

Journey School
A California Public Charter School

February 26, 2015
REGULAR MEETING MINUTES
Approved March 26, 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

Michael Corbo, Council President: Present
Sue Vaughn, Council Vice-President: Present
Warren Whiteaker, Council Treasurer: Present
Susan Toma-Berge, Council Secretary: Present, arrived at 7:25 pm.
Jon Kaplan, Council Member: Present
Kara McCann, Council Member: Present
Lisa O'Neill, Parent Cabinet Member: Present
Jill Murphy, Educational Trustee Member: Present

Administrative staff present were: Gavin Keller, Shaheer Faltas, Franci Sassin. Larry Tamayo was present for the financial report section.

	AGENDA ITEM
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:10 pm.
2	Inspirational Passage Jon Kaplan read a quote from Helen Keller about education.
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 as posted, 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 members of the public were present.</p>
5	<p>CONSENT AGENDA ITEMS:</p> <p>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.</p> <p>A. Approval of Minutes*: <i>Minutes from meeting of January 22, 2015.</i></p> <p>B. Second Interim Financial Report*: <i>Approval of the Second Interim Financial Report with the financial position and budget through January, 2015</i></p> <p>C. 2013-14 Tax returns for Journey School Corporation, Form 990 and 199*: <i>Review of tax returns, as required by policy and IRS requirements, prior to filing</i></p> <p>There was a motion to approve all items on the consent agenda, which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <p>A. Administrative Update*: <i>Report from School Director regarding: Charter renewal process and timeline, LCAP, update on admissions process and statistics, report on the close of 14-15 enrollment per board policy, etc.</i></p> <p>Gavin Keller reported that there is an increased interest from the community around student behavior and discipline. There is an acknowledged challenge right now to make the staff expectations and consequences more consistent and more consistently applied. This can create confusion within parents, students and staff members. Mr. Keller is working on increasing the clarity within the whole community and in reaching out especially with students who may struggle with this. He acknowledged that there needs to be more follow through and there must be staff-wide implementation of the improved disciplinary practices. This is a top priority for the school and will be an important topic of conversation at many levels with staff in the upcoming months leading into next school year. This will include ALL staff, including hourly and office staff engaging in a retreat. Mr. Keller expects that there will be a cultural shift that can take place with hard work.</p> <p>Another way this will be addressed is that “School Climate” will also take an important role in the revised LCAP. The LCAP already approved was set up for three years. The revised LCAP is expected to be presented in draft form in May for board input and the final LCAP update will need to be approved in June. Administration will be using data to determine progress on the goals.</p> <p>Mr. Keller reported that he will begin his Tier II Administrative credential starting soon, using</p>

mostly an online program.

Regarding admissions, there are approximately 320 families who took a tour, and over 300 applied. This would lead to approximately 500 new student applications, including new applicants in addition to wait-listed families. There are only 30 spots open to new applicants with 24 incoming siblings expected in Kindergarten. There was a conversation regarding the wait list policies and whether these should be revisited. The Council will consider updated waiting list policies at a future meeting, but in time to make changes for the 16-17 enrollment timeline.

The charter renewal was accepted by CUSD last night at the board meeting. March 11 will be the date of the public hearing where members of the public can make statements of support to the CUSD board. It is expected that a vote for the charter renewal will take place in April. Journey expects that there will be several speakers lined up for the school.

Shaheer Faltas reported on some recent student disciplinary actions.

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

There was no report provided separately. Information was included in the other updates.

C. Faculty Update: Update on Faculty activities

Jill Murphy reported on the recent Pedagogical Council retreat for a half day, and there is an upcoming staff retreat for a full day during one of the scheduled professional development days in March. There have been multiple staff and family members who wanted to pass along gratitude to the Council for their work over the past month. The class plays are coming up and rehearsals are underway. This year the schedule is more staggered than in past years. The Kindergarten intake process will be coming up after the lottery process. This process has improved a lot over the years. The school has asked for the families to be very informed and thoughtful before they commit to the program. The mid-year music concert was amazing. The students become proficient in multiple instruments as well as singing. Plans for class camping trips are underway.

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

Lisa O'Neill reported that Parent Cabinet also received thoughts of gratitude for the Council for their difficult work in recent weeks. The auction is on March 14 and all Council members are invited. There will be online bidding both before and during the event. Council members will get a link for bidding on the silent auction, which will close at 7 pm, then dinner will take place and then the live auction.

E. Report on Follow-up for Previous Board Items

There were no items for follow up.

F. *Financial Report: Review of January financials and projected timeline for 2015-16 budget development process.**

Larry Tamayo reported on the January financials. The revenue forecast is based on about 373 ADA. There was a downward trend in ADA due mostly to illness. For the facility grant, the start date ended up being October, which resulted in a loss of revenue of \$13,000. The worker's compensation cost trends are also higher. The legal line item assumes the entire amount will be used, and this still could change if legal costs are lower than budgeted. The P1 certification has taken place at the state level, so Larry will confirm if there are any positive changes for revenue. It should be noted that the Common Core funds must be spent this year as those were roll over funds which must be spent this year. He is assuming that with the switch over of Parent Cabinet to a separate corporation, the remaining Parent Cabinet funds in their existing account will be completely depleted by the end of the fiscal year, but if this changes then that may change the ending cash balance.

The state budget forecast is looking positive, with a higher funding of the "gap" funding in LCFF. There may be additional funds to spend on common core related expenditures. There should not be any funding deferrals this year due to a better fiscal forecast at the state level. He commented on the increase in STRS and PERS rates and on the expiration of the Prop 30 taxes which could result in reduced funding from the state in future years.

The budget committee is planning to convene starting in March and should meet monthly. There is an interest from the faculty to having a policy and separate "internal" budget for classroom supplemental and discretionary expenditures.

7 *DISCUSSION/ACTION ITEMS: School Operations*

Susan Toma-Berge arrived at 7:25 prior to this item.

A. *Staffing Plan update: Review and approval of updated staffing plan for 2014-15**

There was a Council discussion regarding the proposed changes to the staffing plan and the associated fiscal impacts. Gavin Keller projects an overall cost savings for the changes. The new school store employees will have all costs of employment reimbursed by the JSF. The school store has been making a nice profit.

There was a motion to approve the staffing plan as presented, which was seconded and approved unanimously.

B. *Energy Planning Grant*:

Franci Sassin gave an update to the board on the background of the Prop 39 energy grant funds. The Council discussed the options available and the way to move forward with the project. There was an interest in getting at least three bids and having those analyzed prior to

engaging anyone. The Council wanted to be sure that the administration was following its fiscal and procurement policies. In addition, Mike Corbo can access some resources at Mitsubishi Solar to determine which direction to go. There was also interest in engaging the eighth grade class to participate in implementation of any projects, maybe in their 8th grade projects next year.

8 **BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability**

A. Conflict of Interest and Form 700*: Review of filing requirements and deadline for annual Form 700 online filing for board and staff members.

The Council reviewed the process and timeline for submission of the annually required forms.

B. Calendar of school events for board members to attend*: Review of upcoming school events, with board volunteers to attend.

Upcoming events include the Parent Cabinet Auction, the 8th grade projects, and Medieval Games on April 22 which is being hosted by Journey this year for regional Waldorf schools. The May Faire will be at the end of April. Gallery walks will take place in the coming months. There is the Kindergarten Rainbow bridge and the Reverse Rose ceremony at the end of the school year. There will also be an 8th grade graduation on the Saturday following the last day of school.

9 **BOARD DISCUSSION/ACTION ITEMS: Development and Journey School Foundation**

A. Update on Development and Foundation Activities: Report on Journey School Foundation activities.

Shaheer Faltas reported on the updated campus plan and reminded the board members that they received a power point overview of the progress. Over 70% of families have contributed to Close the Gap. Using presentations within the class meetings may prove to be a more effective communication tool for Close the Gap. Over 80% of staff members with children at the school have contributed. The total projected revenue is \$170K, and the school has collected about 53% of what was pledged.

In January, following the Digital Media Literacy “tour” in Northern California, leadership from Orange County Department of Ed came to visit and learn more, and there is discussion regarding a partnership with OCDE. Shaheer attended a “Philanthropy in Action” meeting for Orange County donors and recipients. There is a group from Journey presenting next month at the CCSA conference on Eco Literacy and the Green Ribbon award. The school store is doing very well and the JSF made a commitment to pay the school store employees for their work through the end of the school year. JSF is not set up to pay employees, and an independent contractor arrangement is not possible for these employees. Therefore the employees will be on the Journey School payroll but the JSF will reimburse the school for the costs. It was recognized that increasing the total number of employees for the school could potentially lead to increased liability.

There was a Council discussion regarding the efforts of members of the community who are staff

	<p>members and also do volunteer work, and also volunteer or work for both the JSF and the Council. There was a discussion about the agreements between the JSF and the school regarding the revenue inflow. Shaheer reported that towards the end of this fiscal year further financial information would be brought forward to make the fiscal relationship more transparent.</p>
10	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>There was a motion to adjourn into closed session which was seconded and approved unanimously. The council adjourned into closed session at 8:15 pm to consider Item B. The following administrators were invited into closed session for Item B based on their work in the matters: Shaheer Faltas, Gavin Keller and Franci Sassin. Item A was tabled.</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>Shaheer Faltas</i></p> <p>B. Pursuant to Government Code §54957: Public Employee Performance Evaluation, Titles: <i>School Administration</i></p> <p>RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at: 8:55 p.m.</i></p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION <i>(includes the vote or abstention of every member present)</i></p> <p>No action was taken in closed session.</p>
11	<p>Adjournment</p> <p>The meeting was adjourned at 8:57 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.***