

Journey School
A California Public Charter School

January 24, 2013
MEETING MINUTES
Approved Feb 28, 2013

4:00 p.m.

At Journey School
27102 Foxborough
Aliso Viejo, CA 92656
And by teleconference at posted locations
Journey School Office: (949) 448-7232
www.journeyschool.net

Michael Corbo, Council President: Present

Jon Kaplan, Council Member: Present, arrived at 7:40, attended by video conference.

Sue Vaughn, Council Vice-President: Present, arrived at 7 pm

VACANT, Council Treasurer

Michelle Spieker, Council Member: Absent

Colleen Patterson, Council Member: Present but left at 6 pm.

Lisa O'Neill: Parent Cabinet Member: Present

Alyson Smith: Secretary and Educational Trustee Member: Present

Administrative staff members present: Shaheer Faltas, Patti Connolly, Kris Reynolds, Cindy Barry, Elizabeth Beas, Franci Sassin

Teachers present: Hellene Brodsky-Blake, Kim Torrey, Robin Davis, Jennifer Hopps, Jayme Barger, Aly Smith (Council member), Amanda Simmons, Diana Corbo, Jill Murphy, Laura Bujjoni, Richard Martin, Carrie Ferguson, Shelley Glaze Kelly, Kerry Townley Smith, Liz Clark

Parents present: Amy Capelle, Sophie Shuster, Marie Kenney

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 4:10 pm.
2	Inspirational Passage- Shaheer Faltas led the group in a verse.
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public.

	A motion to approve the agenda was made and approved unanimously.
4	<p>STRATEGIC PLANNING SESSION: <i>Joint discussion of Strategic Plan with Parent Cabinet, faculty, staff and Council, including introductions, group activity and strategic planning discussion.</i></p> <p>The session started with some activities for the participants to get to know each other and discuss the community of Journey.</p> <p>Patti Connolly framed the discussion by differentiating the concrete objectives (needs, wishes, etc.) or outcomes that have been identified in the preliminary work by the various groups, and finding the larger overarching goals for the school long term. Small groups then worked on organizing the needs that were expressed by the initial participants over the past months.</p> <p>Movement activities were done with the group.</p>
5	<p>BREAK for dinner at 5:45 pm. End dinner break at 6:15 pm.</p> <p>Colleen Patterson left the meeting.</p>
6	<p>STRATEGIC PLANNING SESSION: <i>Continuation of Joint discussion of Strategic Plan with Parent Cabinet, faculty, staff and Council.</i></p> <p>The groups each shared their perceptions of the bigger picture ideas behind the lists of needs. Some groups believed that clarifying and prioritizing those areas that can see immediate attainable results is a good idea, thus unleashing the potential already here, while also looking forwards towards the longer term goals. There was much agreement on the fact that STAFFING is the most important priority. Comments were made that the staff already at Journey can't do any more than they already are, but with enhancements in additional staffing, other areas such as curriculum will also be enhanced because faculty will be freed up for focused work. In addition the need to continue to build the community and provide more leadership to the parent volunteers is paramount, and can be done soon with the right strategy. Also underlying all the elements is adequate funding that must be put into place. There is also a strong need to prioritize working towards having Journey in a more beautiful, spacious and well equipped campus.</p>
7	<p>PUBLIC COMMENT: <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>No public comments were made.</p> <p>Jon Kaplan joined the meeting electronically.</p>
8	<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>

A. Approval of Minutes:* Minutes from meetings of November 29 and December 13, 2012.

B. Approval of updated 2012-13 staffing plan* including staff positions included in revised 12-13 budget.

C. Review and Approval of corporate tax form 990 for 2011-12 fiscal year*

A motion to approve the consent agenda was made and seconded and approved unanimously.

9 **INFORMATION ITEMS: Reports:** Note that all reports will be brief due to strategic planning session.

A. Financial Report*: Review of November and December financials

Larry Tamayo reported primarily on the December financials.

Prop 30 passage means that there is approximately \$140 K revenue additional from original budget, but expenses are already in place, including the staffing increases that have already been implemented, and that are included in the revised budget, as well as increased cost in materials and supplies.

Cash flow is the main concern for this year, and Larry expects that the school will have an \$82,000 cash ending balance. That includes more than \$75K that is in the Parent Cabinet account. Larry Tamayo is researching lines of credit with banks right now. The state has implemented, for the first time, special withholding of funds in anticipation of budget cuts, and are supposed to pay this back by June, but there is no guarantee so the financial forecast shows these funds as coming in after the fiscal year is over. The P1 count was 313 ADA, but the last two months have been worse on ADA, especially due to illness. To offset this somewhat, there are now additional students enrolled. The Governor budget was released and there is an overall slight increase for funding expected for next year. There is another proposition for a weighted student funding for the future. ExED will be recommending using the traditional funding for the 13-14 budget, but will track any implementation of new funding formulas carefully.

Development Office Update*: Update on Development office and Journey School Foundation activities.

Elizabeth has been working this week on contacting the families who still have outstanding payments for Close the Gap, and has experienced success. She hopes to be able to bring in more than budget. She will be working with Board president Mike Corbo on the message for Close the Gap for the community meeting. She informed the board regarding the launch of the school store scheduled for Feb 13. She alerted the board regarding the upcoming school auction fundraiser. She is also working on outside prospects for donations, including some corporate alliances, and also is asking for personal contacts that board members might have. She is soliciting prospecting information from all key stakeholders to follow up on.

B. Administrative Update*: Report on Administrative activities

Shaheer Faltas updated the board on how hard staff is working and how resources need to be added here, and noted that he does not believe the school can see any additional cost savings in this realm.

C. Education Director Update: Report regarding aspects and activities of the educational program

NONE given, due to the Strategic Planning process earlier.

D. Faculty Update

Alyson reported that faculty is working on leadership and stepping into roles in the “village”. There is an urgency around leadership succession planning. There are concerns that the school could end up without a strong administrator.

E. Parent Cabinet Update*

Lisa O’Neill reported on the plans for the auction and the venue for this year. There was some discussion around better planning for volunteer requests and community building. It is a good time to bring the volunteer aspects to the next level. There was a one day volunteer retreat that helped a lot. Parent Cabinet is ready to contribute the amount pledged, but they need to get a more specific listing of what the \$12,000 donation is going towards. Bookkeeper Cindy Barry should be able to supply that information.

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

These items are on the follow up list:

1. The write up of the initial phase of the Strategic Plan brainstorming—this was accomplished and distributed.
2. Job descriptions for Administrator and Education Director—this needs to be done first with Administrative review and then bring to board for revision. The plan is to bring this back at the March board meeting. A synopsis of the current job description could be used if needed before the final revision is done.
3. Discuss professional development plans and policies for teachers--Shaheer reported that Patti Connolly is meeting with each teacher first, then each one has a self-reflection, and then there will be a meeting with the administration with a more formal evaluation, and the development of personal goals. Professional development goals would then follow from that. The final goals should be in place by May.
4. Put out feelers for administrators: It was confirmed that some outreach has been done.

10	<p>DISCUSSION/ACTION ITEM: 2012-13 Revised Budget</p> <p>A. Approval of revised 2012-13 budget*</p> <p>Larry Tamayo presented the revised 12-13 budget and went over the changes from the original budget adopted last spring. There a few areas in the budget that was sent out in the board packet that Larry feels should be revised prior to adoption, as the December financials show some areas are higher in expenditures than the budget shows. He recommends adopting a budget that has an ending balance of just over \$10,000. Close the Gap revenue has been reduced to a total of \$133,600 to better align with what has come in and the current projections. The school had budgeted originally for furlough days for ALL staff, so all those salaries have been restored in the budget. In addition, there was a negotiation for restoring salary to some teachers, those who had been affected by the past pay freeze in 2009, to their correct pay, which amounts to a total of \$12,000.</p> <p>A motion was made to approve the revised budget, as amended to reflect increased expenditures in a few categories as presented. The motion was seconded and approved unanimously.</p>
11	<p>DISCUSSION/ACTION ITEMS: Board Training and Development</p> <p>A. Board vacancies and nominating committee: Acceptance of resignation of Board Treasurer and discussion of President's formation of ad hoc Nominating Committee</p> <p>The board accepts the resignation of Kim Springer. She has offered to assist the school in another capacity from her new Northern California location, if needed. Due to the resignation of the Board Treasurer, there is a vacancy to fill, and also there will be one or more vacancies likely after June. Mike Corbo and Jon Kaplan expressed their willingness to stay on the board for an additional term. Colleen Patterson and Michelle Spieker will be contacted to determine their interest in another term, especially in light of their roles on the Foundation board. Mike Corbo as President will convene the nominating committee to bring forward a potentially interested board member. He will alert the board on the composition of the committee. The board had a discussion about who will be willing to serve on the committee. Past members would be ideal as they are familiar with the process.</p>
12	<p>CLOSED SESSION: The meeting convened to closed session at 9:00 pm to discuss the matters described below. Shaheer Faltas and Franci Sassin were invited into closed session based on their work in the matters listed. Shaheer left closed session at 9:55 pm.</p> <p>A. Pursuant to Government Code §54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Titles: Administrator, Director of Education, Director of Development</p> <p>B. RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at:</p>

	10:15 p.m. C. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (<i>includes the vote or abstention of every member present</i>) No action was taken in closed session.
13	Adjournment: the meeting was adjourned at 10:18 pm.