

*Journey School  
A California Public Charter School*

**June 28, 2012**  
**ANNUAL MEETING MINUTES**  
**Approved September 27, 2012**

*6:30 p.m.*

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

*And by teleconference at posted locations  
Journey School Office: (949) 448-7232  
[www.journeyschool.net](http://www.journeyschool.net)*

*Jon Kaplan, Council President: Absent  
Dr. Kris Powell, Council Vice President: Present  
Michael Corbo, Council Treasurer: Present  
Jan Geisendorfer, Council Secretary: Present  
Michelle Spieker, Council Member: Present  
Colleen Patterson, Council Member: Present, arrived at 8:05 pm  
VACANT: Parent Cabinet Member  
Alyson Smith (formerly Berger): Educational Trustee Member: Present via telephone/video  
VACANT: Council Member*

*Guests present:  
Chris Wright of ExED; Shaheer Faltas, Administrator, and Franci Sassin, Administrative Consultant  
Lisa O'Neill was present to represent Parent Cabinet  
Marisol Giron, Russell Skibsted (member of budget committee), and Alison Walker: parents/public*

<b>AGENDA ITEM</b>	
<b>1</b>	<b><i>Call to Order, Roll Call and Review of Norms/Roles</i></b>  The meeting was called to order at 6:50 pm. Roles: Mike Corbo will chair the meeting. Franci Sassin will take the minutes. Jan Geisendorfer will be the timekeeper.
<b>2</b>	<b><i>Inspirational Passage and Council Recognitions</i></b>  Shaheer Faltas and Mike Corbo thanked, with much gratitude, Kris Powell and Jan Geisendorfer for their service to the Council and presented them with some flowers as a token of the Council and staff's gratitude.

3	<p><b>Approval of Agenda</b></p> <p>A motion was made by Kris Powell to move 7A and 7D immediately after item 6A and to table item 5E until next meeting as the backup information is not ready yet. The motion was seconded by Michelle Spieker and approved unanimously by a roll call vote.</p>
4	<p><b>PUBLIC COMMENT:</b> The Council granted Ms. Walter 10 minutes to make a presentation. Journey parent Allison Walter is interested in bringing forward a Waldorf high school charter as an extension of Journey School. She commented on how important meeting the needs of teenagers in high school is worldwide. Also on the fact that Waldorf plants seeds in elementary school which should be cultivated in high school, but that currently there are not many options for this to happen in this area. She presented how the Waldorf high school curriculum meets the developmental needs of each age student. She also showed a comparison of a typical Waldorf high school curriculum with the California graduation requirements and the UC/CSU requirements. She recommends that the Council consider adding this to the school's strategic plan and consider a long term timeline to getting a charter high school open.</p>
5	<p><b>CONSENT AGENDA ITEMS:</b></p> <ul style="list-style-type: none"> <li><b>A. Approval of Minutes: Minutes from regular meeting May 24, 2012</b></li> <li><b>B. Ratification of annual Charter School Information Survey as submitted to CDE</b></li> <li><b>C. Approval of updated 2012-13 staffing plan</b></li> <li><b>D. Liability Insurance: Approval for Administrator and Board President to bind renewal of liability insurance policies prior to August expiration, based on selection criteria of best coverage for best price</b></li> <li><b>E. Ratification of contract with Spectrum Languages</b></li> </ul> <p>It was noted that the Information survey has a minor error in the contact information. All consent items were approved unanimously by a roll call vote with the exception of item 5E, which was tabled, by a motion made by Jan Geisendorfer and seconded by Kris Powell.</p>
6	<p><b>INFORMATION ITEMS: Reports</b></p> <ul style="list-style-type: none"> <li><b>A. Financial Report: May financials and state budget updates and update on interim audit visit.</b></li> </ul> <p>Chris Wright of ExED presented an update on the state budget situation. If the tax initiative in November passes, the school would see flat funding and fewer deferrals. If it does not pass then there will be a cut of approximately \$440 to \$450 and additional significant deferrals. Some last minute advocacy of the charter community kept an additional \$100 cut</p>

from charter schools.

He reviewed the financial statements including a discussion of the projected ending expenses. There was an increase in some fundraising revenue and a decrease in some expenditures which leads to having a negative ending balance for the year, but not as much of a negative as had been projected. It was noted that the school was awarded a few grants which may be able to be booked in this fiscal year.

**B. Administrative Update: End of year and summer plans**

Shaheer Faltas will send an update to the Council prior to July 15. He noted that the facility will have some upgrades including painting, carpets, playgrounds and possibly action on the shade structure over the summer.

**C. Faculty Update**

Alyson Smith gave an update. The majority of the teachers are attending the Art of Teaching which is extremely inspiring but also exhausting. The staff is very thankful for the support from the school and Parent Cabinet to allow teachers to attend without cost to the teachers. They appreciate that teacher training is a priority for the Council and Administration.

The Council expressed gratitude to the teachers for taking their summer time to go to training.

Ms. Smith updated the Council on the situation for submitting a petition to move into decertification of the union, but she is not sure what the next steps are.

**D. Parent Cabinet Update**

Lisa O'Neill reported that Parent Cabinet is in a state of transition due to leadership changes. She has been appointed to be the Council representative but the PC group will go into the summer without a leadership transition. She reminded the board that she had been the Parent Cabinet representative to the Council in the past. She noted that it would be a good idea to work on re-visiting the role of PC in the next charter renewal.

**E. Report on Follow-up for Previous Board Items**

Jan Geisendorfer reported on this item. She asked everyone to review the list and let her know of any additions or changes.

**7 DISCUSSION/ACTION ITEMS:**

**A. Preliminary 2012-13 Budget: Review and adoption of preliminary budget for 2012-13 school year**

This item was addressed immediately after item 6A.

Chris Wright presented the proposed budget. He noted that the budget was based on the most conservative revenue and cash flow situation, assuming the tax initiative does not pass.

The fundraising budget includes the Parent Cabinet donations to the school. It also includes the Close the Gap donations. These items are critical to the school's viability.

On the enrollment based revenue, the class sizes are shown at the best actual estimate. Shaheer Faltas noted that the kindergarten team agreed to over-enroll kindergarten now in order to meet the target of 22 per class. He thanked the team for this help.

Shaheer noted that the Development Committee and JS Foundation were very motivated to help offset any negative impact and have made significant efforts to do so for the 2012-13 year. He thanked that group for this help.

On the expenditure side, the Budget team and the Administration have gone through line by line and made all the cuts possible.

On the projected cash balance for the end of the 12-13 school year, the school will be in a challenging situation at less than 5% reserves. The Parent Cabinet fund balance appears to be higher than last year so that helps overall, but it is kept separate from the rest of the school's accounts.

If the tax initiative does pass, the school will have a good positive ending fund balance at the end of the year with this expenditure plan.

Chris noted that CUSD may ask for a multi-year budget and ExED will provide that upon request.

The Council members asked a few questions regarding line items in the budget. A few suggestions regarding student supplies and cost savings were made.

Mike Corbo commented on all the hard work the Administrative Budget Committee has done over the past several months.

A motion as made by Michelle Spieker and seconded by Jan Geisendorfer to approve the 2012-13 budget as presented. The motion was approved by a roll call vote, unanimously.

***B. School Calendar for 2012-13: Review and adoption of preliminary "status quo" 2012-13 school calendar, including student and teacher calendars and instructional minutes***

Shaheer commented that the school calendar is considered an item for union negotiation, so the calendar presented was designed to be as close to the current calendar as possible. Depending on the negotiations, the calendar may be brought back to the Council for consideration. There has been input on considerations for changes to the calendar that will wait to be brought forward at a later date. There was a question regarding using minimum

days during fall parent teacher conferences vs. having some full days off of school. This may depend on the number of required instructional days for next year.

Michelle Spieker made a motion to approve the calendar as presented and the motion was seconded by Jan Geisendorfer, and approved unanimously by a roll call vote.

***C. Review of reporting on Student Outcomes from charter***

- i. STAR API state and similar schools rankings (Outcome 2.2)***
- ii. Class Plays (Outcome 5.3)***
- iii. Annual Student reports (Outcome 1.1)***
- iv. Student Main Lesson Books (Outcome 4.1)***

Shaheer plans to send a written report to the Council within the next two weeks that will address the outcomes.

***D. School Nut Policy: Discussion of possible school policy regarding nuts on campus***

This item was addressed immediately after item 7A. Russ Skibsted first read a statement submitted by parent Amy Capelle supporting a ban on items that can, through touch or inhalation, be deadly to some students at the school. The list of items would be changed annually to meet the needs of the students. She also advocates for additional training and awareness around this issue. She supports a ban on ingested food that is dangerous. She also suggests a 'quarantine' of allergenic foods similar to quarantine of other health risks. She feels a ban would help to reduce the exposure of deadly allergens to students.

Mr. Skibsted then went over the materials that he put together and had distributed to the Council. He believes ultimately the decision comes down to inconvenience vs. safety. He believes that the school culture and values support putting safety before convenience. He read some quotes from the Journey website that support the position of a ban in terms of student safety. In particular, items that can cause a death of student through touch should be eliminated. He also addressed myths on this topic. He commented on the emotional toll of students who do not feel safe in the school environment and that students may be teased. He pointed out that nothing that any student is highly allergic to is really a "necessity" to have on campus. He cited statistics and showed pictures of students who have died while in school from this type of thing. If the school decides to implement a policy it must be a clear policy. He would like to see a simple and not overreaching policy and that it go out to the community for input prior to adoption.

Public comment was requested by Marisol Giron: She does not have a student with allergies and believes that parents would not have an issue with a policy that protects students.

Comments by Council members: Council members want to gather more information about

the topic. Concern was expressed regarding how a policy would be enforced and what the impact would be on staff. Alyson Smith noted that the teachers had discussed the policy and that staff had been trained at the beginning of the year. She feels student safety is an extremely high priority for teachers. If such a policy were implemented it would need to be feasible and clear.

Lisa O'Neill commented that the topic had been presented to Parent Cabinet. There is much sympathy and also logical considerations to be taken into consideration. It is also important to recognize that a school can never guarantee the campus is 'allergen free' since it is open to the public. It would appear that the spirit of such a policy would help to put the student safety first but that the actual implementation would be challenging and must be looked at carefully.

Colleen Patterson recommends that any changes be done through a 504 process with regular doctor evaluation, especially because implementing it could restrict the rights of other students. She noted that a classroom free policy is considered a common school standard when a student is present with severe allergies.

Michelle Spieker added that it would be a good topic to bring to the Student Council and possibly through Compassionate Campus also.

Mike Corbo commented on the suggestions from the document that Russ had made. He believes it is a cultural issue at the school that should be discussed further and is a growing issue nationally.

Kris Powell related an experience she had whereby a process was put into place to allow the students and parents address at topic, and then do a ballot/election on the policy. If the community votes for it, then it proceeds to implementation, but this makes the parents responsible to enforce the policy, as the school cannot enforce it. However in her experience with this type of process, the policy quickly was abandoned and not enforced, so she recommended caution.

Shaheer mentioned the school's efforts so far, including having a classroom based nut-free policy when a student is in that class, removing peanuts from emergency supplies, and not using vendors who use peanut oil. The cultural issues are very important and he is working on a position on the topic.

The Council requested that the topic be put on the agenda for the next meeting

**8 DISCUSSION/ACTION ITEMS: Financial Development**

**A. Update on Journey School Foundation status**

The paperwork has been filed with the IRS to reactivate the 501c3 and is pending. The group that was originally the Development Committee is meeting informally but the Foundation is also meeting more formally to take care of corporate business as needed.

**B. Development Projects: Update on projects moving into the 2012-13 school year related to launch of development office and grant awards.**

Several grants have been submitted, quite a few have been written, including by volunteers. A relationship with a grant writer has been developed, and the parent community has been active with this. A few grants have been obtained, and more are still to be announced.

**C. Update on Director of Development position including possibly dual employment option**

The JS Foundation has engaged an excellent firm to recruit a Development Director. The firm is charging a significantly reduced rate. In addition, the firm will use another Journey School/Journey Foundation contractor, Gaylen Corbett, to do much of the legwork but with the search firm's resources. Sterling Search also wants to revamp the job description and develop materials to pique interest. She also believes the school should actively recruit rather than just posting. On timeline, the summer will see the bulk of the activity, but they also don't want to have too aggressive of a timeline as the desired result is to get the best and right person. The goal is to find someone who will be good at soliciting large donations as their primary skill set. Other Development activities will be handled both by volunteers, as well as contracting out for some things such as grant writing.

Colleen Patterson reported that the school would hire the person and handle much of the employee structure, and the Foundation would reimburse the school for the cost of the employee. The Foundation would do everything to keep all costs out of the school's budget.

The Foundation is planning for what can be set up to have the Director be most successful and cultivate a culture of fundraising throughout the school.

9 **Board Training and Development:**

**A. Renewal of Board Terms and Nomination of new Council members:  
Renewal for expiring terms and nomination to fill vacancies on Council by Nominating Committee.**

Of the current Council members with terms expiring, Jon Kaplan is interested in continuing for another term. Jan Geisendorfer and Kris Powell will be leaving the Council. There will therefore be 3 openings on the Council to be filled. Also, the Parent Cabinet and Faculty have appointments ready to be accepted for the 12-13 school year.

Jan Geisendorfer reviewed the Nomination Committee composition and the process. She commented on the desire to have a balance on the Council. She summarized the candidates who had been interviewed so far, including Kimberley Springer and Sue Vaughn. Resumes for both candidates were distributed to the Council. Both candidates bring strong elements to the table.

Marisol Giron also expressed interest in being a candidate for the Council.

The Council discussed continuing the search in the summer for one additional candidate. If additional candidates can come to the Committee by early August, then there could be additional nominations then.

A motion was made by Mike Corbo to nominate Sue Vaughn and Kimberley Springer as Council members, seconded by Kris Powell and approved unanimously by a roll call vote.

***B. Board Officers: Nomination and election of Council officers for 2012-13***

The Council discussed the roles and responsibilities of the officers.

A nomination for President was made by Kris Powell for Mike Corbo, and he accepted the nomination.

Colleen Patterson made a motion to appoint Mike Corbo as President for the 2012-13 year. The Council voted unanimously by a roll call vote to approve the motion.

A nomination and motion was made for Alyson Smith to be appointed the Secretary by Jan Geisendorfer, Michelle Spieker seconded the motion. Alyson accepted the nomination. The Council voted unanimously by a roll call vote to approve the motion.

***C. Board Meeting Schedule: Consideration and adoption of meeting schedule for 2012-13.***

A motion to adopt the Board calendar with the addition of a meeting on Thursday, December 13 was made by Michelle Spieker, and seconded by Kris Powell. The motion was approved unanimously by a roll call vote.

***D. Board retreat planning: Planning for annual board retreat to be held in August, 2012***

Council wants to have half day, starting after lunch and then Council would have dinner together then have the regular meeting afterwards. One topic was regarding training on the roles and expectations of Council members. Kris Powell recommended that the “basics” of how the Council functions be addressed. A brief description of how to run a meeting would be helpful, such as Robert’s rules of order and the Brown Act, Conflict of Interest, and “Finance 101”; all are examples of important basic training topics. Training regarding the philosophy of the school is crucial, especially for new incoming Council members, so that the all the various Council functions are consistent with the school philosophy and culture. The activity last year “looking at the Why?” was very helpful in promoting this. Strategic



	<p>planning sessions will also need to be scheduled.</p> <p>Shaheer Faltas and Mike Corbo will work on the agenda in July. The retreat will be before the regular board meeting.</p>
<p>10</p>	<p><b>CLOSED SESSION:</b> <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>A motion was made to enter into closed session at 10:02 by Mike Corbo, seconded by Kris Powell, and approved unanimously by a roll call vote. Shaheer Faltas, Franci Sassin and Lisa O’Neill were invited into closed session based on their work in this matter, and also the need to be informed on the topics in closed session.</p> <p>Shaheer Faltas left closed session at 10:20 pm during the discussion about his evaluation. He returned at 10:45 pm. Alyson Smith left closed session at 10:50 when the item on union negotiations discussion began.</p> <p>A. <b><i>Pursuant to Government Code §54957: Public Employee Evaluation, Titles: Teacher, Administrator and Education Director</i></b></p> <p>B. <b><i>Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: Update on negotiations</i></b></p> <p><b><i>Employee organization: Journey Teachers’ Association/CTA/NEA</i></b></p> <p><b><i>Agency designated representative: Kim Brown</i></b></p> <p>C. <b><i>RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at: 10:58 p.m.</i></b></p> <p><b><i>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present)</i></b></p> <p>The Council voted unanimously to appoint Colleen Patterson as an additional representative to the Negotiations Team.</p>
<p>11</p>	<p><b>Adjournment :</b> The meeting was adjourned at 10:59 pm.</p>