

Journey School
A California Public Charter School

December 10, 2015
REGULAR MEETING MINUTES
Approved on January 28, 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
Sue Vaughn, Council Vice-President: Present
Susan Toma-Berge, Council Secretary: Present
Jon Kaplan, Council Treasurer: Present, arrived at 6:50 pm.
Judy Levinsohn, Council Member: Absent
Kara McCann, Council Member: Present
Lisa O'Neill, Parent Cabinet Member: Absent
Jill Murphy, Educational Trustee Member: Present

Administrative staff members present: Gavin Keller, Franci Sassin, Larry Tamayo (arrived at 6:50 pm and left at 7:05 pm). Teachers Julia Cameron and Jeanne Lee were present. Parent Anna Brown was present.

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:15 pm.
2	Inspirational Passage Gavin Keller read an Edgar Guest poem regarding each following their own path and trying new things.
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 public comment was made.</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 meeting of Sept 24, 2015 and review of notes from October meeting without quorum.</i> B. <i>Staffing Plan*:</i> <i>Approval of updates to 2015-16 staffing plan, including two new part time positions.</i> C. <i>First Interim Report*:</i> <i>Approval of submission of first interim report to CUSD, with financial and budget information through Oct. 31.</i> D. <i>Approval of flexibility in payment of recurring expenses*:</i> <i>Approval to make payments with only one signature for up to 10% higher amounts than the estimates already approved for the regular, recurring operational expenses.</i> <p>There was a motion to approve all the Consent Agenda items, which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. <i>Education Director Update*:</i> <i>Update on educational activities and plans</i> <p>Gavin Keller reported on the active and busy time of year, a lot of staff time and parent volunteerism is required at this time of year. Gavin noted that the school has shifted more to a semester format for grade reporting, vs. the trimester which was used previously, and this has allowed teachers to have more time for other items since they only have two report cards per year. He commented that teachers make themselves available for all parents who want a more frequent check in. Gavin commented on the staffing challenges with the Special Education staffing provided by CUSD. There has also been an increase in the number of requests by parents to work around main lesson in terms of the pull out Special Education services needed. Those requests are challenging to schedule. Tim Connolly has been working on the middle school math program, especially to provide more alignment with other regional middle schools to help students transition to high school math courses more easily.</p> <ul style="list-style-type: none"> B. <i>Administrative Update*:</i> <i>Report from School Director regarding school operations and accountability.</i> <p>Gavin reported on the school safety plan and that staff has been working on increasing the safety drills and the communication between the school and other partners such as CUSD and OC Sheriff office with the School Resource Officer. There was a discussion regarding the new vaccine law. Gavin also reported that progress is being made on the independent study</p>

program that will be launched next year. He expects to bring the board policy forward at the January board meeting and then will be able to start accepting applications for the program for next year. They anticipate starting a small program with only 25 seats initially and it would max out at no more than 20% of the total enrollment, so would likely stay under 100 students at peak capacity.

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

Jill Murphy reported on the various events, including Lantern Walk, Fairy Market, the Sweetie Pie fundraiser, Santa Lucia day, the staff holiday get together. The school community has been coming together to support other families and deal with some tragic events including some medical situations with students and students who have lost parents

D. Parent Cabinet Update*: *Update on Parent Cabinet activities and 2015-16 PC approved budget*

No report was given.

E. Report on Follow-up for Previous Board Items

There was nothing to report.

F. Budget Committee Update: *Update from work done by Administrative budget committee*

Several budget revisions were discussed by the budget committee, and a revised budget will come forward in January for board approval. Some of the highlights will be pushing off use of the Energy Grant funds another year as well as reducing the Close the Gap revenue down by \$30K. Pledges are now up to \$160K which is much improved. The Educator Effectiveness funds will also be worked into the revised budget.

G. Financial Report*: *Review of September and October financial statements*

Larry presented the financial report. The ADA is currently at 95% and averaging 407 through attendance month 2, which is slightly lower than originally budgeted. Currently he is forecasting 401 ADA for P2, but hoping that the final ADA may be closer to 405. If the ADA holds and the revisions are made as expected to the budget, the school should end just in the black. The state economy is looking good, and the January Governor's budget is expected next month and so more information will be available soon.

7 AUDIT COMMITTEE (A Committee of the entire Board)

A. Review and acceptance of the Audit Report for the 2014-15 fiscal year*: *The audit report was prepared and submitted in accordance with state requirements, and acceptance by the board is requested.*

Larry reported that the audit was a clean audit, no findings or issues. Good internal controls and procedures are in place.

There was a motion to accept the audit, which was seconded and approved unanimously.

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, including Harvest Faire initiative and update on meeting with JSF President at a future Council meeting</p> <p>There will be a Foundation board meeting tomorrow. The Harvest Faire VIP event had about 20 attendees representing various organizations, and there was an hour long presentation about how the programs at Journey can be utilized at other schools across the state and country. Highlights included the EcoLiteracy, Compassionate Campus and Digital Literacy program. There was a plea made for the permanent campus needs. Overall it was a successful event.</p>
9	<p>BOARD DISCUSSION/ACTION ITEMS: School Operations and Finance</p> <p>A. Enrollment and Wait List Procedures*: Update on admissions software implementation, lottery process, and discussion of possible updates to policies and procedures.</p> <p>The implementation of the new enrollment software has been successful and has created a very professional system by which to enroll students and also have accountability, including a detailed tracking of where applicants are in the process and what steps in the application process they have taken.</p> <p>B. Enrollment and Capacity Policy*: Discussion of past policies and recommendations for updated policies.</p> <p>Gavin gave the background on the changes to the policy, including the proposed changes to the waiting list procedures going forward if the new policy is adopted. Kris Reynolds reported on how the waiting list has been working in recent years, and that the school frequently moves through many people on the waiting list who decline openings, mostly because they have been on the waiting list a long time. The new policy will require families to show their interest by re-applying, and should keep more enthusiasm for those applying each year. The board commented that additional guidance from legal counsel may be needed to make sure all effects of the change have been taken into consideration.</p> <p>There was a motion to approve the policy as presented, which was seconded and approved unanimously.</p> <p>C. Educator Effectiveness Funds*: Discussion of initial plan for the new Educator Effectiveness funds, which will require a board approved expenditure plan as well as fiscal reporting requirements.</p> <p>Gavin reported on this new source of funds and the requirements for spending and approval of the expenditures. He has looked for expenditures the school is already planning and budgeting for, and then using these new funds to support those activities. The Council asked the teachers present for input into the plan. The plan will be brought back for adoption at the next Council meeting.</p>
10	<p>BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability</p> <p>A. Board Composition: Discussion regarding change to the total number of Council</p>

	<p><i>members, possible adoption of a Resolution to do so</i></p> <p>Council President Mike Corbo discussed the desire of the board to increase the total number of board members while working on a transition for current long time board members, and then after that transition had taken place, reconsider the total number of board members again. Adding another parent to the board is desired since a recent outgoing board member was a parent.</p> <p>President Corbo recommended increasing the board size to 11 members. The board discussed having the formation of the Nominating Committee in accordance with the bylaws. The Nominating Committee would be used to seek out additional board members.</p> <p>There was a motion to adopt a resolution to increase the number of board members to eleven. The motion was seconded and approved unanimously.</p>
11	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>Administrators Gavin Keller and Franci Sassin were invited into closed session based on their work in the matter. Council member Jill Murphy left the meeting before closed session.</p> <p>There was a motion to adjourn into closed session at 7:45 pm which was seconded and approved unanimously. The board adjourned into closed session.</p> <p>A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: <i>Update on negotiations, specifically MOU regarding minor change to duty free lunch language and timetable for 15-16 negotiations.</i></p> <p>Employee organization: <i>Journey Teachers' Association/CTA/NEA</i></p> <p>Agency designated representative: <i>Gavin Keller</i></p> <p>There was no action taken in closed session. The board left closed session at 8:04 pm.</p>
12	<p>Adjournment</p> <p>The meeting was adjourned at 8:05 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.***