

*Journey School*  
*A California Public Charter School*

**September 20, 2018**  
**REGULAR MEETING MINUTES**  
**Approved October 25, 2018**

**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)

**BOARD MEMBERS:**

*Anna Brown, Council President: Present*  
*Julie Chiaverini, Council Vice President: Absent*  
*Jessica Monroe, Council Treasurer: Absent*  
*Judy Levinsohn, Council Member: Absent*  
*Jeannie Lee, Educational Trustee Member: Present*  
*John Holland, Council Member: Present*  
*Brad Southard, Parent Cabinet Member: Present*

*Faculty member Erin Bratcher was present. Administrator Gavin Keller and administrative consultants Franci Sassin and Larry Tamayo (for fiscal items) were present.*

	<b>AGENDA ITEM</b>
<b>1</b>	<b><i>Call to Order and Roll Call and Recognitions</i></b>  <i>The meeting was called to order at 6:04 pm.</i>
<b>2</b>	<b><i>Inspirational Passage</i></b>  <i>Anna Brown reminded the Council about the kindergarten rhythm, and shared a quote about education.</i>

3	<p><b>Oath of Office:</b> Acknowledgement of Oath of Office for new board member</p> <p>Brad Southard affirmed his agreement with the Oath of Office as a new board member, and signed a copy of the Oath.</p>
4	<p><b>Approval of Agenda*</b></p> <p><b>NOTE: The order of the agenda may be changed without prior notice to the public.</b></p> <p>There was a motion to approve the agenda, which was seconded and approved unanimously.</p>
5	<p><b>PUBLIC COMMENT:</b> Reminder: Please fill-out a speaker card; see policy above for guidelines</p> <p>There were no members of the public present and no public comment submitted.</p>
6	<p><b>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.</b></p> <ul style="list-style-type: none"> <li><b>A. Approval of Minutes*:</b> Minutes from meeting of August 13, 2018.</li> <li><b>B. Staffing Plan for 2018-19*:</b> Approval of staff hires or other changes for 2018-19, to incorporate any changes since August to the staffing plan.</li> <li><b>C. Recurring Vendor Contracts*:</b> Approval of recurring vendor contract for Earthroots.</li> <li><b>D. OCDE Contract for STRS/PERS reporting*:</b> Ratification of contract for retirement reporting for 2018-19.</li> <li><b>E. Ratification of 2017-18 Year End Financial Statements and Unaudited Actuals*:</b> Ratification of the 2017-18 Unaudited Actuals for fiscal year ending June 30, 2018, in state's alternative form, based on final June financial statements, which was submitted by the required Sept. 15 deadline to CUSD.</li> </ul> <p>There was a motion to approve the consent agenda items which was seconded and approved unanimously.</p>
7	<p><b>INFORMATION ITEMS: Reports</b></p> <ul style="list-style-type: none"> <li><b>A. Faculty Update:</b> Update on Faculty activities.</li> </ul> <p>Faculty member Erin Bratcher summarized some activities from various grade levels. As an example, Kim in 8<sup>th</sup> grade is doing physical and movement activities which align with her science block. The 3<sup>rd</sup> grade garden is being re-created with community involvement and</p>

several work days will be scheduled. Jeannie Lee invited the board to attend the parent education evenings. These will focus on topics regarding Waldorf Education, the first one is coming up next week. Consultant Lee Sturgeon Day will be working with staff and parents next week. The specialty classes for the independent study program have begun, and there are two hybrid kindergarten classes on campus three days a week.

Board members are invited to attend the annual fall social which is taking place on October 5 at 5 pm.

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

Brad Southard reported that the first meetings of the new school year have taken place. The bylaws are being re-written. The VP has resigned and so the group is discussing how nominations and elections will take place and will attempt to incorporate that into the updated bylaws. Gavin attended and provided information to the PC. Additional volunteers have been recruited for various fundraisers, but there is still an opening for a lead volunteer for the auction. They are analyzing which fundraisers have been more successful in the past so efforts can be directed towards those.

**C. Administrative Update\*:** *Report from School Director, including back to school updates, update on student behavior and school expectations, YMCA program, specialty programs for 18-19, etc.*

Gavin Keller highlighted a few areas from his written report. He reported on the specialty program that is in place this year, detailing elements of handwork, games, music, art, woodwork, digital media literacy, cooking for 3<sup>rd</sup> grade. There is a new program called "Connections" which is replacing the elementary Spanish program. It has Spanish instruction but also cultural and community service elements. Spanish for 7<sup>th</sup> and 8<sup>th</sup> grade is still available, and the goal is to cover the content of Spanish I before students start high school.

Gavin commented on some updates to the behavioral strategies for disciplinary issues. He showed the Council the new "green card" solution, which would be put in place after initial behavior intervention strategies are used by the teacher. These are being tracked for all students. The school this year is implementing three routes (referred to as "streams") for student support. One is the SST process, which will focus on academic issues. Another is behavioral care for disciplinary issues, and the third is social care, for social-emotional issues, which will be supported by the new counselor. Staff has already been trained and is excited about this change, and Gavin is preparing an FAQ for parents. It will take three years to fully implement and see the positive changes, but already there are some positive things seen as a result. The results are being tracked based on the counts of disciplinary actions.

The YMCA aftercare program is going well although enrollment is low, about 15 students. It is

likely that as this program is more available more families will be able to enroll who need the care.

Gavin reported that the Independent Study program enrollment is lower than it was initially, but that is because many were offered seats in the classroom program. The budget was conservative, estimated at 55 students, and the enrollment currently is higher than that now. The new teacher for the Connections program has experience with independent study and will be working 10 hours a week to support the IS program as additional duties.

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

Gavin Keller reported that he met with Amy Capelle, the chair of the Vision Committee, to discuss scheduling and a meeting schedule for the year. The goal is to meet monthly. The Vision Committee wants to have a two, five and ten year plan on the three areas of focus the committee has taken on.

***E. Financial Report\*: Review of June and July financials.***

Larry Tamayo reviewed the year-end financial statements from last fiscal year. The final annual ADA was slightly lower than the P2, but the decrease was minimal. The final fund balance was positive but the majority of it was the Prop 39 funding, which is showing up as capital expenses which are assets and will be depreciated in future years. Even removing those, the school did finish with a small positive balance. He commented on the success of the independent study ADA in helping the school bring in additional revenue. The "Close the Gap" donations did end up lower than budgeted, as was forecasted. The cash balance is good. The unaudited actuals were submitted to CUSD and the next step is to complete the annual audit.

The school is currently below the 18-19 budgeted enrollment by about 8 students. The one time funds will be \$184 per ADA, which is higher than budgeted so that will help offset the lower ADA forecast. A breakdown of the differences will be presented at the next meeting.

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

***A. CUSD Oversight Visit\*: Review of process and timeline for annual oversight visit.***

Gavin Keller reported that this is the third year for a formal oversight visit from CUSD. The visit will take place on December 13. The focus is on the LCAP this year. A template has been provided for a self-reflection and the school will also prepare a presentation and conduct a tour.

**BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):****A. Evaluation process for School Director:** *Discussion of any items related to the evaluation cycle for School Director.*

The board reviewed the plan for the process for the actual evaluation which will take place later in the school year. In the meantime, Gavin will continue to report to the board on the goals that have been set as data is available.

**B. Update on Board member search and Nominating Committee:** *Discussion of desired board qualifications and skill set, plus update on potential new board members and formation of Nominating Committee.*

There were several potential board members who toured the school last week. The Council discussed the intention to have board diversity and also to find new board members who complement the skill set of the current board members. Adding a board member with real estate and finance background could be helpful with upcoming items that will come to the board. There was a discussion regarding searching for someone with Waldorf background, and possibly using the Alliance as a resource. The possibility was raised of searching for a retired Waldorf teacher who has Waldorf training and experience, especially any who have retired from Journey School.

The next steps are to form the ad hoc Nominating Committee. Anna reported that she would be planning to use someone who was a prior faculty Council representative and someone who was a prior Parent Cabinet President, and then she would be the Council representative to the Committee.

**C. Update on revision to Board Bylaws:** *Update on process for finalizing revision to bylaws as approved in August.*

There was a discussion about the process for changing the bylaws. The Council discussed the descriptions of the officer roles and whether they should be revisited. In particular there should be more clarity about which duties are delegated and which are actually done by the Secretary. John Holland will send some suggested changes which can be reviewed by the district and have a legal review as well.

**D. Board Officers for 2018-19\*:** *Nomination and approval of board secretary for 2018-19 fiscal year.*

There was a nomination for John Holland for Secretary, and the nomination was accepted. There was a motion to approve John Holland as Secretary, which was seconded and approved by a vote of 3 members in favor. John Holland abstained from voting on the item.

**E. Bank Account Signers\*:** *Approval of Resolution to add new officers as signers on all school*

	<p><i>bank accounts, if needed, and effective immediately.</i></p> <p>There were some changes to the wording of the banking resolution, which were agreed to by the Council.</p> <p>There was a motion to approve adding John Holland as Secretary as a signer on the bank accounts, and to approve the Resolution as revised, which was seconded and approved unanimously.</p> <p><b>F. Board Member training opportunities:</b> <i>Review of possible training opportunities, including CCSA conference in March.</i></p> <p>The Council reviewed the different training opportunities coming up as well as the annual CCSA conference. There may be interest in CCSA in March, and possibly in the CSDC leadership conference in December. The school will register for several seats for the annual CCSA conference, which can be used later by Board members once they decide if they can attend.</p>
10	<p><b>CLOSED SESSION:</b> <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>There was a motion to adjourn to closed session, which was seconded and approved unanimously. The Council adjourned into closed session at 7:55. Gavin Keller and all visitors left the room. Franci Sassin was invited into closed session based on her work in the matter.</p> <p><b>1. Pursuant to Government Code §54957: Public Employment, Title: School Executive Director</b></p> <p><b>RECONVENE TO OPEN SESSION:</b> The meeting was reconvened to open session at: 8:30 p.m.</p> <p><b>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION</b> <i>(includes the vote or abstention of every member present)</i></p> <p>The Council voted unanimously to realign the monthly salary for Gavin Keller based on information regarding his total compensation package, by approving an increase of \$110 per month, effective September 1, 2018.</p>
11	<p><b>Adjournment</b></p> <p>The meeting was adjourned at 8:43 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.***