

*Journey School*  
*A California Public Charter School*

**March 26, 2015**  
**REGULAR MEETING MINUTES**  
**Approved May 28, 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](http://www.journeyschool.net)

*Michael Corbo, Council President: Present*  
*Sue Vaughn, Council Vice-President: Absent*  
*Warren Whiteaker, Council Treasurer: Present*  
*Susan Toma-Berge, Council Secretary: Present*  
*Jon Kaplan, Council Member: Present*  
*Kara McCann, Council Member: Present*  
*Lisa O'Neill, Parent Cabinet Member: Present*  
*Jill Murphy, Educational Trustee Member: Absent*

*Administrative staff members present were Shaheer Faltas, Gavin Keller, and Franci Sassin. Tim and Patti Connolly were present via conference call for part of the meeting to address Items 6 B and Item 11A. Larry Tamayo was present for Items 6F and 7A. Teacher Robin Davis was present.*

	<b>AGENDA ITEM</b>
<b>1</b>	<b><i>Call to Order, Roll Call and Review of Norms/Roles</i></b>  The meeting was called to order at 6:10 pm.
<b>2</b>	<b><i>Inspirational Passage</i></b>  Mike Corbo read several short inspirational quotes.
<b>3</b>	<b><i>Approval of Agenda*</i></b>  <b><i>NOTE: The order of the agenda may be changed without prior notice to the public.</i></b>  There was a motion to move Item 11 after Item 5 due to the need to have a conference call for

	several items which was scheduled at 6:40 pm.
4	<p><b>PUBLIC COMMENT:</b> <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>There were no members of the public present and no comments were submitted.</p>
5	<p><b>CONSENT AGENDA ITEMS:</b></p> <p><b><i>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.</i></b></p> <p style="padding-left: 40px;"><b>A. Approval of Minutes*:</b> <i>Minutes from meeting of February 12, February 21 and February 26, 2015.</i></p> <p>There was a motion to approve the minutes for Feb 26 and table the minutes from Feb 12 and 21 until the next meeting. There was a second and the motion was approved unanimously.</p>
6	<p><b>INFORMATION ITEMS: Reports</b></p> <p style="padding-left: 40px;"><b>A. Administrative Update*:</b> <i>Report from School Director regarding: Charter renewal process and timeline, LCAP update, including student learning outcomes, update on lottery, update on SBAC testing plans and timeline, etc.</i></p> <p>Gavin Keller presented an update, reporting on the all staff retreat taking place tomorrow which will focus on re-commitment to shared values and to the work of the school. Thirty laptops have been procured at a reduced price via a parent of the school and these have been set up for SBAC testing. Grades 6-8 will take the online version of SBAC and based on a waiver from CDE for Grades 3-5, those students will take a paper/pencil test this year. The California Physical Fitness test has concluded. Journey expects good results as good health is a focus of the school. Community service opportunities have expanded. Examples are to be seen in 6<sup>th</sup> grade as part of their “knighting program” which is tied to the curriculum. Every class is encouraged to visit the Big Oak Canyon facility to assist with environment restoration of the property. 8<sup>th</sup> grade projects are scheduled for May 27-29. The lottery took place last week. There were over 200 in-district and over 80 out-of-district applicants. There were no available seats in the grades, and only around 30 seats in Kindergarten, most of which were taken by incoming siblings. There are approximately 440 on the wait list now, most are on the Kindy and 1<sup>st</sup> grade level. The Parent Cabinet Auction was very successful. Gavin reported on a professional development opportunity he attended this week based on the Seven Habits of Stephen Covey.</p> <p>Gavin reported on the charter renewal process. The public hearing was held on March 11 and Journey had four speakers to represent the school. The hearing was very positive. The next step is to review edits recently received from CUSD. Currently the approval vote is on track for April 22 but if additional negotiation with CUSD is needed then the date may be pushed back to mid May.</p>

**B. Education Director Update:** *Report from Education Director(s)*

Tim and Patti Connolly reported on their excitement about the staff retreat tomorrow. The commented on the work that has been done this year with both faculty and parents and they have started to prepare for next year.

**C. Faculty Update:** *Update on Faculty activities including all staff retreat/professional development.*

Robin Davis reported as Jill Murphy was absent. She reported on her experience attending the California Charter School Association Conference last week. She commented on the responsibility of charter schools to share their best practices and effective strategies with the public, which includes other Waldorf schools, other charters and all types of schools.

**D. Parent Cabinet Update\*:** *Update on Parent Cabinet activities and bank accounts, including annual Auction fundraiser.*

Lisa O'Neill reported about the opportunities for students to do community service/service learning WITHIN the Journey community and not necessarily only doing outside service opportunities. It is important for students to learn about taking care of their own educational environment and other members of their own community. The Auction was very successful. The "open donation" section was designed to help with updating the playground equipment and outside environment for the grades, and is still "open" in order to get additional donations. The preliminary numbers show that approximately \$34K was raised. There were lessons learned and next year's event is already scheduled for March 12 at the same venue. Lisa reported that the amount 'left' in the current school managed PC account should be approximately \$20K by the end of the school year. There is an internal PC discussion of how to handle those funds going forward. Parent Cabinet has been working closely with Administration regarding investigating some recent reports of accusations of fiscal impropriety within the parent and school leadership. So far it appears that this was mostly due to misinformation and miscommunication and also limited to only a very small number of people.

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

No follow up items were discussed.

**F. Financial Report\*:** *Review of February financials and update on 2015-16 budget development process/administrative budget committee.*

Larry Tamayo reported on the February financial statements. He noted that the property taxes have been coming in lower than expected which is impacting cash flow. In addition, there will be slightly less overall revenue due to lower ADA projections. Finally, the Parent Cabinet bank account is expected to be zeroed out by the end of the year, so the cash balance will be lower as a result. During Month 5 attendance the ADA was quite a bit lower due to illness. Because the P2 period will be in only two months, 370 is the currently projected P2 ADA. Larry noted that Parent Cabinet is planning to approve approximately 48K in a transfer to the school, which would increase overall ending revenue by

	<p>approximately 20K. He reminded the board that the Worker's Comp and health benefits costs have been trending higher than budget so the forecast now reflects that.</p> <p>The administrative budget committee is scheduled to meet in mid-April and Larry will meet with leadership prior to that to get the first draft of the budget prepared for that meeting. State revenue is looking good for next year, including increased LCFF rates as well as one time funds of approximately \$180 per ADA. The requirements of the "one time" funds are not yet known. STRS and PERS rates are going up also which offsets the revenue increases. There was a discussion related to the benefits increases.</p>
7	<p><b>DISCUSSION/ACTION ITEMS: AUDIT COMMITTEE</b></p> <p><b>A. <i>Audit Engagement for 2014-15 fiscal year*</i>: Review and approval of audit engagement and proposal for 2014-15 fiscal year from Vicente, Lloyd and Stutzman by the Audit Committee, a Committee of the entire board.</b></p> <p>The Board discussed the audit proposal as presented. The fees are not increasing significantly. They firm has been providing good services for many years.</p> <p>There was a motion to approve the audit proposal to engage Vicente, Lloyd and Stutzman which was seconded and approved unanimously.</p>
8	<p><b>DISCUSSION/ACTION ITEMS: School Operations</b></p> <p><b>A. <i>Administrative Configuration*</i>: General discussion of Administrative configuration for 2015-16 school year, including discussion and approval of updated Education Director job description.</b></p> <p>There was a board discussion related to having a School Director next year, that the Executive Director position will not be funded, and the Education Director position will subsequently need to increase to more than one full time equivalent. Revisions have been made to the Education Director job description to lay out what the increase in the responsibilities will entail, and the School Director job description may need additional items added for next year as well.</p> <p>There was a motion to approve the updated Education Director job description as presented, with authorization to Administration to do minor language changes as needed. The motion was seconded and approved unanimously.</p> <p><b>B. <i>Staffing Plan update*</i>: Review and approval of updated staffing plan for 2014-15 and preliminary discussion of staffing needs for 2015-16 to inform budget development process.</b></p> <p>Gavin Keller reviewed the updates to the 2014-15 staffing plan, and there was a comment regarding the very smooth transition taking place in one first grade class where a teacher is going on leave.</p> <p>Gavin reported on the preliminary proposed changes to the staffing plan for next year,</p>

including flexible positions for some of the teachers who may not want full time work, creating a more structured compensation plan for the classified staff, adding additional positions in the middle school as specialists, creating some additional full time positions from combining some administrative support positions combined with teaching duties as well. The campus steward position is proposed to be funded as a full time position, and would absorb the contracted janitorial services as well as parking lot safety, and would add minor maintenance projects, campus safety checks, working with students on “community service” projects for students when needed for discipline. Another full time position to be considered would be to combine one or more of the part time jobs with hours for a media/technology coordinator which would create a full time job. Additional music teachers will be needed to continue some of the music options into middle school.

These changes will be proposed to the budget committee first and then brought back for approval later. The Council wants to be sure that ALL costs of additional full time employees are taken into consideration. There was some discussion of what the needs are for enrollment and outreach going forward, especially after the application and enrollment software is fully functioning. There was a discussion of the specialty program and offerings and how these might change as the school continues to add more grades and is bigger and has more middle school students.

There was a motion to approve the 14-15 staffing plan update as proposed which was seconded and approved unanimously.

***C. School Emergency and Safety Protocols\*:*** *Review of administrative protocols for school emergency/safety*

Based on recent threats at local schools, Gavin Keller updated the emergency procedures to include other types of emergency situations. Staff practice on each situation using mock situations will take place, in addition to practice with students. Gavin will do outreach to CUSD to be sure Journey has evacuation plans that are in coordination with CUSD and not in conflict with any bus transportation that they have.

***D. School Calendar and Bell Schedule\*:*** *Discussion on approach to calendar and bell schedule with Journey school growth and also relative to local districts for 2015-16.*

Gavin Keller presented the initial thoughts on the school calendar planning process. CUSD has started to move to summer start date in August, but Journey will continue to have a start date after Labor Day. For bell schedule there are concerns about how things went this year, and so additional changes will be needed, including staggered recess times and changes to how the start and stop times are staggered. Additional supervision may be needed in this case. There was discussion regarding when and how the Main Lesson two hour period is structured. Parking issues and ideas were discussed.

9	<p><b>BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability</b></p> <p><b>A. Conflict of Interest and Form 700:</b> <i>Final reminder of April 1 deadline for annual Form 700 online filing for board and staff members.</i></p> <p>Almost all designated filers have filed already, but there are only a few days left for those who have not. Assistance is available.</p> <p><b>B. Board Roles and Officers for 2015-16:</b> <i>Discussion of roles, responsibilities and officers within board for upcoming fiscal year.</i></p> <p>The Board expressed interest in having board members seek out possible additional board members to help with overlap of board terms for board stability. Ideally the board number would increase to 11 and then could go back down to a lower number at the appropriate time. The Administrator will convene the Nominating Committee and various Council members</p>
10	<p><b>BOARD DISCUSSION/ACTION ITEMS: Development and Journey School Foundation</b></p> <p><b>A. Update on Development and Foundation Activities*:</b> <i>Report on Journey School Foundation activities, including transition plan</i></p> <p>Shaheer reported on the transition of board officers for the Journey School Foundation. He reported that the staffing of the Foundation executive leadership is under discussion. He noted that many of the activities that have successfully brought in funds have gone directly to the school and not to the Foundation. Therefore funds in the Foundation accounts are being depleted. There are some funds already known to be earmarked to come to the school next fiscal year. The Foundation may rely on a more active board and committee structure to do the work and not have as much paid staff.</p> <p>Shaheer reported on the dissemination of best practices, including the Digital Literacy program now being used in other schools, and the dissemination of the school newsletter to a wide audience, the school tours. Shaheer also continues to be involved in the Alliance for Public Waldorf Education.</p>
11	<p><b>CLOSED SESSION:</b> <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>This item was heard immediately after Item 5.</p> <p>There was a motion to adjourn into closed session at 6:15 pm which was seconded and approved unanimously. Gavin Keller, Shaheer Faltas and Franci Sassin were invited into closed session based on their work in the matters listed. Gavin Keller left closed session at 6:28 pm, while the board continued to discuss the items. Gavin Keller returned into closed session at 6:50 pm. Tim Connolly and Patti Connolly joined closed session via conference all at 6:55 pm</p>

	<p>and left at 7:12. The Board adjourned out of closed session at 7:15 pm.</p> <p>Items 6 B and F were addressed on the agenda at this time.</p> <p>There was a motion to adjourn into closed session at 7:29, which was seconded and approved unanimously.</p> <p>The Council returned to closed session at 7:30 pm to continue the discussion on Item 11.</p> <p><b><i>Pursuant to Government Code §54957: Public Employee Performance Evaluation, Titles: School Administration positions</i></b></p> <p><b><i>A. Pursuant to Government Code §54957: Public Employment, Titles: School Administration positions</i></b></p> <p><b><i>RECONVENE TO OPEN SESSION:</i></b> <i>The meeting was reconvened to open session at: 7:15 and then again at 8:10 p.m.</i></p> <p><b><i>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION</i></b> <i>(includes the vote or abstention of every member present)</i></p> <p>There was no action taken in closed session.</p>
12	<p><b><i>BOARD DISCUSSION/ACTION ITEMS: School Operations (con.)</i></b></p> <p><b><i>A. Administrative contracts:</i></b> <i>Discussion and approval of Administrative contracts for 2015-16 school year.</i></p> <p>The Council reviewed the proposed Administrative configuration for next year, and the interest in retaining the current School Director and Co-Education Directors for next year.</p> <p>There was a motion to delegate to the Executive Director to enter into a contract with Gavin Keller for School Director, with a salary increase to be effective as of June 1, 2015, at the time the current Executive Director leaves.</p> <p>The motion was seconded and approved unanimously.</p> <p>There was a motion to delegate to the Executive Director to enter into contracts for Co-Educational Directors with Tim Connolly and Patti Connolly for a total of a 1.25 Full time equivalent for the position, with a salary increase and increased amount of time on campus during the instructional year.</p> <p>The motion was seconded and approved unanimously.</p>
13	<p><b><i>Adjournment</i></b></p> <p>The meeting was adjourned at 9:40 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.*