

Journey School
A California Public Charter School

October 26, 2017

REGULAR MEETING MINUTES

Approved December 7, 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

Anna Brown, Council President: Present
Julie Chiaverini, Council Vice President: Absent
Jessica Monroe, Council Treasurer: Present
Lisa O'Neill, Parent Cabinet Member and Secretary: Absent
Judy Levinsohn, Council Member: Present
Jeanne Lee, Educational Trustee Member: Present
John Holland, Council Member: Present

Jessica Morrison was present from faculty.

Director Gavin Keller, and administrative consultant Franci Sassin were present. ExEd account manager Larry Tamayo was present for items related to the school financials.

JS Foundation President TJ Coveyou was in attendance.

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:05 pm.
2	Inspirational Passage Judy provided the inspirational passage.

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: <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>Parent Trevor Slavick addressed the board to ask the board to review the school policies regarding the age of admission of Transitional Kindergarten students. They have a student whose birthday just misses the TK cut off and believe that allowing students such as this to enroll would be beneficial to the school and families.</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 meetings of Sept 28, 2017.</i></p> <p style="padding-left: 40px;">B. Staffing Update*: <i>Approval of staff hires for 2017-18, to incorporate any changes since September to the staffing plan.</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>Jennifer Morrison updated the board on activities in the 4th grade class, including a field trip related to the Zoology block. She also reported on the Earthroots curriculum in 4th grade.</p> <p>There was a discussion of promoting and training staff on good health and life balance.</p> <p style="padding-left: 40px;">B. Parent Cabinet Update: <i>Update on Parent Cabinet activities</i></p> <p>Harvest Faire will be coming up and all Council members are invited. It is an extraordinary event, the campus is completely transformed and board members are encouraged to attend.</p> <p style="padding-left: 40px;">C. Administrative Update*: <i>Report from School Director, including updates on CELDT testing, AVCA park use, preliminary plans for substitute teachers, fall in-service day, etc.</i></p> <p>Gavin provided the board with a written update, which he will email to the board after the meeting.</p> <p>Gavin commented on how valuable our staff is, especially during difficult times such as those which have been in the news recently. The school participated in the Great American Shake Out this year.</p>

The drill was one of the most successful ever.

Planning for the use of the Prop 39 funds is underway. There was a continuation of the discussion about the use of an outside contractor vs. an in-house energy manager. Gavin has been researching the requirements for the position.

Gavin plans to report more in depth to the board on comparison of school test results with other similar schools but last year's standardized test results are available now and the school did show improvement compared to last year.

The Independent Study program enrollment has declined to 29. The main reason student leave the program is that they have been offered a seat in the classroom program from the waiting list and so are in the community, but moved out of the IS program. Additional efforts are underway regarding outreach and marketing for the program. There is the option to be flexible about the staffing if needed due to budgetary issues.

D. Financial Report*: Review of September financials.

Larry reviewed the September financial information. Enrollment is slightly lower than budgeted so far, but ADA is slightly higher. It is still very early in the year to make good predictions. The cash reserves are in good shape, and he noted that these reserves had been diligently built up over a long period of time. The Prop 39 funds will be received, however, it is likely that much of the project will result in an asset that will be depreciated over a long period of time, and so will not show up on the expenses for the current fiscal year.

There was a discussion on the format of the financial documents and a review of the key areas that the board reviews each month.

E. Foundation Update: Update on Journey School Foundation activities

Journey School Foundation (JSF) President TJ Coveyou, who is also a parent at JS, was present to update the Council on the Foundation activities. He reported that when he first started on the Foundation, the mandate was to work on a permanent facility solution. However, currently there is more work to be done on having a more global strategic plan and vision, and figure out what the overall role of the Foundation in fundraising will fall within that. He commented that there are three non-profit corporations involved in the school: The school itself, the JSF and the Parent Cabinet (PC). PC is involved in fundraising for more short term and operational reasons. The JSF has the ability to focus more on long term and more strategic initiatives. The JSF has developed a "charter" for a strategic vision committee which will be made up of various stakeholders, such as teachers, parents and community stakeholders. The JSF could become an organization which funnels and evaluates creative ideas and then decides where those fall within the overall priorities, and then potentially could seek out

resources to fund those initiatives. This is anticipated to be a long process. There are currently 5 volunteer JSF board members, 4 of 5 are parents, one is a former parent. There are board members with specific expertise, such as in real estate and finance. The JSF does not have any paid staff. They do have funds in their account, but are not actively fundraising.

There was a discussion about the intersection of the Council and the JSF as well as how Parent Cabinet intersects as well. At the next board meeting, there will be an opportunity for the JSF to report again to the Council about their planning and the Strategic Vision Committee.

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

A. Board Fiscal Training: Short training on charter school finances

Larry Tamayo presented a training on the basics of charter school finance. He went through the presentation provided ahead of time to the board. Revenue sources and the LCFF model were reviewed, as well as the types of expense categories, and the budget development process.

B. Upcoming Board Retreat: Agenda and topics

Legal training: Legal counsel will present for 30-45 on legal topics the board needs to know.

Waldorf training—Shelley Kelley will do 30 minutes on Waldorf education

Foundation update—the Foundation board members will be in attendance, they will be meeting in early November and so can present the results at the retreat

Gavin will arrange to bring in dinner during meeting.

Discussion of the number of Council members and on board composition will be postponed until a later meeting.

8 **DISCUSSION/ACTION ITEMS: School Operations**

A. Volunteer Policy and Chaperone Guidelines*: Update to existing policy, procedures and guidelines.

Gavin reported to the board about the history of the policy. Legal counsel reviewed and had minimal edits. The chaperone guidelines and procedures are new and come forward as a result of several challenges in the past. The guidelines will help clarify the roles and responsibilities, the boundaries of the role, as well as increase the transparency of the chaperone selection process.

There was a question about the usual transportation mode, and the requirement of the chaperone to take the same transportation. In addition, there was a suggestion to insert more of the volunteer language about confidentiality into the chaperone policy, and the possibility of adding some additional detail into the confidentiality section.

	<p>There was a discussion about the ability to take photographs of students by visitors.</p> <p>The administration and board agreed that the chaperone guidelines would be best as a board approved policy.</p> <p>There was a motion to approve the volunteer policy and chaperone policy, with the minor suggested modifications included. There was a second and the policy and guidelines, as modified, were approved unanimously.</p> <p>B. School Store: Discussion of school store operations and organization.</p> <p>Gavin reported on the history of the school store. The JSF has been providing oversight and direction of the store since it was instated multiple years ago. The JSF has been donating funds towards paying the salary of the store employees. The JSF owns the store assets, but offered to donate the assets and future revenue to the school, but will otherwise adopted a resolution to wind down operations of the school store. If the Council or Parent Cabinet wants to take over operations, the store might continue as a completely school based operation.</p> <p>There is an interest from some members of the community in having the school take over the operations. The store employees submitted a letter to the board and some financial statements from the store.</p> <p>Gavin shared his input on the situation and the value of the community gathering and community building aspects of the store. This must be balanced against the costs, the use of the space and the alignment of a revenue generating function with the non- profit activities of the school. There was a discussion about whether Parent Cabinet taking over the store was a viable alternative. They will be discussing it at their upcoming meetings.</p>
9	<p>Adjournment</p> <p>The meeting was adjourned at 8:30 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.***