

*Journey School
A California Public Charter School*

March 24, 2016
REGULAR MEETING MINUTES
Approved April 28, 2016

6:00 p.m.

*At Journey School
27102 Foxborough
Aliso Viejo, CA 92656*

In the Journey School Office and by teleconference

(949) 448-7232

www.journeyschool.net

*Michael Corbo, Council President: Present
Sue Vaughn, Council Vice-President: Absent
Susan Toma-Berge, Council Secretary: Present
Jon Kaplan, Council Treasurer: Absent
Judy Levinsohn, Council Member: Present
Kara McCann, Council Member: Present, arrived at 6:25
Anna Brown, Council Member: Present
Lisa O'Neill, Parent Cabinet Member: Present
Jill Murphy, Educational Trustee Member: Present*

Administrators Gavin Keller and Franci Sassin were in attendance.

	AGENDA ITEM
1	<i>Call to Order, Roll Call and Review of Norms/Roles</i> <i>The meeting was called to order at 6:10 pm.</i>
2	<i>Inspirational Passage</i> <i>Kara McCann read a passage about life's journey, written by an anonymous author. This was read when Kara arrived.</i>
3	<i>Approval of Agenda*</i> <i>NOTE: The order of the agenda may be changed without prior notice to the public.</i> <i>There was a motion to approve the agenda, which was seconded and approved</i>

	unanimously.
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, and no public comment was 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> <p style="padding-left: 40px;">A. Approval of Minutes*: <i>Minutes from meeting of February 25, 2016.</i></p> <p style="padding-left: 40px;">B. Updates to Enrollment Policy*: <i>Approval of minor changes to Enrollment Policy from legal review.</i></p> <p>There was a motion to approve the items on the consent agenda, which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <p style="padding-left: 40px;">A. Education Director Update*: <i>Report on educational activities and plans.</i></p> <p>A written report was provided to the board. Gavin Keller reported that a modification in the Connolly’s agreed upon schedule has been made so that Tim would cover the remaining 7 weeks of their contracted time. Patti is taking a job abroad that starts soon and therefore she would not be returning and Tim will cover the rest of the year.</p> <p style="padding-left: 40px;">B. Administrative Update*: <i>Report from School Director regarding school operations and accountability, including results of lottery, “Waldorf” service mark compliance, LCAP stakeholder input, and school calendar and bell schedule planning for 16-17</i></p> <p>Gavin Keller presented a verbal update to the board. He reported that an OCDE curriculum specialist was assisting Journey with the Math curriculum alignment, and the school is considering using this person as a consultant next year. The Eco-Literacy program is continuing its partnership with the Wyland Foundation regarding a grant for sustainable gardens. Partnerships with Native West and Toro are being used to create raised bed gardens on campus as part of this project. The Digital Media Literacy program is now being used in over 100 schools in 19 states, allowing for development and collaboration.</p> <p>The lottery for 16-17 admissions was held live and was well attended; there were over 323 applicants. Based on current capacity, 32 new K families and 6 new families in grades 1-8 were offered spaces. In addition, there are 27 siblings coming in. Enrollment is projected over 450 in the seat-based program next year. Gavin reported that there is an ongoing effort to document how errors are addressed if they occur during the lottery, especially due to either technical errors or human error.</p>

Gavin reported that last summer AWSNA had come to an agreement with the Alliance for Public Waldorf Schools that the Alliance could use the service mark "Public Waldorf" but member schools are still not allowed to use that term, so schools still have to use a broader term. The Alliance asked all members to make changes to their websites to be in compliance, which Journey did over the summer last year.

C. Faculty Update: *Update on Faculty activities.*

Jill Murphy reported on the class plays and the field trips/class trips that are taking place starting this time of year. Spring is a very busy time across the school. Kindergarten teachers will be very busy with intake interviews for all new Kindergarten families, as well as new family orientations. First grade classes for next year are being formed with faculty input. Preparations for next year are underway. The work done at the staff retreat was well received. Faculty regularly reviews the 'levels' for membership in the Alliance to see where Journey falls and what activities are related to those levels.

D. Parent Cabinet Update: *Update on Parent Cabinet activities*

The PC Auction was held on March 12, and a huge effort went into it. It was sold out and the auction committee is looking for a larger venue for next year. The committee members agreed to stay on to plan the event for next year, which will help a lot. The initial fundraising amount raised was over \$50K, which was significantly higher than last year. The event got a lot of sponsors which helped a lot to cover the overhead for the event. A portion of the amount raised will go the new playground equipment.

E. Report on Follow-up for Previous Board Items

There was no report on this item.

F. Budget Committee Update: *Update on Administrator's Budget Committee meeting of March 21.*

Gavin reported on the budget committee meeting held this week. The group reviewed the initial draft of the 2016-17 and also looked at what would be projected in future years. The draft budget is now about \$11K in the red. Some updates were discussed and other changes will be made after the staffing plan is more formulated and other expenses are more well defined. The implementation of the independent study program will help significantly with the budget next year and in future years. The committee recommended that the multi-year budget show implementation of the new program gradually, adding 25 students per year until the program is at its capacity of 100 students. The committee will meet monthly until a budget is ready for board approval.

G. Financial Report*: *Review of February financial statements.*

Mike Corbo reviewed the financial documents with the Board. The projection for year end is still in the black. The cash flow and balance sheet look good. He pointed out the Close the Gap forecasts which appear to be on track, as does ADA and enrollment.

BOARD DISCUSSION/ACTION ITEMS: School Operations and Finance**A. *Emergency Preparedness Plan**: Approval of revised emergency plan and procedures for Journey campus.**

Gavin, in collaboration with staff, has updated the plan. Additional input was also received from the School Resource Officer. He reported that there was one lock down situation that took place this year. Gavin highlighted the changes to the plan. The Avoid, Deny and Defend strategy is used in this plan. There is a now differentiation between a Code Red response and a Code Yellow, in which a Shelter in Place strategy would be used. There are ongoing discussions within the school community about how to prepare for emergencies, but still not destroy the innocence of the children.

There was a motion to approve the updated Emergency Preparedness Plan, which was seconded and approved unanimously.

B. *Presentation of staffing plan proposal for 2016-17: General discussion of staffing needs for upcoming school year, including possible revisions to job descriptions and/or job titles and potential budgetary impact.**

Gavin has been working with faculty regarding the needs of the school for staffing and particularly the administrative roles. The biggest need seems to be for overseeing student conduct. The oversight of the independent study program is also important, as well as extra support for the special education program, including attending IEPs. Draft job descriptions were discussed, and the role of an Education Director was reviewed. Pedagogical Council also has been discussing these various roles and possible job descriptions. Parent concerns were discussed, especially regarding the need for more oversight and improvement of student behavior.

There was a discussion regarding how to bring the faculty together to come to an understanding about what the students need most and what trade-offs may need to be made, especially in order to make the budget balance. What are the highest priorities for administration to focus on next year? The board would like to see the ideal configuration put forward and then work on the budgeting implications. The current proposed job descriptions include so many items that not all of them can be well implemented, even though all the functions are important. Therefore, priorities are important.

One additional teaching position is listed in the staffing plan, as the double tracks continue. All teachers have submitted the Intent to Return for next year. A middle school science position may also be available. One of the PE/Games teachers is leaving. The Campus Steward position will no longer include the custodial portion, but focus on the campus supervision and site issues during the school day part time, and the school will go back to a contracted custodial service for after school.

There was a motion to approve the staffing plan but with flexibility for the administrative job titles and overall configuration, to be finalized by Administration. The motion was seconded and approved unanimously.

	<p>C. <i>School Director Evaluation process*</i>: Update on evaluation process for board for School Director position for 2015-16.</p> <p>The issues to be decided for the Director evaluation are related to what questions should be used as well as who would be asked to give input. Jill Murphy reported that a reflection has been done with faculty during an open dialogue forum in faculty meetings, so faculty input has been received through that route this year.</p> <p>The Council expressed interest in using the survey tool presented for the board members, and then the results will be compiled for the next board meeting, and the board will meet together to discuss the results and then delegate one member to present this to the Director.</p> <p>D. <i>Update on school facility upgrades*</i>: Review of process and timeline for playground enhancements.</p> <p>Gavin presented the proposed plan for upgrades, and CUSD has approved removal of the district property and installation of equipment that Journey selects. The budget is primarily being funded by the donations from Parent Cabinet, but there is also a line item in the general budget to support the upgrades.</p>
8	<p>BOARD DISCUSSION/ACTION ITEMS: Development and Journey School Foundation</p> <p>A. <i>Update on Development and Foundation Activities: Report on Journey School Foundation activities and plans</i></p> <p>Gavin reported that there is no new information to share with the Council this month.</p>
9	<p>BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability</p> <p>A. <i>Board composition and Nominating Committee update*</i>: Discussion of desired qualifications for additional board members, per Board Composition policy, and target timeline for additional nominations.</p> <p>The board was reminded that there are two vacancies and that new candidates should be considered based on balancing the skill sets needed. It was noted that a number of board members have terms expiring at the end of this year, and so additional candidates should be sought out soon to allow smooth transitions. The Nominating Committee is in place if additional candidates are found.</p> <p>B. <i>Board bylaws*</i>: Review of sections on board qualifications, nomination and officers in preparation for bylaw revisions.</p> <p>The board discussed the current sections of the bylaws that require input from the board and no changes were proposed. The board believes these sections still reflect the needs of the Council. The update bylaws will be brought back at a future meeting for approval.</p> <p>C. <i>Conflict of Interest and Form 700: Reminder about upcoming deadline for annual Form 700 online filing for board and staff members.</i></p>

The remaining board members who have not yet filed should plan to file in the next few days, and can reach out to Franci Sassin for assistance.

D. Board training: Report from Board member attendance at CCSA conference, and discussion of any needed additional formal training.

Board members Lisa O'Neill and Anna Brown attended the conference and went to the governance training sessions. They learned about the life cycle and stages of boards and learned technical information as well. It was valuable to feel a part of the overall charter movement. They reported that the conference is impressive.

The board discussed having a training for the full board by the attorneys at some point in the near future. There was discussion about what benefit Journey teachers might get from the CCSA conference in future years.

E. Board attendance at school events: Review of any upcoming school events and scheduling of board participation.

Gavin reviewed the upcoming events. The graduation is one event that should have board representation. Lisa O'Neill committed to attendance at graduation, and other board members will try also. Board President Mike Corbo strongly encouraged board members to attend at least one night of the 8th grade projects.

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

There was a motion to move into closed session, which was seconded and approved unanimously. The board moved into closed session at 8:55 pm. Board member Jill Murphy left the meeting for Item A due to a conflict regarding that item. Administrators Gavin Keller and Franci Sassin were invited into closed session based on their work in the matters.

A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: Update on negotiations for 2016-17 amendments to CBA.

Employee organization: Journey Teachers' Association/CTA/NEA

Agency designated representative: Gavin Keller

B. Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: School Director

The board left closed session at 9:28.

There was no action taken in closed session.

11 Adjournment

The meeting was adjourned at 9:30 pm.

**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.*