

*Journey School
A California Public Charter School*

August 23, 2014
REGULAR MEETING
& ANNUAL BOARD RETREAT
MINUTES

Approved September 18, 2014

1:30 p.m.

At 25222 Posada Lane, Mission Viejo, CA 92691

And by teleconference at posted locations

(949) 448-7232

www.journeyschool.net

Michael Corbo, Council President: Present
Sue Vaughn, Council Vice-President: Present
Warren Whiteaker, Council Treasurer: Present
Susan Toma-Berge, Council Secretary: Present
Jon Kaplan, Council Member: Present
Kara McCann, Council Member: Present
Lisa O'Neill: Parent Cabinet Member: Absent
Jill Murphy: Educational Trustee Member: Absent

Administrators Shaheer Faltas and Gavin Keller were present. Consultant Franci Sassin was present. Education Director Patti Connolly was present for her report via telephone.

	AGENDA ITEM
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 1:40 pm.
2	Inspirational Passage The Board spent some time updating each other on Board members' professional activities.
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public. There was a motion to move Item 6D to first on the agenda and to move the closed session items

	under 11 to be heard after item 7. The motion was seconded to approve the agenda as amended 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.</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> <ul style="list-style-type: none"> A. <i>Approval of Minutes*</i>: <i>Minutes from meetings of June 26, 2014.</i> B. <i>Administrative Structure and Job Descriptions*</i>: <i>Approve job descriptions and positions for 14-15 administrative structure, including delegation to School Director for staffing decisions, HR matters, and employee contracts.</i> C. <i>Facilities Incentive Grant*</i>: <i>Approval of resolution and documentation to accept state Facilities Incentive Grant and assure compliance with all grant requirements.</i> D. <i>Updates to Staffing Plan*</i>: <i>Approval of any changes to the staffing plan for 2014-15.</i> E. <i>Unaudited Actuals*</i>: <i>Approval of Unaudited Actuals for 2013-14 based on year end financial statements.</i> F. <i>Agreement with Green Apple Lunch Box*</i>: <i>Review and approval of Green Apple agreement to provide school lunches to Journey families.</i> <p>It was noted that for Item 6D there was no update to be approved, so that item was tabled. The remainder of the consent agenda was moved for approval, and the motion was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. <i>Administrative Update*</i>: <i>Report from School Director regarding: updates summer facility projects, other summer projects and back to school activities. Review of student test results on California standards tests (science and social studies).</i> <p>Gavin Keller commented that he will continue to use the “Big Rocks” approach to his report this year. The board had questions regarding the math textbook adoption. For lower grades only the teacher guide is used to work on lesson plans. In 8th grade student textbooks are used to help bridge to high school. Gavin noted that there will not be a separate 8th grade Algebra class offered because the Common Core standards allow for acceleration for students who are ready. There will be combinations with 7th and 8th grade students to provide math instruction in math level groups. Gavin provided additional updates to the board regarding the California state standards tests in science. The preliminary results were made available and 5th grade had about 83% and 8th grade had about 80% of students scoring proficient or advanced. The middle school science specialist has played a key role in</p>

this success, as well as the learning approach and the science/STEM field trips. The science specialist will be attending a STEM conference in San Diego. The Eco-Literacy program enhances the science program as well.

*B. **Faculty Update:** Update on Faculty and school activities over the summer. Discussion of school event calendar.*

See also the Education Director update.

*C. **Parent Cabinet Update*:** Update on Parent Cabinet activities and incorporation efforts.*

Franci Sassin reported that Parent Cabinet is working again on getting IRS approval of the PTO corporation, and moving their fiscal operations into that corporation instead of operating under the school corporation.

*D. **Education Director Update:** Report from Education Director regarding initial work with teachers in preparation for 2014-15.*

Co-Educational Director Patti Connolly reported on the work started during the summer. It has been a successful start so far due in large part to the Connolly's past history and knowledge of the school. They are focusing on what it means to educate the whole child in the Common Core era, and also on the three "literacies" that are part of the Journey program. They have been working with teachers and starting some preliminary work with parents. The new first grade teachers started in July with mentoring and training work. Other teachers either have had or are scheduled to have initial meetings. Patti reported on the initial meetings with key leaders for the three "literacy" programs and discussions are starting about how they can interrelate even more than they have. Work on improved discipline procedures have begun. A meeting was held with CUSD SpED personnel to assist Journey teachers with additional training to meet the needs of SpED students. The work on parent education will start with trying to bring all the various current parent ed opportunities under one coordinated umbrella, and will focus on educating the whole child. Patti also mentioned that they will be coordinating and working with specialty teaching staff regularly, with Diana Corbo and Sandra Blanco as leaders for that aspect of the school program.

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

The Board plans to work with the School Director on developing a regular reporting calendar for student outcomes from the charter and LCAP this year.

*F. **Financial Report*:** Review of June and 2013-14 Year End financials. Update on insurance renewals.*

Shaheer Faltas reported that current enrollment is 406, and the waiting lists are robust. The preliminary budget was based on enrollment of 402, so the school is on track. Franci Sassin reported on the year end report provided by ExED. It was noted that the Parent Cabinet contribution to the school's operating account was appreciated as a buffer, and assisted greatly,

but that the overall picture was just “in the black” for the year anyway.

The board discussed asking the Administrator budget committee to meet in September and October to allow a revised 2014-15 budget to be adopted at the October board meeting. There are several items that will be able to be incorporated into the budget revision, such as the facility grant and the state ‘one-time’ funds.

7 **DISCUSSION/ACTION ITEMS:**

A. *Journey School Allergy Management Policy: Review and approval of updated Allergy Management Policy from work of ad-hoc administrative committee.**

Gavin Keller reported on the work of the administrative committee over the summer. He reported on what activities would change at the school, including having a “nut” area for eating, and developing 504 Plans for any eligible student with life threatening allergies. Written Allergy Action Plans and Individual Health Plans will be developed as needed. Community education will also take place, such as “Allergy Awareness Week” at the beginning of the school year. The policy, if adopted, will replace the previous board policy.

There was a motion to adopt the Allergy Management Policy as presented, which was seconded and approved unanimously.

B. *Lottery and Admissions software: Approval of purchase of software for application and lottery management.**

Shaheer reported on the research that has been done on various systems so far, and that the school needs to move to an online system. He provided the Board with a written report on the rationale. This year the cost is estimated at \$5,000 to \$10,000 and then next year there will be additional cost to add a more complete Student Information System. The research will make sure that anything purchased this year will be integrated into the SIS chosen for next year. Systems being considered could also manage the parent donations (e.g. Close the Gap) online as well.

There was a motion to delegate the final decision for an online admissions system to Administration, with a budget cap of \$10,000, and to bring the final contract back to the Board for ratification. The motion was seconded and approved unanimously.

C. *School Handbook: Review and approval of updates to School Handbook, in particular, to attendance policies, dress code and media guidelines.**

The Board reviewed the changes to the Handbook that were presented. There was a discussion regarding the Dress Code changes and how those would be implemented. The board and Administration discussed the issue with some very small logos, such as backpacks or pants, and that the language must be modified slightly to allow for such minor changes.

There was a motion to approve the updated School Handbook with suggested modifications or refinements to the Dress Code language, and to allow any changes which legal counsel might suggest.

	<p>The motion was seconded and approved unanimously.</p>
<p>8</p>	<p>BOARD RETREAT DISCUSSION/ACTION ITEMS: Board Development</p> <p>A. Board Meeting Schedule 2014-15*: Consideration and adoption of regular meeting schedule for fiscal year 2014-15.</p> <p>The Council discussed meeting dates, and proposed moving the September meeting one week earlier and October one week later. The regular November meeting will be moved to early December. The remaining meetings will be the 4th Thursday of the month. The meetings are working at the 6 pm time and so no change is recommendation. The inspirational passages for the year were also assigned.</p> <p>B. Board Composition and Size: Consideration of optimal size of Board and possible additional board member recruitment.</p> <p>The Board had a discussion regarding the current size of the board, of eight members. The number can be adjusted by adopting a resolution at any board meeting. The board inquired about whether it is possible to set a RANGE of the number rather than a set number. In order to do this the board by-laws would likely need to be amended. It was noted that increasing the size of the board now may help with training of new board members by allowing someone to come on the board sooner rather than waiting until next summer.</p> <p>C. Board succession planning: Discussion of plans for Board member succession for 2015-16.</p> <p>The Board noted that there will be four board members whose terms expire next June. Board members Kaplan and Corbo mentioned that they are not planning to renew their terms. There was discussion regarding the role of parents on the board and whether there were any potential parent board members. The board has a composition policy which can assist with recruitment. Different ideas about the way to train or apprentice new board members were discussed. It was noted that to alter the nomination process the by-laws would need to be amended.</p>
<p>9</p>	<p>BOARD RETREAT DISCUSSION/ACTION ITEMS: Development and Journey School Foundation</p> <p>A. Update on Development and Foundation Activities*: Report on Journey School Foundation activities, including grants, the JSF budget and JSF bylaws.</p> <p>Shaheer Faltas provided a written report at the meeting, and there was discussion on the topics in the report, including governance and leadership, grant activity, and the Project Tomorrow awards. He mentioned that for this year, his Executive Director report will be provided mostly for the items related to Development and his dual role with the Journey School Foundation.</p> <p>B. Journey School Foundation and Journey School Council roles: Discussion of the roles, responsibilities and communications between the two entities, and the role of Parent Cabinet</p>

	<p><i>with both entities, and proposed changes to school fundraising policies.</i></p> <p>The Council tabled this item until there is an opportunity to have the JSF representatives attend for a joint discussion.</p>
10	<p>BOARD RETREAT DISCUSSION ITEM: Journey Charter Renewal</p> <p>A. Charter Renewal: <i>Discussion of timeline and process for charter renewal</i></p> <p>Administration plans to have committee work start right away, and possibly hire a consultant to do the work on the charter writing. The board will address the cost of a stipend during the budget revision process. Administration will reach out to CUSD ASAP to find out their requests. A few key staff members would do the writing but then get feedback from key stakeholders. Legal review will be needed as well. The timeline will be determined for the official charter submission after the CUSD meeting.</p> <p>B. Governance Section of charter*: <i>Review of governance section in preparation of charter renewal.</i></p> <p>The Board reviewed the Governance section of the charter and discussed the charter language and the bylaws. Input that Board members may have on the language in this section of the charter should be submitted via Administration or via the ad hoc charter renewal committee work that will be taking place.</p>
11	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>This item was addressed after item 7. There was a motion to go into closed session, which was seconded and approved unanimously. The Board moved into closed session at 4:00 pm. Shaheer Faltas, Gavin Keller and Franci Sassin were invited into closed session based on their work in these matters.</p> <p>A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: <i>Update on negotiations</i></p> <p>Employee organization: <i>Journey Teachers’ Association/CTA/NEA</i></p> <p>Agency designated representative: <i>Colleen Patterson/Shiheer Faltas</i></p> <p>B. Pursuant to Government Code §54956.9: CONFERENCE WITH LEGAL COUNSEL— ANTICIPATED LITIGATION: <i>One potential case</i></p> <p>C. RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at: 4:50 p.m.</i></p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION <i>(includes the vote or abstention of every</i></p>

	<i>member present)</i> There was no action take in closed session.
12	Adjournment The meeting was adjourned at 6:45 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.*