

Journey School
A California Public Charter School

June 27, 2013
ANNUAL MEETING MINUTES
APPROVED SEPTEMBER 26, 2013

6:00 p.m.

At Journey School
27102 Foxborough
Aliso Viejo, CA 92656

In the Journey School Development Office
And by teleconference at posted locations
(949) 448-7232
www.journeyschool.net

Michael Corbo, Council President: Present by phone at a posted location
Sue Vaughn, Council Vice-President: Present, arrived at 7:30 pm.
Jon Kaplan, Council Member: Present by phone at a posted location
Michelle Spieker, Council Member: Absent
Colleen Patterson, Council Member: Absent
Kara McCann, Council Member: Present
Lisa O'Neill: Parent Cabinet Member: Present
Alyson Smith: Secretary and Educational Trustee Member: Present by phone, arrived at 6:30 pm.

Shaheer Faltas, Executive Director, and Franci Sassin, Administrative Consultant were staff members present.

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:10 pm. There was not a quorum until 7:30 pm.
2	Inspirational Passage Kara McCann read a poem called "Unity" about the joint work of school and home in educating children.
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public. Because of a lack of quorum, the informational items were presented prior to the action items.

	<p>There was a motion to approve the agenda as modified, which was seconded and approved unanimously.</p>
4	<p>PUBLIC COMMENT: Parent Haya Sakadjian made a comment to the board to speak regarding dyslexia. Her son was a student here and has dyslexia and he asked her to be here. She noted that Shaheer was working with limited resources and was compassionate in helping the family on their journey, but her son experienced social issues that are likely attributed to his learning disability. She commented that one in five students have this disorder and at Journey the prevalence may be even higher due to the creative culture. She is donating a book on dyslexia to the school called <u>My Dyslexia</u> by Philip Schultz. Her son wrote a story that reflected on his experience. She read the dedication and the afterword regarding her son’s perception of his experience with bullying.</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*: Minutes from meetings of May 23, 2013. B. Consolidated Application*: Ratification of Consolidated Application including application for Title funding and reporting on various federal programs. C. Parent Involvement Plan*: Update for 2013-14 of school’s Parent Involvement Policy and Plan, first approved in November, 2012, as required for federal funding. D. Revision of Bell Schedule*: Proposed revision to bell schedule to stagger kindergarten and grades start times, subject to final approval of union. E. Staffing Plan 2013-14*: Approval of updates to staffing plan, including administrative positions. <p>There was a motion to approve the consent agenda items, which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. Administrative Update*: Include update on anti-bullying and complaint policies, facilities walk through, student academic support, 13-14 hiring update, update on 13-14 enrollment, follow up on school wide Individual Professional Development Plans, preliminary STAR testing results. <p>Shaheer sent out a written update. There was a discussion regarding the preliminary API score, which does appear to have increased. However, this is only a preliminary analysis and could change. Further information will be brought forward at future meetings.</p> <p>There was a discussion regarding the traffic flow. Today administration met with CUSD</p>

facilities personnel and changes to the parking lot and playground area were discussed. Diagonal parking spaces will be made and an extension of the drop off area with the students gathering on the field to await pick up. It is hoped that these things will help with traffic flow. There was also conversation regarding the ability for Kindergarten parents to drop off students at 8:30 am if needed, because of siblings.

The Board commented on their excitement regarding the new teaching staff based on their introductory letters. Shaheer noted that the Teacher Search Committee worked hard and did a great job, and are still looking for a few positions.

B. Faculty Update

The end of the year went very smoothly, including the move of each classroom that is done each year. It was a community effort. Shelley, Elliot and Aly are going through the Art of Teaching now for their grades, and other teachers are coming later in the summer for their grades. It is an extremely valuable experience and there is much appreciation for the support the school and parent community provides.

Teachers are working on policies for next year for the School Handbook, for example on dress code, tardies and absences. Teachers have committed to taking on these important issues over the summer since it is difficult to have enough time during the school year to tackle these type of issues.

C. Parent Cabinet Update*: Update on year end activities and finances

The PC budget is in discussion but it so far looks pretty similar to last year's PC budget. There was a group of PC volunteers here this week to clean out PC items and they are working on storage solutions for the items they use each year for school events. The PC will hold a planning meeting for next year in mid-July. PC was excited to participate in many incredible events during the last month of school.

D. Report on Follow-up for Previous Board Items

The only follow up items Aly Smith had was the follow up on the Council Search Committee which is later on the agenda.

E. Financial Report*: Review of April and May financials, state budget update, and discussion of year end forecasts and cash flow

Close The Gap came in at 150K for the year, so it was above budgeted and may be slightly higher when it is totaled. About 172K is in the bank as of June 30, about 86K is PC funds in their account. There will be no issues making the payroll for June, and the school also expects the EPA funds to be posted very soon. The net income is estimated at 50K positive in the black. ADA netted out for year around 306. The annual books will be closed out by early August.

The interim audit visit went very well and the auditors did all the sampling via electronic means

and there were no issues.

Regarding the state budget, the Local Control Funding Formula was passed and the governor signed the budget today. The new formula will start to be implemented by mid-year. There will be additional funding to the school and based on the simulators the school may receive about 40K additional funding in 13-14. There will also be Common Core funding coming, estimated currently at \$175-200 per ADA. It must be spent within 2 years and is expected to come all in September. The detailed information on next year's funding will be brought forward at a future meeting.

7 **DISCUSSION/ACTION ITEMS:**

- A. **Education of Homeless Student Policy***: Consideration and approval of policy regarding education of homeless students in accordance with federal law.

There were a few questions regarding identification of homeless students at Journey.

There was a motion to approve the policy which was seconded and approved unanimously.

- B. **Assistant Director Job Description***: Consideration and approval of job description of Assistant Director

The board discussed this new position. Board members commented on the qualifications for this position of some Waldorf experience and that the person should have strong instructional leadership. It was noted that this is a different position than the Educational Director position and that the pedagogical arena will be held more strongly by faculty and through outside consulting assistance for the upcoming year. No action was taken.

- C. **Facility Use/Expansion Plan***: Presentation and discussion of current draft of facilities use and expansion plan.

The board reviewed the expansion plan as presented. Shaheer noted that the plan was put together with teacher and administrative collaboration.

There was a motion to approve the Facility Use and Expansion Plan which was seconded and approved unanimously.

- D. **Uniform Complaint Policy**: Discussion of development of Uniform Complaint Policy and Procedures to be posted on Journey School website.

The board noted that the goal was to have a policy adopted by August. There is an increasing requirement for charter schools to adopt this type of policy and make sure it is readily accessible to the public. There was a discussion regarding the role of the board and the "chain of command", and what the teachers and staff would use if they have an issue with a parent who is not following school policy. Concerns about follow through and oversight were voiced, which are important so that problems do not grow into bigger issues. There could be

	<p>additional information in the Handbook about this, and work done by the faculty to enhance the current practices. Kara McCann and Lisa O’Neill offered to do review of the draft policies prior to the next board meeting.</p>
8	<p><i>DISCUSSION/ACTION ITEMS: Financial Development</i></p> <p><i>A. Development and Grant Projects: Update on Development and Journey School Foundation activities, including Green Ribbon award activities, progress towards matching donation for 13-14 and update on board and staffing.</i></p> <p>Aly Smith reported on the trip to Washington, DC to accept the Green Ribbon award. She was impressed by federal recognition of Journey School as a pioneer in this area, especially when there is not necessarily a direct financial or accountability effect to the school. Many government agencies and non-profit groups were involved, and Journey may be able to host further meetings of these groups on the campus. This all reinforced the need to further strengthen the Eco-Literacy program as it becomes the heart of Journey’s green emphasis.</p> <p>Shaheer reported that a new donor had recently come forward and made a \$5,000 donation to the Foundation.</p>
9	<p><i>DISCUSSION/ACTION ITEMS: Board Training and Development</i></p> <p><i>A. Board Nomination Committee and Board vacancies*: Nomination of new board member(s) for 2013-14</i></p> <p>There was a discussion regarding the terms for expiring board members who are continuing and there was willingness to serve as follows: Jon Kaplan will serve a two year term, Mike Corbo and Colleen Patterson would serve a one year term. Colleen Patterson is interested in resigning as soon as there is a replacement so she can concentrate on Foundation work. Alyson Smith reported that the faculty would not be ready to nominate their representative until the August meeting. Lisa O’Neill reported that Parent Cabinet has nominated her for the Parent Cabinet representative for 2013-14.</p> <p>Aly Smith also noted that she has pursued four other potential leads for board members, all of which have fallen through. She is reaching out to solicit additional possibilities to try to follow up with.</p> <p>A motion was made to elect Jon Kaplan for a two year term, Mike Corbo and Colleen Patterson for one year term and to accept the appointee from Parent Cabinet. Aly Smith will continue as the Faculty representative until a replacement is brought forward.</p> <p>The board reviewed the candidate, Warren Whiteaker, who the Nominating Committee is recommending. The candidate had been previously discussed last month.</p> <p>There was a motion to nominate Warren Whiteaker as a Board member for a two year term. The</p>

motion was seconded and approved unanimously.

B. Board Officers*: *Nomination and election of officer positions for 2013-14.*

There was a discussion regarding the officer positions. All the current officers are willing to maintain their current officer roles for an additional year. The treasurer position will remain open until the new board member has come on and further discussion can take place. The board is committed to electing the treasurer at the August meeting.

There was a motion to nominate the current officers of President, Vice President and Secretary to continue for an additional year. The motion was seconded and approved unanimously.

C. Board Meeting Schedule 2013-14*: *Consideration and adoption of regular meeting schedule for fiscal year 2013-14.*

The board meeting schedule looks good in general, and the board agreed that the current schedule has worked well. They discussed whether a December meeting was needed next year. The most flexible option would be to exclude the December meeting as a regular meeting and add it back in the fall as either a regular meeting or a special meeting. There was also a discussion about the start time of the meeting and agreement that 6 pm will work for the board for the upcoming year.

There was a motion to adopt the Board calendar with the deletion of the December regular meeting, but otherwise as presented. The motion was seconded and approved unanimously.

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

The meeting was adjourned into closed session at 7:15 pm. Shaheer Faltas and Franci Sassin were invited into closed session based on their work in these matters.

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

Employee organization: *Journey Teachers' Association/CTA/NEA*

Agency designated representative: *Colleen Patterson*

B. Pursuant to Government Code §54957: Public Employment, Titles: Main Class Teacher, Specialty Teacher, Assistant Director

C. Pursuant to Government Code §54957: Public Employee Performance Evaluation: Title: Main Class Teacher, Specialty teacher, Administrator/Executive Director

D. Pursuant to Government Code §54956.8: Conference with Real Property Negotiators:

	<p>Property address: 27102 Foxborough, Aliso Viejo, 92656</p> <p>Agency Negotiators: Shaheer Faltas and Franci Sassin</p> <p>Negotiating parties: Journey School and CUSD</p> <p>Under negotiation: Lease renewal including price and facility maintenance</p> <p>E. RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at: 8:20 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>FUTURE/PENDING COUNCIL AGENDA ITEMS:</p> <p>Opportunity to submit future agenda items by Council members and Administration. Pending items currently in process are:</p> <ul style="list-style-type: none"> ✓ Strategic Planning ✓ Bullying/Harassment policy updates ✓ Free Speech Policy ✓ Leadership Succession Planning <p>The board discussed the use of this type of agenda item that allows board members to bring forward agenda items. An additional item would be the Council nomination of new board members.</p>
12	<p>Adjournment: the meeting was adjourned at 9:38 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.***