

Journey School
A California Public Charter School

September 18, 2014
REGULAR MEETING MINUTES
Approved October 30, 2014

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

Administrative staff members Gavin Keller and Franci Sassin were present. Co-Education Director Tim Connolly came near the end of the meeting. Teacher Robin Davis was present. Parent Kim Hart was in attendance to read a report from Parent Cabinet.

	AGENDA ITEM
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:04 pm.
2	Inspirational Passage Warren read quotes related to 'getting things accomplished' from Roosevelt.
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public. It was noted that several report items will be taken up when the presenter arrives at the

	meeting, and so may be taken out of order. There was a motion to approve the agenda with allowing for report items to be out of order, which was seconded and approved unanimously.
4	<p>PUBLIC COMMENT: <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>No members of the public were present.</p>
5	<p>CONSENT AGENDA ITEMS:</p> <p><i>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>A. <i>Approval of Minutes*</i>: <i>Minutes from meetings of August 23, 2014.</i></p> <p>B. <i>Updates to Staffing Plan*</i>: <i>Approval of changes to the staffing plan for 2014-15.</i></p> <p>C. <i>Ratification of Agreement with Firefly/Smart Choice *</i>: <i>Approval of proposal/agreement for admissions and lottery software, as per board direction in August.</i></p> <p>D. <i>Revised Bell Schedule*</i>: <i>Update to kindergarten bell schedule on Wednesdays for 2014-15 school year.</i></p> <p>The Council commented on the revised format for the staffing report and encouraged administration to continue to provide the information in a format that only emphasizes the changes each month. Mike Corbo abstained from the vote due to a financial conflict with item B. There was a motion to approve the Consent Agenda which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <p>A. <i>Administrative Update*</i>: <i>Report from School Director regarding: start of school, enrollment, attendance, tardiness, and implementation of new policies, etc.</i></p> <p>Gavin Keller provided a written report and reviewed the highlights with the Council. He reviewed the changes this year, including additional staff and the presence of the Foundation, and reviewed the items that have been stable, such as the high percentage of returning staff members.</p> <p>He reminded the Council regarding the three “literacy” programs and the plans for this year, including the conferences that will be held regarding “Educating the Whole Child in the Digital Age”.</p> <p>Gavin reported on the facility upgrades that took place, and that a the shade structure will be upgraded this weekend with an all-weather fabric.</p>

Enrollment—there are 401 total enrolled. There was a small amount of attrition in 6th and 8th grade, and there were a few “no show” students. Wait lists have a total of 236 students, but classes are currently closed. Attendance rates have been posted daily in the office for the daily attendance, calls are already being made if patterns are seen with tardiness or unexcused absences. The school is also taking advantage of some pro-bono work by Zac Connolly to create visual charts and dashboards which can be shared with the community. Currently the school has 96% attendance with 2% tardies daily on average.

The school allergy policy is being implemented and communicated to parents.

Back to School night went smoothly and new policies were discussed.

B. *Education Director Update: Report from Education Director(s)*

This item was addressed later in the meeting when Tim Connolly arrived. Tim introduced himself and summarized his role at the school.

C. *Faculty Update: Update on Faculty and start of school activities Discussion of school event calendar.*

Jill Murphy reported on the shared core teaching values and the evolution of this to guide the teachers in their work. She reviewed the document with the Council and highlighted key points.

D. *Parent Cabinet Update*: Update on Parent Cabinet activities and incorporation efforts.*

Kim Hart, PC Secretary, read a report from Parent Cabinet President Amy Capelle. The report covered end of year activities, including fiscal transfer of over 39K to Journey’s general fund, and that PC raised over 54K last year. The auction was the largest portion of the fundraising efforts, but many successful events were held. PC has draft 14-15 budget and will have PC members approve it at the next meeting. New parent volunteers have stepped up to fill PC roles.

Specialty teacher training, Waldorf training, field trip assistance and the garden are all priorities to be funded.

The report that PC will pursue 501 c 3 status this month and expects to be able to transition to a separate organization mid-way through this year.

PC addressed the parental response to the dress code and other new sections in the School Handbook. Parents emphasized that it is very important that the dress code is enforced consistently.

There was a question regarding the ‘all school’ fundraising for school field trips, and the

direction of the school is to select consistent grade level trips which will take place each year, and which can be announced to parents early in the year.

E. *Report on Follow-up for Previous Board Items*—Nothing to report

F. **Financial Report***: *Review of June and July financials and projections for 14-15.*

Larry reviewed the year end financials in detail. He went over the final ADA, the final revenue and the cash balances. The ending balance for the year was in the black, and that included the Energy Grant Prop 39 funds, but the expenditures will be taking place during 2014-15 or 2015-16.

Regarding the 2014-15 budget, Larry reviewed the changes that took place late in the state budget approval process. There are reduced referrals but they are not completely gone. There is a one-time funding to schools about \$65 per ADA, intended for Common Core expenditures but which can be used for other purposes as approved by Governing Board. The STRS and PERS contributions are increasing dramatically over the next seven years, eventually reaching almost 20%.

Larry reviewed the Facilities Incentive Grant that will cover a portion of the 2014-15 facilities for last year. He will be working with the Administrative Budget Committee to reallocate the funds that would have been spent on rent.

Larry reviewed the Unaudited Actuals that were submitted to CUSD per Ed Code reporting requirements, and that the Council approved in August.

7 **DISCUSSION/ACTION ITEMS:**

A. **Journey School Observation Policy***: *Review and approval of school policy regarding classroom observations*

Gavin reviewed the Observation policy designed to improve student safety and protect staff as well.

There was a motion to approve the Observation Policy which was seconded and approved unanimously.

B. **Journey School Volunteer Policy and Handbook***: *Review and approval of policies and procedures for Volunteers.*

Gavin reviewed the new policies being proposed, the reasons behind it, and the efforts by Administration to reduce the burden on parents as much as possible, including adding administrative support staff in a Volunteer Coordinator role to manage the program. The board discussed implementation and also recommended that board members review the Tier 2 level and consider undergoing that level of background check in the case that Board members may be on campus for various reasons.

There was a motion to approve the Volunteer Policy & Handbook which was seconded and

approved unanimously.

C. *School Handbook: Review and approval of updates to School Handbook, including revised dress code guidelines.**

Gavin reviewed the changes and enhancements to the School Handbook since last presented in August, including updating the dress code, media guidelines, attendance policies, and volunteer policies.

There was a motion to approve the 2014-15 School Handbook as revised, which was seconded and approved unanimously.

8 BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability

A. *Report on Charter Outcomes #1 and #2 and development of reporting calendar for charter outcomes and LCAP: Discussion of when/how to report on accountability items throughout the year.*

Gavin reported on the changes to the state's accountability system, and the effect on charter renewal. Gavin compiled the results of the STAR tests that were given in Spring of 2014. He reported on the Journey specific charter outcomes such as how the EcoLiteracy curriculum enhancements will fit into the charter goals.

Gavin reported that he will be working on how to present data for LCAP goals.

There was a discussion regarding having the charter outcomes this year reported as part of the writing of the charter renewal. There was a discussion of how to begin reporting to both the board and the community regarding the LCAP and how to engage stakeholder input this year, and how to provide data on progress as the year goes on, as well as tie it to the needs assessment and budget process.

B. *Charter Renewal: Discussion of timeline and process and roles for charter renewal*

Administration will meet with CUSD representatives regarding the timeline, but the expectation is that a draft will need to be submitted before winter break in December. The charter renewal should include a write up of the successes of the school. Faculty input on certain sections that are relevant to them. Items that should be addressed include:

1. LCAP/LCFF requirements
2. Independent Study
3. Admissions practices
4. Governance structure, including any legal restrictions that may be relevant
5. Charter outcomes especially to align with state priorities

	<p>6. CUSD requirements</p> <p>The Council is interested in recruiting staff members, volunteer and consultants to get the charter revision completed. The budget committee will take this into consideration in the 14-15 budget revision. There will be reports on progress at future meetings.</p> <p style="text-align: center;">C. <i>Event Calendar and Board participation*</i>: Assignment of board member attendance at various school events.</p> <p>Jill Murphy will be attending the “Digital Age” workshop, Susan Toma-Berge may be able to attend.</p> <p>Susan Toma-Berge and Mike Corbo will attend Harvest Faire.</p> <p>Board members will consider if they can attend the Lantern Walk.</p> <p>Gavin recommends that every board member try to attend one of the “Enrollment Walk through the Grades” tours as it is a great opportunity to see the students as they are working.</p>
9	<p>BOARD DISCUSSION/ACTION ITEMS: Development and Journey School Foundation</p> <p>A. <i>Update on Development and Foundation Activities*</i>: Report on Journey School Foundation activities, including grants, the JSF budget and JSF bylaws.</p> <p>A written report was provided. The Council discussed the benefits of taking advantage of their role to inspire others to become excited about becoming engaged with the Journey School community. The Council reviewed the fundraising goals being set by the JSF.</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 adjourned into closed session at 8:30 pm. The following administrative members were invited into closed session based on their work in the matters: Shaheer Faltas, Gavin Keller, Tim Connolly and Franci Sassin. Council member Jill Murphy left closed session during discussions of Item A.</p> <p>A. <i>Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS:</i> Update on negotiations</p> <p><i>Employee organization:</i> Journey Teachers’ Association/CTA/NEA</p> <p><i>Agency designated representative:</i> Colleen Patterson/Shiheer Faltas</p> <p>B. <i>Pursuant to Government Code §54956.9: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION:</i> One unspecified case—disclosure of specific information would jeopardize pending negotiations.</p> <p>C. <i>RECONVENE TO OPEN SESSION:</i> The meeting was reconvened to open session at: 9:00</p>

	<p>p.m.</p> <p>The board adjourned back into closed session at 9:15 pm for Item B. The following administrative members were invited into closed session based on their work in the matters: Shaheer Faltas, Gavin Keller, and Franci Sassin.</p> <p>RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at: 9:30 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>No action was taken in closed session.</p>
11	<p>Adjournment</p> <p>The meeting was adjourned at 9:30 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.*