

*Journey School
A California Public Charter School*

August 20, 2015
REGULAR MEETING MINUTES
Approved September 24, 2015

6:00 p.m.

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

*Michael Corbo, Council President: Present
Sue Vaughn, Council Vice-President: Present
Susan Toma-Berge, Council Secretary: Present
Jon Kaplan, Council Member, Treasurer elect: Present
Judy Levinsohn, Council Member elect: Absent
Kara McCann, Council Member: Present, arrived at 6:47 pm.
Lisa O'Neill, Parent Cabinet Member: Absent
Jill Murphy, Educational Trustee Member: Present, arrived at 6:20 pm.*

*Administrative staff present:
Gavin Keller, Tim Connolly, Patti Connolly, Franci Sassin and Larry Tamayo*

Teacher Hellene Brodsky Blake was present.

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles and Oath of Office* for new board member. The meeting was called to order at 6:07 pm. The new board member was unable to attend, so she will be sworn in at the next meeting.
2	Inspirational Passage Susan Toma-Berge quoted (unknown source) "Teaching is 25% preparation and 75% pure theatre."
3	Approval of Agenda*

	<p>NOTE: The order of the agenda may be changed without prior notice to the public.</p> <p>There was a motion to approve the agenda, which 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>Hellene-Brodsky Blake commented that she has supported teachers over the years in many ways, including teachers who were clearing their credential, and would like additional information and clarification from the Council regarding her request for reimbursement of her own training costs for her credential. The Council will discuss this item later in the agenda.</p>
5	<p>CONSENT AGENDA ITEMS:</p> <p>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> <ul style="list-style-type: none"> A. Approval of Minutes*: <i>Minutes from meeting of June 25, 2015.</i> B. Approval of Job Descriptions*: <i>Approval of job descriptions for new staff positions.</i> C. Updated Education Protection Account expenditures*: <i>Approval of revised EPA expenditure plan for public posting.</i> D. Updated Uniform Complaint Policy Annual Notice*: <i>Approval of Annual UCP notice with year updated to 2015-16.</i> E. Approval of LCAP as LEA Plan for Federal Title funding*: <i>Approval of the recently approved LCAP as the annual update to the LEA Plan needed for federal Title I funding.</i> F. Staffing Plan*: <i>Approval of final staffing plan for 2015-16 including staff members in each position and expected hours for part time employees.</i> G. 2014-15 Year End Financial Statements and Unaudited Actuals*: <i>Approval of June financial statements and 2014-15 Unaudited Actuals in state's alternative form, to be submitted by Sept. 15.</i> H. Facility Grant: <i>Approval of any documents necessary for renewal of Facility Incentive Grant</i> <p>There was a request to remove item A from Consent.</p> <p>There was a motion to approve all remaining consent items, which was seconded and approved unanimously.</p> <p>There was a motion to approve Item A, the June Council minutes, which was seconded. Council</p>

member Jon Kaplan abstained because he was absent from the June meeting. The remaining Council members voted to approve Item A unanimously.

6

INFORMATION ITEMS: Reports

A. Administrative Update*: *Report from School Director regarding: summer projects, enrollment and waiting lists, back to school activities, staff and teacher training, etc.*

Gavin Keller submitted a written update to the Council this afternoon and provided copies at the meeting. He reviewed the report, including the facility expansion and other facility work that has taken place over the summer. Of the new rooms that were acquired, one room will be for Digital Media Literacy, the other will be a teacher prep room, and the third will be a student support classroom. Much facility prep has taken place subsequent to the hiring of the new Campus Steward. The office has been working on classroom safety kits and the school safety plan. The parking lot layout will be enhanced with new cones.

The CAASPP results have not been received yet, but Journey expects them soon.

The Ed Directors have been working on Power Goals for each grade level.

The new vaccination law has generated a lot of questions, and the school has posted a FAQ. The school is monitoring the new law carefully but there are no changes to current practice for enrollees for this school year.

The first Journey sponsored teacher training took place this summer and was considered a success. This was an alternative to going to the Sacramento training, and 6 or 7 teachers from other Waldorf schools also attended alongside the Journey teachers.

Back to school meetings are scheduled for faculty the week of Aug 31.

B. Faculty Update: *Update on Faculty activities.*

Jill Murphy reported on the faculty activities in the last few weeks. Teachers are doing intake interviews still. The families are very grateful for the time taken to get to know the students before school starts. Teachers attended the school work day. The professional development opportunities are much appreciated by the teachers. The back to school meetings will be called "The Week of Wonder".

C. Education Director Update: *Update on educational activities and plans*

The Connollys reported in more detail on the Power Goals for each grade level. After review of the alignment between the state standards and the traditional Waldorf curriculum done by the Alliance of Public Waldorf Schools, it was determined that Journey's curriculum had some areas that were stronger regarding the Common Core State Standards, in particular Math in the lower grades. Therefore, they will be working to create a more Journey specific alignment between Waldorf curriculum and CCSS. Math will be done first, and then other subjects after seeing how well the new Power Goals work. Mentoring sessions have been held to help prepare the teachers to implement these right away, in addition to the work done during the

summer workshops. There has also been work on creation of a uniform reading program/curriculum across the grade levels, both “what” as well as “how”.

Stronger relationships with other local Waldorf schools have been developed through the summer teacher training workshops.

Eurhythm will be offered in grades 1-4 (possibly 5) for a six week block, possibly twice this year, using a visiting eurhythmist.

Student conduct and students with special needs, either academic or social-emotional will be a focus this year, and plans will be integrated between the Student Support Team and the Compassionate Campus initiative. The support of the students and teachers will be enhanced.

There will be several team building retreats for groups of teachers in departments.

Parent Enrichment activities are being planned. Some activities may be coordinated with the Waldorf School of Orange County. There will also be some embedded parent education during the fall class meetings in order to get the topics to more parents, with a smaller number of large group sessions.

D. Parent Cabinet Update*: Update on Parent Cabinet activities and bank accounts.

This item was tabled.

E. Report on Follow-up for Previous Board Items

Sue Vaughn reported that the following items are still to be addressed:

Adding additional Council members, please bring forward candidates, including possibly parent members, assuming that certain qualities and skill sets are met.

Continuing updates on the development of the independent study program

Analysis of a chart of ADA fluctuations over the years to look for patterns.

F. Financial Report*: Review of June and year end financial statements

Larry Tamayo reported on the year end financial statements. He reported that the district updated its property tax rate, which is slightly higher than the state figure, and so this resulted in a higher amount of revenue received for 14-15. There were also reimbursements from Parent Cabinet and pass through of grant funds from the JS Foundation, which also helped to make sure the school ended in a positive position.

There is a new source of funds from the 14-15 state budget, which are to be dedicated to professional development for certificated staff. There are some restrictions and requirements for the funds. The Council can expect to see a plan for spending these funds, which can be spent over several years.

The ending cash position was good. There are still Parent Cabinet funds of approximately \$57K in

the JS bank account, which will continue to be drawn down this fiscal year.

Larry reported that the auditors just completed their final fieldwork and so far things have been going well.

The Council discussed the state Energy Grant funds. These may need to be paid back to the state if the planning funds are not spent this year. Administration will continue to follow up, especially the coordination with district.

G. Insurance Renewal Update*: *Update on annual insurance renewals and anticipated costs*

Franci Sassin updated the Council on the status of the various insurance policies. Renewals are in place for the liability policies and the health insurance, D&O and worker's comp. will be renewed by Sept 1. The health insurance increase is expected to be approximately 9% and the worker's comp. is expected to decrease slightly in rate but the overall cost will increase due to the higher payroll overall.

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

A. Consideration of reimbursement by school of BTSA costs incurred by one employee to clear credential.

There was a discussion regarding the previous Council vote to decline this request. The consideration and implications of the Collective Bargaining Agreement were discussed. The Board reiterated that any decision needed to be equitable and about overall policy vs. one individual employee. The past history of what the school has covered regarding teacher training and teacher induction was reviewed. Jill Murphy reminded the Council that during the discussion leading to the past Council decision, the faculty had expressed unanimous support of the reimbursement. The Council discussed other ways to express support for this teacher without setting policy or precedent regarding reimbursement of past out of pocket teacher expenses for teacher training.

There was a motion to approve the request to reimburse this employee for the actual cost of her past BTSA training. The motion was seconded and the vote was as follows:

Jill: Yes
Jon: Yes
Susan: No
Kara: Yes
Sue: No
Mike: Yes

The motion passed by a 4 to 2 vote.

B. School Handbook*: *Review and approval of updates to School Handbook for 2015-16 school year*

Gavin Keller reviewed the changes in the Handbook, including the input from Pedagogical Council and faculty. The revised attendance and tardy policies should be reviewed by legal counsel, as should the policy about collecting social media information for student discipline, and the expulsion policy changes. The Title I parent involvement policy which has been previous board approved, and has now been incorporated into the Handbook in order to facilitate notification and information for parents.

There was a motion to approve the School Handbook, subject to any revisions required by legal review of the appropriate sections, which was seconded and approved unanimously.

C. *School Bell Schedule and Instructional Minutes for 2015-16: Consideration of bell schedule and instructional minutes, including issues of Wednesday afternoon pick up logistics.**

Gavin reported that the parking lot logistics have indicated that the approved bell schedule would still create issues with the Kindergarten pick up in the afternoon on the minimum day, Wednesdays. The proposed schedule will have Kindergarten released a half hour early on Wednesdays, and will still allow the Kindergarten program to exceed the state minimum instructional minutes.

D. *Paid Time Off policy: Review, discussion and approval of new paid time off policy for staff members who are not Unit Members of JTA, including sick leave policy for state compliance.**

There was a discussion of the policy and the minimum requirements by the new state law. This policy will be incorporated into the Employee Handbook when the revisions for this are brought forward. This policy exceeds the state minimum for employees who work more than 30 hours per week, and will have some fiscal implications. The Collective Bargaining Agreement covers the main class teachers, but this policy would cover all OTHER employees, and includes sick leave, personal days and vacation day policies.

There was a motion to approve the policy, subject to final review by legal counsel for compliance with the state law, which was seconded and approved unanimously.

8

BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability

A. *Board Officers*: Acceptance of Board Treasurer position as approved at June meeting

Jon Kaplan has accepted the nomination for Treasurer, so there was a motion to approve Jon Kaplan as Treasurer, which was seconded and approved unanimously.

B. *Bank Account Signers: Approval of Resolution to add new Treasurer as well as Education Directors to all bank accounts**

There was a motion to approve the Resolution, which was seconded and approved unanimously.

9	<p>BOARD DISCUSSION/ACTION ITEMS: Development and Journey School Foundation</p> <p>A. <i>Update on Development and Foundation Activities*</i>: Report on Journey School Foundation activities and plans for communication and Council representation/interface for 15-16 school year</p> <p>The school store has been netting approximately \$1,000 per month, and since the store activity builds school community and supports the Journey students, there has not been rent charged for the space, however, this will be discussed in the future, as well as better oversight over the store activities. The JSF will need some clerical support and will be able to reimburse the school on an hourly basis for such support as it is needed. There will be a dedicate gift towards the permanent campus campaign.</p>
10	<p>Adjournment</p> <p>The meeting was adjourned at 8:35 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.*