

Journey School
A California Public Charter School

October 30, 2013
REGULAR MEETING MINUTES
Approved November 21, 2013

6:00 p.m.

At Journey School
27102 Foxborough
Aliso Viejo, CA 92656
In the Journey School Office
And by teleconference at posted locations
(949) 448-7232
www.journeyschool.net

Michael Corbo, Council President: Absent
Sue Vaughn, Council Vice-President: Present
Warren Whiteaker, Council Treasurer: Present
Jon Kaplan, Council Member: Absent
Kara McCann, Council Member: Present
Susan Toma-Berge, Council Member: Present
Lisa O'Neill: Parent Cabinet Member: Absent
Alyson Smith: Secretary and Educational Trustee Member: Present

Staff members present: Shaheer Faltas, Gavin Keller, Franci Sassin, Larry Tamayo were present.
Parent Russell Skibsted was present to comment on Item 7A.

AGENDA ITEM	
1	<i>Call to Order, Roll Call and Review of Norms/Roles</i> <i>The meeting was called to order at 6:15 pm.</i>
2	<i>Inspirational Passage and Gratitude Presentation for outgoing Council members</i> <i>Gavin Keller read a Roald Dahl passage that a teacher recently used in her class update.</i>
3	<i>Oath of Office* for new board member</i> <i>New board member Susan Toma-Berge signed her Oath of Office.</i>

3	<p>Approval of Agenda*</p> <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: There was no public comment submitted.</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 style="padding-left: 40px;">A. Approval of Minutes*: Minutes from meetings of September 26, 2013.</p> <p style="padding-left: 40px;">B. Staffing Plan*: Approve changes to staffing plan since September</p> <p>Board member Whiteaker asked to pull Item B from Consent.</p> <p>There was a motion to approve Item A , which was seconded and approved unanimously.</p> <p>Item B was moved to an Action item:</p> <p>Warren Whiteaker asked about how the staffing plan interfaces with the long term budget. He noted that there are several short term staffing items that are not as much of a concern, but other items which may have a longer term impact and need to be taken into consideration within the context of the budget. This is especially important when soliciting donations from Foundation to show fiscal prudence. There was a discussion regarding the impact on the budget.</p> <p>A motion was made to approve the staffing plan, which was seconded, and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <p style="padding-left: 40px;">A. Financial Report*: Review of September financials, update on implementation of LCFF, including compliance for Class Size Reduction funding as well as Common Core and Prop 39 Clean Energy funding. Update on projected ADA and October student counts. Update on Audit visit and draft audit report.</p> <p>Larry Tamayo reported on the September forecast and financials. The current forecast is based on 357 students, whereas original budget was based on 369 students. He will continue to forecast and also will try to budget conservatively with a new forecasted ADA. Forecast is therefore showing a potential negative \$100K for the year, if expenses and revenue are not further adjusted. It is early in the year. Cash flow this year is much less of an issue because state is paying out funds in a more timely manner this year.</p>

Additional revenue is expected this year, approx. \$30,000 from LCFF and in addition to that there is funding one time for Common Core funding of approximately \$60K, but the expenses may be higher to meet the requirements of the program.

It was noted that the board will be presented with a revised budget at the November meeting which should line up more accurately with the ADA, revenues, and expenses.

Larry noted that the staffing plan that was adopted in September has been incorporated into the forecast already.

Larry also reported regarding the compliance requirements of the additional class size reduction funding. It is now become clear that the requirements to reduce class size do NOT apply to charter schools. However, the final state determination in writing has not yet been issued. Now that this is more clear, the school can make decisions regarding possibly letting in students from the waiting list for some of the smaller classes.

Larry commented on the role of the student demographics and the reports done to CALPADS in October. Journey does not have a high percentage of students who are eligible for the supplemental funding. Franci Sassin commented that the school could do a better job collecting the forms in future years.

Larry has seen the draft of the audit report and there are no findings or issues. The audit report will be presented next board meeting for acceptance.

B. Budget Committee Report: *Report on progress on revised budget for 2013-14.*

Franci Sassin reported that one meeting had taken place and one or two more would be scheduled for early November. There should be a revised budget, with the goal of a balanced budget, for approval at the November board meeting.

C. Administrative Update*: *Including update on AB 484 and STAR, CCSA accountability report card, the upcoming Green Summit, Common Core planning,*

The board had read the written update and had a brief discussion on a few of the topics. There was a question regarding whether the federal funding for California would be at risk due to the suspension of testing.

D. Faculty Update

Council member Alyson Smith provided a verbal and written update to the board. Teacher morale is high. She commented on the very strong “buddy” program that is part of Compassionate Campus. She commented on both the schoolwide Eco-Literacy program as well as the actual Eco-Literacy classes each grade will be participating in.

Ms. Smith brought samples of main lesson books to show the Council members. She also presented a sample of a block plan, which lays out which blocks will be taught over the course of the year, and a flight plan, which lays out when the various standards will be addressed

during the various block rotations. There was a brief discussion of the planning for maternity leave for Ms. Smith.

E. Parent Cabinet Update:

The Harvest Faire is coming up on Saturday and is one of the biggest PC events of the year. PC is transitioning the fiscal work to a new treasurer.

F. Report on Follow-up for Previous Board Items

Aly Smith reported on items from August meeting:

Budget Committee review of staffing plan: Taking place

Nut policy: being addressed this meeting

Board composition: being addressed this meeting

Updates of School and Employee Handbook: To be determined

Council Member Sue Vaughn volunteered to take on tracking the follow up items during Ms. Smith's absence.

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DISCUSSION/ACTION ITEMS:

A. Allergy Policy*: *Update on implementation of current policy and consideration of future direction.*

There was a letter submitted by teacher Amanda Simmons regarding this agenda item.

Parent Russ Skibsted made public comment on this item as follows:

He mentioned the severity of the allergy for some students where the allergy can be triggered not just by ingesting, but even just by coming into contact with the allergenic substances, and this can be still be deadly. EpiPens are not 100% effective. He noted that federal guidelines just came out that could be useful. He noted that there is a difference between having nuts as ingredients, which is a big problem, versus just having something made in a kitchen where cross contamination could occur, which is much less of a problem. For non-allergic students is it a convenience rather than a necessity to be able to bring nuts to school, whereas for allergic students it is a serious issue. He noted that a simple clear policy will be more effective than a more complicated one. He believes it will be a leadership position for the board to set an example in this area.

Shaheer Faltas discussed the past history of this policy and the decision last year to create nut free classrooms. He commented that the school will never be able to fully guarantee no nuts at all are on campus. He reminded the board that there is a balance between protecting the individual with the whole community. Now he feels that more can be done and wants to bring this to the various stakeholders and the community and see if it is possible to bring forward a policy to become a

completely nut free campus, with the possible exception of the Kindergarten food.

One question brought up by board members was whether this policy change would mean that parents would not be able to bring items cooked at home to school events. There are concerns about the practicality and that it may be impossible to get 100% compliance. There is a concern about creating a false sense of security as well, while also trying to reduce the fear. There was mention of the various parental considerations. The question regarding the consequences of violating the policy would need to be addressed.

Shaheer plans to have ongoing discussions at the board level and to work on what the Administration's recommendation will be. He will continue to provide more backup information to board members to educate themselves on the topic.

B. Education Protection Account Spending*: Review and approval of spending plans for 2012-13 and 2013-14 for EPA funding.

Franci Sassin gave an update regarding the history and requirements of the EPA.

A motion was made to approve the spending plan, which was seconded and approved unanimously.

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DISCUSSION/ACTION ITEMS: Board Development

A. Administrative Evaluation*: Discussion of evaluation process and cycle for Executive Director, including assignment of Board members for evaluation and review of self-assessment.

Shaheer noted that the school tries to use a 360 degree evaluation of staff members, starting with the lead administrators. He has been using the research from the McCrell research group. They have a leadership assessment tool that Shaheer has started by taking the self-assessment. Board members will be asked to fill it out next. Then staff members will also fill it out. Deadline for participation will be in November.

B. Board Composition*: Discussion of request from faculty to change board composition policy.

Shaheer provided some history of the governance of the school. The composition policy was adopted last year in this context. Council member Alyson Smith reported that one of the teacher mentors brought forward the idea of having an equal number of parent and teacher members. She suggests that the policy be amended to allow an equal number of teachers. Franci Sassin reminded the board of the legal maximum threshold of "interested parties" which would have to be adhered to, and that section of the policy would likely also need to be amended.

Council Member Sue Vaughn asked why faculty is interested in adding positions? Ms. Smith stated that teachers are taking on leadership roles overall and increasing the decision making abilities, and that having additional faculty members could be able to bring quicker progress on topics that

	<p>the faculty believes are important.</p> <p>Franci Sassin commented that it could become illegal in the near future if legislation passes to prevent employees from being charter board members, so this may be a reason to work on alternative pathways for teacher governance input. She also commented that there can be challenges for employees as they can't participate in many board decisions due to conflict of interest, and that there is an inherent challenge in being the "employer" for the lead administrator as well as his/her employee.</p> <p>Warren Whiteaker noted that he appreciates the faculty insight and role of the teacher board members, and also appreciates the challenges that can be faced with parent board members.</p> <p style="text-align: center;">C. Board duties and School Activities Cycle for Board Members 2013-14*: Board member sign up for various school events for the fall semester.</p> <p>Festivals coming up: Harvest Faire Nov 2 and Lantern Walk on Nov 20. Sue Vaughn and Warren Whiteaker will be at Harvest Faire, Warren Whiteaker and Kara McCann plan to attend Lantern Walk.</p>
9	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>The meeting adjourned into closed session at 9 pm. Administrators Shaheer Faltas, Gavin Keller and Franci Sassin were invited into closed session based on their work in these matters.</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>Colleen Patterson</i></p> <p>B. Pursuant to Government Code §54956.9: CONFERENCE WITH LEGAL COUNSEL— ANTICIPATED LITIGATION: <i>Number of cases: 1</i></p> <p>C. RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at: 9:20 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>There was no action taken in closed session.</p>
10	<p>Adjournment</p> <p>The meeting was adjourned at 9:21 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.*