

Journey School
A California Public Charter School

September 28, 2017

REGULAR MEETING MINUTES

Approved October 26, 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: Not present in person but called in from out of state at 6:30 pm to listen in, did not count towards quorum and did not vote.

Julie Chiaverini, Council Vice President: Present

Jessica Monroe, Council Treasurer: Absent

Lisa O'Neill, Parent Cabinet Member and Secretary: Present

Judy Levinsohn, Council Member: Absent

Jeanne Lee, Educational Trustee Member: Present

John Holland, Council Member: Present

Erin Bratcher, a Journey teacher was present.

Director Gavin Keller and Administrative Consultant Franci Sassin were present.

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6 pm. Vice President Julie Chiaverini chaired the meeting. President Anna Brown was not present in person but called in from out of state at 6:30 pm to listen in, and did not count towards quorum and did not vote.
2	Inspirational Passage Jeannie Lee read a passage from a poem by Mary Oliver called "The Messenger".
3	Approval of Agenda*

	<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>There was no public comment and no members of the public present.</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 August 22, 2017.</i> B. Staffing Update*: <i>Approval of staff hires for 2017-18, to incorporate any changes since August to the staffing plan.</i> C. Recurring Vendor Contracts*: <i>Approval of recurring vendor contract for Earthroots.</i> D. OCDE Contract for STRS/PERS reporting*: <i>Ratification of contract for retirement reporting for 2017-18.</i> <p>John Holland pulled item C to be discussed, so this item was moved to an action item.</p> <p>There was a motion to approve the remainder of the items on the consent agenda, (A,B,D and E) which was seconded and approved unanimously.</p> <p>DISCUSSION/ACTION: John Holland questioned clause #8 of the Earthroots contract – Intellectual and Proprietary Property. Jeannie Lee, who used to work for Earthroots as their Executive Director, explained the history behind that point in the contract as she understood the history of development of that clause. John Holland requests that we clarify the intention of the clause with Earthoots. No changes or edits were suggested for the contract at this time.</p> <p>There was a motion to approve Item 5 C, which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. Faculty Update: <i>Update on Faculty activities.</i> <p>Jeannie Lee reported that the influx of many new students this year has caused some amount of stress on faculty, who have started strong but are getting tired. The beginning of the year social event was well attended.</p> <p>There was some discussion on ways to better retain students as they enter middle school in order to decrease attrition at 6th and 7th grade. While the middle school program has been enhanced and has grown tremendously in recent years, more work can be done on demonstrating the strengths of the middle school</p>

programs and the ways in which the school helps to transition students towards what they can expect in a large traditional high school. The 8th grade class that graduated last year so far seems to be doing extremely well in high school this year. Doing additional parent education to understand what the middle school program offers is will also be helpful to set expectations appropriately.

There was some discussion about the way classrooms are set up and the differences from traditional classrooms.

There was some discussion about teacher transitions and how they can be difficult but also can bring positive change to the students and the school.

B. *Parent Cabinet Update: Update on Parent Cabinet activities*

Lisa O'Neill reported on the first PC meeting, combined with a social event, which helped increase attendance. PC has new leadership and the meeting was very well attended by new families. Good progress is being made on the structure and organization of PC. This seems to be starting out as a very strong year and the hope is that there will be increased volunteerism.

C. *Administrative Update*: Report from School Director, including IS program, CUSD oversight visit, etc.*

There was some discussion about Waldorf training of teachers and administration. Gavin commented on how having one administrator with Waldorf certification and one without is a good model for the school, due to the way that Journey has a curriculum and model which blends Waldorf with more traditional public school practices.

Gavin commented that the CUSD oversight visit is scheduled for Dec 19. At that time one area of focus will be teacher credentials and another will be student outcomes on the state tests.

19 are enrolled in the Hybrid Kindy IS program, with 14 in the "regular" IS program. The enrollment is still on the low side but is enough to support the two staff assigned and other materials needed. One of the staff members will be on leave after the winter break, and will have a long term sub.

The tours for prospective parents start soon, and this year a parent volunteer will be assisting. They are scheduled once per week.

Gavin is working on chaperone guidelines and expectations and qualifications. This is especially important for the overnight field trips. Teachers will have more tools to select chaperones and chaperones will better understand what is expected.

There a number of faculty as well as administration staff going out on maternity leave this year. Gavin will be addressing this in the staffing plan.

D. *Financial Report*: Review of August financials.*

	<p>Gavin reported that the Worker’s Comp premium went down significantly and claims are lower as additional safety measures and training have been implemented.</p> <p>Gavin reviewed the information, including the STRS and PERS contribution rates and the dramatic increase that has happened and will continue to happen.</p> <p>There were questions about the format of the report, and a suggestion that the way the actuals to budget might be presented on the reports.</p> <p>The board reviewed the LCFF and its history.</p>
7	<p>DISCUSSION/ACTION ITEMS: School Operations</p> <p>A. Facility and Prop 39 Update: Update on repairs/projects on school facility and progress on Prop 39 plan.</p> <p>The CUSD approval for the Prop 39 energy project came through and in addition, the Energy Commission approved the application this week as well! There was discussion about using an in-house staff person to be the Energy Manager rather than using contracted services. The approved grant project has \$25,000 over five years allocated. Funds will be released in the next quarter.</p>
8	<p>BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability</p> <p>A. Upcoming Governance training opportunities</p> <p>Julie Chiaverini would like to attend the CCSA conference in March. Anna Brown and Lisa O’Neill are also interested in the conference. John Holland will consider the one day training and will let Franci know if he wants to register. Anna may also try to attend the one day training being offered locally next month.</p>
9	<p>Adjournment</p> <p>The meeting was adjourned at 8 pm.</p>

Agenda publicly posted at Journey School on September 26, 2017 by Gavin Keller.

And on the school website at www.journeyschool.net

**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.*