

Journey School
A California Public Charter School

April 26, 2018

REGULAR MEETING MINUTES

Approved May 24, 2018

6:00 p.m.

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

BOARD MEMBERS:

Anna Brown, Council President: Present
Julie Chiaverini, Council Vice President: Present, left at 8 pm.
Jessica Monroe, Council Treasurer: arrived at 6:10 pm, left at 9:20 pm.
Lisa O'Neill, Parent Cabinet Member and Secretary: Present
Judy Levinsohn, Council Member: Absent
Jeannie Lee, Educational Trustee Member : Absent
John Holland, Council Member: Present

Administrative staff members Gavin Keller, Franci Sassin and Larry Tamayo (for his items) were present.
Teacher Kara Fos was present .

	AGENDA ITEM
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:05 pm
2	Inspirational Passage John Holland read a passage.
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public.

	<p>There was a motion to move the closed session item to take place earlier in the meeting in order to insure there would be a quorum present and to move the report items later in the agenda after the action items so that there is quorum for the action items. The motion was seconded and approved unanimously.</p>
4	<p>PUBLIC COMMENT: <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>Shannon Johnson, a parent and K teacher, commented to the Board on the school culture and size of the school. The teachers are having a difficult time managing behavioral issues. There is an increase in bullying in recent months. There is a perception that administrative staff is not able to get other tasks done due to the amount of time spent on disciplinary issues. She also commented that there is a decline in the number of Waldorf trained teachers and the number seeking out training, possibly due to the cost of obtaining the training. Her perception is that the open campus policy where parents are free to come and go at any time is contributing to this issue.</p>
5	<p>CONSENT AGENDA ITEMS: <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> <p style="padding-left: 40px;">A. Approval of Minutes*: <i>Minutes from meetings of March 8, 2018.</i></p> <p style="padding-left: 40px;">B. Tax Returns: 990 and 199*: <i>Review and approval of submission of corporation annual tax returns, prepared by audit firm and reviewed by staff.</i></p> <p>There was a motion to approve the consent agenda items, which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <p>NOTE: <i>The information items are listed below in the order that they were on the agenda, however, due to the logistics of board member attendance, the order that the items were actually heard is as follows:</i></p> <p>Action Item 7A was heard before the Information Items, immediately after the Consent items. Items D and E were done after 7A, and before 6A, at approximately 7 pm. Larry Tamayo presented these items.</p> <p>Items 6A was done immediately after 6E at approximately 7:40 pm. Then the Council returned to the Action Items and heard the remaining agenda items in sections 7, 8 and 9.</p> <p>Information Items 6B and 6C were heard after closed session concluded, at approximately 10 pm.</p> <p style="padding-left: 40px;">A. Faculty Update: <i>Update on Faculty activities.</i></p> <p>Teacher Kara Fos reported on recent activities taking place on campus. There are many spring</p>

activities taking place, including the May Faire, class plays, and 8th grade projects taking place May 4 and then on Saturday May 5. Open House is May 16, and it is a new style for the end of year event where students will be attending. The new “teacher experience” events that were sold during the auction are coming up. Ticket sales are ongoing for those in order to try to reach the target of at least 25 students per class participating. 5th grade Pentathlon is coming up. The 6th grade track meet was last week. State testing has begun.

B. *Parent Cabinet Update:* *Update on Parent Cabinet activities*

This item was tabled until next meeting.

C. *Administrative Update*:* *Report from School Director, including updates on student behavior, disciplinary procedures, campus safety, attendance and punctuality efforts, facilities incentive grant, etc.*

Gavin Keller reported on an upcoming discussion he will prepare for the next board meeting regarding student discipline and behavior. He commented also on a campus safety incident last month. The Administration will be trying out volunteer badges that are easily seen and that any visiting adult would have to wear while on campus. They will be also revisiting the volunteer sign in procedures. Gavin reported on the success of the interim administrator, however he has taken a full time position and so will not be able to finish out his term. Gavin reported on the discussions and subsequent actions taken regarding punctuality on campus, including consistent start and end time when teachers begin class and release students consistently across the school. They are also continuing the efforts to reduce student tardiness.

Gavin reported that the school submitted a new application for the facilities incentive grant, but the results won't be known until July.

The standardized testing (CAASPP, also known as SBAC) window starts next week and will be going on for about a month.

There was a request from board members to have part of the administrative report include any follow up report on how issues brought to the council during public comment were addressed and/or resolved.

D. *Budget Committee Update*:* *Update on work on Administrative Budget Committee and draft 18-19 budget*

Larry Tamayo presented the background context on the state revenue expected, including the LCFF funding as well as “one time” potential funding. The current draft, in order to be conservative, uses an estimate of 50% of the current proposal. The May Revise from the state will be available in the next few weeks. At this point state revenue is higher than what was predicted in January, so no reductions

are expected. There have been efforts to increase the LCFF base funding rates in future years, but for now the main projection is that LCFF base rates will be fully funded.

In the draft budget, the attendance rates (ADA rate) is shown a bit more conservatively than what was seen this year. The enrollment is based on applications, including for the IS program. The facility reimbursement funds are no longer available for next year, so at this time are not included in the draft budget. The fundraising income is based from the current year participation rates. The Prop 39 energy funds were already spent during 17-18, and have now been shifted to assets which will be depreciated as applicable.

Larry reported on the various expenditures, including the marked increased in retirement costs, and a very recent increase in PERS rates. The health benefits costs are also increasing. The proposed staffing positions are included in the draft. Bargaining is still taking place for teacher salaries and will affect the next draft of the budget.

The future years of the multi-year budget have not been worked out in as much detail as 2018-19.

There were questions regarding the details of some of the expenditure items which show significant increases from the current year. There was further discussion of the “one-time” funds and how those might be spent.

E. Financial Report*: *Review of February and March financials and P2 ADA reporting.*

Larry Tamayo presented the February and March financials. These include the final P2 ADA reported which will drive much of the funding for this year, most important of which is LCFF funding. P2 ADA ended up at 499.08. Enrollment was lower than budgeted but attendance was higher, so the decrease in P2 was not as significant as it might have been. He noted again that the Prop 39 energy grant funds make it look like an increase in revenue this year but those funds have already been spent on the energy savings projects. There was a discussion regarding the amounts of reserves, the desired targets and the requirements for charters.

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

A. Revised Energy Manager Contract*: *Review of contract for Energy Manager using Prop 39 Energy Grant funds.*

Gavin commented on the reason this contract is being entered into. The original contract required the school to pay for all 5 years of services even if the contract was terminated. Board member Jessica Monroe worked on the contract to make it consist of 5 one year contracts, to include more accountability on what tasks were performed and billed, and to add language so that the contract can be terminated but can't be reassigned. There was a suggestion to change the renewal language to clarify the renewal would be only for up to four years.

There was a motion to approve the revised contract with the proposed revisions on the

renewal language. The motion was seconded and approved unanimously.

B. *Staffing Plan 18-19: Review of draft staffing plan for upcoming school year.**

Gavin Keller presented this item and explained the format of the draft plan. There are new positions, some positions that are not currently able to be funded, and some positions that will be eliminated. One additional main class teacher will be needed. There will be an additional teacher in the IS program if enrollment projections are accurate for that program. The plan proposed adding an administrative position which would support the SpED program, as well as support the core academic efforts. Specialty hours would increase due to the addition of the second 8th grade class, as well as the specialty programming for the IS hybrid program. The IS program will also be big enough that an aide will be needed in order to provide a second adult for supervision of both hybrid classes. Depending on the state “one time” funds that are received, there may be some contracting for services to support core subjects. Some contracted areas are being eliminated due to the ability and desire to take over the functions by staff.

Gavin requested that the board approve certain new positions now so that the recruitment efforts can start. He commented that all positions shown in the draft staffing plan have been incorporated into the draft budget.

There was a motion to approve authority for Gavin Keller to recruit and begin the hiring process for the new positions in the staffing plan. The motion was seconded and approved unanimously.

C. *Calendar and bell schedule for 18-19: Review and of draft calendar and bell schedule and approval of the first day of school for next school year.**

There was some discussion about the elements of the calendar. The Calendar Committee is still working out some of the details, but board input is requested. There was a suggestion about trying to do two student free days during “parent conference week” and a full day that week instead of having all minimum days. The extra student day could be replaced during the spring conference week.

There was a motion to approve September 5, 2018 as the first day of school for the 18-19 school year, which was seconded and approved unanimously.

D. *CUSD Oversight Annual Report: Review of report provided by CUSD as part of their annual oversight process, the visit from CUSD superintendent, and update on CUSD charter operations generally.**

Gavin reported on the program review and oversight visit from CUSD. He commented on the recommendations regarding outreach efforts so that the school’s demographics more closely reflect that of CUSD ‘s. There are a few credentialing items that need to be addressed, but overall this area improved from the past year. There was a discussion regarding accreditation and the pros and cons. The Superintendent visited at the end of March and is positive about the Journey School

program. There was some discussion with her about facilities options with CUSD.

Anna Brown reported on the activities at CUSD regarding its other charters and other policies and activities.

E. Update on LCAP: Update on progress on LCAP and input from board

Gavin reported on the stakeholder input efforts so far this year and the way the input is being used to inform the goals and activities of the LCAP update. One area that has been improving is student input, especially from the older students. He reported that many of the LCAP activities written into the current plan have been implemented and progress is being made towards the goals.

F. Immunization compliance update*: An update on the immunization rates for Journey students and school efforts to insure compliance with new immunization laws.

Gavin reported on the data regarding the immunization rates from the 16-17 school year and the report back to CUSD that was done as a follow up to their inquiry about the low vaccination rates in Kindergarten.

G. Independent Study program update*: Update on developments in the program for next year and upcoming approvals needed.

There has been a more active outreach effort for the IS program. There was excellent retention of the students who did the hybrid program this year. There is a discussion about offering some funding for outside activities for the families who are “home based” only. The hybrid program will expand into grades 1 through 4 next year and a schedule for offering specialty classes, along with details of the curriculum, is being developed.

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BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability

A. Update on Evaluation process for School Director: Discussion of next steps and development of process, including various evaluation tools.

Anna Brown commented that multiple council members researched and submitted various types of executive evaluations. The board members reviewed and discussed these. The various roles of stakeholder surveys, self- evaluation, goal setting, etc. were discussed. The cycle, including more in-depth portions every few years, was discussed. The way the cycle looks would also be dependent on the length of service of the director.

B. Report from CCSA conference: Report and sharing from board members who attended conference last month.

This item was tabled until the next meeting.

	<p>C. Board Development*: Discussion of the board training articles distributed from the Charter School Board University publication.</p> <p>This item was tabled until the next meeting.</p>
9	<p>CLOSED SESSION: The meeting will now convene to closed session to discuss the matters described below:</p> <p>There was a motion to move into closed session which was seconded and approved unanimously. The board entered closed session at 9:05 pm. Gavin Keller and Franci Sassin were invited into closed session based on their work in the matter.</p> <ol style="list-style-type: none"> 1. Pursuant to Government Code §54956.9: Anticipated Litigation; Number of Cases: 1 2. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: Update on the negotiations for 2018-19 CBA <p>Employee organization: Journey Teachers' Association/CTA</p> <p>Agency designated representative: Gavin Keller</p> <p>NOTE: Quorum was lost at 9:20 p.m. when a board member had to leave early.</p> <p>RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at: 9:55 p.m.</p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present)</p> <p>No Action was taken in closed session.</p>
10	<p>Adjournment</p> <p>The meeting was adjourned at 10:20 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.*