

*Journey School
A California Public Charter School*

February 27, 2014
REGULAR MEETING MINUTES
Approved March 27, 2014

6:00 p.m.

*At Journey School
27102 Foxborough
Aliso Viejo, CA 92656*

Michael Corbo, Council President: Present

Sue Vaughn, Council Vice-President: Present, arrived at 6:15 pm

Warren Whiteaker, Council Treasurer: Present

Jon Kaplan, Council Member: Present by phone, left the meeting at 7:15 and then arrived again at 8:30 pm

Kara McCann, Council Member: Present, arrived at 6:15 pm

Susan Toma-Berge, Council Member: Present

Lisa O'Neill: Parent Cabinet Member: Absent

Jill Murphy: Educational Trustee Member: Present

Staff members present: Shaheer Faltas and Gavin Keller. In addition, consultants Larry Tamayo of ExED and Franci Sassin were present for part of the meeting.

Members of the community/public present: Amy Capelle, David Burlison, Robin Davis, Russell Skibsted.

	AGENDA ITEM
1	<i>Call to Order, Roll Call and Review of Norms/Roles</i> The meeting was called to order at 6:03 pm.
2	<i>Inspirational Passage</i> An inspirational passage was read by Gavin Keller.
3	<i>Oath of Office*: Oath of Office for Educational Trustee Member</i> The Faculty has appointed Jill Murphy to be the Educational Trustee member. The Council supported the appointment and Ms. Murphy took the Oath of Office.
4	<i>Approval of Agenda*</i>

NOTE: The order of the agenda may be changed without prior notice to the public.

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

5 **PUBLIC COMMENT:** *Reminder: Please fill-out a speaker card; see policy above for guidelines*

There was no public comment.

6 **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.

- A. Approval of Minutes*:** *Minutes from meetings of January 23, 2014.*
- B. Corporate Tax Return—990 and 199*:** *If available, review and approval of submission of annual tax returns for the fiscal year 2012-13.*
- C. Second Interim Financial Report*:** *Approval of Second Interim financial report for submission to CUSD, based on January financial position.*
- D. Consolidated Application*:** *Approval of Winter submission of Consolidated Application for federal funding and other reporting.*
- E. Support Staff Job Descriptions*:** *Approval of updated job descriptions for office support staff*

Item F, Fiscal Policies was removed from consent for discussion. There was a motion to approve the remainder of the consent items, A through E, which was seconded and approved unanimously.

- F. Fiscal Policies:** *Update to fiscal policies to clarify check signing and alter limits for pre-approval documentation.*

The Council asked if the policies needed to include a more specific name or title attached to the “administrative designee”? Larry does not believe there is an issue and that it does not necessarily need to be more specific. Also, there was a question on the definition of “Administrative Team”, which is not defined in the document, and so it is unclear who is eligible to have credit cards. A proposed change was made so that the term “Administrative Team” would now read “the Executive Director and up to two designated staff members” can have credit cards, and that the designees would be board approved. The Council at this time is willing to designate Gavin Keller, Assistant Director, as an approved designee.

There was a motion to approve Item F, the Fiscal Policies, as amended, and to approve Gavin

Keller as an approved administrative designee as per the policy. The motion was seconded and approved unanimously.

7 **INFORMATION ITEMS: Reports**

A. **Financial Report***: *Review of January financials, update on current forecast compared to revised budget.*

Larry Tamayo presented the January financial info. The main thing to note is that the ADA dropped significantly in Month 5, so that the overall forecast is now a few ADA lower. It will be important to monitor ADA over the next few months until P2 to see the overall impact on the school. The other item that has changed in the overall revenue, primarily due to the grants and fundraising line items that were put into the budget revision but have not yet been received, and so he has reduced the annual forecast for that. The cash situation is in good shape and there is not a danger of having the cash balance too low. It is important to keep sufficient cash reserves for years when the financial picture is more variable. The budget currently shows \$30,500 as a transfer from Parent Cabinet. It is shown as part of a grant line item. Of the school's cash balance, a little over \$100K is the balance of the Parent Cabinet account. The board discussed the negative implications if the school ends the year in the "red", especially since there was another year during the past three years where there was a deficit.

B. **Budget Committee Update**: *Update regarding beginning of budget process for 2014-15 school year.*

Mike Corbo gave an update from the budget committee. He commented on the current budget, and the planning process for the budget for the 2014-2015 school year.

C. **Administrative Update***: *Reports from Executive Director and Assistant Director, including report on the Administrator-Parent Coffee meetings, enrollment, attendance and upcoming lottery, reflections on classroom activities, update and challenges of Common Core implementation, including planning for Smarter Balance field testing*

There were no questions regarding the written administrative update provided. Shaheer discussed the parent coffee meetings, and the success of holding this type of parent forum. Gavin discussed attendance initiatives as well as the upcoming Smarter Balanced Field Test Assessments, and the school's technological readiness for that.

D. **Faculty Update**: *Update on Faculty activities, including progress on individual professional development plans*

Jill Murphy shared information on teacher SMART goals, on the Games training that Joy Halverson and Storm Dye participated in. Jill shared Main Lesson books from 8th grade and some 1st grade drawings. A Child Study from Hellene was shared. Robin Davis also provided an update on a few items.

E. **Parent Cabinet Update***: *Update on Parent Cabinet winter activities and upcoming*

Auction.

PC representative Lisa O'Neill was not present so Amy Capelle, Parent Cabinet Shepherd, shared that the Auction is next Friday – Parent Cabinet is well prepared, they have received many terrific items and teachers have created great 'experiences' to auction off. Now the big focus is getting people to come to the auction. They are hoping for 200-300 tickets sold total, and currently 100 tickets are sold. They are going to try using mobile device bidding this year.

Shaheer, Elliot Calloway and Arias Collins are planning to speak in order to raise funds for teacher training.

The entire Board is invited to come and is asked to please invite others that may support the auction and attend.

Amy noted that the PC bank balance is up to \$105,000.

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

There was nothing to report on this item.

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DISCUSSION/ACTION ITEMS:

*A. **Journey School Nut Policy***: Consideration of update to school Nut Policy to create a Nut free campus.*

Three members of the public asked to speak:

Parent Russell Skipsted explains his son's nut allergy, and that he considers this an issue of the convenience of many vs. the safety of a few. He references "Big Rock 1" and his interpretation of it is that students should be safe from bullying *and safe from dying*. Mr. Skipsted reported on several close calls his son has had with exposure to nuts at school events. Journey should lead the charge in walking the walk and holding to a nut free campus. He noted that children only have 4 meals at school out of 21 per week. He suggested that the school could also ask parents to sign waivers in order to understand that the school can't guarantee complete safety.

Parent Amy Capelle stated that whatever the policy ends up being, as a community the most important thing is for us to educate everybody. There should be a clear understanding of what the situation is and if there is really separation on a nut free area. She commented that everyone should have compassion for parenting a child with severe allergies, and for that child as well. It is important to teach children what an anaphylactic reaction looks like – education will keep children safe.

Parent Dave Burlison asked if there is a current nut policy, and what the legal ramifications of nut policy are, and especially of NOT fully implementing a policy once it is in place.

The board then had a lengthy discussion on this item. The current nut policy was read aloud.

Shaheer explained the current practices on campus and how a “nut free classroom” and the lunch table situation currently works. Council members commented on other schools and their policies. There was interest in soliciting additional input from parents and it was felt that if parents were aware of the “deadline” when the vote would take place there would be more input received. The board also asked the faculty representative to poll the faculty and bring back a tally of faculty members’ positions on the matter, so the board is aware of the position of all the teachers.

B. Administrative Configuration and Organization for 2014-15 with Job Descriptions for Administrative positions*: Discussion and approval of organization for Journey Administrative structure for 2014-15.

Board Member Lisa O’Neill submitted a letter, read by Parent Cabinet Co-Director Amy Capelle, as Ms. O’Neill was not able to be present for the meeting.

Shaheer reminded the board of the administrative configurations in the past and the administrative turn over that had taken place in the past. He noted that the proposed school administrative configuration really would not be significantly different, in that there will still be a primary leader and an educational leader. The change in configuration primarily would be the shift of the Executive Director role to work on Development activities, with full support of that portion of the salary by the Journey School Foundation.

He noted that this proposal would create a smooth transition of administration which is very important and commended the board on assisting with making this possible.

The board requested additional information and discussion on this item and asked to have the item brought back at a future meeting.

C. Approval of contracts for Co-Learning Directors for 2014-15*: Discussion and approval of Learning Director positions as per Administrative Organization for 2014-15.

Shaheer noted that the primary responsibilities of these Directors would be to support teaching and learning, and student success. The role in parent education would be more minor but is an important one to fully support the students and program.

Faculty representative Jill Murphy noted how important the faculty believe an on-site educational leader is and how much improvement and support they see when this is possible. She also commented on how important the overall Journey program, , is to create well rounded students, and that this includes the specialty program. She also noted that the strengths of the two Connollys complement each other and cover all the grade levels.

Shaheer alerted the board that one or both of the two Co-Directors would be on campus approximately 3 weeks of every 4 during 2014-15.

Gavin Keller remarked that this year there have been times that he has been doing the primary work of administrative role, and that it is not sustainable for one person without additional

support. He noted that the Connollys would play a large role in the transition into Common Core and the integrated role of the different subjects.

Teacher Robin Davis noted that having the deep Waldorf knowledge base found in the proposed candidates is still extremely valuable, especially in supporting the struggling students with Waldorf specific interventions.

Mike Corbo noted that the position would focus very heavily on the support for teachers and the curriculum, and the parent education component is important but not the primary focus of the position.

A motion was made to approve the contracts for the Co-learning directors for the 2014-15, with the understanding that the primary focus of the job descriptions clearly be in support of the teaching and learning activities. The motion was seconded and approved unanimously.

D. Waldorf Co-Alignment between Common Core Standards and public Waldorf curriculum*: *Review of recently completed Alliance for Public Waldorf Education's Common Core curricular alignment*

This item was tabled until the next meeting.

E. Charter Renewal Planning: *Discussion of timing and action items needed for charter renewal in 2014-15, including School and Employee Handbook revisions.*

Shaheer would like to plan for Administration to work on the documents over the summer, and then in the early fall the staff and parents would be engaged in review and input. The handbooks would be revised along a similar timeline, but with the goal of adoption prior to the beginning of the school year.

F. Dress Code and Media Guidelines: *Review of recommendations and considerations to update dress code and media guidelines for 2014-15 school year.*

Shaheer commented that the faculty is working on updated guidelines that align better with the school's curriculum, especially the Digital Media Literacy program for media guidelines. He also commented that the dress code has not been consistently implemented over the past years. When that is ready it will be brought forward to the Council at a future meeting.

G. Bell Schedule for 2014-15: *Review of proposed changes to bell schedule to allow implementation of staggered start, end and recess times due to school growth.*

It appears that staggered start times and recess times will be necessary next year. There is also an interest in making sure that the times are even more staggered with the high school to reduce traffic congestion.

9	<p>AUDIT COMMITTEE:</p> <p>Audit Engagement contract*: Review and approval of audit engagement letter with school audit firm for fiscal year ending June 30, 2014.</p> <p>The board discussed the positive relationship with the audit firm that the school has used since inception. There was a motion to approve the engagement with Vicente, Lloyd and Stutzman, which was seconded and approved unanimously.</p>
10	<p>DISCUSSION/ACTION ITEMS: Board Development</p> <p>A. Board Retreat Planning: Discussion of planning for annual Board retreat including board training topics and items for board discussion</p> <p>This item was tabled for a future meeting.</p> <p>B. Form 700*: Review of annual process for submission of Form 700 under the Council's Conflict of Interest Code.</p> <p>All board members have received their emails from the OC system. The due date is April 1 and Franci will be available to provide technical assistance with the filings.</p> <p>C. Board attendance at school events*: Review of upcoming events and board attendance or representation.</p> <p>The auction is coming up very soon. The gallery walk is March 26 and will include an alumni panel to participate. All Council members are invited to that. The May Faire is April 30 this year.</p>
11	<p>DISCUSSION/ACTION ITEMS: Development and Journey School Foundation</p> <p>A. Update on Development Activities: Report on the "Light the Journey" fundraising campaign, Close the Gap, recent Glaze family Compassionate Campus gift, and other JSF activities</p> <p>Shaheer will be preparing a written report on the success of the various fundraisers. There was a discussion about the way to best send the message regarding the development activities vs. the parent side of fundraising and how to be sure these activities are synergistic and not in competition with each other.</p>
12	<p>CLOSED SESSION: The meeting will now convene to closed session to discuss the matters described below:</p> <p>Teacher Robin Davis addressed the Council as public comment on Item 12 A. She noted that there are now eight active members of the Journey Teachers' Association, and that JTA appreciates the recent positive shift in attitude towards expediting negotiations, and expressed gratitude from the staff to the Council for that shift.</p>

The Council adjourned into closed session at 8:55 pm. Shaheer Faltas, Gavin Keller and Franci Sassin were invited into closed session based on their work in the agenda items.

Faculty representative Jill Murphy was present for items B and C, but left the meeting for all discussion of item A.

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

Employee organization: Journey Teachers' Association/CTA/NEA

Agency designated representative: Colleen Patterson

B. Pursuant to Government Code §54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: 27102 Foxborough, Aliso Viejo, CA 92656

Agency negotiators: Shaheer Faltas, Franci Sassin

Negotiating parties: Capistrano Unified School District and Journey School

Under negotiation: Lease terms for 2014-15 and 2015-16

C. Pursuant to Government Code §54957: Public Employee Performance Evaluations: Titles: Executive Director, Assistant Director, Main Class Teacher, Specialty Teacher

D. RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at 9:45 p.m.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present)

The Council reported that they had voted unanimously in closed session to approve a 1% bonus pay to all teachers in the bargaining unit for 2013-14, to be paid as cash allows sometime in the next few months.

13 Adjournment

The meeting was adjourned at 9:50 pm.