

Journey School
A California Public Charter School

June 27, 2016
ANNUAL MEETING MINUTES
Approved August 25, 2016

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
Susan Toma-Berge, Council Secretary: Absent
Jon Kaplan, Council Treasurer: Present
Judy Levinsohn, Council Member: Absent
Kara McCann, Council Member: Absent
Anna Brown, Council Member: Absent
Lisa O'Neill, Parent Cabinet Member: Present
Jill Murphy, Educational Trustee Member: Present

Administrative staff member Gavin Keller was present, and Larry Tamayo joined the meeting for the fiscal items. Administrative consultant Franci Sassin was present by phone.

NOTE: This meeting was rescheduled to June 27 due to lack of quorum on June 23, 2016

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:15 pm.
2	Inspirational Passage Mike Corbo told an inspirational story about his father, whose grandmother so valued education that

	<p>the family sacrificed and worked hard so that he could get a college education, and the family success story which followed.</p>
3	<p>Approval of Agenda*</p> <p>NOTE: The order of the agenda may be changed without prior notice to the public.</p> <p>Board members asked to remove item E and H from the consent agenda and move them to action items. There was a motion to approve the agenda otherwise, 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>Gavin Keller received a letter from an 8th grade student regarding teacher Janet Poth, which was submitted to the board members as part of public comment.</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> <ul style="list-style-type: none"> A. Approval of Minutes*: <i>Minutes from meetings of May 26, 2016.</i> B. Consolidated Application*: <i>Approval of the Spring ConApp, including the Application for Title funding for 2016-17, reports on federal funding and federal assurances.</i> C. Charter School Annual Information Survey*: <i>Approval of updates to charter information for 2016-17 school year, as submitted to CDE.</i> D. STRS/PERS reporting with Orange County Dep't of Ed*: <i>Approval of new rates for contract for retirement reporting.</i> E. Staffing Update*: <i>Approval of additional new staff hires for 2016-17, filling vacant positions on approved staffing plan.</i> F. Administrative Consultant contract for 2016-17*: <i>Approval of renewal of contract for Administrative Consulting services for 2016-17.</i> G. Chromebook purchase*: <i>Approval of purchase of Chromebooks with remaining special purpose funds for 2015-16.</i> H. Textbook purchase*: <i>Approval of purchase of selected textbooks with remaining special purpose funds for 2015-16.</i> <p>Item E and H were removed from the Consent Agenda and taken as separate action items.</p> <p>There was a motion to approve the remainder of the consent agenda, which was seconded and approved unanimously.</p> <p>For Item E, the board asked about the Specialty Coordinator positions, and the duties and hours of this</p>

job, as well as the average extra hours for Specialty teachers to go to meetings and take care of special events, averaged out over the course of the year. There were comments about the cost of the instructional support costs, including the total cost of the Specialty program and the assistants. Gavin reported that the number of hours in the staffing plan have been based on the actual number of hours that have been needed over the past several years, for planning, administration, coordination, meetings, etc. and that the plan reflects the hours he feels are needed, and which will allow the budget to accommodate the costs. He noted that all the hours may not be needed. There was discussion about ways to monitor the effectiveness of the various elements of the Specialty program so that the cost benefits can be analyzed going forward, especially as difficult budget decisions may need to be made in future.

Gavin reported that all the Main Class Teacher positions are filled currently.

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

For Item H, the board requested more information about the process to select the Math textbooks. Gavin Keller reviewed the process and the various methods and consultations involved in selecting this particular curricular selections, including consultation with OCDE and CUSD math specialists, online research, sample packets from the books, etc. He noted that CUSD will be using Go Math in all their middle schools, so using the same publisher will help Journey students transition into CUSD high schools. The middle school math program will also include some students who will take Algebra I and Geometry if they are advanced enough, although most will take the standard Grade 6, Grade 7 and Grade 8 math courses. There was a discussion about the changes in overall Math presentation at the state level and that may alter how Journey develops the middle school math program. Gavin commented on the goals in the LCAP for both the Math and ELA program.

There was a motion to approve the purchase of math textbooks, which was seconded and approved unanimously.

6 ***INFORMATION ITEMS: Reports***

A. Faculty Update: Update on Faculty activities.

Jill Murphy reported on the end of year activities; mostly this involves the end of year narrative reports, which take up a lot of time for each teacher. Last week the end of year faculty retreat took place, including a resource exchange day, committee planning work, goal setting, team building and a review of the year. There was also a joint meeting with Parent Cabinet, including a review of the field trips and class trip planning for next year. Many teachers are at training in Sacramento at this time, and others will go soon. Some teachers recently graduated from the training program at OC Waldorf school.

B. Parent Cabinet Update: Update on Parent Cabinet activities

Lisa O'Neill reported on the year end meetings. Planning for next year has been started, and the turn out for the last meeting was good.

C. *Administrative Update: Report from School Director, including end of year activities, kindy fencing project, IS program, etc.**

Gavin reported on the many things taking place for closing out the school year. He reported on some of the hiring that has been taking place over the past month or so. The CUSD superintendent did a site visit on June 9 and this went well. She discussed the bond measure that CUSD is considering and that the Journey campus may be on the list for facility upgrades. Gavin reported on end of year activities such as the Volunteer Appreciation Tea, as well as Student end of year activities such as the Rainbow Bridge and the Reverse Rose Ceremony. Summer preparations for classrooms and the facility is underway. The 8th grade graduation ceremony also took place and was well received by all in attendance. Students shared memories of their years at Journey.

This summer, some teachers will be attending leadership training, there is also Specialty teacher training and special training for kindergarten. There is good alignment between the trainings, the school needs and the interests of the staff in attending.

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

There was nothing to report on this item.

E. *Financial Report: Review of May financials, and 16-17 state budget.**

Larry Tamayo reported on the May financials. The school is projected to end positive, in part due to another large gift from Parent Cabinet, and higher than budgeted Close the Gap revenues received. In addition, some expenditures are projected lower than budgeted. Another contribution is the steady ADA rate over the school year, with almost a 95% average ADA rate. The cash balance is low, but this is primarily due to a delay of approximately \$120K from the facility grant. Overall, Larry reported that the school is in good fiscal health and will end the year in the best position in the last several years.

7 DISCUSSION/ACTION ITEMS: School Operations

A. *Local Control and Accountability Plan: Review and approval of the 2016 LCAP, including the annual update section and actual expenditure estimates from 15-16.**

Gavin Keller reviewed the LCAP with a particular focus on the goals for 2016-17. The first has to do with school safety and discipline. The next is teacher development, including professional development. Another goal is to track alumni progress and success. There is a goal regarding the

math program development. There is a goal regarding attendance and tardiness.

There was a motion to approve the 2016-17 LCAP, which was seconded and approved unanimously.

B. Preliminary Budget for 2016-17*: Review and approval of preliminary budget for the 2016-17 school year.

Larry reviewed the draft of the preliminary budget. It has had several more updates over the past month, including the information from the state budget that was adopted, which includes some additional small amount of funding. The LCFF gap closure is over 54%, bringing the gap closure to almost 95% of the ultimate target LCFF funding. This is good, but revenue will not go up in future years. The budget includes 25 independent study students and the associated staffing costs. There are one time funds of about \$94K, and even though this has happened the last few years, due to the state fiscal situation improving, this is also expected to be discontinued in future years. Close the Gap fundraising is budgeted for the new students, and is conservative. Parent Cabinet will be making donations again. The ADA rate used is 94%.

On the expenses, the budget includes the salary from the collective bargaining, plus the new administrative positions and the specialty teachers. Increased hours for additional classes, and a 4% raise for the specialty staff is incorporated. The classified staff will be receiving a 2-3% raise. STRS and PERS rates are going up and will continue to do so in future year. Health and welfare and workers' compensation rates will be increasing. Some of the supplies will be reduced because expenditures are being made this year with one time funds which will not be repeated in future years. Other expenses were reviewed. The budget is shown as balanced and is considered to be conservative for both revenue and expenses.

Larry will be submitting the 2016-17 budget to the district following board approval.

There was a motion to approve the 2016-17 preliminary budget, which was seconded and approved unanimously.

C. Playground Equipment: Update on playground equipment and designate Director to proceed with summer installation.

Gavin Keller reported on the locations and plans for the new equipment. He does not yet have a quote for installation, but is planning to hire a professional installer to be sure it is done correctly and wants to finish during summer to minimize disruption for students.

There was a motion to delegate the decision on the installation to Gavin Keller in order to be sure the work is completed over the summer. The motion was seconded and approved unanimously.

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BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability

A. Board Meeting Schedule for 2016-17*: Review and approval of regular meeting schedule for

the 2016-17 school year.

The board reviewed the proposed schedule. Further assignments for the inspirational passage will take place at the next meeting.

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

B. Board Member update from Nominating Committee: Update on possible board candidates to replace outgoing board members

Mike Corbo reported that Susan Toma-Berge has agreed to stay on for another year. There is another candidate being interviewed by the Nominating Committee later this summer and possibly one or two additional who may be interested. Sue Vaughn and Jon Kaplan will not be renewing their terms, so there will be a total of 4 vacancies after this meeting.

C. Board Member Terms*: Consideration for renewal of board member terms, including staggered term lengths.

Parent Cabinet representative Lisa O'Neill and Faculty Representative Jill Murphy indicated they have been nominated by their respective groups to continue in their roles. This was acceptable to the rest of the board. The terms for council member Mike Corbo, Kara McCann and Susan Toma-Berge were renewed for one more year, to end at the end of June, 2017. The term for newest council member Anna Brown was renewed for an additional two years to end June of 2018. Any new board members elected in August will have two year terms to end June of 2018.

There was a motion to approved renewal of a one year term for board members Corbo, McCann, Toma-Berge, Murphy, and O'Neill, and renewal of a two year term for board member Brown, which was seconded and approved unanimously.

D. Board Officers for 2016-17*: Nomination and election of board officers for 2015-16.

There was a nomination for Mike Corbo to continue as President. There was a nomination for Anna Brown as Treasurer. There was a nomination for Susan Toma-Berge as Vice President. There was a nomination for Kara McCann for Secretary.

It was noted that since 3 of the nominated board members were not present at the meeting, their acceptance would be confirmed via email. Mike Corbo accepted the nomination to continue as President.

There was a motion to approve the nominations for board officers as presented, which was seconded and approved unanimously.

E. Bank Account Signers*: Approval of Resolution to add new officers and administrators as

	<p><i>signers on all school bank accounts, effective immediately.</i></p> <p>There was a recommendation to approve all board officers as signers on the bank accounts, as has been the past practice.</p> <p>There was a motion to approve the resolution with the new board officers added, which was seconded and approved unanimously.</p>
9	<p><i>Adjournment</i></p> <p>The meeting was adjourned at 8:15 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.***