

Journey School
A California Public Charter School

November 29, 2012

APPROVED MEETING MINUTES

Approved on January 24, 2013

6:00 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: Absent

Sue Vaughn, Council Vice-President: Present

Kimberley Springer, Council Treasurer: Present

Michelle Spieker, Council Member: Present

Colleen Patterson, Council Member: Present

Lisa O'Neill: Parent Cabinet Member: Absent

Alyson Smith: Secretary and Educational Trustee Member: Present, arrived at 6:20 pm.

Staff members present: Shaheer Faltas, Administrator; Franci Sassin, Administrative Consultant

Guests present: Marisol Giron

	AGENDA ITEM
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:12 pm.
2	Inspirational Passage Sue Vaughn read excerpt from "Let Your Life Speak" by Parker Palmer.
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public. There was a request to table item 8A. In lieu of the inspirational passage, the Council will start the meeting with a visit to a kindergarten parent meeting in progress on campus right now. There was a motion to approve the agenda, as amended, which was seconded and approved unanimously.

4	<p>PUBLIC COMMENT: <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>No public comment was made or submitted.</p>
5	<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> <ul style="list-style-type: none"> A. <i>Approval of Minutes:</i>* Minutes from meetings of October 25 and November 10, 2012. B. <i>Approval of updated 2012-13 staffing plan</i>* C. <i>Parent Participation Policy for Title funding</i>*: Approval of required policy for eligibility for federal funds. D. <i>Approval of reinstatement of one year of service for teachers affected for 12-13 salary placement:</i> As per union negotiations, reinstating a year of 'Journey service' for the 2012-13 school year salary placement for 4 teachers. E. <i>Approval of Consolidated Application submissions</i>*: Various reports required for federal and state programs as submitted by the state deadline. F. <i>Approval of final Journey School Calendar for 2012-13</i>*: Final 2012-13 calendar without furlough days for ratification G. <i>Conflict of Interest Policy</i>*: Biennial update required. H. <i>Approval of First Interim</i>*: Approval of first interim budget and actuals through October 31, 2012 for submission to CUSD <p>A motion was made to approve the consent agenda. The motion was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. <i>Financial Report</i>*: Review of October financials: <p>Larry Tamayo presented the financial information to the Council. Prop 30 passed so the school will have flat funding this year instead of a cut in funding. Since the school budgeted for the cut, a new budget will allocate the revised revenues expected now. However, the state will be paying out funding later and so cash flow will be affected. The Close the Gap commitments are behind in receipts due to fewer checks being received in September vs. the pledges made. Primarily the pledges that were on a one or two payment schedule were lower. They will continue to pursue the pledges and will readjust the projection if needed. The school is slightly above the budgeted ADA. The school expects to receive about \$140,000 additional compared to budget as a result of Prop 30.</p>

Some expenses are over budget, including instructional supplies and instructional aides. Larry will recalculate the staffing costs based on the most recent staffing plan. The supply budget will be revisited during the budget committee meetings. There was a question regarding the high line item in the budget for dues/fees. It was noted that this includes \$36,000 towards Rudolph Steiner college for tuition for the teacher training program. Larry noted that the first Interim report was based on the numbers included in the October financial statements, but in the format requested by the authorizing district.

B. Administrative Update*: *Report on Administrative activities*

Shaheer Faltas noted that he has begun the Strategic Planning process and noted that the school was in a stable enough place to be able to start this process. He noted that he has engaged the faculty in beginning to clarify their priorities, and this will continue and be expanded.

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

The Council visited a parent meeting in progress at the beginning of the meeting.

D. Faculty Update

Aly Smith reported to the Council. At the next Council meeting two faculty members will attend in addition to Aly. The staff is planning the holiday social gathering and hopes that all the Council can attend that. Pedagogical Council asked that Council consider a retreat for faculty and Council and Parent Cabinet jointly to work on common goals for both groups, which might include Strategic planning, training on Waldorf Education, and other topics to be determined. Aly asked that the Council consider a weekend day. January 12 or January 26 might be good dates for Council.

Aly reported that the faculty plans to discuss succession planning for leadership, given the fact that Shaheer won't know if he will be able to return until spring.

One teacher asked that she be allocated a professional development stipend to pursue training in areas that would enhance her training since she is already fully trained in Waldorf. The Council acknowledged the issue and will revisit the topic from a policy point of view, and requested an agenda item next month regarding a professional development policy.

E. Parent Cabinet Update*

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

Most of the items were regarding the Board retreat which has now taken place. One item that is still outstanding is to work on updating the leadership job descriptions.

7 DISCUSSION/ACTION ITEMS: Financial Development

A. Development Projects: *Update on Development and Journey School Foundation activities.*

	<p>Elizabeth Beas presented a detailed written report and reviewed it verbally. Some of the highlights were the upcoming community meeting, branding and marketing, a campus store, and volunteer coordination. She also further discussed the relationship between the school’s Strategic Plan and the Development Plan. Shaheer requested that all the teachers also receive the Development report. She also passed out “Fundraising Realities Every Board Member Must Face” for the Council to read before the December Council meeting.</p> <p style="text-align: center;">B. Strategic Planning: <i>Discussion of need for and process for school Strategic Plan.</i></p> <p>The proposal is to use an hour of the Council meetings in December and January for Strategic planning and then have an initial presentation at the Community meeting. The plan is to have a joint meeting of Council and Faculty in December. Then have focus meetings with smaller groups during January. It is important to develop a LONG term strategy and to prioritize what will be funded first as additional money comes in.</p>
8	<p>DISCUSSION/ACTION ITEMS:</p> <p style="text-align: center;">A. Student Outcomes*: <i>Report on student outcome 3 from charter</i></p> <p>This item was tabled until the next meeting.</p> <p style="text-align: center;">B. Fiscal Policies*: <i>Minor updates to fiscal policies to enhance school operations.</i></p> <p>The Council discussed the pros and cons of this change to the policy. The change would allow small transactions to be processed with less paperwork than currently. The Council members reviewed the transactions in the check register and there was a greater comfort level with a lower limit than proposed. They suggested then revisiting the limit after a few months to see if this limit has provided paperwork relief for the business office.</p> <p>A motion was made to approve the change but with the amendment to a limit of \$50 (fifty dollars) rather than \$100 (one hundred dollars). The motion was seconded and approved unanimously.</p>
9	<p>DISCUSSION/ACTION ITEMS: Board Training and Development</p> <p style="text-align: center;">A. Board training: <i>Discussion of priority of various ongoing board training and development topics for regular standing item</i></p> <p>The Council discussed the best use of their time and possible topics to be addressed at future meetings:</p> <ul style="list-style-type: none"> • Conflict of Interest and Ethics training • Board Email and communication protocols • Board Evaluation and Board succession planning and composition

	<ul style="list-style-type: none"> • Leadership Succession • Training on understanding measures of academic success <p style="text-align: center;">B. Participation in High Bar: Discussion of High Bar resources and role of Board in use of their board management tools.</p> <p>This item was not discussed.</p> <p style="text-align: center;">C. Board Schedule: Discussion of December meeting</p> <p>The Council meeting will stand as scheduled on Dec 13, but will be focused on Strategic planning only. It was noted that the Budget Committee will meet on Dec 12 and the school staff holiday gathering is on Dec 14.</p>
10	<p>CLOSED SESSION: The meeting will now convene to closed session to discuss the matters described below:</p> <p>The board entered closed session at 8:30 pm. Alyson Smith did not attend closed session. Shaheer Faltas and Franci Sassin were invited into closed session based on their work in these matters.</p> <p>A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: Update on negotiations</p> <p>Employee organization: Journey Teachers' Association/CTA/NEA</p> <p>Agency designated representative: Colleen Patterson</p> <p>B. RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at: 8:57 p.m.</p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present) No action was taken in closed session.</p>
11	<p>Adjournment was at 9:00 pm.</p>