

Journey School
A California Public Charter School

December 6, 2018

REGULAR MEETING MINUTES

Approved January 24, 2019

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, Arrived at 6:22
Jessica Monroe, Council Treasurer: Present
Judy Levinsohn, Council Member: Absent
Jeannie Lee, Educational Trustee Member: Present
John Holland, Council Member: Present
Brad Southard, Parent Cabinet Member: Present, Arrived at 6:22
Lorraine Donovan, Council Member (to be sworn in): Present

Administrator Gavin Keller was present. Administrative consultants Franci Sassin and Larry Tamayo (for his items) were present. Staff members Shannon Johnson and Sarah Beebe were present.

	AGENDA ITEM
1	Call to Order and Roll Call The meeting was called to order at 6:09 pm.
2	Inspirational Passage John Holland read a series of quotes regarding character.
3	Oath of Office for new Board member Lorraine Donovan agreed to the Oath of Office and signed a copy.

4	<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>
5	<p>PUBLIC COMMENT: Parent and staff member Sara Beebe wanted to express concern about the YMCA afterschool program and the use of the MPR room. There seems to be some issues with conflicts with the use of the room, especially for fundraising activities and practice for plays. In addition there is concern in the parent community about the alignment of the YMCA program with Waldorf.</p>
6	<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> <ul style="list-style-type: none"> A. Approval of Minutes*: Minutes from meeting of October 25, 2018. B. First Interim Financial Report*: Approval of First Interim financial report, based on budget and actuals using October financial statements, for submission prior to Dec 15. C. Staffing Plan 2018-19*: Approval of changes to staffing plan <p>Item A was removed from the Consent agenda for discussion.</p> <p>There was a motion approve item B and C, which was seconded and approved unanimously.</p> <p>After Item A was moved to an action item, the board discussed a change to the October minutes. There was a suggestion to change the minutes to reflect that the Council had agreed to hold off on changes to the bylaws until the charter renewal next year. There was a motion to approve the October 25 minutes with the changes proposed, which was seconded and approved unanimously.</p>
7	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. Faculty Update: Update on Faculty activities. <p>Jeanne Lee reported on the good morale right now as the school prepares for winter break. There have been some challenges with illness and with the rainy weather which strains the facility use. There is a new staff meeting schedule and calendar to help with additional time for staff to meet with various different important groups. Faculty member Shannon Johnson, a Kindergarten teacher, reported on activities and challenges in Kindergarten. One area that K teachers are struggling with is the training of the Kindergarten assistants. A possible area of improvement is to better connect the entire faculty with the full continuum of the curriculum from K through 8, especially emphasizing the way the K curriculum supports the rest of the program.</p>

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

The Harvest Faire went very well and more elements of the events were done by Journey community vs. bringing in outside vendors. At the most recent Parent Cabinet meeting there were some concerns expressed by some parents in attendance about the Waldorf training for faculty and that perhaps PC could consider helping support this type of training financially. This could help to alleviate some of the community concerns about Waldorf implementation.

C. *Administrative Update*:* *Report from School Director, including update on Dashboard release, preparation for CUSD oversight visit, update on Low Performing Student Block Grant, etc.*

Gavin referred to his written report. There will be an additional Education Specialist assigned by CUSD who will be starting in January. This will mean there will be two full time Special Education teachers for the first time.

Gavin reviewed some updates on the facility. He also reported on the YMCA program and the reasons for the use of the MPR, including the types of supplies that they have. The program runs through 6 pm and is available on school holidays and over summer (the summer program is at a different location). The enrollment is lower than expected, with between 8 and 24 students, whereas the typical number for a school this size might be around 50. There will be ongoing discussions regarding the ability of the YMCA to keep the program going because they are losing money. There is some controversy about the program within the community although Gavin feels the YMCA has been making good efforts to align their program with the school's philosophy and make the student experience as consistent as possible.

Gavin attended a conference put on by an anti-bullying group and got a lot ideas about practices to put into place, as well as possible social-emotional literacy curriculum.

D. *JS Foundation/Vision Committee Update:* *Report on Foundation items and vision committee work.*

There was a meeting of the Vision Committee and one decision was to meet monthly. Various tasks and follow up items have been assigned. The groups are reviewing various data points, including survey results from the staff survey that the Vision committee sent out, as well as the parent satisfaction data. The group is also working on updating the mission and vision of the school so that it can be incorporated into the charter renewal next year.

E. *Financial Report*:* *Review of October financials.*

Larry Tamayo reviewed the October financials. The ADA and enrollment has been strong so far, although October information is not finalized yet. The school is receiving some additional revenue from the Low

Performing Student Block Grant but expenses have been budgeted so there is no net increase in revenue, and the final expenses will be determined based on the board approved plan for the funds. The new governor will be presenting the state's 19-20 budget in January. There are not expected to be any big changes to school funding.

8 **AUDIT COMMITTEE**

1. **AUDIT REPORT***: *Review and acceptance of audit report for fiscal year 2017-18, to be submitted no later than Dec 15.*

There are no findings again this year in the audit report. Larry pointed out the key areas of the audit report for the board to review, including the internal controls and state compliance. The final audit report is due by December 15 to the authorizer, the county and state.

There was a motion to accept the audit report and direct submission by the audit firm of the audit to the appropriate agencies. The motion was seconded and approved unanimously.

2. **AUDIT COMMITTEE**: *Consideration of formation of separate audit committee*

Franci Sassin gave some background on the function of an audit committee and the reasons why a committee could be set up to have oversight on the audits separate from other financial matters. The board discussed the pros and cons of having a new separate audit committee, and it did not seem at this time that this would be necessary and so the board did not take any action.

9 **SCHOOL OPERATIONS (Discussion/Action):**

- A. **Volunteer Policy/Driving Policy ***: *Consideration of updates to policies*

Gavin reviewed the policy language that would be added to the handbook and associated forms, and commented that it will add more obstacles for parents but that it will have a positive effect on the risk management function and assist the school with liability. The school currently gets "tier 1" volunteer fingerprinting clearance and then creates a list of potential drivers, and the school collects proof of insurance that meets the standard coverage. This updated policy would add additional requirements. Gavin commented that the school does use school busses much more often than it used to, but the cost is sometimes prohibitive. There was a discussion regarding how difficult this would be to implement and various types of insurance coverage issues. The recommended policy was drafted by the school's attorneys. The board is interested in gaining additional research on whether implementation will be expensive or difficult for a typical parent.

There was a motion to approve the recommended policy, subject to additional research on the impact

on parents prior to implementation. This was seconded and approved unanimously.

B. State Testing (CAASPP) results*: Review of analysis of student performance on state tests.

Gavin reviewed the test results and his written report with the board. This is the 4th year of implementation of the new state tests. Last year was the first year all students took the test online vs. a paper/pencil test. The test scores did go down significantly, ELA more than math. Gavin noted the drastic increase in the number of students who took the test using computers. One of the most impressive aspects of the test results is that 7th and 8th graders do extremely well, exceeding the state average by a significant amount. This does align with the idea that by those higher grades the school will have covered the various state standards by then, even with the Waldorf alignment.

The school is continuing to implement more technology skill building at younger ages in order to offset any negative effect that may result from inexperience using technology. Administration is reviewing some test prep materials which help students understand the language of the tests. It will be important to work closely with faculty and also work on the messaging for parents. The board is interested in how other Waldorf schools are going to perform when they also have to transition to online testing. Various approaches to improving scores, including increasing participation and helping motivate students to do their best were discussed. Gavin will be working with PedCo on developing some strategies, especially going into charter renewal next year.

10 ***BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):***

A. Evaluation process for School Director: Discussion of upcoming items for reporting related to the evaluation cycle for School Director.

The academic performance goals that relate to the academic outcomes in the performance evaluation were reviewed in the previous agenda item.

Gavin reviewed the other goals he set for himself:

Goal 1: Gavin reported that he has been present in the morning and lunchtime out with students, but has not yet reached the goal of being outside the office in classrooms at least 3 hours per day. He acknowledges that this is an ambitious goal. He is also working on an observation rubric tool that Admin. can use with teachers.

Goal 2: Gavin reported that the 3 streams of support being offered this year addresses this goal and implementation is going well. The behavioral model "RESPECT" has been developed and is being implemented with students. The conference he attended and books he is reading also are supporting reaching this goal. The new behavior policy and discipline policies are being implemented. Progress towards achieving this goal is good.

There was a discussion about the timing of when to send the evaluation questionnaire to the selected

stakeholders. Ideally, this will be sent out in early March and survey monkey will be used. The board would like to have at least 10-30 participants. Brad Southard and Jeanne Lee will bring a list from their respective groups, Gavin will select a few from the office staff and students.

B. *Follow up on Required Reports:** *Additional items to review for required reports for charter schools.*

The board was impressed with the format of this list of compliance items and did note that there are some items not included, for example, items that the board is responsible for, such as bylaws. There are a few more areas that need to be tailored to Journey, but overall this is a very comprehensive and helpful document.

C. *Council Composition:** *Discussion of Council composition and ideal number of members for future recruiting*

Anna Brown reported to the board on the composition of the other CUSD charter boards, regarding the parent and staff composition. There was a discussion about the various pros and cons of the different roles such as parents and staff who serve as board members.

Having an application and interview process would be very important in maintaining the professionalism and motivation for board members.

The board discussed the size of the board and if any changes would need to be made. The board will consider the composition policy and whether it needs to be revisited or is serving the board well as it is. Further conversation is desired to brainstorm about other methods of getting parent and teacher input to the board, such as advisory positions or having retired teachers or alumni parents as board members rather than those active in those roles now. The board agreed that it is helpful for the stakeholder groups to feel that their interests are represented on the board in some way.

11 *Adjournment*

The meeting was adjourned at 9:35 pm.

****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.***