

Journey School
A California Public Charter School

June 22, 2017

REGULAR (ANNUAL) MEETING MINUTES

Approved August 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, arrived at 6:15 pm.
Susan Toma-Berge, Council Vice President: Present
Anna Brown, Council Treasurer: Present
Kara McCann, Council Secretary: Present, arrived at 6:20 pm.
Judy Levinsohn, Council Member: Present, arrived at 7:30 pm.
Lisa O'Neill, Parent Cabinet Member: Absent
Jill Murphy, Educational Trustee Member: Present
Julie Chiaverini, Council Member: Present
Jessica Monroe, Council Member elect: Absent—will be sworn in next time

Administrative staff Gavin Keller, Franci Sassin were present.
Larry Tamayo was present for Items 7D, 8A and 8B.
Guest Heidi Crowley of CUSD was present.
Jake Torres of Alliance Building Solutions was present for Item 8D.

AGENDA ITEM	
1	Call to Order and Roll Call and Recognition of outgoing board members The meeting was called to order at 6:10 pm.
2	Oath of Office*: Swearing in of board member Jessica Monroe

	This item was tabled to the next meeting.
3	<p><i>Inspirational Passage</i></p> <p>Gavin Keller told a story about the 8th grade trip this year. Parents really commented about how many relationships were strengthened by the trip and how students who had not really been close before are now bonded as they move forward to high school.</p> <p>Gavin also read a Steiner quote about educating children.</p>
4	<p><i>Approval of Agenda*</i></p> <p><i>NOTE: The order of the agenda may be changed without prior notice to the public.</i></p> <p>Item 8D was moved to the first action item as the representative from Alliance Building Solutions was to present to the board.</p> <p>There was a motion to approve the agenda as amended, which was seconded and approved unanimously.</p>
5	<p><i>PUBLIC COMMENT: Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>Parent Amy Capelle submitted a written public comment, which was read by Anna Brown. Her comments were in regard to the leased school facility. She noted that the classrooms and bathrooms are in disrepair, which can and does cause health issues, and requested that the school work with CUSD to address these serious issues.</p>
6	<p><i>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.</i></p> <p><i>A. Approval of Minutes*:</i> Minutes from meeting of June 1, 2017.</p> <p><i>B. Charter School Annual Information Survey*:</i> Ratification of annual survey about funding selection and other issues.</p> <p><i>C. Staffing Plan for 2017-18*:</i> Review and approval of updates to staffing plan for upcoming school year.</p> <p><i>D. Administrative Consulting contract renewal*:</i> Renewal of administrative consulting contract for 2017-18 school year.</p> <p><i>E. Independent Study Handbook Supplement*:</i> Approval of updates to Handbook Supplement for IS program.</p> <p><i>F. Consolidated Application*:</i> Ratification of Consolidated Application with federal</p>

funding request for 2017-18.

G. STRS/PERS reporting with Orange County Dep't of Ed*: *Approval of new rates for contract for retirement reporting.*

There was a motion to approve the items on the consent agenda, which was seconded and approved unanimously.

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INFORMATION ITEMS: Reports

A. Faculty Update: *Update on Faculty activities.*

The 8th grade graduation was very special. The staff held their year end wrap up sessions, which included reflections on what worked well and where improvements are needed or challenges took place. During these sessions, there were discussions among staff members about the community building needed due to the enrollment projected over 500 next year. One benefit of the increased size is that having two classes in a grade can allow for some good opportunities to plan and do activities together in many different ways.

Faculty will now be writing the end of year reports, and will be attending many different trainings this summer. Jill Murphy expressed her gratitude for the time she has served on the Council as there will be a new faculty rep to the Council next year.

B. Parent Cabinet Update: *Update on Parent Cabinet activities, including report on Annual Auction fundraiser.*

There was no report as the Parent Cabinet representative was not present.

C. Administrative Update*: *Report from School Director, including summer programs using campus facility, end of year report, CUSD annual oversight report, enrollment update, etc.*

Gavin Keller reported that this had been one of the most successful years and the last week of school was very energetic and positive, yet very calm. There will be some teachers providing summer programs, especially for students who are entering in higher grades and may not have the background in certain specialty subjects their previous setting. It is a parent paid program but the school offers the facility at no cost since it benefits the students. Shelley Kelly will continue another year in her role, and the continuity of administrative configuration should have many positive benefits. The board discussed tracking alumni data in a more consistent manner going forward.

D. Financial Report*: *Review of May financials, state budget update and upcoming interim audit visit*

Larry Tamayo presented the May financials. The P2 ADA was slightly above budget, even with a slightly lower enrollment, due to the improvement in attendance rates this year. Some additional

“one time” expenditures may take place before year end. Cash reserves will exceed 45 days worth, and although 90 days “cash on hand” is ideal, this is still good. The state budget has been adopted but is still awaiting signature. The budget as presented is conservative regarding the “one time discretionary funds”, which will most likely be higher than what was originally expected. Auditors were at the ExED office this week for the interim audit visit, and so far the audit is going well. The final audit visit will take place in August.

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

A. Approval of Local Control and Accountability Plan Annual Update*: Review and approval of LCAP, including annual update and progress on goals.

Gavin reviewed the draft LCAP with respect to the goals, actions and services, and in particular the new items added this year. He noted the new sections of the state template. He reported on some of the school culture issues and that this is the greatest area of need, including student behavior and discipline. There is a goal addressing this. He reviewed the previous three year goals set. Almost every action that was planned did actually take place, some were more effective than others. The goals set were very broad and so all goals were modified to be more specific and focused. He reminded the Board about the processes to get stakeholder engagement in the LCAP. Some key areas of focus include a student leadership group and implementing a behavior tracking program. The professional development goal will focus on Language Arts, Math and the assessments. Literacy program improvements, including the purchase of the new materials are included, as well as the same type of thing for math in future years. Additional staff who will provide support in implementation of the literacy program is included, and has also been added to the Staffing Plan. Researching a Gifted/Talented program will be an action as well. There is also a goal to continue to improve attendance, to build on the gains seen this past year. This goal also covers the community building efforts that have been seen as crucial by the community itself.

Larry commented on the budgetary aspects, including reporting on the actual expenditures from the past year, and on the process to align the goals and actions to budgeted expenditures.

The board commented on how well the LCAP was put together and how thorough it is.

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

B. 2017-18 Budget*: Review and approval of annual budget for 2017-18.

Larry Tamayo reviewed the budget assumptions, including the enrollment and ADA and the unduplicated pupil counts. The revenue assumptions are primarily based on the May revise, so when the budget is revised in the fall, revenue will be higher from the state, so this is conservative. The federal facilities grant reduction is included. The fundraising revenue is higher based on increased enrollment and the success of the donation efforts. The assumptions from the

currently approved Staffing Plan are included. The Prop 39 expenditures may need to be moved to the next fiscal year. The retirement costs are increasing significantly, mostly due to the STRS/PERS increases. The fees to CUSD are included, and there is depreciation on the playground equipment.

There was a motion to approve the 2017-18 budget as presented, which was seconded and approved unanimously.

C. *Collective Bargaining Agreement: Approval of changes to CBA with Journey Teachers' Association.**

It was noted that the amended Agreement has already been ratified by the JTA unanimously. The board should now also approve the changes that were the result of this year's bargaining sessions.

There was a motion to approve the updated CBA which was seconded and approved unanimously.

D. *Prop 39 Energy Planning Update*: Update on potential projects with Prop 39 funds.

This item was heard before Item 7.

The representative from Alliance reviewed the proposal for energy upgrades, including LED light bulbs for all fixtures, as well as motion and sound occupancy sensors so that energy usage goes down when no one is in the room. HVAC is a big part of the project. The school can select the best equipment available. Prop 39 requires "like for like" replacements, so certain technology is not feasible. In addition to replacement of key HVAC units, all thermostats will be replaced by smart thermostats that can be controlled via a web app. All upgrades meet the savings ratio that every dollar spent will result in at least a dollar of savings. There are also some funds set aside for the Energy Manager costs. This would be a third party resource to monitor and consult on the implementation and training needed. The Energy Managers also can assist with applying for energy savings rebates that the school can take advantage of. K12 Energy Services provides this service as a pass through via Alliance, and is a firm that comes highly recommended. This would be a separate contract the school will enter into and can negotiate. There was a question regarding a firm called OHM Connect which might give rebates for reduced energy usage.

The next step after the board approves is to submit the proposal to CEC. They usually take 2-4 weeks to review and approve, but it could be longer. The proposal has been submitted to CUSD facilities' staff for review as well.

The board discussed the details of the proposal and in particular the Energy Manager portion.

There was a motion to authorize Director Gavin Kellerto move forward with the proposal for the

project as presented. There was a second and the motion passed unanimously.

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BOARD DEVELOPMENT (Discussion/Action):

A. *Renewal of Board Terms for 2017-18: Renewal of terms for board members expiring June 30.*

The Faculty representative being appointed for the year by Faculty is Jeannie Lee. The Parent Cabinet representative being appointed for the year by Parent Cabinet is Lisa O'Neill.

There was a motion to renew Judy Levinsohn as a board member for an additional two year term, and to accept the appointments from the Faculty and Parent Cabinet for the 2017-18 school year. The motion was seconded and approved unanimously.

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

The board reviewed the board candidate John Holland, and it was noted that the Nominating Committee is recommending him as a board member.

There was a motion to approve John Holland as a board member for a two year term, which was seconded and approved unanimously.

C. *Board Officers for 2017-18*: Nomination and approval of board officers for 2017-18 fiscal year.*

Mike Corbo nominated Anna Brown as the President, Julie Chiavarini as the Vice President, Jessica Monroe as Treasurer, and Lisa O'Neill as Secretary.

The nominees who were present accepted the nominations, and the nominees who were not present were expected to accept. There was a motion to adopt the slate of nominees, which was seconded and approved unanimously.

D. *Board Meeting Calendar for 2017-18*: Approval of board meeting calendar for regular meetings.*

The calendar was discussed and a change proposed to have August meeting on Tuesday, August 22.

There was a motion to adopt the Board Calendar as modified, which was seconded and approved unanimously.

E. *Bank Account Signers*: Approval of Resolution to add new officers and administrators as signers on all school bank accounts, effective immediately.*

There was a motion to approve the resolution to add the newly elected officers as bank signers,

	<p>which was seconded and approve unanimously.</p>
10	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>The board entered into closed session at 8:15 pm. Gavin Keller left the meeting during the second item regarding his compensation. Administrative consultant Franci Sassin was invited into closed session based on her participation in those matters.</p> <ol style="list-style-type: none"> 1. Pursuant to Government Code §54956.9: Conference With Legal Counsel: Anticipated Litigation: <i>1 potential case</i> 2. Pursuant to Government Code §54957: Public Employment, Title: School Executive Director <p>RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at: 8:28 p.m.</p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION <i>(includes the vote or abstention of every member present)</i></p> <p>There was no action taken in closed session.</p>
11	<p>School Operations (Discussion/Action):</p> <p>A. School Executive Director Contract*: <i>Discussion and approval of contract for 2017-18 for Executive Director.</i></p> <p>There was a brief discussion of the comparable salaries for charter school Directors (and similar positions), as well as the great work Gavin Keller has been doing, the progress the school has made in the past few years, and how difficult it is to find excellent leadership.</p> <p>There was a motion to approve a two year contract for Gavin Keller with an increase in salary effective July 1, 2017 of 10%. The motion was seconded and approved unanimously.</p>
12	<p>Adjournment</p> <p>The meeting was adjourned at 8:50 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.***