

Journey School
A California Public Charter School

September 26, 2013
REGULAR MEETING DRAFT
Approved October 30, 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

ATTENDANCE:

Michael Corbo, Council President: Present on the phone at a posted location
Sue Vaughn, Council Vice-President: Present
Warren Whiteaker, Council Treasurer: Present
Jon Kaplan, Council Member: Present by phone at a posted location
Kara McCann, Council Member: Absent
Colleen Patterson, Council Member: Present
Lisa O'Neill: Parent Cabinet Member: Absent
Alyson Smith: Secretary and Educational Trustee Member: Absent

Staff members Shaheer Faltas, Gavin Keller and Franci Sassin were present. Teacher Robin Davis was also present.

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:03 pm.
2	Inspirational Passage Sue Vaughn read excerpts from a passage regarding a new teacher's experience in a disadvantaged community.
3	Approval of Agenda*

	<p>NOTE: The order of the agenda may be changed without prior notice to the public.</p> <p>Item 8B will be tabled because the faculty representative is not able to attend and the item will be put on the October agenda.</p> <p>A motion was made to approve the agenda as modified, which was seconded and approved unanimously.</p>
4	<p>PUBLIC COMMENT:</p> <p>No members of the public were present and no written comments were 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> <ul style="list-style-type: none"> A. Approval of Minutes*: Minutes from meetings of June 23, 2013 and Aug 29, 2013. B. Ratification of janitorial contract*: Contract with Golden Eye (formerly Spectrum) for janitorial services for 2013-14. C. Ratification of STRS/PERS reporting contract*: Contract with Orange County Department of Education to report STRS and PERS contributions for Journey employees. D. Approval to submit surplus property letter to CUSD*: Following an extension of the law allowing charters to request first purchase rights on any district surplus property, the school can now submit a letter to CUSD for any such property that may become available during 2013-14. E. Staffing Plan*: Approve changes to staffing plan since August <p>A motion was made to approve the consent agenda items except Item 5A, which was seconded and approved unanimously.</p> <p>A motion was made to approve consent agenda item 5A, which was seconded. Board members Patterson, Whiteaker and Kaplan abstained from voting on Item 5A because they did not attend both meetings. The motion was approved unanimously by the remainder of the board.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. Financial Report*: Review of August financials, updated on implementation of LCFF, including compliance for Class Size Reduction funding as well as Common Core and

Prop 39 Clean Energy funding.

Colleen Patterson reported that SB 97 is to be signed by the governor and will include a requirement that schools have a 180 day calendar.

Franci Sassin reported generally on LCFF and its funding and compliance requirements, including a description of the Local Control Accountability Plan requirements. She also mentioned some new funding sources and some of the requirements for those.

B. Budget Committee Report*: *Report on initial meeting of Administrator's Budget Committee for 13-14 budget revision.*

After putting all the proposed increased expenditures the draft revised budget will be approximately \$73K in the red. The budget committee's goal is to get a balanced budget so the plan is to both increase revenue and decrease expenditures to reach a balanced budget. The budget currently includes the same amount of grants and fundraising as last year, with no additional.

The budget committee feels that the cash balance and budget overall are in a good position and there are increased costs that have impacted the budget this year.

A draft budget revision will be presented at a future meeting. The budget committee is targeting November. Franci Sassin commented that the budget revision to be submitted with the first interim financial should at least incorporate the new revenue model and sources.

C. Administrative Update*: *Including update on Built to Last Tour, professional development plans for faculty and the instructional design process.*

Shaheer Faltas believes that the start of school has been the smoothest so far since he has been here. There have only been 7 students sent to the office for disciplinary reasons in the first 3 weeks, which is lower than usual, but of those 3 resulted in suspensions which is higher than normal. This is partly due to implementation of the new bullying policies. Recess is going really well, and there is an increased monitoring by staff and an increase in staff assignments during recess.

Parking situation has been improved which has helped with the larger school size, as parents have been going out of their way to use the parking alternatives offered. The school is using all parking options available. Next year will be worse as the school grows. Administration expects to have an expansion plan for the future years that will help to resolve these issues.

CPR training was provided by a parent to the staff to assist staff in becoming certified. All staff, including specialty teachers and support staff, will be receiving CPR and epi-pen training.

Gavin has been working on an online grading/assessment system, and has been implementing EnGrade, which allows teacher to maintain a gradebook online from anywhere. It will also assist with report card generation as our rubric for the trimester

reports can be converted to an online format. This will allow access to grades and report cards longitudinally.

Shaheer reported on the various student supports and interventions in place, including both SST and interventions done in the classroom. More communication needs to take place so that parents are more aware of the SST process, and to promote an increased awareness so parents know that they can request that process rather than starting with a referral for Special Education.

Shaheer reported on the work on instructional design with better sharing and dissemination across the school. Online storage of main lesson block plans and other resources are being created. More training on Common Core standards needs to take place. Some staff members will be going to training through OCDE and sharing with others. The Waldorf curriculum will lend itself well to the transition to Common Core.

The Stewardship Handbook was created as part of the Green Ribbon activities. It was primarily designed by parents and is available on the website. There is a well-developed alignment of the eco-literacy curriculum to the rest of the curriculum that is also available.

Shaheer noted that the additional fiscal resources being put into the Specialty program are already paying off with a more robust and integrated program.

Enrollment is at 360, which is slightly less than budgeted. This is partly to be sure that the school is eligible for class size reduction funding. The requirements are unclear at this time. Attendance is usually slightly higher this time of the year; it appears to be an early cold/flu season.

There are some good prospects for Development/Foundation, including Toyota who is interested in adopting the Eco-Literacy program.

For staffing, there is still an opening to cover Games in first grade and also for a first grade assistant. The school is looking for a long term substitute for a teacher who will be going on maternity leave. There is already someone who can cover math if needed.

Professional Development plans are being developed using a template Gavin Keller developed for SMART goals, which each staff member will fill out to create their own PD plan. Administration will be doing walk-throughs to monitor.

There are 1500 people on the newsletter listserve, of those half are opening and reading it.

Shaheer noted that the school has received strong support from multiple CUSD board members, two of whom attended the Green Ribbon event.

No later than May of 2015 the school will be expecting a vote on the charter renewal which expires in June of 2015. Shaheer recommends that the renewal process start this year, and that there is a draft of the charter ready before the end of this school year. The Handbook

must also be revised thoroughly this year.

Shaheer reported on the Green Ribbon tour, and that the USDOE reps were very impressed with the students especially.

D. Insurance Update: Report on school insurance policies for 2013-14

Franci Sassin reported on the insurance carriers and policies for 13-14. For the most part the policies are the same, including the health insurance programs. There was a 6% increase in the cost to the employee and employer for the health insurance plans.

Robin Davis asked about the opportunities for flex-spending plans for health insurance savings plans and 403B plans. Franci Sassin reported that both of these will be brought to staff in the coming months to see how much interest there is.

E. **Faculty Update:** This item was tabled as the faculty representative was absent.

F. **Parent Cabinet Update:** This item was tabled as the PC representative was absent.

G. **Report on Follow-up for Previous Board Items:** This item was tabled as the board member representative was absent.

7 DISCUSSION/ACTION ITEMS:

A. **Facility Use/Expansion Plan*:** Discussion of implementation of current facilities use and expansion plan.

Shaheer noted that he is working on the plans for the future years, including the use of the space next year, and he is reviewing the lease for various options.

8 DISCUSSION/ACTION ITEMS: Board Development

A. **Board Nomination Committee*:** Nomination of new board member for 2013-14.

Mike Corbo reviewed the bio of Dr. Susan Toma-Berge. She is a big charter supporter and is looking to learn more about Waldorf education, and her educational philosophy matches well with Waldorf pedagogy. She was referred by Sue Vaughn. She lives locally and works at UCI. She is an educational professional who works with student teachers and the credentialing program.

Susan would come on to the board and allow Colleen Patterson to resign to use her energy and resources as the Journey School Foundation President.

There was a motion to approve Dr. Susan Toma-Berge as a board member starting at the October board meeting as a replacement for Colleen Patterson, with the term ending June of

2015. The motion was seconded and approved unanimously.

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

This item was tabled until October.

C. Board duties and School Activities Cycle for Board Members 2013-14*:
Board member sign up for various school events for the fall semester.

The board is interested in changing the October regular meeting from October 24 to October 30, because there may not be a quorum on the 24th. The Harvest Faire is coming up in early November and all Board members are invited to attend. The movie being shown at the parent movie night is "Room to Breathe", and board members are invited to that as well.

D. Board Training and Development: *Discussion of Board resources and training opportunities for 2013-14, and new board member training needs.*

The High Bar training is one idea as a great resource for board members. CCSA conference is in March in San Jose. Colleen recommended the Ethics Training available through FPPC for all board members. Franci Sassin will send around the link and board members can preview it before the next board meeting, then a decision can be made. The Board will also discuss this topic at future meetings to set up a routine for board training.

9 **CLOSED SESSION:** *The meeting will now convene to closed session to discuss the matters described below:*

There was a motion to adjourn into closed session at 7:40 pm, which was seconded and approved unanimously. Shaheer Faltas, Gavin Keller and Franci Sassin were invited into closed session based on their work in these matters.

A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: *Update on negotiations*

Employee organization: *Journey Teachers' Association/CTA/NEA*

Agency designated representative: *Colleen Patterson*

B. RECONVENE TO OPEN SESSION: *The meeting was reconvened to open session at: 8:00 p.m.*

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION *(includes the vote or abstention of every member present)*

No action was taken in closed session.

10 **Adjournment**

The meeting was adjourned at 8:00 pm.

**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.*