

***Journey School
A California Public Charter School***

February 28, 2019

REGULAR MEETING MINUTES

Approved March 28, 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 6:08 pm
Jessica Monroe, Council Treasurer : Present
John Holland, Council Secretary: Present
Judy Levinsohn, Council Member: Absent
Jeannie Lee, Educational Trustee Member : Present
VACANT, Parent Cabinet Member
Lorraine Donovan, Council Member : Present*

Administrator Gavin Keller was present, as was Administrative consultant Franci Sassin. Teacher Kara Fos was in attendance.

INSTRUCTIONS FOR PRESENTATIONS TO THE COUNCIL BY PARENTS AND CITIZENS

Journey School welcomes your participation at the school's Council meetings. The purpose of a public meeting of the Council is to conduct the affairs of Journey School in public. We are pleased that you are in attendance. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

- 1. Agendas are available to audience members during the meeting.*
- 2. "Request to Speak" cards are available for all audience members who wish to speak on any agenda items or under the general category of "Public Comment." "Public Comment" time is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Council can only listen to your issue, not discuss your issue, respond in substance or take action. These presentations are limited to five (5) minutes (ten (10) minutes if a translator is needed) and total time allotted to non-*

agenda items will not exceed thirty (30) minutes. The Council may give direction to staff to respond to your concern.

3. With regard to items that are on the agenda, you may specify that agenda item on your “Request to Speak” card. Following the presentation on that agenda item by staff, school committees or the public, the President/Chairperson will recognize members of the public who have submitted a “Request to Speak” card. This period precedes Council discussion and deliberation. You will be given an opportunity to speak for up to five (5) minutes (ten (10) minutes if a translator is needed).
4. When addressing the Council, speakers are requested to state their name from the podium and adhere to the time limits set forth.

Notices: Journey does not discriminate on the basis of disability in the admission or access to, or treatment in employment in its programs or activities. Please notify the office at (949) 448-7232 seventy-two (72) hours prior to the date of the meeting for disability accommodations necessary in order to participate. Per California Government Code section 54957.5(b), Journey shall make materials that are part of the regular agenda packet available in the office and/or on the school’s web site www.journeyschool.net without delay and at the same time they are distributed to the Council.

AGENDA ITEM	
1	<p>Call to Order and Roll Call</p> <p>The meeting was called to order at 6:03 pm.</p>
2	<p>Inspirational Passage</p> <p>Julie Chiaverini related her experience regarding going to the Kim John Payne presentation at Journey, where he used storytelling to impart his concepts, and she noted how impactful this method was, as the messages really stayed with her longer and</p>
3	<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>
4	<p>PUBLIC COMMENT: Reminder: Please fill-out a speaker card; see policy above for guidelines</p> <p>No members of the public requested to speak and no written comments were submitted.</p> <p>Board member Jessica Monroe reported to the board on her visit to the independent study and hybrid program and the excellent job that Amanda Simmons is doing meeting student needs and is providing high quality training for parents. She reported that the board may be able to support better materials and more Waldorf inspired materials which can be translated into a home based program. The Council is interested in having Amanda come to the meeting to report on the elements of the hybrid program.</p>

5 **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 meeting of January 24, 2019.
- B. **Staffing Plan 2018-19***: Approval of changes and updates to staffing plan
- C. **Second Interim Financial Report***: Approval of second interim financial report stating fiscal position through January, due March 15.
- D. **Consolidated Application***: Ratification of the mid-year (winter) submission and certification of the Consolidated Application, which reports on the use of federal Title funds.

There was a motion to approve the items on the consent agenda, which was seconded and approved unanimously.

6 **INFORMATION ITEMS: Reports**

- A. **Faculty Update**: Update on Faculty activities.

Kara Fos reported on behalf of faculty that the winter concert for 4th through 8th took place at a nearby auditorium and was very well attended and very successful. In two weeks the Vow of Silence for the 6th grade Knighting Ceremony will take place. The 7th and 8th grade track and field meet will also take place in San Diego for all regional Waldorf schools. In May the 8th grade projects will start. Because there are more 8th grade students this year some of these will be taking place during the school day so more students will be able to attend.

- B. **Parent Cabinet Update**: Update on Parent Cabinet activities, including update on selection of Parent Cabinet representative to Council

Brittany Cicon is interested in volunteering as the PC rep and PC will vote on that position soon.

- C. **Administrative Update***: Report from School Director, including the YMCA after school program, technology on campus and preparations for online state testing, planning for implementation of AB 1871 (meals for students) and AB 2601 (Calif. Healthy Youth Act), etc.

Gavin reported that upgrades to the playground were made, including installation of an official basketball court. The Kindergarten work day took place over last weekend. There was a small fire on campus as a result of oiled rags but no significant damage was done, and administration has taken steps to be sure staff is aware of how to properly dispose of these type of materials. Administration is starting "Coffee Talks" with either Gavin or Shelley with various topics each month. The first one was regarding state testing. The next one will be on the middle school program. Gavin reviewed some of the other aspects of the written report, including the RESPECT program and various parts of implementing that as part of overall efforts to improve school

culture, work on the Compassionate Campus ideas, and enhance school-home partnerships. He reported that there is support of this from all stakeholders. Gavin reported that the IS program has had stable enrollment this year at 70 to 75 students. Attendance rates are high, as expected for independent study, which is based on work completion more than in person attendance. The lottery for enrollment for next year is next week. Applicant numbers were provided in the written report. There was a discussion about attrition and the reasons students may leave Journey.

*D. **Financial Report***: Review of January financials.*

Gavin Keller reported on the school financial position and also on the Governor’s proposed state budget. The budget committee will be formed by Gavin and will be starting meetings soon and the draft budget will be brought to the Council most likely in April for board input.

7 ***DISCUSSION/ACTION ITEMS: AUDIT COMMITTEE***

*A. **Audit Engagement for 2018-19 fiscal year***: Review and approval of audit engagement and proposal for 2018-19 fiscal year from Clifton, Larson, Allen by the Audit Committee, a Committee of the entire board.*

The board reviewed the terms of the proposal.

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

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

*A. **School Safety Plan***: Review and approval of comprehensive school safety plan, in accordance with the law as applied to charter schools.*

Gavin reported on the new requirement and that while board approval is not required in the new law, it is something that is good practice. The plan being presented to the board incorporates many policies and procedures already contained in other places such as the school and employee handbooks. It also covers a multitude of different emergency scenarios. These are designed to be “one page” useful procedures to be user friendly when needed. There are a few areas that are new policy. There was a discussion regarding documentation of student injury incidents and who is responsible for reporting these. Gavin noted there are a few formatting issues that will be cleaned up in the safety plan. Next steps will be working with staff on training to implement the plan.

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

B. Use of neighborhood fields/parks: Discussion and approval of limited use agreement with AVCA for Journey use of neighboring fields during school hours.*

This agreement is a renewal and will be good through the remainder of the school year.

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

9

BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):

A. Council Nominating Committee: Report from Nominating Committee on recruitment of board members.*

Anna Brown reported on the work on the ad hoc Nominating Committee. The Committee was made up of parent Megann Bunce, teacher Shannon Johnson and Council member Anna Brown. The committee was very impressed with Mr. Martin as a candidate for a Council position. Anna also spoke with a potential candidate who works with an agency in San Juan Capistrano that works with Hispanic students. He will visit the school soon.

The Nominating Committee agreed to nominate Mr. Martin to take a position on the council.

There was a motion to approve Richard Martin as a Council member for a term starting March 2019 and ending June 2021. The motion was seconded and approved unanimously.

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

The feedback from the last Council meetings have been incorporated into the survey and can be accessed through the survey monkey link sent out. If any council members have additional comments please email them to Gaylen.

C. Council Meeting Schedule: Consideration of change to schedule of regular meetings, in particular for June meeting and review of assignment of inspirational passage for remainder of the year.*

The annual meeting was moved to Tuesday, June 18. The assignments for inspirational passage were updated.

D. Conflict of Interest and Governance/transparency laws: Update about state progress on transparency laws for charter schools and reminder about annual filing of Form 700s, available now online, and due no later than April 1.

Franci Sassin reminded the board about the upcoming Form 700 deadline and briefly reviewed the new laws related to board meetings and governance. She recommended that

	the board plan for additional training on the new laws, especially Government Code 1090.
10	<i>Adjournment</i> The meeting was adjourned at 7:52 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.***