

Journey School
A California Public Charter School

September 27, 2012
MEETING MINUTES
Approved October 25, 2012

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: Present at 6:11 pm via speaker phone, ended call at 7:15 pm.
Sue Vaughn, Council Vice President: Present
Kimberley Springer, Council Treasurer: Present
Michelle Spieker, Council Member: Present, arrived at 6:24 pm
Colleen Patterson, Council Member: Present
Lisa O'Neill: Parent Cabinet Member: Absent
Alyson Smith (formerly Berger): Secretary and Educational Trustee Member: Present, left at 8:45pm
VACANT: Council Member

Staff Members Present: Shaheer Faltas

| AGENDA ITEM | |
|--------------------|---|
| 1 | <i>Call to Order, Roll Call and Review of Norms/Roles</i> The meeting was called to order at 6:06 pm. |
| 2 | <i>Inspirational Passage and Oath of Office*</i> The Oath of Office was tabled until Lisa O'Neill is present. |
| 3 | <i>Approval of Agenda*</i> <i>NOTE: The order of the agenda may be changed without prior notice to the public.</i> A motion was made to approve the agenda, it 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>There was a request for public comment from Steve Buonaugurio. He commented about his perception of the teacher-parent relationship lacking on the kindergarten level.</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"> <i>A. Approval of Minutes:</i>* <i>Minutes from annual meeting June 28, 2012 and meeting of August 23, 2012</i> <i>B. Approval of updated 2012-13 staffing plan*</i> <i>C. Ratification of Contract with Kelly Services*</i> <i>D. Ratification of Application for K-3 Class Size Reduction funding for 2012-13*</i> <p>Item 5A was removed for discussion as follows: The minutes from August 23, 2012 were not ready, so that portion of Item 5A was tabled. There was also direction given by the Council that it would not be necessary in the future minutes to record who made the motion and the second, but rather, to just note approval of items or other disposition of each action item. A motion was made to approve all consent items 5A as revised. It was seconded and approved unanimously.</p> <p>A motion was made to approve all remaining consent items. It was seconded and approved unanimously.</p> <p>Board member Michelle Spieker arrived at 6:24 pm.</p> |
| 6 | <p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> <i>A. Financial Report*:</i> <i>Review of July and August financials</i> <p>Larry reported that the approved budget was for 334 students, and the school has 335 currently.</p> <p>He noted that due to state funding flow, Journey operates with a cash deficit throughout the year which makes our cash reserves important. We have budgeted as if the cuts will happen if Proposition 30 does not pass, but the budget assumes a furlough to balance. Currently the forecast shows that we will be 6 to 8 thousand dollars over budget. Worker's compensation insurance will likely be \$6,000 less than budgeted. Paperwork for Close the Gap has just over \$200,000 coming in, but we will see if that actually happens.</p> <ul style="list-style-type: none"> <i>B. Administrative Update:</i> <i>Report on Administrative activities</i> |

Shaheer submitted a written update to the board and this was reviewed briefly.

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

No discussion.

D. Faculty Update

Aly Smith gave a brief update on faculty activities.

E. Parent Cabinet Update

Marie Kinney & Meggan Bunce were present and gave an update on Parent Cabinet activities as follows:

PC is still working on their 501C3 application, which is difficult. It is coming down to the wire- as they have only 90 days to submit the next forms – Colleen Patterson offered her support with filing the paper work. Meggan Bunce is willing to take an executive board role, but is waiting for 2 others to join her. PC will be hosting a movie on October 4th- Play Again—which is about the disconnect of children with nature. The film is not affiliated with Waldorf Education. This event is open to the public. PC is going to try a rotating leadership starting with 8th grade. The Harvest Faire on November 3rd is the next big event.

F. Report on Follow-up for Previous Board Items

Administration will submit Surplus Property Request to CUSD.

7 DISCUSSION/ACTION ITEMS:

A. Application for Mandated Cost Block Grant*: Approval to submit letter of intent for Mandated Cost Block Grant and review of compliance requirements

NOTE: This item was discussed immediately after the Financial Report at 6:38 pm.

Submission of the Application for Mandated Cost Block Grant will allow the school to receive reimbursement for mandated costs such as state testing. There will be new audit requirements, with unknown requirements. Colleen Patterson noted that charter schools will only receive \$14 instead of \$28 per ADA because charters are not expected to do all of the mandates that are in Education Code and are contained in this Block Grant. The state has said that there will be no audit requirements this year. 900 charter schools state-wide have already applied. Colleen recommends moving forward.

A motion was made to submit the letter of intent for the Mandated Cost Block Grant. The motion was seconded and approved unanimously.

B. Nut Policy and Administrative Procedures*: Review of updated draft of school policy

and procedures developed by faculty regarding peanuts and other nuts on campus

Aly Smith read a public comment submitted by parent Amy Capelle:

"I would like to thank the Council for giving serious consideration to the issues surrounding food allergies. In a world where nuts and those with allergies to them must co-exist, I think the proposed policy is balanced without too much inconvenience given the potential consequences of exposure.

1) I suggest that "severe nut allergy" be clearly defined as life-threatening. One person's definition of severe is different from another's and life-threatening puts the true potential consequence of death in the forefront of thought.

2) I also suggest that a policy for annually training teachers to recognize symptoms of a life-threatening reaction and the use of an epi-pen be a requirement before the school year begins, especially in those classrooms where a life-threatening allergy exists.

3) So as not to single out kids with nut allergies or exclude those with life-threatening allergies to other foods, perhaps the Council may consider this to be a "Food Allergy" Policy and Procedure rather than limiting it to only nuts.

4) Lastly, I would change the last sentence to read, "Parent who bring food to these events will be encouraged to label their items if they are free of the top 8 food allergens (dairy, egg, wheat or gluten, nut, peanut, shellfish, fish, soy) so that those with allergies can find allergy safe food to eat easily." -- This shows an attempt to include kids with allergies in the celebration rather than make it seem a burden.

Kids with allergies too often are made to feel separate. I hope the Council can word and view this policy so that all in the community embrace it as a way for these kids to feel that their learning environment is safe and inclusive."

Parent Russ Skibsted also commented on this item. In his opinion the policy as presented is not ideal, but he would support it as the first step. He noted that guidelines for labeling must be clear and communication must be constantly reiterated.

Parent Marie Kenny commented that no matter what you tell the parents, there will always be a risk.

Shaheer Faltas recommended to the Council that they adopt the first paragraph, edited to remove the word "nut" and change it to "food". There would also be an administrative nut policy/procedure, which would be determined on a class-by-class basis. Administration will quickly move forward on any life-threatening food allergies. Shaheer will take personal ownership of rolling this forward. Shaheer will be revising the Journey School Nut Administrative Policy and Procedures, especially the last paragraph.

A motion was made to adopt the Council Policy Statement as revised (see the statement below) and to authorize the administration to work on the Administrative Procedures. The motion was seconded and approved unanimously.

"Journey School values the creation of a safe learning environment for all students. Journey

School therefore strives to be a "safe" school. Towards this goal, all life threatening allergies will be handled on a class-by-class basis. In order to best balance the needs of all students, the procedures will also vary depending on the severity of the allergy. The Administrator will develop procedures, with input from faculty and parents, to implement this Policy. These procedures may be updated from time to time, as needed, in order to accommodate for the needs of all students."

C. Response to faculty request regarding years of experience from pay freeze in 2009-10

The Council, while sympathetic, stated that it cannot do anything about this issue outside of negotiations. They recommended that the teacher reps should report back to the faculty on this item after checking in with CTA on how much they can share with faculty.

Board member Jon Kaplan left the meeting at 7:15 pm.

8 DISCUSSION/ACTION ITEMS: Financial Development

A. Update on Journey School Foundation 501 c 3 status

Colleen Patterson reported that the IRS had completed the reinstatement of the 501 c3. Documentation is expected to arrive in 1-2 weeks.

B. Development Projects: Update on projects for the 2012-13 school year related to launch of development office and grant awards.

Michelle Spieker reported that Linda McGee will write a check for \$100,000 on Monday. Journey School is matching that through In-Kind-Services this year. Elizabeth Beas will be our new Development Director, and she will start work on October 9th.

C. Ratification of hiring of Director of Development position*: Summary of qualifications of Director of Development candidate and including discussion of dual employment issues to be addressed.

There was a motion to recommend that the board ratify employment for the Director of Development candidate. It is also recommended that the board give direction to Administration to use legal counsel to complete the dual employment agreement. The motion was seconded and approved unanimously.

9 DISCUSSION/ACTION ITEMS: Board Training and Development

A. Board expense reimbursement policy*: Discussion of implementation of portion of school fiscal policies for reimbursement of Board expenses and budgetary

impact

Board members indicated a willingness to reimburse travel expenses for Board members for JS business, as per the current fiscal policies. Budget implications should be addressed by budget committee at next budget revision.

B. Board retreat planning: *Planning for annual board retreat, which is to be rescheduled*

Charter School Development Center- has a Leadership Update Conference on November 8. Mike Corbo is working on a possible Saturday board retreat, the date is yet to be determined. Shaheer will send out the information and Mike will be looking at possible dates.

C. Board number of positions*: *Discussion of desired total number of Board members for Journey School Council*

A motion was made to approve Resolution 2012-9-1 to set the number of the Journey School Council to eight members. The motion was seconded and approved unanimously.

D. Board attendance: *Discussion of attendance by Board members at various events throughout the year*

Mike Corbo asked all Council members to please make an effort to attend at least one Journey School Event.

E. New meeting time for Regular Council meetings*: *Adjustment in meeting time from 6:30 pm to 6 pm*

There was a motion made to approve the revised meeting time for regular meetings. The motion was seconded and approved unanimously.

10 **CLOSED SESSION:** *The meeting will now convene to closed session to discuss the matters described below:*

There was a motion made to move into closed session, it was seconded and approved unanimously. The Council moved into closed session at 8:33. Shaheer Faltas was invited to participate in his role as Administrator. Alyson Smith left the meeting prior to closed session.

A. **Pursuant to Government Code §54957: Public Employment: Title : Education Director**

B. **Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS:** *Update on negotiations*

Employee organization: Journey Teachers' Association/CTA/NEA

Agency designated representative: Colleen Patterson

| | |
|----|--|
| | <p>C. RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at: 9:05 p.m.</i></p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION <i>(includes the vote or abstention of every member present):</i> There was no action taken in closed session.</p> |
| 11 | Adjournment at 9:05 pm. |