

Journey School
A California Public Charter School

May 26, 2016
REGULAR MEETING MINUTES
Approved June 27, 2016

6:00 p.m.

At Journey School
27102 Foxborough
Aliso Viejo, CA 92656
In the Journey School Office
(949) 448-7232
www.journeyschool.net

Michael Corbo, Council President: Present, arrived at 6:12 pm.
Sue Vaughn, Council Vice-President: Present
Susan Toma-Berge, Council Secretary: Present
Jon Kaplan, Council Treasurer: Present
Judy Levinsohn, Council Member, arrived at 6:20 pm
Kara McCann, Council Member: Present
Anna Brown, Council Member: Present
Lisa O'Neill, Parent Cabinet Member: Present
Jill Murphy, Educational Trustee Member: Present

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:08 pm.
2	Inspirational Passage Gavin told about one of the 8 th grade projects which was particularly inspiring. One student was very anxious about speaking in front of a group, but his passion, persistence and determination got him through what was probably the hardest thing he has ever done.
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public. Anna Brown asked to remove Item B and F off the consent agenda, Lisa O'Neill asked to remove Item

	C from consent.
4	<p>PUBLIC COMMENT: <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>Parent Jeff Hruby, parent of 6th grade student, addressed the board regarding the Journey math curriculum. He is also a math teacher and works to train math teachers through UCI. His son has enjoyed his experience at Journey generally, but Mr. Hruby had identified that the math program as it moves from elementary to middle school is weak and disorganized. It is neither recognizably Waldorf nor high quality math instruction. Most of the areas that he had heard discussed regarding changes have not materialized yet, so he encourages the board to closely monitor the math program and make sure there is progress towards improvement of the program.</p>
5	<p>CONSENT AGENDA ITEMS:</p> <p><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></p> <ul style="list-style-type: none"> A. <i>Approval of Minutes*:</i> Minutes from meeting of April 28, 2016. B. <i>Contract for janitorial service*:</i> Review and approval of contract for 2016-17 for janitorial service. C. <i>Contract for fencing*:</i> Review and approval of contract for fencing in Kindergarten area. D. <i>Contract for gardening/irrigation services*:</i> Review and approval of contract for 2016-17 for various gardening services. E. <i>Update to School Director contract:</i> Approval to start new contract rate for Director effective June 1, 2016. F. <i>Renewal of ExEd contract for 2 year term*:</i> Renewal of contract which expires June 30, 3016 for additional two years. <p>ITEMS B, C and F were removed from the consent agenda. There was a motion to approve items A, D and E, which was seconded and approved unanimously.</p> <p>ITEM B: The Board had a question about the estimate, because the estimate shows 20 hours per week in some areas and 25 hours per week in others. There was an explanation of the scope of services and what cleaning would be done daily vs. weekly.</p> <p>The board made a motion to approve the proposal for the rate quoted at 25 hours per week, which was seconded and approved unanimously.</p> <p>ITEM C: The board asked why the fence is being replaced by the school rather than the district, who the property owner. Gavin commented that the district would replace it if there was a repair needed for the existing fence, but the issue is that the type of fencing being used is not working well for the</p>

Kindergarten program, so Journey is choosing to replace it with a different type of fencing. The Board expressed possible concerns about safety if there is no way to see INTO the kindergarten area from the outside, and Parent Cabinet representative Lisa O'Neill noted that some parents have expressed the same concern. Also, PC representative Lisa O'Neill reported that this item has not yet been presented to Parent Cabinet and therefore if the fence is installed, the board should not count on contributions from PC at this time, as it would have to go through the proper approval channels in Parent Cabinet.

Faculty representative Jill Murphy reported that a traditional Waldorf kindergarten space is more enclosed and protected from the rest of the school. The fence would help protect the students and also lead to less disruption for the kindergarten students. The physical location of the outside educational space for kindergarten is in a high traffic area on campus. There are also constant intrusions into the area by older students and the public, especially after school, which can lead to destruction of the kindergarten play area, and the new fence with a gate that can be closed would allow less of this.

Gavin reported that there was a large line item for playground enhancements that was for projects for this current year, and this fencing would come out of that portion of the budget. The school would like to expend these funds this year before the end of June. Faculty had prioritized this project out of the playground budget. There was a recommendation to consider a 5 ft height rather than 6 ft so that adults can usually see over, but most students can't. Another option might be to have the top portion of the fence with a more open slat design for some visibility through the top for adults. Also, the board recommended that the plans be looked at by CUSD, or at least that administration should inquire about whether there are any state or district restrictions on the height of fencing.

The board directed Gavin to pursue their recommendations. If the district gives it approval, and if the school budget will cover the fencing, then administration can make the final decisions about the design of the fencing.

There was a motion to approve moving forward with a fencing proposal, including installation, not to exceed \$8,000 and subject to approval from CUSD. The motion was seconded and approved unanimously.

ITEM F:

The board asked if there were other proposals from other companies. There was discussion about the services and the way the charges were being determined. The board expressed their satisfaction with the services being provided by ExED, but would like to see if there was room for negotiation in the price for the contract renewal. It was noted that ExED has been responsive with their rates when state funding has been low, but state funding is going up now. There was a discussion regarding the history of the "back office" services for the school and the options for other vendors and for doing the work "in house". There is a strong reason to maintain the same firm and the same account manager.

The board directed the Director to try to negotiate for a lower increase on the contract, but that he may enter the contract at the proposed rate if ExED is not able to offer any further reduction.

There was a motion to enter into the contract following further negotiations with ExED on the

contract amount. The motion was seconded and approved unanimously.

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INFORMATION ITEMS: Reports

A. Faculty Update: Update on Faculty activities.

Jill Murphy reported on the class plays that are underway. The second grade teachers visited the second grade at Sanderling School in order to learn best practices from veteran Waldorf teachers. PedCo has been working on the guidelines for improving behavior and student discipline on campus, including input and participation of the instructional support staff, administration and office staff. They are working on an Action Plan, starting with a needs assessment of where the opportunities for improvement are. For example, the bathrooms and the ramps and the corridors are particularly challenging areas. Cell phone use is also a common issue by both students and parents. They are discussing common language that all staff would use with students regarding student behavior, so that students hear a very consistent message and all staff recognize that they are responsible for ALL students and the entire campus. These efforts should allow this year to close out strongly regarding discipline, which will set a good foundation for next year.

B. Parent Cabinet Update: Update on Parent Cabinet activities

Lisa O'Neill reported that the Parent Cabinet will be working on its budget for next year. They plan to have a particular amount of funds donated that will be unrestricted, and other areas that will be specific towards funding certain items. They are also actively working on getting parents to sign up for events now for next fall. There will be a volunteer tea on June 8 in conjunction with last PC meeting of the year, and then the next regular PC meeting will be in August.

C. Education Director Update*: Written report on educational activities and plans.

A written report was submitted. There was commentary that Tim Connolly's last week is next week and how much the board and school appreciate the work the Connollys have done over the past many years for Journey School.

D. Administrative Update*: Report from School Director regarding school operations and accountability, including implementation of Independent Study program, LCAP progress, SBAC testing, facilities, etc.

The IS program has enrolled 23 students so far and is still recruiting in order to add 2 more and also create a waiting list. The LCAP will need to be approved at the June meeting and then submitted right away to the district and county. The board members reviewed their schedule and it was noted that the board would just barely have quorum of 5 members for the June 23 meeting.

Gavin Keller reported on the CAASPP testing. The school did experience Internet issues which were very frustrating. They did have to submit some testing irregularity reports based on these issues. He also commented that the school plans to purchase additional laptops to make the testing more efficient.

The Teacher Search Committee is interviewing some good candidates and Gavin hopes to have the

open teacher positions filled in the next few weeks.

The improved discipline procedures are having a noticeably positive effect.

The May Faire event was very successful and the school needed TWO Maypoles.

The volunteers hosted a teacher appreciation luncheon that was incredible.

The 8th grade projects were very successful, with 26 presentations that were each very impressive and professionally presented. The students really demonstrated their complete mastery over their chosen topics. The turn-out for the audience was also excellent on each night.

Heidi Crowley, the new CUSD charter school liaison, visited the school earlier this month. She visited several classrooms, the gardens and several specialty classes. She learned a lot about the school from her visit and was able to compare the actual operations to her reading of the charter. She expressed her positive impression of the school.

E. Report on Follow-up for Previous Board Items

The follow up item was to work on Foundation-Council relationships.

F. Financial Report: Review of April financial statements and May revise from the state.*

Gavin Keller and Franci Sassin reported on this item. The school is currently projected to end in the black, although not quite as much as this month's forecast shows, primarily due to a number of expenditures on one-time items that will take place at the end of the year. Close the Gap donations are doing very well. There was a discussion about the 403(b) plans that the school offers for employees and that there is no cost to the school, that it is a voluntary program funded by the employees themselves.

7 BOARD DISCUSSION/ACTION ITEMS: School Operations and Finance

A. Review of Preliminary 2016-17 Budget: Review and discussion of 2016-17 budget, which will be used to complete LCAP budgets.*

The proposed budget is now balanced, and this was thoroughly reviewed by the administrative budget committee. There are not any significant changes needed based on the May revise, and the state budget should be approved by the end of June. These budget line items will be used to add expenditure amounts into the LCAP and then both will be approved in June.

B. School Calendar and Bell Schedule: Second review and consideration of the 16-17 school calendar, including bell schedule.*

The board reviewed a draft calendar last month. Changes from then include adding back a student day in the fall, taking Dec 23 off, but not Dec 22. This will allow school to end on a Friday, and teachers to be free in time for the summer Waldorf training.

On the bell schedule, the kindergarten schedule is pretty similar to this year. There was an effort to reduce the day for grades 1-3 with an earlier dismissal 4 days a week, releasing at 2:45,

whereas grades 4-8 will be released at 3:10. There will be shorter periods for grades 1-3 and staggered recesses. The school will work on having supervision during the period between different grade level release times. Based on the collective bargaining agreement language regarding the teacher work day, this bell schedule will in effect create an earlier release from site based duties for grades K-3. The other major change is to move main lesson time to a later time in the morning for some grades, which will help to accommodate Special Education students to access any pull out.

There was a motion to approve the 16-17 Calendar and Bell Schedule and Instructional Minutes, which was seconded and approved unanimously.

C. 2016-17 Staffing plan*: *Updates on hiring and open positions for the 2016-17 staffing plan.*

Gavin Keller presented the changes, including removing one middle school specialist position, and reducing the other position. He reviewed the vacancies and what positions were being hired. There was a discussion about the middle school music program structure.

There was a motion to approve the changes to the staffing plan, which was seconded and approved unanimously.

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BOARD DISCUSSION/ACTION ITEMS: Development and Journey School Foundation

A. Update on Development and Foundation Activities: *Report on Journey School Foundation activities and plans*

Gavin reported that the Foundation is reconsidering whether the “Permanent Campus” is the best direction for their efforts. There may be some changes in the Foundation board, but nothing major.

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BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability

A. Board vacancies for 2016-17: *Discussion of board vacancies for 2016-17 and possible candidates for nominating committee.*

Jon Kaplan, Sue Vaughn and Sue Toma-Berge expressed their plans to step down when their terms end in June. The board expressed deep appreciation for their service to the board.

Sue Toma-Berge has a possible candidate who she works with. Former parent Kim Brown has mentioned interest. Franci knows a charter school administrator who might be interested also. Efforts will be made to reach out to all three in the next few weeks and if possible, have the ad hoc nominating committee interview each. If possible, the candidates could be brought forward for approval in June to be able to start in August. If that timing does not work, then nomination could occur in August.

B. Board training: *Report on CCSA governance training.*

Board member Anna Brown reported that the session was good and very interactive, so overall it was beneficial to attend even though it was quite a drive because it was held in Los Angeles.

10	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>There was a motion to move into closed session, which was seconded and approved unanimously. Gavin Keller and Franci Sassin were invited into closed session based on their work in the matter. The board adjourned into closed session at 8:07 pm.</p> <p style="padding-left: 40px;">A. Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: Main Class Teacher, Specialty Teacher, Campus Supervisor, Instructional Aide</p> <p>The board adjourned out of closed session at 8:09 pm. There was no action taken in closed session.</p>
11	<p>Adjournment</p> <p>The meeting was adjourned at 8:10 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.*