

Journey School
A California Public Charter School

March 23, 2017
REGULAR MEETING MINUTES
Approved April 27, 2017

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
Anna Brown, Council Treasurer: Present
Kara McCann, Council Secretary: Present
Judy Levinsohn, Council Member: Present, arrived at 6:15 pm
Lisa O'Neill, Parent Cabinet Member: Present
Jill Murphy, Educational Trustee Member: Present, arrived at 6:40 pm
Julie Chiaverini, Council Member: Present

	AGENDA ITEM
1	Call to Order, Roll Call and Review of Norms/Roles and The meeting was called to order at 6:05 pm.
2	Inspirational Passage Kara McCann read an inspirational poem, "A Time to Believe".
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public. There was a motion to approve the agenda, with item 5C removed from the consent agenda, which was seconded and approved unanimously.

4	<p>PUBLIC COMMENT: <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>There were no members of the public present and no written comments submitted.</p>
5	<p>CONSENT AGENDA ITEMS: <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> <ul style="list-style-type: none"> A. Approval of Minutes*: <i>Minutes from meeting of February 23, 2017.</i> B. Review of Corporate Tax Returns (Forms 990 and 199)*: <i>Review prior to submission of annual tax returns for Journey School corporation for tax year 2015-16.</i> C. Parent Involvement Policy*: <i>Annual board review of policy, with no changes recommended.</i> D. Updated Staffing Plan*: <i>Updates to the 2016-17 staffing plan.</i> <p>Item C was removed from the consent agenda.</p> <p>There was a motion to approve the remainder of the items on the consent agenda, which was seconded and approved unanimously.</p> <p>For Item C the Board discussed the portion of the Parent Involvement Policy regarding parent volunteerism. There was a suggestion that the verbiage of “requesting” parent volunteerism should be changed to “invited” or “encouraged”. There was a discussion about what, when and how parent volunteerism is promoted currently. There was a discussion about avoiding any perception of putting too much pressure on parents regarding volunteer hours.</p> <p>There was a motion to change the sentence on page 4, paragraph 3 to “parent volunteer hours are encouraged” to replace “requested”.</p> <p>The motion was seconded, and there were 6 votes in favor and 1 vote against the motion. The motion carried by majority vote.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. Faculty Update: <i>Update on Faculty activities.</i> <p>Jill Murphy presented the Faculty update. She reported on the “observation day” that teachers participated in. Teachers went to Waldorf schools across Southern California to observe and bring back ideas and best practices.</p> <p>Teachers have been participating in parent education activities, especially for new incoming parents. Intake interviews will be conducted one on one over the next months.</p> <ul style="list-style-type: none"> B. Parent Cabinet Update: <i>Update on Parent Cabinet activities</i>

The fundraising auction will be this weekend. Bidding online for the auction is available. The Parent Cabinet is discussing ways to evaluate what specialty programs are valued by parents and staff and are interested in what the cost of each of the specialty programs is. The Board requested that Gavin look into this topic and report back at a future meeting.

C. *Administrative Update: Report from School Director, including lottery outcomes, etc.**

Gavin Keller reported to the Board on this item. Currently the work on the annual school calendar is underway, including the collaborative process with faculty. The draft is designed to start the Wednesday after Labor Day, which is later than the Capistrano Unified start date, but other breaks would try to align with Capistrano Unified's. It was noted that there is an effect on Special Education services when the start and end dates with CUSD are different, since the school uses CUSD staff for those services.

A draft budget is being developed and the budget committee will be convened by Gavin in April, and a draft will most likely be brought to the board in May for discussion purposes.

Gavin is working on the staffing plan for next year, in particular, the looping model and how to make it the most effective. One idea is a 1-4 grade and a 5-8 grade model. Most recently the middle school teachers in grades 6-8 have been doing some looping but there may be advantages to having them start with their student group in 5th grade.

Teacher Search Committee has started interviewing for next year. They are seeing teachers with a lot of experience applying.

Gavin discussed the ongoing work on enhancements to the reading and writing program. He gave details on various curricula being examined and the importance of making sure any curricula adopted are a fit with the Waldorf method of instruction.

The enrollment lottery was held last week. Things went very smoothly, the online system has improved and no irregularities have been noted so far this year. The applicant numbers were high and the waiting lists for next year will be in good shape. They have noted that the number of applicants are trending more heavily towards boys over the past years.

D. *Financial Report: Review of February financials**

Larry Tamayo reported on the financial statements. The enrollment and ADA is somewhat lower than budgeted, but the ADA percentage is higher than budgeted so hopefully this trend will continue, and things are on track to be at the budgeted ADA. The forecasted revenue has been matched to what the state certified for the P1 reporting period. The cash flow so far on the parent donations (Close the Gap) are above predicted.

	<p>The cash position is good and the school should therefore be able to cover any minor state cash deferrals that are predicated. Larry reviewed the projected expenses and the accounts receivable.</p>
7	<p>DISCUSSION/ACTION ITEMS: AUDIT COMMITTEE</p> <p>A. Audit Engagement for 2016-17 fiscal year*: Review and approval of audit engagement and proposal for 2016-17 fiscal year from Vicente, Lloyd and Stutzman by the Audit Committee, a Committee of the entire board.</p> <p>Larry Tamayo presented the proposal for the audit for the current fiscal year. The increase in fees is reasonable, and the overall fee is also a reasonable fee compared to other firms. The services provided have been excellent and the school has been using this firm since inception, with some partner rotations.</p> <p>There was a motion to approve the audit engagement with VLS for 2016-17, which was seconded and approved unanimously.</p>
8	<p>SCHOOL OPERATIONS (Discussion/Action):</p> <p>A. Re-opens for JTA-JS employment contract for teachers*: Presentation of Journey School re-opens to begin 2017 negotiations for possible changes for the 2017-18 contract.</p> <p>There was a question raised about the language in the Collective Bargaining Agreement regarding the negotiation process. The CBA does specify that there can be two articles re-opened annually. JTA will therefore be clarifying which two of the three listed on their document are the focus for negotiation.</p> <p>B. Independent Study program: Discussion of expansion of Independent Study program for 2017-18, including update on additional offerings.</p> <p>Gavin reported on the status of the program currently. Because of feedback received regarding interest in a “hybrid” program, the school is exploring a program where students would be on campus, but outdoors (so not using indoor facilities) some number of hours each week, with the rest of the week being independent study at home.</p> <p>Research is being done by observing and talking to schools doing this type of Waldorf hybrid independent study. The Board had questions about how this might expand into other grades as well as kindergarten, and well as the options of having some mixed age classes such as specialty classes. There was a discussion of the logistical and financial implications. One advantage of focusing on the hybrid for kindergarten is that it allows parents who are interested in educating their students at home to have more support at the beginning of their educational journey in Kindergarten.</p> <p>The logistics of outdoor space were discussed, including use of space on campus, use of the</p>

neighboring parks (subject to the arrangement with Aliso Viejo Community Association) and use of other outdoor areas and the liability associated with it.

The cap on the hybrid would be 18 students, and then there could be up to 32 additional spaces for the completely home based program. 35 students with 2 teachers is likely to be fiscally viable. The application window is still open. Gavin will report on the total number of applicants at the next board meeting.

C. *Proposal to use Prop 39 Energy Planning Funds: Consideration of contractor and proposal to prepare Energy Plan for state approval, using Prop 39 planning funds.**

Mike Corbo interviewed the proposed vendor and confirmed their general contracting licensure. They focus on solar, HVAC and lighting. Lighting is usually the first choice because of the return on investment and the high amount of usage at schools. The amount committed is \$25,000 to do the energy auditing and energy project proposal, and there is not an obligation to contract with them to do the actual work.

The contract language has been sent to legal counsel for review.

There was a motion to approve entering into a contract with Alliance, subject to changes from legal, and to delegate Gavin Keller and/or Mike Corbo to enter into the contract on behalf of the board. The motion was seconded and approved unanimously.

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BOARD DEVELOPMENT:

A. *Annual filing of Form 700 Conflict of Interest: Reminder of upcoming FINAL due date of April 1 for electronic filing*

The remainder of the board members who have not filed will do so within the next few days. It was noted that the filing covers the calendar year 2016 and is due April 1.

B. *Update on Development and Foundation Activities: Report on Journey School Foundation activities and plans*

A joint meeting has been held with staff, council and Foundation members. The result of that meeting was that the Foundation focus will be working on a new strategic plan for the Foundation in order to then be able to set realistic fundraising goals for the Foundation.

C. *Board Minutes: Discussion of protocols and best practices for board minutes and consideration of policy.*

There was a discussion about the recent considerations of the level of detail to be included in the minutes. The board discussed the 'audience' for the minutes and balancing transparency with too

	<p>much details. There is a strong interest in using documents such as the minutes to create an understanding of the work and topics that the board is working on, however, the board has seen that too much detail in the minutes might on occasion cause issues. There was an acknowledgment that the level of detail in the minutes now is generally good and that board members will continue to review the minutes with these principals in mind. No other action is needed.</p>
10	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>There was a motion to enter into closed session which was seconded and approved unanimously. Jill Murphy left the meeting at this time. Gavin Keller and Franci Sassin were invited into closed session based on their work in matters 1 and 2. Gavin Keller left the meeting for item 3.</p> <ol style="list-style-type: none"> 1. Pursuant to Government Code §54956.9: Conference With Legal Counsel: Anticipated Litigation: <i>1 potential case</i> 2. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: <i>Update on the start of negotiations for 2017-18</i> <i>Employee organization: Journey Teachers' Association/CTA/NEA</i> <i>Agency designated representative: Gavin Keller</i> 3. Pursuant to Government Code §54957: Public Employment, Title: School Executive Director <p>RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at: 8:53 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>There was no action taken in closed session.</p>
11	<p>Adjournment</p> <p>The meeting was adjourned at 8:55 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.***