

Journey School
A California Public Charter School

August 29, 2013

REGULAR MEETING MINUTES
APPROVED SEPTEMBER 26, 2013

6:00 p.m.

At Journey School
27102 Foxborough
Aliso Viejo, CA 92656
In the Journey School Office
And by teleconference at posted locations
(949) 448-7232
www.journeyschool.net

Michael Corbo, Council President: Present
Sue Vaughn, Council Vice-President: Present
Jon Kaplan, Council Member: Absent
Kara McCann, Council Member: Present
Colleen Patterson, Council Member: Absent
Warren Whiteaker, Council Member: Present
Lisa O'Neill: Parent Cabinet Member: Absent
Alyson Smith: Secretary and Educational Trustee Member: Present

AGENDA ITEM	
1	FACILITY WALK THROUGH/TOUR: Preview of USDOE "Built to Last" tour <i>(OPTIONAL FOR BOARD MEMBERS WHO CAN ATTEND)</i>
2	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:15 pm.
3	Inspirational Passage The following board members or staff members agreed to do the inspirational passage for upcoming board meetings: September- Sue October- Aly November- Kara

	<p>January- Shaheer February- Gavin</p>
4	<p>Oath of Office for new board member</p> <p>Warren Whiteaker signed the Oath of Office.</p>
5	<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 approve the agenda which was seconded and approved unanimously.</p>
6	<p>PUBLIC COMMENT: No members of the public were present.</p>
7	<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> <p>A. Approval of Minutes*: Minutes from meetings of June 23, 2013.</p> <p>Item A was TABLED because the minutes were not available for review.</p> <p>B. Revision of School Calendar*: Proposed revision to school Calendar based on union negotiations to add back Columbus Day as an instructional day and move the last day of school for students to June 12, 2013</p> <p>C. Approval of Unaudited Actuals*: Approval of the 12-13 year end financial statements in state's charter school Alternative Form.</p> <p>There was a motion to approve the unaudited actuals which was seconded and approved unanimously, with board member Whiteaker abstaining.</p> <p>D. Approval of Routine Vendor list*: Approval of list of routine vendors for 13-14 to allow single check signer and efficient payment process, under fiscal policies.</p> <p>E. Resolution regarding bank signers*: Approval of all board officers, including the addition of newly elected board treasurer as signer on bank account.</p> <p>Item 7E was postponed until after the election of the treasurer, Item 11B. Following the action on Item 11B, there was a motion to approve the bank signers resolution with the addition of Warren Whiteaker as the Treasurer, which was seconded and approved unanimously.</p>

A motion was made to approve the remainder of the Consent Calendar, Items B and D, which was seconded and approved unanimously.

8

INFORMATION ITEMS: Reports

A. Financial Report*: *Review of June year end financials, state budget update and explanation of LCFF*

Larry Tamayo reviewed the year end, including the close situation for the cash balance and the overall ending positive was \$88,684 more than budgeted. This is because the EPA funds came in finally, which had been withheld all year by the state. Journey has been using reserves because of delayed funds. Close the Gap came in a little over \$19,000 more than what we had budgeted.

In reviewing the July financials, Larry reported that the school will receive \$20,000-\$30,000 more money from LCFF, along with \$60,000 more funding for Common Core. We will have until the end of 2015 to spend the Common Core funds; it is a one-time restricted funding source. We will be receiving EPA funds quarterly. July does not have that much fiscal activity yet. The actual enrollment numbers will be included in the next forecasts.

Larry gave his opinion that to have a healthy cash reserve the school should have at least 10% in the bank throughout the year, with a minimum of 5% at any given time.

Larry reviewed key points of LCFF, including accountability sections.

B. Administrative Update*: *Including update on preliminary STAR test results, beginning of the year activities, etc.*

Shaheer reviewed his update, and distributed a written report to board members at the meeting. He responded to some questions regarding test scores. The API was released today and school increased by 21 points.

Regarding hiring, Shaheer noted that CUSD is in control of hiring our Special Education team and there will be changes this year. Admin is still searching for a part time games teacher and interviews will take place.

Gavin reviewed test scores in more depth. He has been reviewing our physical fitness results and sees that we have grown, and will report further at a future meeting. Journey continued to show STAR testing growth. Percent proficient in math has shown steady growth, with last year showing 73% proficient in math. We will be looking to add a math specialist for the upper grades. We have not had steady growth in English Language Arts and because of that we are focusing on language arts and literacy this year.

Shaheer is very appreciative to have Gavin on board.

Shaheer's opinion on food allergies has evolved. We already agreed to make classrooms with

students who have an allergy a nut free classroom. We also have trained teachers annually. There is an ongoing emphasis on balancing the need of the individual with the needs of the whole. Shaheer would like to move to become a nut-free school. Shaheer commented that he is planning to bring back discussion of the school's nut policy at a future board meeting.

- C. **Faculty Update:** Aly Smith reported on the faculty activities to start the school year. There is new carpet which is an upgrade and teachers are working hard to make their classrooms beautiful, inspiring, and inviting. Mentor Susan Goldstein has been on campus and working with all teachers. New teachers were welcomed when staff returned last week. The faculty worked all last year to produce a document on the shared values of faculty. They are working to add the professional development values to the document. She noted that the guiding principal was doing what is best for the students.

Over the past week there has been discussion regarding the faculty committees, and how to make the committee work efficient, yet understanding that Journey has programs that require more teamwork and extra time and leadership from teachers. She announced that her last meeting for the year would most likely be November. Many faculty members have expressed a continued desire for more involvement and representation on the board. Faculty mentor Susan Goldstein spoke about her experience at her school, where the board is comprised of the same number of parent representatives and teacher representatives, so that if there are 3 parent members, there are 3 teacher members. Faculty discussed how a healthy board is made up of limited parents, and that while our board is extremely healthy right now, there are currently three voting members that are current parents and only one teacher representative. Faculty would like to know how to have more teacher representatives on the board and feel it would strengthen communication, trust, and productivity. It is requested that this topic be added to the agenda for the next meeting.

- D. **Parent Cabinet Update*:** *Update on beginning of the year activities and year end close out of finances*

As the Parent Cabinet representative was absent this item was not discussed.

- E. **Report on Follow-up for Previous Board Items**

Aly reported that the following items were on her follow up board items:

Job Descriptions for Administrative positions

Professional Development plans for teachers

Follow up on campus improvements and rent decrease options

Shaheer's self-assessment

Complaint policy for teachers if complaint is from teacher about a parent
The board discussed the options for resolving or discussing these items.

9

DISCUSSION/ACTION ITEMS: Board Policies

- A. **Fiscal Policies***: Update to fiscal policies for 13-14, including setting target for minimum reserves/fund balance.

The board discussed the ideal target for reserves and the best target with cash flows. Mike Corbo recommended the school maintain a reserve minimum of 15% with a target cumulative fund balance of 20%.

Motion to approve the revisions to the fiscal policies as presented with the modification of fund balance **annual** reserve minimum of 15% and target cumulative fund balance is 20%. The motion was seconded and approved unanimously.

- B. **Uniform Complaint Policy***: Review and approval of required Uniform Complaint Policy and Procedures to be posted on Journey School website.

The board asked some questions about the background and requirements for this policy. Aly expressed concern that teachers have not given input on both the Anti Bullying and Complaint Policy. It was noted that there should be additional input from the faculty and the community. There was discussion regarding details of the way the policy and procedures would work. It was noted that to be in compliance the Board should adopt this now and it is subject to modification upon further input as needed. It was noted that this is not the ideal procedure for use in more informal issues that typically occur within the school community, but that also it is good to have a usable complaint policy, and also that the board needs to designate their representative for purposes of this policy. The board wants to obtain further input, to be obtained by Administration by stakeholder groups, and then have follow up from the board on the alignment with the other school policies and the handbook.

A motion was made to approve the policy as presented, the motion was seconded and approved unanimously.

- Enrollment and Admissions Policy***: Review of suggested updates to this policy.

Franci Sassin reviewed the main changes and suggested revisions to the policies. She noted that the Class Capacity policy was just being updated to reflect the current grade level configurations and Transitional Kindergarten.

There was a motion to approve the changes to the policy as presented, which was seconded and approved unanimously.

- C. **Pupil Fee Policy***: Review and approval of required policy regarding allowable pupil fees

The board noted that this information would need to be disseminated both to staff and in the school handbook.

A motion was made to approve the policy as presented, which was seconded and approved unanimously.

D. Bullying and Harassment Policy*: Review and approval of required school policy regarding bullying and harassment.

The board asked for clarification on the background and requirements for this policy. Alyson Smith commented that faculty needs to have input and discussions regarding the way the school defines these topics and also what needs to be reported. She will work with Shaheer and Gavin to be sure faculty gets an explanation of this and then she will bring back feedback to the next council meeting. It was also noted that staff training in this area was very important.

A motion was made to approve the policy as presented, which was seconded and approved unanimously.

E. Student Free Speech Policy*: Review and approval of required free speech policy

The board asked how the dress code interacted with this policy and it was noted that the school policy on dress code, as stated in the school handbook, would stay in effect.

There was a motion to approve the policy as presented, which was seconded and approved unanimously.

10 ***DISCUSSION/ACTION ITEMS:***

F. Staffing Plan 2013-14*: Approval of updates to staffing plan, with discussion of fiscal impact

Mike Corbo left the room during the discussion due to a conflict of interest as his spouse is a specialty teacher at the school.

Shaheer explained that the proposed plan restores staffing to levels from several years ago, including increasing hourly rates back to previous levels. It also will allow for pay increases to specialty teachers as well as payment for the time the teachers are prepping for their classes. This will also allow the specialty team to have time to meet with parents and with their colleagues. Shaheer is proposing a half hour of prep time for every hour of instruction for the non-academic subjects, and one hour of prep time for every hour of instructions for the academic subjects. In addition, it may allow hiring of high quality staff by being more competitive. The estimate currently is that these enhancements will be approximately 100K. Larry Tamayo commented that there would still be a deficit, even with the increased revenue, and that further budget revisions are to be determined.

Board members discussed the PERS implications. Also, the comparison of hourly wages for

campus supervision vs. instructional assistants. There was some discussion regarding the needs in the communications area. Some questions were posed regarding the differential between academic and non-academic specialties. The board about the plan for spending the Common Core funding. Staff commented that the board must develop a specific plan to be adopted at a future board meeting regarding all expenditures of the restricted Common Core funds.

The board is interested in further information regarding moving to a salary type of position for specialty teachers and using a pro-rated amount based on the hours per week teaching.

Warren Whiteaker mentioned that some are using once a year bonus based on performance evaluations, which can create less risk to the organization but allowing employees to be rewarded when there is cash available. Board member Sue Vaughn cautioned on the carrot and stick model for performance for teachers in that it is difficult to tie compensation to teacher performance.

Some board members expressed interest in trying a modified increase now, either in the hourly wage or in the hours per week, and then increasing further mid-year if funds are available. The board supports the increases but must stay fiscally prudent.

Proposal: No increase salary to returning specialties at this time, but increase in the hours per week, so that there is minimum of ½ hour of prep for every hour of instruction for specialty teachers. Increase the hourly rate in the staffing plan for anyone at \$10 to \$12.50, with further increase to be considered after budget committee analysis. Anyone who is returning in the same position would not see a decrease in hourly wages. Further increases in hourly amounts would take place after more detailed budget analysis. In addition, the admin staff would be sure Kindy and first grade assistants would have an analysis of the fiscal impact of PERS for moving to 20 hours per week and allow them to make a decision to stay below the PERS threshold if they choose to do so.

There was a motion as follows:

All specialty teachers are approved for a minimum of 1/2 prep hour for each contact hour for the 2013-2014 school year and an increase to the hourly wage for returning specialty teachers will be considered after further analysis and consultation with the budget committee. Support staff currently making \$10 an hour will receive a \$2.50 increase to their wages. No support staff member will receive a decrease in their wages for the same position in 2013-2014. All other portions of the staffing plan to be approved as presented.

The motion was seconded and approved unanimously, with Mike Corbo abstaining.

G. Facility Use/Expansion Plan*: Discussion of implementation of current facilities use and expansion plan.

This item was tabled.

H. **Charter Outcomes 1 and 2***: Report on student performance on charter outcomes 1 and 2.

The results of the 2013 STAR testing were discussed in depth, with a variety of different analysis presented by Gavin Keller. Further data analysis will take place in the coming months and will be used to identify areas of improvement and also to plan curriculum.

11 **DISCUSSION/ACTION ITEMS: Board Development and Duties**

A. **Board Nomination Committee and Board vacancies***: Discussion on progress for nomination of new board member(s) for 2013-14 and beyond.

Sue Vaughn has a candidate to nominate, Susan Birch from UCI, who has an interest. The board asked to have her meet with Mike Corbo next.

B. **Board Officers***: Nomination and election of Treasurer for 2013-14.

Motion to approve Warren Whiteaker as Treasurer, which was seconded and approved unanimously, with Warren abstaining.

C. **Board Meeting Calendar***: Review of board meeting calendar and possible revisions.

The board discussed conflicts with the current meeting schedule. However, no changes to the schedule of regular meetings were made.

D. **Board duties and School Activities Cycle for Board Members 2013-14***: Review of board member duties (such as inspirational passage) and school events for the year and assignment of board member rotation.

The board assigned months for responsibility for the inspirational passage. Mike Corbo will be in charge of managing the rotation. Shaheer asked board members to attend school events in September. In particular, the open house and the Green School tour are important events for board members to attend. Board members volunteered to attend these events.

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

This item was tabled. The board did not adjourn into closed session.

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

Employee organization: Journey Teachers' Association/CTA/NEA

	<p>Agency designated representative: Colleen Patterson</p> <p>B. Pursuant to Government Code §54957: Public Employee Performance Evaluation: Title: Main Class Teacher</p> <p>C. RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at: ____ p.m.</p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present)</p> <p>The board did not adjourn into closed session.</p>
13	<p>Adjournment The meeting was adjourned at 10 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.*