn, Council Member: Absent

Kara McCann, Council Secretary: Absent

Anna Brown, Council Treasurer: Present

Lisa O'Neill, Parent Cabinet Member: Absent

Jill Murphy, Educational Trustee Member: Present

Administrators present: Gavin Keller, Larry Tamayo of ExED

AGENDA ITEM

1 Call to Order, Roll Call and Review of Norms/Roles

	The meeting was called to order at 6:15 pm.
2	<p><i>Inspirational Passage</i></p> <p>Gavin read the following passage from Plato, written 2400 years ago: "Do not train children to learn by force and harshness, but direct them to it by what amuses their minds, so that you may be better able to discover with accuracy the peculiar bent of the genius of each."</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>A motion to approve the agenda was made and seconded and approved unanimously.</p>
4	<p><i>PUBLIC COMMENT:</i> Reminder: Please fill-out a speaker card; see policy above for guidelines</p> <p>There were no public in attendance and no comments were submitted.</p>
5	<p><i>CONSENT AGENDA ITEMS: 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"> <i>A. Approval of Minutes*:</i> Minutes from meetings of June 27, 2016. <i>B. Staffing Update*:</i> Approval of staff hires for 2016-17, filling vacant positions on approved staffing plan and any changes since June to the staffing plan. <i>C. Approval for additional credit card with \$25,000 credit limit*:</i> Approval to submit application for additional school credit card to increase credit limit for operations. <i>D. Approval of Update to Education Protection Account Spending Plan*:</i> Annual update to verify funds spent from state's Education Protection Account and plan for 16-17 for these funds. <i>E. Annual update to Uniform Complaint Policy and Annual Notice*:</i> Updates for Annual Notice and changes to policy to add additional required items that fall under UCP. <i>F. Recurring Expenses for 2016-17*:</i> Approval of list of recurring, regular expenses that can be paid with one signature, per fiscal policies. <i>G. 2015-16 Year End Financial Statements and Unaudited Actuals*:</i> Approval of June financial statements and 2015-16 Unaudited Actuals for fiscal year ending June 30, 2016, in state's alternative form, to be submitted by Sept. 15 to CUSD. <i>H. Recurring vendor contracts:</i> Approval for Executive Director to negotiate contracts with returning vendors EarthRoots and Green Apple, with final contracts to be ratified by Council.

	A motion was made to approve the Consent Items as presented. The motion was seconded and approved unanimously.
6	<p>INFORMATION ITEMS: Reports</p> <p>SUMMARIZE THE KEY POINTS FROM EACH REPORT BELOW AND WHO REPORTED ON EACH ONE.</p> <p>A. Faculty Update: <i>Update on Faculty activities.</i></p> <p>Teachers have been working hard and planning in preparation for the new school year. Administration and Pedagogical Council have crafted a wonderful week of in-service, including practicalities, artistic expression, goal setting, and planning.</p> <p>B. Parent Cabinet Update: <i>Update on Parent Cabinet activities</i></p> <p>The Parent Cabinet representative was not present so no report was given.</p> <p>C. Administrative Update*: <i>Report from School Director, including beginning of year activities, update on campus projects, IS program, ACLU report, Employee Handbook, etc.</i></p> <p>Gavin Keller referred the board to his written report. He shared the letter from the district regarding the ACLU article, and Journey's response to the ACLU and CUSD with board members.</p> <p>D. Report on Follow-up for Previous Board Items: <i>Assign this responsibility or decide whether to continue it for 2016-17.</i></p> <p>Mike Corbo suggested consideration of an “old business” section to discuss open issues or tabled items. The minutes could indicate these items at each meeting. The board also felt that an individual board member tracking these items is not needed at this time.</p> <p>E. Financial Report*: <i>Review of June financials, and year-end financial position and unaudited actuals.</i></p> <p>Larry Tamayo reported that the school ended the year with a positive and detailed the major reasons behind this, which are summarized as follows:</p> <ol style="list-style-type: none"> 1. Generous donation from PC this year (approx. 60k) 2. CTG donations came in higher than budgeted

	<p>3. Attendance (ADA) was nearly a full percentage point higher than budgeted</p> <p>4. One-time funding was incorporated into our budget (200k or so)</p> <p>5. Legal and insurance, including Worker's Comp., came in well under budgeted expenditures</p> <p>Larry noted that the school's reserves have been at lower than the desired level and so the positive ending balance will help to rebuild healthy reserve levels. The year's financial info was included in the Consent item with the June financials and the Unaudited Actuals and was approved previously in the meeting.</p>
7	<p><i>DISCUSSION/ACTION ITEMS: School Operations</i></p> <p>A. <i>Update to Fiscal Policies*</i>: <i>Review and consideration of updates to fiscal policies</i></p> <p>The board discussed the reasons for the proposed changes to the fiscal policies. These include increases in various levels of contracts, limits, expenditures, etc. The board agreed the changes seems reasonable given the increase in enrollment and revenue and increased operating budget that results. The updated limits will be written into the fiscal policy to maintain the internal controls.</p> <p>A motion to approve the changes to the Fiscal Policies as presented was made and seconded and approved unanimously.</p> <p>B. <i>Limited Use Agreement with Aliso Viejo Community Association*</i>: <i>Consideration of Limited Use of parking for Journey School.</i></p> <p>Gavin Keller informed the board that AVCA is concerned about liability for the school's use of their parking lot, and is seeking insurance coverage from the school. This also raised questions about the joint use of the school parking lot with other community groups, and the proper use of signage to limit liability.</p> <p>A motion was made to approve the Agreement, subject to legal review and change by the board's legal counsel. The motion was seconded and approved unanimously.</p> <p>C. <i>Independent Study Supplemental Handbook*</i>: <i>Review and approval of the Supplement to the School Handbook for policies and procedures for Independent Study program.</i></p> <p>The Board expressed that it is pleased with the possibilities of the independent study program and the Supplemental Handbook. Board would like to look into having a legal review of the supplemental handbook in the future. This may take place when the School Handbook is updated and reviewed.</p> <p>A motion was made to approve the Independent Study Supplemental Handbook, which was seconded</p>

	and approved unanimously.
8	<p>BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability</p> <p>A. Board Meeting Schedule for 2016-17*: Finalize inspirational passage assignments meeting schedule for the 2016-17 school year.</p> <p>The board meeting schedule was reviewed and no changes were needed. The following assignments were made for the inspirational passage:</p> <p>August – Gavin</p> <p>September - Anna</p> <p>October – Mike</p> <p>December – Susan?</p> <p>January - Lisa</p> <p>February - Julie</p> <p>March – Kara</p> <p>April – Judy</p> <p>May – Jill</p> <p>June - Gavin</p> <p>B. Board Member Nominations from Nominating Committee*: Update from Nominating Committee and Nomination of board candidate(s) to fill board vacancies.</p> <p>DISCUSSION SUMMARY: If a nomination is made, record who made the nomination and if it was accepted, and then what the vote was.</p> <p>Mike Corbo reviewed the qualifications for Julie Chiaverini, who was interviewed by the Nominating Committee. The board agreed she would be an outstanding asset to the school. Her resume and experience speak for themselves. She is credentialed and passionate about charter schools, and knows a little about Waldorf and is excited to learn more. The Nominating Committee nominates Julie Chiaverini. There was a motion to accept the nomination and approve Julie Chiaverini as a board member, with a term expiring in June of 2018. The motion was seconded and approved unanimously.</p> <p>The Nominating Committee has also been approached by a former board member, Kim Brown, who is a</p>

	<p>former parent, an active school volunteer and also an attorney. The board would like the nominating process to be the same regardless of past history and so a new ad hoc Nominating Committee was formed (Anna Brown will be the Board representative and will engage a teacher and a parent as well). Gavin Keller will support the Committee as needed, and the Committee, once filled, will then reach out to Kim to schedule an interview.</p> <p>C. Board Officers for 2016-17*: Acceptance of board officer nominations for 2016-17.</p> <p>Kara McCann was not present, however, it was noted that all nominated officers have now accepted and so the slate of officers is complete for 2016-17.</p>
9	<p>Adjournment</p> <p>A motion to adjourn was made and seconded and approved unanimously. The meeting was adjourned at 7:30 pm.</p>

**Items that are expected to have back up materials provided prior to or at the meeting are indicated with an asterisk. Other items may also have back up materials provided.*