

*Journey School*  
*A California Public Charter School*

**December 4, 2014**  
**REGULAR MEETING MINUTES**  
**Approved January 22, 2015**

**6:00 p.m.**

*At Journey School*  
*27102 Foxborough*  
*Aliso Viejo, CA 92656*  
*In the Journey School Office*  
*(949) 448-7232*  
[www.journeyschool.net](http://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: Present*  
*Jill Murphy, Educational Trustee Member: Absent*

*Administrators Shaheer Faltas, Gavin Keller, and Franci Sassin were present. Larry Tamayo was present for Items 6F and 7.*

*Teacher Robin Davis was present, arrived at 6:40.*

|   | <b>AGENDA ITEM</b>  |
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| 1 | <b>Call to Order, Roll Call and Review of Norms/Roles</b>   |
| 2 | <b>Inspirational Passage</b><br><br>Jon Kaplan read a quote: "If you are not living on the edge, you are taking up too much space."   |
| 3 | <b>Approval of Agenda*</b><br><br><b>NOTE: The order of the agenda may be changed without prior notice to the public.</b><br><br>There was a motion to move item 5D to action from consent and approve the remainder of the agenda. The motion was seconded and approved unanimously. |
| 4 | <b>PUBLIC COMMENT:</b> <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i>   |

There were no members of the public present.

5 **CONSENT AGENDA ITEMS:**

**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.**

- A. Approval of Minutes\*:** Minutes from meetings of October 30, 2014.
- B. Ratification of Lease Amendment with CUSD\*:** Ratification of lease amendment to extend term for five additional years and update other lease terms.
- C. First Interim Financial Report\*:** Approval of first interim financial report through October 31 including budget and YTD information.
- D. Ratification of School Handbook\*:** Approval/ratification of final School Handbook 2014-15 following review by legal counsel.

There was a motion to approve the consent agenda items, with the exception of 5D. The motion was seconded and approved unanimously.

6 **INFORMATION ITEMS: Reports**

- A. Administrative Update\*:** Report from School Director regarding: Upcoming CUSD site visit, ELL policies, CALPADS Fall 1 submission, LCAP, etc.

Gavin Keller updated the Council on the implementation of the Allergy Policy. Gavin reviewed the English Language Learner policies and procedures being developed. Any needed policies for board approval will be brought forward at a future meeting. Gavin reported on the relationship with Orange County Department of Education and the strong interest in the Digital Media Literacy program. There will also be a team representing the Digital Media Literacy program traveling to Northern California to present to Waldorf schools there, as well as at Rudolph Steiner College at the Alliance for Public Waldorf Education annual conference. Gavin reported on enrollment, there are currently 393 enrolled and a few additional K students may be added in the next few weeks. Attendance is averaging a little over 94%. Parent Cabinet is interested in helping with efforts to improve attendance rates. The CUSD superintendent will be doing a visit on December 8. On the charter renewal projects, work is being done and it appears to be on track for the projected timeline. Shaheer commented that school tours are being offered in Spanish this fall to better reach out to as diverse a pool as possible.

- B. Education Director Update:** Report from Education Director(s)

Gavin reported on the upcoming educational and fundraising activity for the 7<sup>th</sup> and 8<sup>th</sup> grade classes, "Sweetie Pies". Gavin reported that the teacher who will take over the 5<sup>th</sup> grade class during Amanda Simmons maternity leave has been hired and will start next week, taking the class over full time after winter break. She will be supported by a teacher mentor as well as the Co-Educational Directors.

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

Teacher Robin Davis reported on the recent parent teacher conferences. She noted that the faculty would like to have the progress reports next year ready prior to the conferences so that the progress report can be discussed at the meetings, and will work towards that goal next year. This is a very busy time of year for students and faculty.

**D. Parent Cabinet Update\*: Update on Parent Cabinet activities and incorporation efforts and bank accounts.**

Lisa O'Neill reported on the fall school fundraising events. The results of the Harvest Faire were about \$12,000 in net gain for fundraising. The annual Book Faire also had a fundraising gain of \$2,000 to \$3,000. Scholastic Books has been allowing Journey to hand select the books for the Book Fair which allows the school to remove books considered inappropriate for the curriculum and add others. Fairy Market is coming up in December, which is a very popular school event. The Sweetie Pie fundraiser is also supported by Parent Cabinet, and the Spiral Walk will follow right before the winter break. At the Parent Cabinet meeting this week additional fundraisers were discussed, including electronic scrip type programs. They are also trying to enhance their website so all parent information will be housed there for communication purposes. Lisa reported on the 501 (c )(3) progress and there is a transition plan in place for the funds currently in the accounts under the school's tax ID number. The new bank account has been opened and incoming funds will be placed there, and expenses will be used out of the "old" account until the funds are depleted. There was a discussion about the fiscal reporting which will take place under the new structure.

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

There were no items to report.

**F. Financial Report\*: Review of October financials**

Larry Tamayo reviewed the financials, and the budget shows enrollment of 395 with 94% attendance rate, which is not far off from actuals. The financials now reflect the revised budget. The forecast is projecting a slightly better ending balance but it is still low. Cash flow is doing well. He noted that the October financials match up with the first interim report which is being approved and submitted. At this time of the year there will be a negative in the 'actuals' due to the way the state funding flows, this is expected. The Close the Gap receipts are on track to meet the budgetary goal. The Board also discussed the revised budget and the difference between the preliminary budget and the revised budget.

**7 DISCUSSION/ACTION ITEMS (AUDIT COMMITTEE):**

**A. 2013-14 Audit Report\*: Review and acceptance of audit report from 2013-14 and discussion of school response.**

Larry Tamayo reported on the audit process. Overall this went well, but there was an audit finding for 2013-14. The finding was regarding compliance with the "unduplicated pupil count" which is the extra

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|   | <p>funding under LCFF for low income and ELL students. The net effect of the reporting error is only a few hundred dollars, so it is not significant and the school may not need to do anything to correct. Larry will be working with Franci on preparing the “management response” to the audit finding, which will explain the improved processes that the school will undertake to be sure all the LCFF data is accurate going forward.</p> <p>There was a motion to accept the audit report, with the understanding that the management response will be included in the final report. The motion was seconded and approved unanimously.</p>   |
| 8 | <p><b>DISCUSSION/ACTION ITEMS:</b></p> <p>ITEM 5D was moved to Action.</p> <p>Gavin discussed the status of the Handbook revisions from the school’s legal counsel. He commented that there were a few major areas of input. One is the expulsion policies. The goal will be to incorporate a comprehensive expulsion policy into the Handbook and not need a separate stand-alone policy.</p> <p>There was a discussion regarding a possible attendance policy which could retract a student’s admission preference for poor attendance from unexcused absences. The Council gave feedback regarding adding the ability to have remove the preference, but with using the word “may” and that the hope is that Administration will rarely actually have to implement those consequences.</p> <p>There was a motion to continue to work with legal counsel to draft the new attendance policy to allow the school to remove admission preference for a number of unexcused absences, to be determined by Administration. This was seconded and approved unanimously.</p> <p><b>A. Parent Volunteer Hours Policy*:</b> <i>Discussion of school’s current policy and practices regarding parent volunteer hours</i></p> <p>Franci Sassin gave an update to the Council on this recent issue that has been in the media and how it relates to Journey’s policies. It was noted that all students are always included in all events and activities and that there are no negative repercussions for either students or parents for not doing volunteer hours. The Council commented that they are in agreement with any recommended changes by Administration and legal counsel to remove any references to REQUIRED volunteer hours from the School Handbook and other documents. The language to strongly encourage volunteerism should remain. Administration will work to implement this change ASAP.</p> |
| 9 | <p><b>BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability</b></p> <p><b>A. Board background checks as part of Volunteer Policy:</b> <i>Follow up on Tier 2 check and volunteer forms for board members.</i></p> <p>Most board members have filled out the volunteer application, and others will try to do so before the next meeting.</p> <p><b>B. CCSA conference:</b> <i>Consideration of registration for CCSA conference in March in Sacramento.</i></p>   |

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|    | <p>Shaheer and Franci will be attending. Council members are not able to commit at this time, but if there is interest later they will notify Shaheer or Franci.</p>  |
| 10 | <p><b>BOARD DISCUSSION/ACTION ITEMS: Development and Journey School Foundation</b></p> <p><b>A. Update on Development and Foundation Activities:</b> Report on Journey School Foundation activities, including grants, the JSF budget and JSF bylaws.</p> <p>JSF is planning to start using ExED for their bookkeeping. The majority of the donations being received need to be used for staff and capacity building. However, some of that staff time is then freed up from the school budget to the extent that the Foundation is covering employee salaries.</p> <p><b>B. Close the Gap update:</b> Update from Development on CTG progress and parameters.</p> <p>The school is on target for CTG donations, having received over 38% of the pledged amounts. However, the percentage of families donating is around 65% which is somewhat low. Staff member Janet Gates has been working on enhancing the implementation of the program this year.</p> <p><b>C. Light Our Journey campaign:</b> Update on the annual fundraising campaign implemented by JSF.</p> <p>This campaign is relatively new and runs over the holiday season, ending December 31. The school is not expecting any large gifts this year, so the strategy is to expand the smaller donations. The quotes from the students accompanying the campaign are a particularly inspiring.</p> |
| 11 | <p><b>CLOSED SESSION:</b> 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, which was seconded and approved unanimously. The Council moved into closed session at 8:30 pm. Administrators Shaheer Faltas, Gavin Keller and Franci Sassin were invited into closed session based on their work in this matter. JSF negotiator Colleen Patterson also attended closed session by phone.</p> <p><b>A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS:</b><br/>Update on negotiations</p> <p><b>Employee organization:</b> Journey Teachers' Association/CTA/NEA</p> <p><b>Agency designated representative:</b> Shaheer Faltas</p> <p><b>RECONVENE TO OPEN SESSION:</b> The meeting was reconvened to open session at: <u>  9:15  </u> p.m.</p> <p><b>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION</b> (includes the vote or abstention of every member present)</p> <p>There was no action taken in closed session.</p>   |
| 12 | <p><b>Adjournment</b></p> <p>The meeting was adjourned at 9:18 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.*