

**Journey School**  
**A California Public Charter School**

November 18, 2010  
**REGULAR MEETING FINAL MINUTES**  
**APPROVED ON 12/16/2010**

Call to order at 6:35

Marc Damikolas, Council President: Absent  
 Dr. Kris Powell, Council Vice President: Present  
 John Kaplan, Council Treasurer: Present  
 Jan Geisendorfer, Council Secretary: Present  
 Kimberly Brown, Council Member: Present  
 Diana Graber, Council Member: Present at 6:37  
 Cheryl Moe, Council Member: Present  
 Bettina Spretke, Parent Cabinet Member: Absent  
 Bonnie River, Educational Trustee Member: Absent  
 Julie Hatchel, CUSD Member (NV): Absent

Guests present: Franci Sassin to take minutes, Larry Tamayo, Debra Lambrecht

#	AGENDA ITEM	SPONSOR	TIME
1	<b>Call to Order, Roll Call and Review of Norms/Roles</b>  Cheryl will be timekeeper, Kris and Kim to co-chair meeting  Review of poster for Council norms generated at previous meeting		6:35
2	<b>Inspirational Passage</b>  The current Faculty passage from Steiner, read by Shaheer		
3	<b>Approval of Agenda*</b>  <b>A motion to approve the agenda was made by Kris Powell, seconded by Jan Geisendorfer, approved unanimously .</b>		
4	<b>PUBLIC COMMENT:</b> <i>Guests: Marie Kenney:</i> Ms Kenney spoke regarding grants to supplement fundraising for the classes. In PC they were discussing standardized grants for each classes per grade to support class activities and sharing info between classes on this type		

	<p>of grant. Shaheer noted that she has landed several grants for her class and now for a few other classes as well. Inside the Outdoor is one example. Ms. Kenney will be new PC Treasurer.</p> <p><i>Cheryl Moe:</i> Cheryl Moe thanked Shaheer for getting out the agenda, but reminded Council that it still needs to be on the website and the master calendar. She also noted that job descriptions need to be approved for admin staff, and that she is still concerned re enrollment policies. She needs her comment from last meeting included.</p>		
5	<p><b>INFORMATION ITEMS:</b></p> <p>A. Financial Report*: Report from ExED on current financial information (as available)</p> <p>The Oct financials are not ready because the Council meeting was moved up a week, so these will come at next meeting, and he can report then. Nothing drastic seen so far different from September.</p>	Larry Tamayo	
6	<p><b>DISCUSSION &amp; ACTION ITEMS</b></p> <p>A. Budget Revision*: Discussion of updated budget for 2010-11 and adoption</p> <p>Shaheer/Larry: The school's budget should reflect current expenditures and so typically a revision is done in the fall when we have accurate info, and should reflect the reality at school. The joint budget committee met twice, it set and discussed priorities such as teacher training, development, etc. Given these economic times, the school budget is relatively good. Staff is making good decisions on resources, parents are working on improvement in attendance, and the board is helping to set priorities. The budget has a positive ending balance and a healthy reserve.</p> <p>Larry: The school now has updated funding information from the state, since the state budget adoption has taken place so more info is available regarding funding. It is a good practice to update and realign budget when major items occur. He noted that the increased revenue in the 5 year projection is based on the growth plan adopted by Council.</p> <p>Questions were raised and discussion ensued regarding the Educational Administrative Support position and where those funds</p>	Shaheer Faltas/Larry Tamayo	

might be directed. In particular, the relative merits of a leadership position vs. additional administrative support were discussed.

The school's needs are not clear but leads will be pursued and some executive level recruiting may be needed. It was noted that if the funds remain in the budget where they are, as a placeholder, then that may need to be moved to a different line later.

Larry Tamayo pointed out that the main revenue is ADA based. 234 is the ADA in this budget. Through Month 2 the school is at 247, therefore that gives a cushion, and it is likely that the school will have higher year end balance than shown on the budget. However, there are other areas that are not as certain, such as fundraising, state cuts, etc., The best plan is to stick to the budget and control those things that the school can. For future years it is clear that those years are still challenging, so the board is not adopting the 5 year forecast, but rather, Larry will continue to work on this with the budget committee before recommendation for the future years' budget.

Shaheer pointed out the many major decisions that are incorporated into this budget, due to council leadership, in particular the teacher training and professional development.

Cheryl Moe noted that this is a healthy budget in a challenging financial time. It is good to have a budget in the black and to know the fiscal situation clearly.

**A motion to approve the budget revision was made and seconded and approved unanimously.**

- B. Audit Report\*: Review of draft audit report and acceptance of audit for 2009-10 Fiscal Year

Larry Tamayo stated that the audit went well and pointed the Council to page 17. This shows that the auditors' assessments of the school's controls are good, and that there are no audit findings, and not too many adjustments. An additional \$10,000 was booked for the additional liability for the lawsuit to get to the actual amount in the settlement. Once the auditors receive the management letter this draft will become the final report and be submitted to the appropriate agencies.

Cheryl Moe asked about page 4, what was the amount

released from restrictions? Larry said he will check.

**A motion was made to accept the audit report by Cheryl Moe, it was seconded by Bonnie River and approved unanimously.**

- C. Fiscal Policies\*: Discussion and approval of Fiscal Policies prepared by ExEd

Shaheer pointed out that these are sample policies, provided as a template so we can benefit from other schools' work. He requested that Council members look it over this month and then decide on a mechanism to review and approve the final draft.

Larry Tamayo pointed out that the last time fiscal policies were adopted was 10 years ago, and those are outdated and probably not being closely followed onsite. The new policies will be the guidelines for all onsite fiscal procedures.

Council members pointed out several areas that seemed like an excessive level of controls, and Larry confirmed that the template needs to be adjusted to best fit the school's needs and should be customized to this site and staffing.

Shaheer asked that if any Council member has feedback, to send it to Shaheer and he will send to Larry to be incorporated as appropriate. He recommended that this could then be adopted at the December Council meeting. All changes should be submitted by Dec 3 to Shaheer.

- D. Policies for 990 Compliance\*: Discussion and approval of policies for IRS compliance for non-profits prepared by ExED

Larry Tamayo brought this template forward, since as a non profit, the school needs to have these policies in place. Some of the required policies have in place, while others were not, so the version presented is to cover the areas still needed. Expense reimbursement could be also in fiscal policies. Recent IRS rules have made more stringent requirements for corporations.

Cheryl Moe asked who is making sure that the items are actually happening? If the Council passes the policy, how do Council members know that the school is doing what it is supposed to?

Shaheer pointed out that all essential documents are being filed, organized, submitted etc. for compliance by ExEd, and that the

	<p>compliance calendar given to the Council shows most of those.</p> <p>Kris Powell suggested that as the template policies become more Journey School specific, the board could see who is doing the various jobs shown in the policy via a list of who is assigned to which portion.</p> <p>Kim Brown asked why keep leases permanently if the organization is no longer in that building—she thinks this does not need to be permanent.</p> <p>Larry responded that he got these recommendations from a firm that specializes in this type of thing, and he can find out if there are any areas that can be reduced so that they are not kept permanently.</p> <p>The Council plans to revisit the 990 policies for approval at the next meeting.</p>		
7	<p><b>Consent Agenda Items:</b></p> <p><b><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.</i></b></p> <p style="padding-left: 40px;"><b>A. Approval of Minutes:*</b></p> <p style="padding-left: 80px;">i. October 28, 2010</p> <p style="padding-left: 80px;">ii. Prior Minutes from 2009-10: June 30, 2009, January 21, 2010, and January 28, 2010</p> <p>Item A ii was removed from the consent agenda.</p> <p><b>Diana Graber made a motion to approve the remainder of the consent agenda items, (A i) it was seconded by Kim Brown. Cheryl Moe abstained, and the motion was otherwise approved unanimously.</b></p> <p>For Item A ii, it was noted that the minutes of June 30, 2009 were not accurate and need to be retyped. Kim Brown will try to retype them prior to the next meeting. It was also noted that the minutes from January 21, 2010 had been approved at a previous meeting</p> <p><b>Diana Graber made a motion to approve the minutes of January 28, 2010. It was seconded by Kim Brown. Kris Powell, Jan Geisendorfer, Bonnie River and John Kaplan abstained. The motion was approved unanimously by the three remaining Council members.</b></p>	<p>Presenter if item is removed from consent</p> <p>Jan Geisendorfer</p>	

8	<p><b>INFORMATION ITEMS:</b></p> <p>A. Report from Debra Lambrecht on Development Activities*(AKA Development Report)</p> <p>Debra Lambrecht gave her Development update in person, as she had just concluded an on site visit. She discussed the work she was doing and highlighted the following work products:</p> <p><b>Development Plan</b>—This document looks at how the Development work dovetails with the strategic plan of school, what resources are out there, what does the school need, etc. It looks at infrastructure, planning, and visioning. She noted that a crucial element was setting up an educational foundation so the school can apply for funds from organizations that won't fund schools directly.</p> <p><b>Development projects</b>—This document looks at what the fundable projects are? Where will the money be spent? The current projects that have been prioritized are: gardening, media literacy, a permanent campus, sustainable schools, and the music program. When the school approaches partners, they are looking for partnerships which will help implement best practices, or be a learning lab, a pilot, etc. In this way, the school can get funding to flesh out activities that the school already is doing.</p> <p>More details of grant seeking and building community were discussed.</p> <p>Debra reported that all the work and documents will be online with a wiki site, which is collaborative, and is to be built together. She would send everyone a link to get onto the site. Wiki site will also hold all back up documents. She discussed the details of the wiki site and how it would work.</p> <p>Questions were raised about how the Educational Foundation would work and how it would be tied to the Journey School Council to be sure that they work together.</p> <p>Debra stated that there must be an MOU for how the two</p>	Deborah Lambrecht	

<p>boards would work together, so that it is clear and limits the risk of the two organizations going in different directions.</p> <p>She mentioned that usually the foundation board will raise the money to implement the long range plan of the school's board, but does not alter the long range plan.</p> <p>The Council agreed that there was a need to have a strong tie of Council to Foundation.</p> <p>Administrative Update*</p> <ul style="list-style-type: none"> <li>➤ Shaheer sent out a written update this afternoon via email and also handed out a printed copy to Council. The following areas were discussed:</li> <li>➤ The big rocks and the year 2 of the 3 year turn around which is sustainability and strength</li> <li>➤ Facility lighting upgrades to take place over the holiday.</li> <li>➤ Hand/foot/mouth cases.</li> <li>➤ Student assessment and the faculty work on communication to students and families regarding state testing.</li> <li>➤ Reorganization and collaboration with CUSD for the Journey Special Education staffing. Changes should be in place by January.</li> <li>➤ Status of union negotiations. Shaheer has met with 2 CTA reps, he wanted to begin to set the tone for negotiations. Negotiations will start in the new year.</li> </ul>	<p>Shaheer Faltas</p>
<p>B. Faculty Update</p> <p>Bonnie River asked if Council was expecting a written faculty update?</p> <p>The Council responded that it was not the expectation, but if significant issues arose, it would be a good idea, and to also include the good things happening in class.</p> <p>Bonnie reported that 5 teachers will be enrolling in training, 2 are not, 1 is not sure. The training can be started right away, Journey is also adding parents and an administrator at Ocean Charter is recruiting teachers there. They will start webinars in December with other teachers across country.</p> <p>An MOU for how administration and teacher would work together is being developed. Some teachers are working on</p>	<p>Bonnie River</p>

	<p>the bargaining unit contract. She pointed out that not all the teachers have become union members, but that the training group brings both together, and also that the group is calm and considerate. Faculty discussions are occurring about governance in a Waldorf public school, for example, the role of faculty on the board. She commented that it is imperative to get good legal advice. Bonnie noted that at least one other teacher would like to attend Council meetings</p> <p>Shaheer recommends that a card with an invitation from Council be sent. Kim Brown suggests social functions outside of school. Bonnie River would like to have joint discussions about healthy governance and what new model could be used for Journey.</p> <p>Shaheer mentioned that he was working on setting up a consultation with the school’s attorney to provide training to the board on union issues. Council members recommended that this be scheduled soon, and possibly during the day so that faculty could attend if desired.</p> <p>C. Parent Cabinet Update</p> <p>None</p> <p>D. Report on Follow-up for Previous Board Items: <i>What commitments were made and did we follow through?</i></p> <p>Jan Geisendorfer had prepared a list of follow up items which was distributed at the meeting. Council members discussed items on the list and added items as well.</p>	<p>PC Representative</p> <p>Jan Geisendorfer</p>	
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9	<p><b>DISCUSSION &amp; ACTION ITEMS</b></p> <p>A. Council Development and Training*:</p> <p>i. Update on Brown Act Training</p> <p>Cheryl Moe reported that the lawyers at MYM are not available in Jan, but could set up something on Feb 3/10/24. Recommendations included inviting teachers to attend and looking into consolidating legal training from one law firm.</p> <p>ii. Other important Board Best Practices: Brian Carpenter resources, including California Charter Association conference in March in San Diego</p> <p>Shaheer alerted the Council that the annual CCSA meeting is in San Diego in March. A lot of board training can be obtained at the conference, and Council members should consider attending.</p> <p>iii. Calendar of yearly Board approval activities</p> <p>Shaheer and Larry developed this and it will assist with the Council calendar and agendas.</p> <p>iv. Consideration and research of professional Board consultant</p> <p>The Council believes that consulting with mentor could be considered in future. Free resources should be pursued as well.</p> <p>B. Council President: Nomination and election of Council President for term of November, 2010 through June, 2011</p> <p>SF discussed the history and confirmed that Marc will serve out the rest of the year as President. Marc recognizes that he has time constraints, but is willing to finish out the term.</p> <p>Concerns were expressed about the implications of the President missing several meetings. This will be discussed again at the next meeting.</p>	Marc Damikolas	8:00
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10	<p><b>CLOSED SESSION:</b> Council took a break for 5 mins from 8:45 to 8:50</p> <p><b>A motion was made by Cheryl Moe, second by Jan Geisendorfer to adjourn into closed session. It was approved unanimously.</b></p> <p>The Council adjourned in to closed session at 8:54 pm to discuss the following items:</p> <p><i>Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: Administrator</i></p> <p><i>Pursuant to Government Code §54957: Public Employment, Title: Teacher</i></p> <p><i>Pursuant to Government Code §54957: CONFERENCE WITH LABOR NEGOTIATOR: Agency designated representative: Shaheer Faltas.</i></p> <p><i>Employee Organization: Journey School Teachers Association</i></p> <p>Shaheer Faltas was present in closed session until 9:30 pm.</p>		
11	<p><b>RECONVENE TO OPEN SESSION:</b> The meeting was reconvened to open session at 9:50 pm.</p>		
12	<p><b>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION</b> (includes the vote or abstention of every member present)</p> <p>NONE</p>		
13	<p><b>ACTION ITEM:</b></p> <p><b>A. Public Employment: Teacher</b></p> <p>This item was not addressed.</p>	Shaheer Faltas	
14	<p><b>INFORMATION ITEM:</b> JSC meeting self-assessment</p> <p>1. What best practices did we implement in relation to Section IV of the school’s charter, Governance?</p> <p>Jan’s follow up document is good, having an official minutes taker is good. The Council had good conversations about important items.</p>	Marc Damikolas	9:10

	<p>2. What needs to get better? How will this get done?</p> <p>The Council agreed that work was needed to stay within the timeframes and that a timekeeper was crucial.</p>		
15	<p><b>Adjournment</b></p> <p>The meeting adjourned at 9:55 pm.</p>		

*\*Refers to agenda items which require supporting documentation in Council packet*