

***Journey School
A California Public Charter School***

June 1, 2017

REGULAR MEETING MINUTES

Approved June 22, 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*

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

Administrative staff members Gavin Keller and consultant Franci Sassin were present.

AGENDA ITEM	
1	<i>Call to Order and Roll Call</i> <i>The meeting was called to order at 6:05 pm.</i>
2	<i>Inspirational Passage</i> <i>Jill Murphy read a passage from Steiner about learning to let go of fear of the future.</i>
3	<i>Approval of Agenda*</i>

	<p>NOTE: The order of the agenda may be changed without prior notice to the public.</p> <p>There was a motion to approve the agenda, which was seconded and approved unanimously.</p>
4	<p>PUBLIC COMMENT: <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>Parent and board candidate Jessica Monroe was in attendance. No other members of the public were present and no comments were submitted.</p>
5	<p>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.</p> <p style="padding-left: 40px;">A. Approval of Minutes*: <i>Minutes from meeting of April 27, 2017.</i></p> <p style="padding-left: 40px;">B. Board Adoption of new Language Arts Curriculum*: <i>Adoption of additions to Language Arts curriculum and associated materials.</i></p> <p style="padding-left: 40px;">C. MASTER AGREEMENT 2017-18*: <i>Approval of updated Master Agreement for Independent Study program students for 2017-18 school year.</i></p> <p>There was a motion to approve the consent agenda items, which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <p style="padding-left: 40px;">A. Faculty Update: <i>Update on Faculty activities.</i></p> <p>Jill Murphy reported on the many activities for the end of the school year, including many of the grades' plays, the 8th grade projects, class camping trips, including the 8th grade class trip, and of course, the 8th grade graduation.</p> <p style="padding-left: 40px;">B. Parent Cabinet Update: <i>Update on Parent Cabinet activities, including report on Annual Auction fundraiser.</i></p> <p>Gavin Keller reported that the volunteer tea will be held next week, where staff and students show appreciation to the volunteers.</p> <p style="padding-left: 40px;">C. Administrative Update*: <i>Report from School Director, including topics of independent study program enrollment update, literacy program update, update on progress on Prop 39 project planning, math curriculum update, etc.</i></p> <p>Gavin Keller reviewed some of the items from the written update. He went over the work on the Prop 39 Energy grant planning. The Independent Study program is continuing to enroll, and while it is not at the cap yet, the Hybrid program is already filled at 22 students with one on the wait list</p>

and additional enrollments for the home based program are taking place. The school is working on revamping some of the space in the garden to use for that Hybrid class. The school is looking to partner with county parks in the area, and has received a positive response from the local park rangers. 8th graders are taking math placement tests for high school and a high percentage of students took this in order to track into advanced math in high school. Go Math workbooks are in use, teachers are also supplementing with Irvine’s Math Project. The school wants to enhance the school library system but wants to have a scanner system to check out books, since books have gone missing with the past check out systems.

D. *Financial Report: Review of April financials**

Larry Tamayo participated by phone for the financial items. Overall there are not many changes from last month. Most trends are positive and the school is expected to end with a higher fund balance than budgeted. He reported that ADA dropped a bit for Month 8 but this won’t significantly affect the funding. Some one time purchases will be made at the end of this year, but those will help decrease expenses for next year’s budget. To be conservative, the donation revenue was decreased slightly based on the actual funds coming in. The cash balance is good, and because the state funding is not likely to be deferred now, more cash will come in during June. He reviewed the May revise budget proposal from the state, including the slight increase in the LCFF funding, but some reservations about “one time” funding amounts.

E. *Administrative Budget Committee Update: Update on budget planning for 2017-18 and report from committee meeting to get direction from the board to achieve balanced budget.**

Gavin Keller reported on the development of the draft 2017-18 budget. The budget committee reviewed a budget that was significantly in the “red”, and was based on the current enrollment and class size, with increasing costs, but relatively flat funding in the future. The draft budget included two full time positions for academic support. In addition, the facilities grant funding expires next year. The committee primarily came to the conclusion that the best way to balance the budget was to increase class size. After extensive discussions with faculty, the decision was made to increase class size in the grades up to 28, but leave Kindergarten at 22 per class. Teacher salaries are under negotiation and so in this budget the increases are not shown, except what is already built into the approved salary schedule currently. The board discussed the academic specialist position and other factors in the budget. The “unduplicated” student count was discussed, including why the number was lower this year.

7 ***SCHOOL OPERATIONS (Discussion/Action):***

A. *LCAP update*: Update on progress of LCAP for 2017-18 including stakeholder engagement.

Gavin reported on the goals from last year, and briefly commented on how those goals and the associated services and actions may be updated in this year’s LCAP. Many of the shorter term goals

were reached this year, although they are broad based and so will probably continue but with some modifications. There has been a lot of input from the staff and parents which has often revolved around a focus on idea of “community” as the school is growing. Efforts are continuing with ways to encourage and facilitate the sense of connectedness and community even when the school is much larger than in the past. Board members commented that the goals seem to be very comprehensive, on target and detailed, and also that it takes time to get change incorporated into organizational culture, so it is best to keep goals consistent over a longer period of time if they are still relevant.

B. School Calendar and Bell Schedule*: *Review and approval of calendar for 2017-18.*

Gavin Keller commented on the final draft of the calendar being presented for approval. He noted that the bell schedule is NOT being changed for the first time in several years. The current bell schedule has been working well. School is slated to start after Labor Day, there are 175 student days scheduled, with 195 teacher days. There are 41 minimum days, mostly for the weekly Wednesday staff meetings. The parent-teacher conference week is being moved back to fall rather than spring; after trying the later dates this year teachers preferred fall. There is a second planned time in the spring to conduct conferences for at risk students. Winter and Spring break lines up with CUSD’s calendar. There are 2 days within the school year for teachers to do professional development, along with the time before and after the student calendar days.

There was a motion to approve the calendar and bell schedule with instructional minutes, which was seconded and approved unanimously.

C. Staffing Plan for 2017-18*: *Review of preliminary staffing plan for upcoming school year.*

Gavin Keller reported on the proposed staffing plan. Only one Main Class Teacher is not returning, for personal reasons. Another teacher is retiring. The school expects a need for 4 new teachers. The Independent study program and the addition of another class will bring two new staff members. The Teacher Search Committee has interviewed and has found excellent candidates, including two who are being promoted from assistant positions at the school now. There will now be several assistant positions open, and also some specialty openings. A new Spanish teacher has already been found who is moving here from Spain.

D. Counseling Services*: *Discussion of needs and possible services for Journey School.*

Gavin Keller reported on a free service being offered from OC Health Care Agency. He reported that current statistics indicate that 1 of 5 students are in need of counseling/emotional support, but that only 20% of those students are actually receiving services. Journey has many supports in place to help support students’ emotional needs, based on the mission of the school. However, there are students who have needs beyond that. There are some support services provided by CUSD through Special Education. In addition, this year the school has utilized the services of a teacher who holds a

PPS credential. This new opportunity is free and can supplement what is already happening. They provide resources and support groups as well as various workshop topics for staff. The board commented on resources provided also by OCDE for parents. The board expresses support for moving forward with using these services.

E. Office Equipment update*: *Report on copy machines and future changes to arrangements.*

Gavin Keller went over the current costs of the copiers owned by the school now. One is 10 years old and one is 5 years old. The annual maintenance is around \$7500. If purchased two 'new' machines, which are used, but only 1 year old, there would be an up front cost to purchase, but they would be depreciated, and the maintenance costs would be much lower than currently.

There was a motion to approve the purchase of replacement copy machines, which was seconded and approved unanimously.

8

BOARD DEVELOPMENT:

A. Board Composition for 2017-18: *Discussion of upcoming terms and renewals and board vacancies.*

Mike Corbo and Susan Toma-Berge and Kara McCann are all not planning to renew after their terms expire. There will therefore be three openings in addition to the vacancies due to the increased number of members.

B. Nominating Committee Report*: *Report from Nominating Committee on potential new board member.*

The Nominating Committee was made up of Lisa O'Neill, Jill Murphy, Kara Foss and Ana Brown. The Committee met and interviewed two candidates. Both candidates are being recommended for nomination. One candidate is a new parent, and is also an attorney and CPA. The other is a community member with board and leadership experience who is also science expert.

The board is interested in having the candidate John Holland attend the next board meeting to see if there is a good fit.

There was a motion to recommend candidate Jessica Monroe for the board, which was seconded and approved unanimously.

9

CLOSED SESSION: *The meeting will now convene to closed session to discuss the matters described below:*

Jill Murphy left the meeting for closed session. Gavin Keller and Franci Sassin were invited into closed session based on their work in the matters. The board entered into closed session at 7:55 pm.

Gavin Keller left at 9:05 before Item 9.3 due to the nature of that item.

Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: Update on negotiations for 2017-18

Employee organization: Journey Teachers' Association/CTA/NEA

Agency designated representative: Gavin Keller

1. **Pursuant to Government Code §54956.9: Conference With Legal Counsel:**
Anticipated Litigation: 1 potential case
2. **Pursuant to Government Code §54957: Public Employment, Title: School Executive Director**

RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at: 9:28 p.m.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present)

There was an action on Item 9. 1 taken to approve the proposed terms of the union negotiations and to draw up the changes to the Collective Bargaining Agreement for approval by the designees. The action was approved by a vote of 4 approve, and one abstention.

9 **Adjournment**

The meeting was adjourned at 9:30 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.***