

Journey School
A California Public Charter School

December 7, 2017

REGULAR MEETING and BOARD RETREAT
MINUTES

APPROVED March 8, 2018

4:15 p.m.

At Journey School
27102 Foxborough
Aliso Viejo, CA 92656
In the **Journey School Office**
(949) 448-7232
www.journeyschool.net

Anna Brown, Council President: *Present*
Julie Chiaverini, Council Vice President: *Present*
Jessica Monroe, Council Treasurer: *Present*
Lisa O'Neill, Parent Cabinet Member and Secretary: *Present*
Judy Levinsohn, Council Member: *Absent*
Jeanne Lee, Educational Trustee Member: *Present*
John Holland, Council Member: *Present*

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 4:24 pm.
2	Inspirational Passage John Holland presented the inspirational passage: 1. Warren Buffet quote, "Someone is sitting in shade today because someone planted a tree a long time ago" 2. The word Impossible = I - M - Possible

3	<p>Approval of Agenda*</p> <p>NOTE: The order of the agenda may be changed without prior notice to the public.</p> <p>There was a motion to move Item 12A up in agenda after item 7. The motion was seconded and approved unanimously.</p>
4	<p>PUBLIC COMMENT: Reminder: Please fill-out a speaker card; see policy above for guidelines</p> <p>There were no members of the public present and no public comment.</p>
5	<p>BOARD TRAINING: Waldorf pedagogy and instructional methods presented by Educational Director Shelley Kelley and Pedagogical Council</p> <p>A tour of campus and various classes was provided by Pedagogical Council while speaking about Waldorf education, its history and the why/how it is delivered at Journey School. A powerpoint presentation was also provided to the board members with information about Waldorf pedagogy and methods.</p>
6	<p>BOARD TRAINING: Brown Act and Conflict of Interest, updates and Q&A, presented by Board counsel</p> <p>Attorney Adriana Ochoa, a Senior Associate from the Procopio law firm, provided a governance presentation, which reviewed Conflict of Interest and Brown Act requirements for Council members. A PowerPoint handout was provided.</p>
7	<p>FOUNDATION REPORT and discussion about role of Foundation and Council and Vision Committee</p> <p>Foundation board members Danny Ponzo and TJ Coveyou provided a brief update on the Foundation’s Vision Committee, a working group recently formed by the Journey School Foundation. The intention of the Vision Committee is to develop a 2, 5, and 10 year vision for facilities, academics, and culture/values at Journey School. The Committee first met in late November and will attempt to meet monthly, with the next meeting slated for late January.</p>
8	<p>DINNER BREAK</p> <p>The board took a short break for dinner.</p>
9	<p>CONSENT AGENDA ITEMS: 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.</p> <p>A. Approval of Minutes*: Minutes from meetings of October 26, 2017.</p> <p>B. Staffing Update*: Approval of staff hires for 2017-18, to incorporate any changes since October to the staffing plan.</p> <p>C. First Interim Financial Report*: Approve of first interim financial report with budget</p>

and financial information through October.

D. Public Comment Policy*: Update to policy to allow extra time for speakers who need a translator.

E. Job descriptions*: Update additional job descriptions for various positions

Item 9E was pulled from the Consent Agenda for discussion. There was a motion to approve the remainder of the items on consent, which was seconded and approved unanimously.

Item 9E - Job descriptions, was discussed as follows.

Council member John Holland pointed out that the job descriptions erroneously listed as the music budget as a source for procurement of specialty supplies on ALL of the job descriptions. A further error was found on the Spanish Teacher JD – Art was mentioned in the purpose/overview instead of language/Spanish.

It was further suggested to add grade levels taught to all JD's

A motion was made to approve ITEM 9E with the corrections and changes as noted. The motion was seconded and approved unanimously.

10 **INFORMATION ITEMS: Reports**

A. Faculty Update: Update on Faculty activities.

An update was provided on the many activities taking place over the past few weeks, including parent conferences, Lantern Walk, Sweetie Pies fundraiser, Fairy Market fundraiser, Eco-literacy program, the winter assembly, and the Spiral Walk.

B. Parent Cabinet Update: Update on Parent Cabinet activities

The PC report included an overview of the Fairy Market fundraiser. Parent Cabinet is operating smoothly and the monthly meetings are very well attended.

C. Administrative Update*: Report from School Director, including updates on SIS and Enrollment Software, Independent Study program, ELL program, Prop 39 energy project, School Dashboard update, and preparation for CUSD oversight visit.

Gavin Keller reported on items as listed, and in addition, he also addressed the status of the school's math program and a related parent complaint regarding the credentialing of a teacher.

Gavin proposed the idea of purchasing some 'one time' items not initially budgeted, due to

the expected surplus in the 17-18 budget.

D. Financial Report*: Review of October financials.

Larry Tamayo reviewed the financial reports and confirmed that the school is in good financial standing. He explained that the Prop 39 energy expenditure monies account for the large increase in forecasted income and the expense will be depreciated over many years.

11 **AUDIT COMMITTEE: A committee of the full board**

Audit Report*: Review and acceptance of draft audit report from 2016-17 fiscal year.

Gavin Keller briefly reviewed the draft audit report and explained the intention and broad scope of the audit. There were no audit findings or deficiencies for the 2016-2017 school year. A motion was made to accept the 2016-2017 Audit and the motion was seconded and approved unanimously.

12 **DISCUSSION/ACTION ITEMS: School Operations**

A. Facility Assessment Report from CUSD*: Report on status of the campus, prepared by CUSD

This item was heard after Item 7 at approximately 6:05 pm. Gavin reviewed the Facilities Condition Report (FCR), provided by CUSD. The FCR was conducted at 57 CUSD schools by a third party: Kitchell.

Journey received an overall Facilities Condition Index score of C – , which is a poor rating. There are \$3M in repairs that should happen over the next 5 years. Of that, \$1.4M in repairs are estimated for systems and items that are considered critical and these repairs are recommended for immediate completion (e.g. roofing and HVAC).

It was reiterated that the repairs are not currently Journey’s responsibility.

B. Kindergarten: Report on state’s Transitional Kindergarten and how it works in the Journey Kindergarten program

Information was provided to the Council about the TK program and funding of TK students along with a reiteration that our enrollment policy is in alignment with current law.

C. School Store: Discussion of school store operations and organization.

There was a discussion regarding the pros and cons of taking over operations of the School Store from the Foundation. Running the store could be a challenge with tax-exemption, non-profit status and could potentially require a material revision of the charter as well as our facilities use agreement. There is not currently any explicit language authorizing the school to run a store under our current program, charter or FUA.

There was discussion about various alternatives, including Parent Cabinet as a possibility to take over oversight of the store. Some Council members expressed that it could be an

	<p>appropriate activity for Parent Cabinet to undertake. However, there were different opinions about this idea and it was recognized during the discussion that this undertaking would be challenging and complex.</p> <p>There was a motion that the JS Council decline the offer by the JS Foundation to take over responsibility and oversight for the School Store. The motion was seconded and approved unanimously.</p> <p><i>D. Suicide Prevention Policy*: As required by law, a suicide prevention policy to promote awareness, staff training, and various related procedures.</i></p> <p>The Suicide Prevention Policy (SPP) was reviewed along with the requirements of AB 2246 which requires LEA's to adopt a SSP. The SSP required input from stakeholders, addresses prevention, intervention, and postvention, requires training for teachers, and must be implemented this school year. Detailed administrative procedures will be developed by the executive director or designee. A motion was made to approve the SPP and was seconded. The motion was approved unanimously.</p>
13	<p>Adjournment</p> <p>The meeting was adjourned at 8:15 pm.</p>

**Items that are expected to have back up materials provided prior to or at the meeting are indicate with an asterisk. Other items may also have back up materials provided.*