

*Journey School*  
*A California Public Charter School*

**January 26, 2012**  
**REGULAR MEETING MINUTES**  
**Approved February 23, 2012**

**6:30 p.m.**

*At Journey School*  
*27102 Foxborough*  
*Aliso Viejo, Ca 92656*  
*Journey School Office: (949) 448-7232*  
[www.journeyschool.net](http://www.journeyschool.net)

*Roll Call:*

*Jon Kaplan, Council President: Present*  
*Dr. Kris Powell, Council Vice President: Present*  
*Michael Corbo, Council Treasurer: Present*  
*Jan Geisendorfer, Council Secretary: Present, arrived at 6:58 pm*  
*Michelle Spieker, Council Member: Present*  
*Colleen Patterson, Council Member: Present*  
*VACANT: Parent Cabinet Member*  
*VACANT: Educational Trustee Member*  
*VACANT: Council Member*

*Staff members present: Shaheer Faltas, Bonnie River, Franci Sassin (Administrative Consultant), Larry Tamayo (arrived at 7:30 pm)*

*Guests present:*  
*Kathi Bari, CUSD liaison (left at 9:38 pm)*  
*Marie Kenney: Parent Cabinet liaison*  
*Several parents present for public comment (see minutes)*

<b>AGENDA ITEM</b>	
<b>1</b>	<b><i>Call to Order, Roll Call and Review of Norms/Roles</i></b>  The meeting was called to order at 6:36 pm.  Roll call was taken. Franci Sassin will take the minutes.
<b>2</b>	<b><i>Inspirational Passage and Council Recognitions</i></b>  Bonnie recited the verse that the teachers use each morning.

3	<p><b>Approval of Agenda*</b></p> <p><b>NOTE: The order of the agenda may be changed without prior notice to the public</b></p> <p>A MOTION was made to approve the agenda but to table item 6Aii. The motion was made by C Patterson, seconded by K Powell and approved Unanimously.</p>
4	<p><b>PUBLIC COMMENT:</b></p> <p><i>Several speakers present. Jon read the instructions and emphasized the policy regarding non agenda items. The speakers were as follows:</i></p> <p><i>Lisa Fry: wanted to recognize Kerry Townley-Smith—She had asked parents to write letters. She noted that this effort was separate from any other items. Lisa read her letter about the positive effect of Ms. Townley-Smith has had on her daughter’s education.</i></p> <p><i>Marie Kenney: Reiterated how much her daughter has benefitted from Ms. Townley-Smith.</i></p> <p><i>Marie Kenney submitted a letter from a parent about why her son had left JS recently and how difficult that decision had been for them..</i></p> <p><i>Another letter, marked confidential, was submitted to Council members that was also said to address issues in the 6<sup>th</sup> grade class.</i></p> <p><i>Nicole Fazzah: She read a letter she wrote regarding violent behavior regarding boys in the 6<sup>th</sup> grade class and what she believes is bullying behavior, in particular about one student. She reported on incidents and the actions and complaints to administration. Her son has been experiencing trauma but the positives are he is learning, loves the concept of JS, is interacting well with others, and loves the teacher.</i></p> <p><i>Sheridan Ripley: Her son has also had interactions with a problem student and she believes the children are suffering. What is the appropriate timeline to address this problem?</i></p> <p><i>Marie Kenney submitted packets of confidential letters for closed session item 12B to distribute to council members.</i></p>
6	<p><b>CONSENT AGENDA ITEMS:</b></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>

Item Aii had been tabled. Motion to approve the remainder of the consent items was made by C Patterson, seconded by K Powell, and approved unanimously.

**A. Approval of Minutes:\***

- i. Minutes from regular meeting Oct 27, 2011
- ii. Minutes from regular meeting Nov 17, 2011

**B. Ratification of First Interim Report to CUSD\*:** Ratification of the first interim report in new CUSD format, as prepared and submitted by ExED to CUSD by Dec 15, 2011 deadline.

**C. Ratification of Staffing Report/Plan\*:** An updated staffing plan is provided as a report to the Council of new hires and departing employees. Ratification of this serves as Council approval, in lieu of approval of the individual contracts for new hires. Budgetary implications, if any, are included in the revised budget

**7 INFORMATION ITEMS: Reports**

**A. Administrative Budget Committee update: Update on Administrative Budget Committee planning for 2012-13 budget.**

The Committee met in December, and the key discussion revolved around the need for development, that the school needed to commit resources this fiscal year and thereby allow this to be ready to go for next year. The Budget was revised for 11-12 to reflect this and the budget also shows a full time development person for next year. It was noted that the state funding reduction was much less than expected. Therefore, even though there will be a deficit this year, the cash balance will allow healthy ending balance at the end of the year.

At this point, the 12-13 budget reflects confidence in what revenue will come in.

Budget committee will meet the first Wednesday of the month every month to prepare the 12-13 budget.

**B. Administrative Update\*:** Update is provided in the board packet in order to limit time needed for discussion

Shaheer made a comment on the helpfulness and positive momentum with the business and facility departments at CUSD.

Shaheer has added additional safety personnel this month—this has been a positive additional safety measure and is taking the burden off of teachers to the greatest extent

possible.

There was a brief discussion regarding storage solutions for the campus.

There was a discussion regarding continuing parent questions and school policies regarding nuts on campus.

Shaheer requests that there be a rigorous process to consider the pros and cons and engage in a process before deciding to take any additional action. The Council should decide how to do research and then give clear direction to administration.

Jon Kaplan asked to put this topic on the agenda next time and also suggested that the school have it as topic for a community meeting where the community could present to the council.

***Educational Director Update\*: including update on the areas of curriculum, instruction, assessment and student support***

Bonnie reported that Letters of Intent to return have been sent out to all staff, and so far no one has indicated that s/he does NOT intend to return.

She reported that Grades 1-5 all have mentorship lined up, and Grade 6 also getting mentoring.

Ms. River is currently working 4 days a week on observing Main Lesson. She has been shifting her attention away from discipline areas and back into the classroom. She is giving teachers their evaluation form as preparation for their final evaluations at the end of the year.

Field supervisor mentoring is also occurring on behalf of the RSC training program. Teachers from 5 grades plus 2 kindy teachers are enrolled in that program.

Ms. River mentioned the use of "Easy CBM" for measuring in younger grades 2-4 (Curriculum Based Measurements) which has a high correlation to the common core standards. Also 6<sup>th</sup> will be using it. It can be done online or via paper. Study Island is also being implemented.

Ms. River is using ZOOM data for each class as she meets with teacher, which allows them to do skill building during the practice periods for areas of weakness. Ms. River is also working with Bob Anderson who has experience at CDE in standards, but also has experience in Waldorf and is working on research. The teachers are being coached on what areas to focus on for their classes and are also starting to deploy a consistent writing program that is aligned with standards. They will be using work from Anita Archer.

Ms. River noted that she has been getting requests for student teachers to work in JS classrooms.

***C. Business Office/HR Update\*: Update on Prop 39 request, Parent Cabinet financial***

***info***

Franci Sassin reported on the update for the Prop 39 timelines—on Dec. 1 the school had a few questions from CUSD, Journey responded by Jan 1, and then agreed to mutually extend the next deadline to Feb 1, since we are in negotiations for a long term lease. The intention is to have this done by both parties before the next deadline, which will be March 1. That way CUSD resources don't have to be put into preparing the Prop 39 offer since neither party intention to enter into it.

Dr. Sassin reported on receiving the Parent Cabinet financial info and will be continuing to receive regular updates. Colleen Patterson noted what a good job Parent Cabinet has done with the finances and projections and that they could be a model for other schools.

***D. Faculty Update***

These topics were already covered in the Ed Director update.

***E. Parent Cabinet Update***

Marie Kenney gave an update. She discussed the upcoming auction and reminded Council's commitment to bring 3 items for the auction by Feb 17.

PC has been doing a sale of donated items, it has been successful, raising probably about 7-8K . \$600 was designated to the music program.

Jan Geisendorfer will be the Council designee to send out a thank you note to the family who made the donation, and it would also be a good idea to recognize her at the community meeting.

PC is still working on the 501 c3, the corporation will be "JS parent cabinet".

PC wrote the check for 14K to school towards the teacher training that is coming up.

***F. Report on Follow-up for Previous Board Items\****

Jan Geisendorfer reported on a few items as follows:

CUSD repair of the floors in the bathroom is complete.

There has been no movement on the fence repair in parking lot.

Ms. Geisendorfer brought the forms so each person can take one home and do the meeting evaluation this time.

The Parent Cabinet survey is almost ready to go out, and they will share the results at the community meeting.

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**DISCUSSION/ACTION ITEMS:**

**A. Facility Lease\*: Status and timeline of multi-year lease with CUSD for Foxborough campus**

Franci Sassin gave an update on the status since last year, when Journey first had verbal agreement from CUSD on a multi year lease. The timeline is for February for approval by both parties. Both parties have come close to agreement on most major items and recently have also sent CUSD feedback on some detailed language in the lease itself.

**B. Transitional Kindergarten\*: Update on state's transitional kindergarten program and effect on Journey School, including effect on enrollment for 2012-13.**

Franci Sassin went over the history of the program, and what Journey was doing previously with multi age kindergarten and funding. Now, if the funding is gone for transitional Kindergarten, Journey would have the choice to allow students in, but with less funding since funding can't be claimed until the student turns 5. However, it could also be a strong market because other public schools are not likely to offer the program if it is not fully funded. This could be good for Journey to attract kids into the kindy program.

Shaheer commented that Journey has a growth need and will need to continue to increase efforts to attract student, especially with new charters in the area.

Bonnie River commented that the point at which the student goes on to first grade is the really important, traditionally it was 7 years old for first grade in Waldorf programs. She believes there should be a serious examination of moving the school's start date for first grade to be earlier. This would be one of several items that could be a charter amendment.

Ms. River presented the list of expectations in one page of the first grade readiness skills for senior kindy. Council requested the following:

1. This document should be in the enrollment documents.
2. The Kindergarten Handbook revision should include this.
3. Administrative to make best decision regarding Transitional Kindy, but bring back more info and update at the February meeting.

**C. Financial Report\*: October, November and December financials and P1 ADA report to CDE (moved here from report section due to timing needs)**

Larry Tamayo reported that there were only a \$13-16 per ADA cut, so this is significantly

better than expected. Attendance is doing well, overall enrollment is less than the 298 budgeted but is holding at high 270s to 280s. Increased expenditures have been incurred for staffing and supervision staff, especially based on previous discussions. Cash is in a good position. \$353K cash is in the bank. Mr. Tamayo noted that this balance reflects the PC amount also, since it is part of all the JS accounts. He gave additional information on next year's state budget. It is based on a ballot initiative in November, and if it passes there will be flat funding, if it does not pass, there will be a cut of \$370 per ADA. Therefore, the school has to have a plan and may even have to create 2 budgets. One positive about the proposed budget is that it tries to even the playing field for funding between charter vs traditional public schools. There may be a bit more in the base funding, about \$56 per ADA in proposal. There is also an effort by the governor to get charters more access to financing sources. No funding is proposed for the transitional kindergarten program.

The school will be in the negative this year, and since revenue is not getting better, the school will have to figure out the priorities for next year.

On expenditures Mr. Tamayo noted there was an increase in specialty costs, and also that some costs had moved from specialties to consultants, such as Spanish.

There were some questions from Council members on a few expenditure items and on the status of the Close The Gap donations.

***D. Revised Budget\*: Review and approval of revised Budget for 2011-12***

Larry Tamayo went over the handouts on the budget. He pointed out the item added, a development line item with both revenue and expenses, to get that kick started right away. He noted the shift from classified to certificated due to hiring more credentialed staff members who are doing specialty work. He went over the details on the expenses in the proposed budget.

Mike Corbo stated that the 11-12 proposed revised budget seems realistic. The future years will still need work, especially with the revenue on development. Larry Tamayo noted that the proposed state cuts are already incorporated into the 12-13 budget. The Development position is a placeholder.

M Corbo made a motion to adopt the 11-12 revised budget, as presented. J Kaplan seconded, and it was approved unanimously.

***10 DISCUSSION/ACTION ITEMS: Planning***

***A. Financial Development:***

- i. Report on 501 c3 Foundation status, including discussion of link and communication between Journey School Council and Journey School***

**Foundation.**

The announcement was made that Colleen Patterson has agreed to be the President of the Foundation. Sue Ann Gonis, a former successful development director, also agreed to be on the Foundation board. They will be making other announcements regarding additional member soon.

The work on reviving the former Foundation is continuing. It is expected to move quickly now.

There needs to be additional work to aligning the Council and Foundation groups.

**ii. Development Director Position: Discussion of arrangement for remainder of 2011-12 fiscal year for Development Director Position or Consultant**

There is \$20K now in the budget for this fiscal year. There is \$75 K currently proposed for next school year. There is work being done to cultivate a one time gift to do start up for development office. This May mean that the development office is named after a family. It is expected that it will take 18-24 months to cultivate a major gift. So the goal is to get funding to support the development director position through that period.

For the 20K it is requested that the Development Committee get more board participation on how to spend and how to collaborate with new development committee/foundation. Council should take the lead in hiring a position, but it is the direction of Council that as soon as feasible this position should move to the Foundation, but it can be hired directly by the school until it can move over.

There was additional discussion regarding fundraising ideas, marketing and advertising ideas, and on salaries and costs associated with a Development Director position. It was agreed that

Michelle Spieker and Shaheer Faltas will work on more day to day ideas in these areas.

**11 Board Training and Development:**

**A. Waldorf Education in Public Schools\*: Brief discussion of reading assignment (Harvard Graduate School of Education, Harvard Education Letter, Vol 27, Number 6, Nov/Dec 2011: <http://www.hepg.org/hel/article/515>) and one key take away point for each member**

The plan is for everyone to read the article, including the CUSD liaison, and then do a 10 minute small group discussion with the group at the next meeting.



***B. Update on Board activities\*: annual calendar of training activities and board calendar for school activities***

Mike Corbo updated a new calendar. He also still needs to add additional dates for key school dates, such as last day of school, etc.

He reminded the Council of their commitment to coming to auction and bringing one friend if possible.

He announced that the upcoming Community meeting is Monday Feb 13 at 6:30. They are looking at an off site venue, maybe Soka or ANHS. However, others think the Journey MPR is best.

There was additional discussion of the community meeting agenda and format. Multiple topics were suggested.

Suggested Council roles at the community meeting: M Corbo on finance, J Kaplan on presentation to community, M Spieker will be working on other planning, and C Patterson can address the Foundation role.

***C. Board self evaluation strategies\*: Selection of date for Board to implement Fenton's board meeting evaluation tool and further planning of board self evaluation process***

*It was agreed that each Council member will do a meeting evaluation after tonight's meeting, then everyone will compare notes later.*

***D. Review of reporting on Student Outcomes from charter\*: Overview and discussion of plan for reporting to Council on Student Outcomes #1 through #4 from Journey Charter***

This item was tabled until next meeting.

***E. Board Terms and Board Succession Planning\*: Discussion of current and future openings on Journey School Council and timeline for recruitment/nomination process***

There are now two openings since the last meeting: one by resignation and one due to the faculty representative resigning as a teacher of the school.

It was suggested that Council members should go to a faculty meeting as well as a Parent Cabinet meeting, and tell them what the Council is looking for and what the Council needs are.

At the next meeting the Council would like an item to discuss everyone's intent to return and to initiate the process for nomination, and also if anyone has any ideas for possible nominees they can bring those forward at that time.

	<p><b>F. Conflict of Interest and Form 700s*: Discussion of requirements and timeline for Form 700 submission to Orange County Clerk of the Board</b></p> <p>Franci Sassin went over the requirements and timelines and noted that everyone should expect to do the filing online. Franci Sassin will send out support information for those who haven't yet been on the website. There will be follow up on the progress at the next Council meeting.</p>
<p>12</p>	<p><b>CLOSED SESSION:</b></p> <p>A motion was made by J Geisendorfer to move into closed session. It was seconded by K Powell and approved unanimously. The Council went into closed session at 9:47 pm. Shaheer Faltas, Bonnie River and Franci Sassin were invited into closed session in their capacity as Administration.</p> <p><b>A. Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: Administrator</b></p> <p><b>B. Pursuant to Government Code §54957: Public Employment, Title: Teacher, Instructional Assistant, Administrator, Education Director</b></p> <p><b>C. Pursuant to Government Code §54957: Conference with Real Property Negotiators: Property: 27102 Foxborough, Aliso Viejo, CA 92656. Agency Negotiator: Shaheer Faltas and Franci Sassin. Negotiating parties: Capistrano Unified School District and Journey School. Under negotiation: price and other terms of the lease</b></p> <p>The Council returned to open session at 10:33. No action was taken.</p>
<p>13</p>	<p><b>Adjournment at 10:35 pm.</b></p>