

Journey School
A California Public Charter School

June 26, 2014
REGULAR MEETING MINUTES
Approved August, 23, 2014

6:00 p.m.

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

Michael Corbo, Council President: Present
Sue Vaughn, Council Vice-President Present
Warren Whiteaker, Council Treasurer: Present
Susan Toma-Berge, Council Secretary: Absent
Jon Kaplan, Council Member: Present by phone at a publicly noticed location
Kara McCann, Council Member: Present
Lisa O'Neill: Parent Cabinet Member: Present
Jill Murphy: Educational Trustee Member: Absent

Administrative staff members present: Shaheer Faltas and Franci Sassin in person, with Gavin Keller on the phone. Also, Faculty member Robin Davis was present. Parent Cabinet member Megann Bunce was present.

AGENDA ITEM	
1	<i>Call to Order, Roll Call and Review of Norms/Roles</i> <i>The meeting was called to order at 6:08 pm.</i>
2	<i>Inspirational Passage</i> <i>Mike Corbo remarked on how inspirational the 8th grade graduation was and how it epitomizes the Journey culture and recommends Board members attend it in the future.</i>
3	<i>Approval of Agenda*</i> <i>NOTE: The order of the agenda may be changed without prior notice to the public.</i>

	<p>There was a request to remove Item 5B from consent as the first item on Action. There was a motion to amend the agenda as described, which was seconded and approved unanimously.</p>
4	<p>PUBLIC COMMENT: <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>No members of the public were present.</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*: <i>Minutes from meetings of May 29, 2014.</i> B. Administrative Structure and Job Descriptions*: <i>Approve job descriptions and positions for 14-15 administrative structure.</i> C. Consolidated Application*: <i>Ratification of Consolidated Application including application for Title funding and reporting on various federal programs.</i> D. Annual Charter School Information Survey*: <i>Ratification of the annual information survey from the CDE describing funding method and other items.</i> E. Ratification of STRS/PERS contract with OCDE for 2014-15*: <i>Continuation of contract for STRS and PERS reporting by OCDE with slight increase in fees.</i> <p>As per Item 3, Item B was removed from consent and moved to an action item. There was a motion to approve the remainder of the consent agenda, which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. Administrative Update*: <i>Report from Executive Director as well as Assistant Director regarding: updates on Facility items, including the approved amendment, the summer facility projects, summer office hours and other summer projects, Faculty Committees, highlights from faculty year end retreat, textbook plus other items as needed.</i> <p>Gavin Keller reported on a successful end to the school year and that planning and other administrative activities for the summer had already begun. CUSD has begun painting the campus in the colors selected by Journey, including green trim across the campus. He reviewed the written report. Board members asked about the report on the communications analysis. Shaheer summarized the results, will send out a full copy of the report. There were questions regarding the new lunch program, including the proposed vendor and prices. Shaheer commented that the vendor will be working with the school on providing some lunches at cost to be able to serve low income students. The lunches will be nut free and shellfish free, with ecofriendly options and a different menu per day. There was a question regarding the process for the Dress Code update. Gavin reported that the draft that was already agreed upon with staff, and this draft will go out to parents early this summer, and then the formal Dress Code policy will come back to the board with the</p>

School Handbook update in August.

B. Faculty Update: *Update on Faculty and school activities.*

Robin Davis gave an update since Jill Murphy was absent. She reported that she and one other faculty member are taking summer professional development classes at WISC rather than Rudolph Steiner College. So far this has had several benefits, such as the timing of the training. She also reported that she highly recommends that teachers who are in the same grade at the same time attend the same training, as she is doing now with her counterpart.

C. Parent Cabinet Update*: *Update on Parent Cabinet activities and final results of Auction and other fundraising events, plus end of year update.*

Positions for PC for leadership are filled for next year. There will be one or two meetings over the summer of various PC planning groups. She reported that PC has had discussions about the Journey School middle school program and that it is difficult to determine how to value some of the unique elements of the JS program. She reported that PC meetings typically have a broad mix of different parents with different levels of experience and involvement attending. This results in difficulty reaching consensus in the group, especially if action needs to be taken quickly. As an example, the request to shift funds into this fiscal year, which will be discussed later in the meeting, was challenging to manage in the time frame needed.

D. Report on Follow-up for Previous Board Items

Sue Vaughn reported on two follow up items, both of which are on the agenda tonight.

E. Financial Report*: *Review of May financials and estimates of year end fund balance and year end close. Update on interim audit visit and charter facility grant (if available). Review of state budget for 14-15.*

Larry Tamayo reviewed the financial forecast and that this is the closest estimate to the ending position possible at this time. It looks like there could be a negative of about \$7500 for the year. He commented that the original budget was only about \$8500 in the black originally and that being within only \$16,000 from the original target is very good for a budget of this size. However, there is an interest in making sure the school ends at least at a slight positive end because of the positive impact on potential donors and the authorizing district. Therefore, the actual ending fund balance is primarily an issue of how the school will be evaluated by external agencies, rather than any issue with the overall fiscal health of the school.

Mike Corbo read a note from Parent Cabinet Co-Chair Amy Capelle regarding a request to transfer funds over from the Parent Cabinet account to the school account in order to insure that there is not an ending balance in the red for the year, even though the reserves are in good shape overall. The board had a discussion regarding the budgeting process and the efforts to stabilize the revenue sources. Parent Cabinet can also have a more active role in participating in the budgeting process. The board recognized the important role of Parent Cabinet and that partnership.

Larry reported that the school should be notified soon by the state that it will be receiving a reimbursement grant for the facilities cost over the next three years. This grant would bring in

approximately \$500,000 over three years.

7 **DISCUSSION/ACTION ITEMS:**

[Item 5B] Administrative Structure and Job Descriptions*: Approve job descriptions and positions for 14-15 administrative structure.

This item was moved from the consent agenda for discussion.

The Board discussed the job descriptions and recommended that the Education Director position would report to the School Director rather than to the Executive Director. There was a question regarding the schedule for the job sharing arrangement for the Education Director. Gavin agreed to send the board the proposed schedule for the first half of the school year. Board members discussed the assignment of duties between the Education Director and the School Director roles. Shaheer reported that the main focus of the Education Director is to build capacity with staff to deal with various administrative functions rather than taking on day to day administrative tasks directly. Also, some teacher time will be available each week to deal with creative student discipline through the Compassionate Campus program. There was agreement among board members that the role should be more strategic and would be to train teachers and staff to work on these matters. The board members asked questions about the Parent University proposal and the level of priority for this. The board requested that the job description for the Education Director be updated and brought back for approval in August in a revised format. Shaheer also commented that the expectations of the Journey School Foundation are high for the Executive Director position and that there needs to be more discussion between the two boards in order to be sure that there are common priorities and agreements about the role. The board also directed that the Executive Director and School Director are in close communication about the relative tasks that each will do to be sure that each job is manageable. The Board requested that a revised draft of the Education Director job description be prepared to capture this discussion.

There was a motion to approve the job descriptions for Executive Director and School Director which was seconded and approved unanimously.

A. Local Control Accountability Plan*: Review and approval of LCAP, and authorization to submit to CUSD and OCDE for the June 30 deadline.

The board reviewed the Plan and the background and accountability. The board discussed the relationship of the LCAP to the charter. There was a discussion regarding the importance of the goals and the ability to update and refine and modify the plan as the school undergoes the annual cycle of monitoring progress and goals. There were several questions which the board discussed.

There was a motion to approve the LCAP, with the modification of changing the terminology of “Parent University” to Parent Education, and that the board would receive progress reports at least twice annually. The motion was seconded and approved unanimously.

B. Journey School 2014-15 Budget*: Review and approval of preliminary 2014-15 budget.

Larry Tamayo reviewed the assumptions of the budget. He noted that the budget presented would be a ‘break even’ budget if the facility reimbursement grant is not received. As the forecast looks out to the

future years with the continuing implementation of LCFF, the budget continues to look good. The only revenue shown in the budget from the Foundation is the reimbursement for the administrative salaries, as already agreed. The state budget revisions are included in the budget presented, but additional revisions will be presented again in the fall.

There was a motion to approve the 2014-15 school budget as presented, which was seconded and approved unanimously.

C. *Journey School Allergy Policy Update: Report from ad-hoc administrative committee regarding development of campus allergy policies for 2014-15.*

Shaheer and Gavin reported that the ad hoc committee has been formed and includes various stakeholders, including staff and parents. Gavin will take the lead to facilitate the meetings over the summer. Some draft language for the policy has been created and will be discussed by the committee and then brought back to the board for consideration at the August meeting.

D. *Bell Schedule and Instructional Minutes*: Review and approval of 2014-15 School Bell Schedule and Instructional Minutes, including legal compliance with state requirements.*

Gavin reviewed the required minutes and informed the board that this proposal meets the requirements for 14-15, but that the required minutes will increase in 15-16 and that will need to be addressed. He reviewed the changes to the bell schedule from the current year and the reasons for the shifts. He noted that the shift in the bell schedule will assist with traffic and parking lot issues especially in the morning and during the afternoon release when the high school traffic takes place. Gavin reported that some studies have shown that a later school start time has shown to have beneficial effects on student learning and student overall health. He reviewed some of the challenges, such as sibling and carpool issues with the staggered start times. One way to assist with this will be to provide campus supervision during times when K and grades classes have different start and end times. He noted that the recess and lunch schedules will remain consistent but as the school grows this may need to be addressed to relieve congestion on the playground.

There was a motion to approve the instructional minutes and bell schedule as presented, which was seconded and approved unanimously.

E. *Teacher Professional Development Plans and options for clearing credentials*: Review of progress on teacher PD plans, and report on availability and cost of options for clearing California credentials.*

Gavin Keller reported on this item as a follow up to the discussion at the last board meeting. Gavin reviewed the options for clearing credentials and that Journey has offered to provide support for the UCSD program via teacher Robin Davis. This will be the first time Journey will have a cohort of teachers going through the UCSD program together with support from a Journey teacher.

F. *Consideration of tuition reimbursement for BTSA program: For one faculty member based on specific request.*

Mike Corbo reviewed the history of this item and the request. The teacher who is requesting this has a lot of training and many years of experience and so does not typically incur cost to the school in a way

that other teachers do. She participated in the CUSD BTSA program and was able to only complete one year and meet the requirements. Therefore the total cost involved would be around \$3500. The board discussed the implications and whether this could be considered a one time situation or something that might set precedent. It was noted that this would be something retroactive since the expenditure had already taken place. Board members commented on the asset that this teacher is to the school, and Robin Davis remarked that faculty share this appreciation. The point was made that this item is arguably one of the items to have to be bargained. There was a discussion about a tuition reimbursement policy and the types of policies that other charter school organizations use.

There was a motion to approve the request for reimbursement for the teacher with the understanding it would be part of the fiscal year 14-15 expenditures. The motion was seconded and the roll call vote was as follows:

Jon Kaplan and Warren Whiteaker: Yes

Mike Corbo, Sue Vaughn, Kara McCann and Lisa O'Neill: No

Jill Murphy-Lischalk and Susan Toma-Berge: Absent

The motion was not passed.

There was a motion to approve reimbursement for half of the requested amount for the teacher with the understanding it would be part of the fiscal year 14-15. The motion was seconded and the roll call vote was as follows:

Jon Kaplan and Warren Whiteaker: Yes

Mike Corbo, Sue Vaughn, Kara McCann and Lisa O'Neill: No

Jill Murphy-Lischalk and Susan Toma-Berge: Absent

The motion was not passed.

8 DISCUSSION/ACTION ITEMS: Board Development

A. Board terms*: Nomination for extension of board member terms for 2014-15.

There was a discussion regarding staggering of terms and having intentional transitions for board members. The board members up for renewal of terms now are Mike Corbo, Sue Vaughn and Kara McCann. Mike Corbo will accept a one year term only. Sue Vaughn and Kara McCann are willing to accept a two year term. Parent Cabinet rep Lisa O'Neill reported that Parent Cabinet had discussed their appointment for 14-15 and were appointing Lisa for another term. Robin Davis reported that faculty had discussed their appointment and did not want to make a change for 14-15.

There was a motion to approve renewal of a two year board terms for Sue Vaughn and Kara McCann, and a one year term for Mike Corbo, and to accept the appointments of Lisa O'Neill and Jill Murphy as Parent Cabinet and Faculty representatives for 2014-15. The motion was seconded and approved

unanimously.

B. Board Officers: Nomination and election of officer positions for 2014-15.

Parent Megann Bunce made a public comment on the importance of having the parent perspective represented at the board.

There was a discussion about succession planning for leadership on the board. There was an interest in assisting in development of the next Board President since Mike Corbo plans to step down from the board after one more year. There was a discussion regarding the balance of having community members such as parents as Board members.

There was a motion to nominate the current slate of officers to remain in place for 14-15. The motion was seconded and approved unanimously.

C. Board Meeting Schedule 2014-15*: Consideration and adoption of regular meeting schedule for fiscal year 2014-15, including discussion of August board retreat.

The board discussed the calendar and was not ready to decide on the final meeting schedule, with the exception of the August meeting. There was interest in holding a longer retreat and incorporating the regular August meeting into that retreat in late August.

There was a motion to approve the next regular meeting for Saturday, August 23 as a regular board meeting and retreat. The motion was seconded and approved unanimously.

9 **DISCUSSION/ACTION ITEMS: Development and Journey School Foundation**

A. Update on Development and Foundation Activities*: Report on Journey School Foundation activities, including the JSF budget and bylaws.

B. Transition of Parent Cabinet accounts: Discussion of moving Parent Cabinet accounts under JSF corporation/501 (c) (3) and support from JSF for transition.

Shaheer Faltas noted that the Journey School Foundation is not ready to incorporate the Parent Cabinet into the JSF operations. Parent Cabinet will be dealing then with alternative arrangements in their finances which will be decided in the coming months.

10 **CLOSED SESSION:** The meeting will now convene to closed session to discuss the matters described below:

The Board adjourned into closed session at 9:50 pm. Shaheer Faltas, Gavin Keller and Franci Sassin were invited into closed session based on their work in the matter.

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

Employee organization: Journey Teachers' Association/CTA/NEA

	<p>Agency designated representative: Colleen Patterson/Shaheer Faltas</p> <p>B. RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at: 9:57 p.m.</p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present)</p> <p>No action was taken in closed session.</p>
11	<p>Adjournment</p> <p>The meeting was adjourned at 10:00 pm.</p>

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