

*Journey School
A California Public Charter School*

April 28, 2016
REGULAR MEETING MINUTES
Approved May 26, 2016

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, arrived at 8 pm
Sue Vaughn, Council Vice-President: Present
Susan Toma-Berge, Council Secretary: Present, arrived at 7:25 pm
Jon Kaplan, Council Treasurer: Present
Judy Levinsohn, Council Member: Present, arrived at 7:30 pm
Kara McCann, Council Member: Present
Anna Brown, Council Member: Present
Lisa O'Neill, Parent Cabinet Member: Present
Jill Murphy, Educational Trustee Member: Present*

Administrative staff members Gavin Keller, Franci Sassin and Larry Tamayo (for certain items) were present.

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:10 pm. Jon Kaplan agreed to chair the meeting until Council President Corbo arrives.
2	Inspirational Passage Gavin Keller reported on an inspiring story that he experienced with a student recently.
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, 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>No members of the public were present and no public comment was submitted.</p>
5	<p>CONSENT AGENDA ITEMS:</p> <p><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> <p style="padding-left: 40px;">A. <i>Approval of Minutes*</i>: <i>Minutes from meeting of March 24, 2016.</i></p> <p style="padding-left: 40px;">B. <i>Parent Involvement Policy*</i>: <i>Annual review of policy required for Title I funding.</i></p> <p>There was a motion to approve the consent items, which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <p>A. <i>Faculty Update:</i> <i>Update on Faculty activities.</i></p> <p>Jill Murphy reported to the board with a message regarding teacher salary. Teachers work very hard, and they don't feel that there is a clear plan of action to try to increase the teacher salaries in the long term. Teachers sometimes pay the price with certain budgetary decisions. The teachers need to be remembered as individuals supporting their families. She is asking the board to take up the task of seriously addressing the issue for the future.</p> <p>B. <i>Parent Cabinet Update:</i> <i>Update on Parent Cabinet activities</i></p> <p>Parent Cabinet is working on filling the roles for next year. Many of the school's functions are very dependent on volunteer work, both for fundraising as well as school activities. There are ongoing efforts to entice the new parents to become involved and keep the pool of volunteers fresh.</p> <p>C. <i>Education Director Update*</i>: <i>Written report on educational activities and plans.</i></p> <p>Gavin Keller reported that on the outside evaluations that were done by consultant Bonnie River for the third year in a row. While some areas of improvement were noted, overall the staff were given very positive evaluations. Overall Ms. River's impressions of the school were also positive, and she particularly commented on the welcoming culture and the happiness of community members. One area to be strengthened would be to increase the leadership role of the Pedagogical Council.</p> <p>Gavin reported on the progress with the consultant for the math curriculum and the future plans for implementing the curriculum and also training teachers how to deliver the improved curriculum.</p> <p>D. <i>Administrative Update*</i>: <i>Report from School Director regarding school operations and</i></p>

accountability, including LCAP progress, SBAC testing, and outside evaluator feedback.

Gavin Keller reported on the testing program for CAASPP which will start next week. The school has a multi-year waiver from CDE to administer paper/pencil test to 3rd graders. Other grades take the test on computer devices. Testing will take place over the month of May, and includes Math, English and Science.

Gavin has been collecting stakeholder input for LCAP, including: meeting with various parent groups regularly, a community survey, and regular input from faculty. Gavin will be using the eTemplate from the CDE to submit the LCAP this year, which is new option offered by CDE.

Teacher recruitment is ongoing, there have been about 20 applicants, which is a lower number that the school was seeing during the recession when many teachers were laid off at other schools. A percentage of those are not serious candidates, but interviews were set up with the viable candidates, and then the last step for a few candidates is a teaching demonstration. The school expects 3 openings, and there are solid candidates to fill these. One of the positions is being offered to a student teacher who has been working at Journey the last 2 years and who now has her credential. She is a graduate of a Waldorf school.

The summer training is coming up. Rudolph Steiner College is also now offering an online series of recorded webinars, which offer 40 hours per grade level of training. This may be an alternative for teachers who are not able to travel for a week of training. There are also some trainings offered in Southern California.

Gavin reported that there are now 20 applicants for the Independent Study program, and recruitment efforts will continue to fill the slots and generate a wait list.

Gavin reported that the plans submitted to CUSD for playground equipment removal were approved, but further input from the parents and students indicated that removal of items might not be a good idea. Now the plan is to install some additional items in a new area, to enhance but not replace existing equipment. The irrigation system may also need to be modified and will require approval from CUSD.

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

There was nothing to report for this item.

*F. **Financial Report***: Review of March financial statements.*

Larry Tamayo reported that the P2 ADA has been finalized. The final number was JUST under 400. The ADA rate was 94.4%. The final number is just a little bit lower than the revised budget, so there won't need to be significant adjustments, although there will be approximately \$23K less in revenue. Currently the trend is to end in the positive by approximately \$35K. The cash balance is sufficient, and the school expects to have about an 11% reserve at the end of the year.

Close the Gap numbers are on pace to reach or exceed the goal of \$150K for the year.

The May revise is expected out soon and the budget committee will meet again in May, and the

board should see a draft budget at the May meeting.

7 **BOARD DISCUSSION/ACTION ITEMS: School Operations and Finance**

A. School Calendar*: Initial review and consideration of the 16-17 school calendar, including first day of school for families and staff.

Gavin Keller reported on the process for development. It reflects the negotiated reduction in teacher work days. It tries to also mirror the CUSD calendar. This alignment creates an unusual end of school date of a Tuesday. Because there is still discussion about the calendar and aligning the breaks, Gavin is recommending that the board approve the first day of school tonight and that the rest of the calendar can be approved next month along with the bell schedule.

There was a motion to approve September 7, 2016 as the first day of school for students and the first work day for teachers will be August 29, 2016. The motion was seconded and approved unanimously.

B. Proposal for support of CyberCivics program*: Proposal for consideration related to the program used for the Journey Digital Media Literacy program

Gavin noted that the school has free access to the CyberCivics program that was developed by parent and founder Diana Graber. In an effort to support the program, she is willing to donate back a share of the sales to the school but she would need to have some staff support to increase the revenue of the program. There was a discussion about whether the agreement would be better placed through the Journey School Foundation. There was also a concern about whether this type of arrangement would create any concerns in the community.

The Council expressed that they would like to get further input and also see if there is interest in having this go through the Foundation instead of the school.

C. 2016-17 Staffing plan*: Discussion of updates to 2016-17 staffing plan, including updated administrative configuration and job duties and any new hires

Gavin presented the updates to the staffing plan, including the new administrative structure proposed. The independent study program would have a full time teacher who might also have some administrative duties, and there may be a need to add some clerical support. The draft job descriptions were discussed as further explanation of the roles and responsibilities. Gavin reviewed the administrative roles and how these have evolved over the past month. He also commented on the pending offer for a first grade teacher. Finally, there was a need to add some additional staff to tend to the gardens as the volunteer efforts of some of the master gardeners goes down now that the gardens are established.

There was a motion to approve the staffing plan as presented, which was seconded and approved unanimously.

D. Independent Study Policy*: Review of updated policy needed for launch of independent study

	<p><i>program for 16-17.</i></p> <p>Franci Sassin reviewed the various elements, both required and recommended, of the policy and the implications of this policy to the implementation of the program. This would be the policy that will be used if a student is not being successful in an independent study setting, and also lays out some of the rights and responsibilities of the various parties. The policy is an important part of compliance for the program. She reminded the board that independent study is audited very closely.</p> <p>There was a motion to approve the policy which was seconded and approved unanimously.</p>
8	<p>BOARD DISCUSSION/ACTION ITEMS: Development and Journey School Foundation</p> <p>A. Update on Development and Foundation Activities: Report on Journey School Foundation activities and plans</p> <p>Gavin Keller reported that the “Light our Journey Campaign” was modestly successfully. The Foundation attempted to use an online pledge system, and there were not as many participants. However, of those that participated, there were many contacts made and there was a high pledge rate (50%) for the contacts made.</p> <p>The Foundation is reconsidering its fundraising priorities and will participate in the community survey to try to gauge what the community wants in terms of long term goals.</p>
9	<p>BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability</p> <p>A. Board bylaws*: Review of bylaw revisions with approval of updated bylaws.</p> <p>Franci reviewed the changes, and there was a discussion of the term limits, per the comment by board’s legal counsel that the limits may not be needed. The board agreed that the term limits were not valuable to the organization at this time.</p> <p>There was a motion to approve the bylaws with the term limits removed, which was seconded and approved unanimously.</p> <p>B. Board training*: Upcoming free CCSA governance training.</p> <p>Franci Sassin described the training and she can facilitate signing up board members. Board member Anna Brown is interested in the training. Other board members will follow up if they can go.</p>
10	<p>CLOSED SESSION: The meeting will now convene to closed session to discuss the matters described below:</p> <p>There was a motion to move into closed session at 8:08 pm, which was seconded and approved unanimously. Franci Sassin was invited into closed session based on her work in the area. Gavin left for item B and C due to the nature of the items. Jill Murphy left for item A due to the nature of the item.</p>

	<p>The board adjourned into closed session at 8:08.</p> <p>A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: <i>Update on negotiations for 2016-17 amendments to CBA.</i></p> <p>Employee organization: <i>Journey Teachers' Association/CTA/NEA</i></p> <p>Agency designated representative: <i>Gavin Keller</i></p> <p>B. Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: <i>School Director</i></p> <p>C. Pursuant to Government Code §54957: Public Employment, Title: <i>School Director</i></p> <p>The board adjourned out of closed session at 9:40 pm. No action was taken in closed session.</p>
11	<p>DISCUSSION/ACTION ITEMS: Union Negotiations</p> <p>Contract revisions between Journey School and JTA for Unit Members for 2016-17*: <i>Review and consideration for board approval of amendments to Article 5 and Article 20 of the Collective Bargaining Agreement for the 2016-17 school year, as negotiated under the re-openers with JTA.</i></p> <p>The board reviewed the changes to the contract, including the proposal for the teacher salary increase and the changes to reduce the teacher work schedule and work days.</p> <p>There was a motion to approve the Tentative Agreement which was seconded and approved by a vote of 7 in favor, with one abstention.</p>
12	<p>Adjournment</p> <p>The meeting was adjourned at 9:44 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.***