

*Journey School
A California Public Charter School*

August 25, 2011

APPROVED MEETING MINUTES

Approved on October 27, 2011

At Journey School

27102 Foxborough

Aliso Viejo, Ca 92656

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www.journeyschool.net

Roll Call:

Jon Kaplan, Council President: Present, but arrived at 8 pm

Dr. Kris Powell, Council Vice President: Present

Michael Corbo, Council Treasurer: Present

Jan Geisendorfer, Council Secretary: Present

Marc Damikolas, Council Member: Absent

Diana Graber, Council Member: Present

Colleen Patterson, Council Member: Absent

VACANT: Parent Cabinet Member

Educational Trustee Member TBD: Laura Bujjoni: Present or Gavin Keller: Absent

Also present were Shaheer Faltas and Franci Sassin from Administration, and Lisbeth Sotebeer, Marie Kenney and Michelle Spieker as guests.

	AGENDA ITEM	SPONSOR
1	<i>Call to Order, Roll Call and Review of Norms/Roles</i> <i>Kris read the norms. Roles were assigned: Timekeeper: Jan Minutes: Franci</i>	<i>Kris Powell</i>
2	<i>Inspirational Passage</i> <i>Diana played a humorous video on standardized testing.</i>	<i>Diana Graber</i>
3	<i>Oath of Office for new Council Members* (if needed)</i> <i>Faculty is still waiting to make final determination so the faculty rep will not be</i>	

	sworn in tonight.	
4	<p>Approval of Agenda:</p> <p>A motion was made by Mike to move the closed session items after the reports and before action items and to approve the agenda as rearranged. It was seconded by Diana and approved unanimously.</p>	Jon Kaplan
5	<p>PUBLIC COMMENT:</p> <p>Lisbeth Sotebeer addressed the Council: She asked about two issues regarding 8th grade—Ms. Harding left the class, so what can be done to help protect the class from further disruption. Also, what can be done on school policy/procedure to prevent further issues. A parent in the class has caused disruption to many other families. A meeting with the class was promised with new teacher before school starts, and there should be an independent person at that meeting so that new teacher won't take on too much. It is best not to wait until last day before school, but rather guide the process early.</p>	Jon Kaplan
6	<p>CONSENT AGENDA ITEMS:</p> <p>A. Approval of Minutes:*</p> <p>i. Minutes from regular meeting June 23, 2011</p> <p>ii. Minutes from special meeting August 4, 2011</p> <p>B. Authorization of bank account signers for all Journey accounts in accordance with fiscal policies*</p> <p>C. Approval of authorized users for activity in Orange County Department of Education for Treasury account for various roles and users.*</p> <p>D. Ratification of changes to certificated salary schedule*: Final Board approval of changes agreed to in union negotiations to increases in the certificated salary schedule, effective as of the 2011-12 school.</p> <p>E. Unaudited actuals: Approval of unaudited actuals for 2010-11 and authorization for ExED to submit to CUSD and OCDE by deadline.</p> <p>A motion was made to table item A, and approve the rest of items: B, C D,E by Mike, seconded by Jan and approved unanimously.</p>	

7	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>Motion was made to move into closed session by Jan, seconded by Mike, and approved unanimously. The Council went into closed session at 8 pm. Shaheer and Franci were invited to participate in closed session. Laura and Mike recused themselves and left the meeting during closed session. All other guests present left during closed session.</p> <p><i>A. Pursuant to Government Code §54956.9: Conference with legal counsel, Anticipated Litigation; Number of Cases: 1</i></p> <p>The Council came back into open session at 8:30 pm after discussing Item A.</p> <p><i>B. Pursuant to Government Code §54957: Public Employment, Title(s): Teacher, Specialty Teacher, Instructional Support</i></p> <p><i>C. Pursuant to Government Code §54957: CONFERENCE WITH LABOR NEGOTIATOR:</i></p> <p><i>Agency designated representative: Shaheer Faltas.</i></p> <p><i>Employee Organization: Journey School Teachers Association</i></p> <p>The Council went back into closed session at 8:55 pm. Franci and Shaheer and Laura Bujjoni (in official capacity as kindergarten teacher) were invited to participate in the discussion in closed session for item B. All others left room. Laura left closed session at 9:03 pm. Corbo recused himself at 10:05 pm due to potential conflict with hiring of a teacher for his student’s class. He returned at 10:10 pm.</p>	Jon Kaplan
7	<p>RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at 10:15 p.m.</i></p>	Jon Kaplan
8	<p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION <i>(includes the vote or abstention of every member present).</i> Council did not take action, but gave direction to legal counsel on how to proceed in the matter of anticipated litigation.</p>	
9	<p>INFORMATION ITEMS:</p> <p><i>A. Financial Report:</i></p> <p><i>1. Report from ExED on June/year end financials and acceptance of board</i></p>	

of same

Larry reported on the year end financial position of the school and how the school did over the year. ADA did well and that helped. He discussed the ending balance, plus he discussed the accrued revenue that will be coming in from state and district this fall. Payables includes the last payroll that wasn't paid until July. That also includes the lawsuit settlement that is remaining. Other accrued expenses include OCDE, legal, etc.

Larry reviewed the check register, as well as the income and expense statements.

He discussed next year's forecast with respect to state revenue, currently the state is not reaching its revenue targets, therefore there will likely be mid-year cuts, probably \$250 to \$300 per ADA. Since Journey is currently budgeted for \$350 per ADA cut, the school should be OK on budgeting end, but that also assumes that enrollment and fundraising come in on target. Shaheer noted that costs for lease and for special education encroachment fees may be going up and school must prepare.

Jan asked about item on check register—a check to Amanda for math supplies? Shaheer responded that Amanda offered to pay for whole school math supplies and be reimbursed. Shaheer noted that the reserves are just now getting to a more secure and “standard” level. He noted that the school could still end up in a deficit budget situation. Larry pointed out that the reserves help with cash flow with all the deferrals and they also offer stability if enrollment or fundraising don't meet targets.

Mike inquired: what is considered “healthy reserve”? Larry replied that now in this climate, is about 10%. He noted that it could be perceived badly if a school has too high of a reserve, with exception of reserving for facility or for some large purchase, but that the school needs enough to be in safe fiscal position.

B. Administrative Update: including results of STAR and API*

Shaheer reviewed the charter outcomes, he reviewed the STAR analysis report, and he briefly reviewed the accomplishments document. The Council discussed the meanings of the school's STAR results so far and the excellent increase in overall scores.

C. Business Office/HR update: Update on status of insurance policies for 2011-12

Franci alerted the board that the school has switched to new broker, one that has been vetted by and is partnered with CCSA. The firm is Barney and Barney and it does a lot of charter school specific business. Shaheer wants to build capacity and created continuity by having an account rep who can

assist staff members at any time.

D. Faculty Update

Laura reported that the faculty were all back to work, everyone was working hard on getting ready for school, and all were getting along well and welcoming new members to faculty.

E. Parent Cabinet Update

Since there is no council PC rep now, Marie will be the liaison for awhile until a rep is appointed. Megann Bunce and Marie Kenney will be sharing the PC Chair position. Megann put together PC website, allows parent sign up. It is called Jooners, and it shows what the needs are and parents can sign up for an assignment. They will take the website and the link to the JS website and also include it in all the newsletters. PC is having meeting tomorrow. The welcome committee was working hard all summer with packets for new families and meeting with them. There is a work day this weekend. The film "Race to Nowhere" will be screened at JS at some point in the fall. There will be a free preview for JS families and then later PC will bring the wider community in, it will be paid as a fundraiser then. Harvest faire is the first Saturday after Halloween. For Book Fairs PC is looking at a different way to do it because some families have not been happy with the book selection from Scholastic. It has been somewhat controversial. They are looking at a Barnes and Noble fundraiser which will be based on a book list that the school provides. PC is currently aggressively pursuing a 501 3 c options, probably a PTO or PTA with certain elements already in place, but the down side is that it will also have restrictions. They will be presenting their research to PC soon.

Report on Follow-up for Previous Board Items: What commitments were made and did we follow through?

Jan and Diana did follow up on the Hiring Policy. They believe that the policy in the Employee Handbook is already comprehensive and seems to be working and so there is not really need to change it. The new policy seems to be pretty much in line with what is in place, and it also seems somewhat redundant, while the old policy is a little more comprehensive. So their recommendation is not to make any changes to the current Hiring Policy as it is incorporated into the Employee Handbook.

Jan will start sending out the follow up items right after the board meeting in order to allow time to accomplish the items before the next board

	<p>meeting.</p> <p>Jan has created a binder for any board materials requests so all of the requests and responses will be in one place.</p> <p>Board binders from retreat: She will be trying to do these electronically in some way and offering that for all board members.</p> <p>As a follow up to an item on a previous agenda, the council had a presentation from Rachael Burger from Entertainment Corporation, which hosts the Entertainment book, gift wrap and cookie dough and the “mini entertainment book” with school specific coupons. The school gets \$7 for 1-99 books, \$14 for 100-399 And \$17.50 for over 400 . New this year is a free mobile app (which costs extra if someone purchases the book retail) this year within 5 mile radius. Cost if books are sold through the school is \$35 vs \$40 retail. There are also bonus coupons that come with a school fundraiser. They don’t charge for lost/stolen books, so there is no risk. 150 versions of book exist, so students can sell “out of area” books. Sales seem to be up this year. \$20 is the sale value of the “mini” book, they ask that the school sell at least 15% of those printed. \$10 is the profit for those. If issued in Jan, they are good until Dec, 2012. It takes some time to customize the booklets. It takes 4 weeks to print them. A typical school could make in the range of hundreds to thousands from this fundraiser. Their agency will come to school to handle some of the collections if desired. They also do promotions that can help with sales. Most schools do this at the beginning of school year because you get most value from the coupons.</p>	
9	<p>DISCUSSION/ACTION ITEMS:</p> <p>A. Staff Hiring: <i>Approval of administrative recommendation for teacher(s) and instructional support positions</i></p> <p>For the 8th grade teacher, the Council discussed tabling the vote in order to allow Administration to complete the hiring process within the coming week, and will instead make a motion to give authority to the Administrator to make the hiring decision for September start of school, and have the final decision brought back to the September Council meeting for confirmation/ratification.</p> <p>Mike made a motion to approves Krista Oldach for Handwork Assistant, and that due to class size considerations, a 1st grade assistant position is to be authorized for first two months of school, and that the Administrator is authorized to proceed with hiring for those positions as soon as possible. The motion was seconded by</p>	

	<p>Jon and approved unanimously.</p> <p>Then Kris made a motion that the Administrator has the authority to hire for 8th grade position upon completion of the hiring process, and also for the ukulele Specialty as soon as possible. Mike Corbo recused himself as he has a student in the 8th grade class. Jon seconded the motion and it was approved unanimously.</p> <p>B. Journey School Lease for 2011-12: Consideration and approval of one year lease agreement with CUSD for 2011-12 school year, including addition of storage area.</p> <p>A motion was made to seek legal and administrative counsel regarding the changes to the lease, but that the board president or Administrator is authorized to execute the final lease pending the results of that advice. The motion was made by Jan and seconded by Kris and approved unanimously.</p> <p>C. Contract with Spectrum Languages for Spanish program: Consideration and approval of contract for 2011-12 to provide a Spanish program or designation for Administrator to complete contract negotiations and enter into contract on behalf of Journey School</p> <p>Jon made a motion to proceed with Spectrum Languages to provide the Spanish program, subject to final contract negotiations, with Administration receiving the authority to complete negotiations. Mike seconded the motion and it was approved unanimously.</p> <p>D. Strategic Plan*: Discussion and possible action on preliminary Strategic Plan for 2011-12. This item was tabled.</p>	
10	<p>Board Training and Development:</p> <p>A. Follow up and summary from Board Retreat</p> <p>This item was tabled.</p>	
11	<p>Adjournment at 10:30 pm</p>	