

*Journey School  
A California Public Charter School*

**December 8, 2016**  
**REGULAR MEETING MINUTES**  
**Approved February 23, 2017**

**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  
Susan Toma-Berge, Council Vice President: Present  
Anna Brown, Council Treasurer: Present  
Kara McCann, Council Secretary: Present  
Judy Levinsohn, Council Member: Present, arrived at 6:35 pm.  
Lisa O'Neill, Parent Cabinet Member: Absent  
Jill Murphy, Educational Trustee Member: Absent  
Julie Chiaverini, Council Member: Present*

*Administrative consultant Franci Sassin was present. Teacher Erin Bratcher was present.*

	<b>AGENDA ITEM</b>
<b>1</b>	<b>Call to Order, Roll Call and Review of Norms/Roles</b>  The meeting was called to order at 6:10 pm.
<b>2</b>	<b>Inspirational Passage</b>  Susan Toma-Berge read a Chinese proverb about the benefits of giving vs. receiving during this time of the holiday season.
<b>3</b>	<b>Approval of Agenda*</b>  There was a motion to approve the agenda which was seconded and approved unanimously.

4	<p><b>PUBLIC COMMENT:</b> <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>Juan Mejia-Ariza was in attendance and introduced himself to the board. He is attending to learn more about the school.</p>
5	<p><b>CONSENT AGENDA ITEMS:</b> <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;"><b>A. Approval of Minutes*:</b> <i>Minutes from meeting of October 27, 2016.</i></p> <p style="padding-left: 40px;"><b>B. First Interim Financial Report*:</b> <i>Approve first interim report with year to date financial and budget information, through October 31, for submission to CUSD by deadline of Dec. 15.</i></p> <p style="padding-left: 40px;"><b>C. Updated Staffing Plan*:</b> <i>Updates to the 2016-17 staffing plan including changes in administrative support structure for 2017</i></p> <p>There was a motion to approve the consent agenda items which was seconded and approved unanimously.</p>
6	<p><b>INFORMATION ITEMS: Reports</b></p> <p style="padding-left: 40px;"><b>A. Faculty Update:</b> <i>Update on Faculty activities.</i></p> <p>Teacher Erin Bratcher gave the faculty update. She reported on an 8<sup>th</sup> grade science project that took place out in the public space and was a great example of the hands-on science activities at Journey. The Math project of the pie sales in middle school just finished and was successful. She read a passage from 4<sup>th</sup> grade about one student’s past experiences at Journey School.</p> <p style="padding-left: 40px;"><b>B. Parent Cabinet Update:</b> <i>Update on Parent Cabinet activities</i></p> <p>Anna Brown reported on behalf of Parent Cabinet. Harvest Faire was very successful. There were fewer booths but they were more engaging. It appears there will be a profit from the event. They are considering having in house food service next year if it is feasible. Related to upcoming events, Anna reported that Lisa O’Neill will be leading the Fairy Market again this year.</p> <p style="padding-left: 40px;"><b>C. Administrative Update*:</b> <i>Report from School Director, analysis of CAASPP testing, report on CUSD site visit, administrative support configuration, etc.</i></p> <p>Franci Sassin reported on the state’s new accountability system and the roll out. The board commented and asked questions about this and the future timeline for the new system. She also reported on the CUSD visit which she attended, and how positive the visit was. The district collected a lot of information and also met with parent, student and teacher groups. The school expects a written report back from CUSD which will be shared with the board.</p>

	<p><b>D. Financial Report*:</b> <i>Review of October financials</i></p> <p>Larry Tamayo reported that the enrollment and ADA is a little lower than expected. The attendance percentage is higher than budgeted so that will be a good trend if it continues. Revenues look good, the budget is very close to balanced, with just a small projected positive increase at the end of the year. Cash balances are good, with 60 days of cash on hand. Ideal is 90 days, but the minimum is 45 days so the school is in good shape. He reported on the results of the November election and ballot measures in terms of state funding. He reported that the first interim report matches the financial info presented to the board. There was some discussion about the trends so far and the timing of various revenues and expenses. Larry and Franci gave some explanation regarding the timing of the independent study attendance and how that will continue to become more efficient as the processes are refined and staff learn how to gather all the backup information needed to determine IS attendance.</p>
7	<p><b>BOARD DISCUSSION/ACTION ITEMS: School Operations</b></p> <p><b>A. Substitute teacher pay schedule*:</b> <i>Discuss increasing substitute pay to expand sub pool.</i></p> <p>There was a discussion about the current sub situation and the challenges. The board agreed that the increase would help get a bigger and better sub pool.</p> <p>There was a motion to approve the increase in substitute pay, which was seconded and approved unanimously.</p>
8	<p><b>BOARD DEVELOPMENT</b></p> <p><b>A. Board member recruitment and/or number of board members</b></p> <p>There was a review of the current situation, in which the total number is currently 11, and there are 8 members now. The board would like to continue to look for qualified board members to add to the board this spring if possible.</p>
9	<p><b>CLOSED SESSION:</b> <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>There was a motion to enter closed session which was seconded and approved unanimously.</p> <p>The board went into closed session at 7:15 pm. Franci Sassin was invited into closed session based on her work in the matter.</p> <p><b>A. Pursuant to Government Code §54956.9: CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION:</b> <i>One potential case</i></p> <p><b>B. RECONVENE TO OPEN SESSION:</b> <i>The meeting was reconvened to open session at: 7:30 p.m.</i></p> <p><b>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION</b> <i>(includes the vote or abstention of every member present)</i></p>

	There was no action taken in closed session.
10	<b>Adjournment</b> The meeting was adjourned at 7:32 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.*