

*Journey School*  
*A California Public Charter School*

**February 25, 2016**  
**REGULAR MEETING MINUTES**  
**Approved March 24, 2016**

**6:00 p.m.**

*At Journey School*  
*27102 Foxborough*  
*Aliso Viejo, CA 92656*

*In the Journey School Office and by teleconference*

*(949) 448-7232*

[www.journeyschool.net](http://www.journeyschool.net)

*Michael Corbo, Council President: Present by teleconference from a posted location*

*Sue Vaughn, Council Vice-President: Present*

*Susan Toma-Berge, Council Secretary: Present, arrived at 6:45 pm*

*Jon Kaplan, Council Treasurer: Present*

*Judy Levinsohn, Council Member: Absent*

*Kara McCann, Council Member: Absent*

*Anna Brown, Council Member: Present*

*Lisa O'Neill, Parent Cabinet Member: Present*

*Jill Murphy, Educational Trustee Member: Absent*

*Administrators Gavin Keller and Franci Sassin were present. Larry Tamayo was present for several items on the agenda.*

| <b>AGENDA ITEM</b> |  |
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| <b>1</b>           | <b><i>Call to Order, Roll Call and Review of Norms/Roles At 6:15 pm</i></b><br><b><i>And Oath of Office for new board member</i></b><br><br><i>Anna Brown was administered the Oath of Office.</i>                             |
| <b>2</b>           | <b><i>Inspirational Passage</i></b><br><br><i>Gavin told an inspirational story about a student going through the 6<sup>th</sup> grade "knighting" process and how this process has made a big difference in his behavior.</i> |
| <b>3</b>           | <b><i>Approval of Agenda*</i></b>  |

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|   | <p><b>NOTE: The order of the agenda may be changed without prior notice to the public.</b></p> <p>There was a motion to approve the agenda, which was seconded and approved unanimously.</p>  |
| 4 | <p><b>PUBLIC COMMENT:</b></p> <p>No members of the public were present.</p>   |
| 5 | <p><b>CONSENT AGENDA ITEMS:</b></p> <p><b>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.</b></p> <ul style="list-style-type: none"> <li><b>A. Approval of Minutes*:</b> Minutes from meeting of January 23, 2016.</li> <li><b>B. Consolidated Application*:</b> Ratification of the mid-year (winter) submission and certification of the Consolidated Application, which reports on the use of federal Title funds.</li> <li><b>C. 2014-15 Tax returns for Journey School Corporation, Form 990 and 199*:</b> Review and approval of the federal (990) and state (199) tax returns for the fiscal year 2014-15. Returns will be filed following board review.</li> <li><b>D. Second Interim Financial Report*:</b> Approval of the Second Interim Financial Report with the financial position and revised budget through January, 2016</li> </ul> <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> <ul style="list-style-type: none"> <li><b>A. Education Director Update*:</b> Report on educational activities and plans.</li> </ul> <p>Gavin brought to the Board’s attention the note in the report that the Connollys have decided that they won’t be returning for next school year. He noted their past two years of excellent service in the Education Director position, and many other years of support to the school and how much their work has been appreciated by the school community.</p> <p>There was some board discussion regarding the math program and how to make the Journey middle school math program sustainable and realistic, as well as rich and engaging for all students.</p> <p>Gavin noted for the board that there will be a day of in-service on March 11 for staff which will include discussions about the school day and the various instructional minutes requirements for the different grade levels. There will also be safety training by the School Resource Officer, and training for the upcoming CAASPP testing.</p>  |

*B. **Administrative Update\***: Report from School Director regarding school operations and accountability, including LCAP update and upcoming admissions activities.*

Gavin commented on the current bell schedule and the need to increase instructional minutes this year to meet state requirements, which caused the recess and lunch break to be shorter.

The admissions lottery will be held for the seat based program on March 16.

The Independent Study program will have a separate lottery if applications exceed openings.

The current application numbers are:

71 Sr. K applications

49 Jr. K applications

104 Grades applications

Enrollment Coordinator Kris Reynolds expects a total of 250 applications, which is a bit lower than last year. There are fewer siblings this year, approximately 20 incoming into Kindergarten for 16-17, vs. almost twice that many siblings last year. There are not that many seats available in the grades, so it is expected that almost all applicants will go on the waiting list.

The Community meeting was last week, but the weather was not cooperative and attendance was down a little from expected. However, the meeting went well, and topics included: the LCAP, the new Independent Study program, Close the Gap, what it means to be a teacher at Journey, the Parent Cabinet auction, the Eco-literacy program, and the honoring of Eric Katzmeyer, the master gardener for 6 years. Speakers included administration, a teacher, a Journey alumna (now a senior in high school), the Council President, the Parent Cabinet Chair, a Foundation board member and the Foundation President to kick off the Light our Journey fundraising campaign. There was a Gallery Walk after the speakers.

The Emergency Response plans are still being revised and will be presented to the board at an upcoming meeting.

Discipline issues have been reduced. Attendance and tardy rates are improved, although there are still challenges. Some of the issues with tardiness may be the result of the parking lot and traffic issues. Playground equipment has been purchased and the school is working with the district on the installation. Donations towards additional equipment will be the focus of the PC Auction.

Gavin has started working on the LCAP update, including getting stakeholder input from various groups. Some of the places where this feedback comes from includes: Faculty

meetings, Parent Cabinet meetings, including the Executive/Leadership of PC, Pedagogical Council, office staff, fiscal staff, administrative team, and ongoing intersection with students.

Gavin reported to the board on the CDE lawsuit referred to the “Morgan Hill case” and the impact on the school and students statewide due to release of confidential student information to the plaintiff in the case. If parents want to object to the release of their student information to the plaintiffs there is a form on the CDE website parents can fill out and submit to the court. Journey will be doing some type of notification to the community but is not obligated to take any action. There was a discussion about how to approach the issue, and a consideration to seek legal advice on whatever notice the school chooses to use.

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

Faculty will be viewing the movie “The Mask You Live In” about masculinity in America. Class plays will be starting next week. The 6<sup>th</sup> grade knighting ceremony is taking place this week.

**D. Parent Cabinet Update:** *Update on Parent Cabinet activities and upcoming Auction event.*

March 12 is the Auction event, which is the biggest Parent Cabinet fundraiser. There are still some tickets left, there has been a good response for auction item donations and an increase in auction sponsorships.

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

There were no follow up items to report on.

**F. Budget Committee Update:** *Update on scheduling for Administrator’s Budget Committee for development of 2016-17 budgets.*

Administration has developed a preliminary draft budget, and will be convening the committee in March. The board will probably see a draft budget ready by April. The LCAP will need to be developed alongside the budget, so final budget approval will not happen until May or June. There was discussion about how to address teacher compensation in the budget committee meetings since negotiations for salary will be ongoing at the same time.

**G. Financial Report\*:** *Review of January financial statements and second interim report.*

Larry reported on the January financials. ADA through P1 is still trending a bit above budget, however the anticipation is that the lower ADA usually seen in the winter months will drop the P2 number. However, given that there is only one more month before the P2 report, it does look like the ADA will be at or slightly above budget.

The cash reserves are doing well. The payroll bank account was closed so there is only one account to keep track of.

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|   | <p>The state budget update is still positive, and it is expected that LCFF will be almost 90% funded.</p>   |
| 7 | <p><b>DISCUSSION/ACTION ITEMS: AUDIT COMMITTEE</b></p> <p><b>A. Audit Engagement for 2015-16 fiscal year*:</b> Review and approval of audit engagement and proposal for 2015-16 fiscal year from Vicente, Lloyd and Stutzman by the Audit Committee, a Committee of the entire board.</p> <p>Larry Tamayo reported on his positive experience with the audit firm. ExEd has been working with them since ExED started at Journey. He feels they are the best firm that his organization works with for charter school audit work. They are very organized and efficient and timely in their work. They have been the audit firm for the school since inception.</p> <p>There was a motion to approve the audit engagement, which was seconded and approved unanimously.</p>   |
| 8 | <p><b>BOARD DISCUSSION/ACTION ITEMS: School Operations and Finance</b></p> <p><b>A. Re-opens for JTA-JS employment contract for teachers*:</b> Presentation of Journey School re-opens to begin 2016 negotiations for possible changes for the 2016-17 contract.</p> <p>Gavin reported on the process and timeline and that the first bargaining session date is set. He reviewed what the union re-opens were and that the school is only opening the additional article on Benefits. The school will use legal counsel as part of the bargaining team, and the CTA has a new representative to work with JTA.</p> <p><b>B. Administrative structure for 2016-17:</b> General discussion of administrative needs for upcoming school year, including possible revisions to job descriptions and/or job titles and potential budgetary impact.</p> <p>Gavin reported on the growth of the school and evolution of the leadership and administrative structure and support. The current composition is 2.25 full time administrators. Next year there will be additional growth, including the new IS program students. Specific needs for administrative help to the Director include: direct operations of the IS program, attendance at IEP meetings, curriculum and instructional support, student discipline matters and support of teachers with student discipline.</p> <p>Gavin recommended that three full time administrators would be needed next year. This might be the School Director, an Assistant Director and an Education Director. Gavin mentioned that modifications to the job descriptions would likely be needed and job titles could be further explored. The intention is to look for internal candidates to be promoted to these positions before posting any new position to the external job market.</p> <p>There was a discussion about the various administrative needs and the needs of the IS and</p> |

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|    | <p>Special Education program next year.</p> <p>Next steps would include bringing a 16-17 staffing plan forward for board approval, and to begin to add these positions to the budgeting process.</p> <p><b>C. <i>School Director Evaluation process:</i></b> <i>General discussion of evaluation process used for School Director position for 2015-16.</i></p> <p>There was a discussion about setting up a survey that the Board would take, as well as a self-evaluation by the School Director. If the survey was set up in the next couple of weeks, the results could be brought back at the next meeting.</p> <p><b>D. <i>Update on Independent Study Program:</i></b> <i>Update on progress and enrollment timeline for new Independent Study program.</i></p> <p>The board received an update regarding progress towards implementation of the new program. Timelines, application and admission priorities were discussed.</p>  |
| 9  | <p><b><i>BOARD DISCUSSION/ACTION ITEMS: Development and Journey School Foundation</i></b></p> <p><b>A. <i>Update on Development and Foundation Activities:</i></b> <i>Report on Journey School Foundation activities and plans</i></p> <p>The “Light Our Journey” campaign was kicked off at the Community Meeting. The target audience is not directly to Journey families but rather for families to share the Journey story with their wider circle of family and friends. An online system is being used this year to run the campaign. Also, the Wyland Foundation sponsorship of the new model garden is continuing and work on the garden has begun. It will be in the third grade garden area.</p>  |
| 10 | <p><b><i>BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability</i></b></p> <p><b>A. <i>Conflict of Interest and Form 700:</i></b> <i>Review of filing requirements and deadline for annual Form 700 online filing for board and staff members.</i></p> <p>The board was reminded about the filing requirement and how to access the online form. Each board member should have received an email with a link.</p> <p><b>B. <i>Board training:</i></b> <i>Reminder about upcoming CCSA conference in Long Beach—March 15 includes all day Governance training workshops</i></p> <p>Lisa O’Neill and Anna Brown will attend and report back to the board at the next meeting.</p> <p><b>C. <i>Board attendance at school events:</i></b> <i>Review of upcoming school events and scheduling of board participation.</i></p> <p>The main items coming up in the next month are the PC Auction and the music concert. Board members were informed about the dates and venues.</p> |

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| 11 | <p><b>CLOSED SESSION:</b> <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p><b>A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS:</b> <i>Update on negotiations for 15-16 negotiations.</i></p> <p><b>Employee organization:</b> <i>Journey Teachers' Association/CTA/NEA</i></p> <p><b>Agency designated representative:</b> <i>Gavin Keller</i></p> <p>There was a motion to move into closed session, which was seconded and approved unanimously. The board moved into closed session at 8:15 pm.</p> <p>The board left closed session at 8:22 pm. There was no action taken in closed session.</p> |
| 12 | <p><b>Adjournment</b></p> <p>The meeting was adjourned at 8:23 pm.</p>  |

*Agenda publicly posted at Journey School on February 22, 2016,*

*And at: Kellogg Conference Hotel, Gallaudet University, 800 Florida Ave. NE, Washington, DC 20002*

*And on the school website at [www.journeyschool.net](http://www.journeyschool.net)*

*\*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.*