

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

**April 25, 2019**  
**REGULAR MEETING MINUTES**  
**Approved May 25, 2019**

**5:00 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: Present, left at 7:05 pm*  
*Jessica Monroe, Council Treasurer: Present*  
*John Holland, Council Secretary: Present*  
*Judy Levinsohn, Council Member: Present*  
*Jeannie Lee, Educational Trustee Member: Present*  
*VACANT, Parent Cabinet Member*  
*Lorraine Donovan, Council Member Present, arrived at 5:12 pm and left at 8:15 pm.*  
*Richard Martin, Council Member: Present*

*Administrative staff members Gavin Keller, arrived at 5:10 pm.*  
*Administrative consultants Franci Sassin, plus Larry Tamayo was present for his items*

*Teacher Shannon Johnson was present.*  
*Parent PC Officer Megann Bunce was present.*

<b>AGENDA ITEM</b>	
<b>1</b>	<b>Call to Order and Roll Call</b> The board meeting was called to order at 5:08 pm.
<b>2</b>	<b>Inspirational Passage</b> John Holland read a quote from George Washington.

3	<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>
4	<p><b>Board Governance Training*</b></p> <p><i>Training topics with legal counsel, including conflict of interest and the new laws affecting charter school boards</i></p> <p>Attorney Merrick Wadsworth from Procopio, Cory, Hargreaves and Savitch, presented training on Governance items including the Brown Act, Public Records Act, Conflict of Interest, including Government Code 1090, and the roles and responsibilities of board. There was a handout given which board members can use for reference on these topics. The Council engaged in questions and answers and other discussion during the training.</p>
5	<p><b>PUBLIC COMMENT:</b> <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>Shannon Johnson, parent and teacher at Journey, who is also on the budget committee, wants to request that the board consider the extent of the job descriptions for the aides and increase the compensation accordingly. She also recommended that the school adopt a practice that any teacher who is moving to a different grade level be required to do a sample lesson first.</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> <i>Minutes from meeting of March 28, 2019.</i></li> <li><b>B. Tax returns (990 and 199)*:</b> <i>Review and approval of annual tax returns for non-profit corporation</i></li> <li><b>C. Parent Involvement Policy annual review*:</b> <i>Review of Parent Involvement Policy required for receipt of federal funds, with no changes recommended.</i></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> <i>Update on Faculty activities.</i></li> </ul> <p>Teacher Shannon Johnson reported to the Board about the busy times in Kindergarten at this time of year, including the readiness assessments for those students getting ready to move to first grade. Jeannie Lee added that the May Faire is next week on Wednesday, May 1 and the Board is invited. State testing for grades 3 and 4 will be starting May 6. The Teacher Appreciation Luncheon and</p>

Volunteer Tea are coming up. The Rainbow Bridge Ceremony is being planned, and the Pentathlon is coming up.

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

The Nominating Committee was not able to meet in April. The Parent Cabinet has been further discussing the representative. Megann Bunce is the VP of PC now, and they are discussing having her become the nominee from PC and then Brittany Circon will take a different leadership role in PC. The auction was held this month, and raised \$14,000 dedicated to teacher training funds, and overall \$50,000. PC is working on their 19-20 budget now.

**C. Administrative Update\*:** *Report from School Director, including hiring committee /teacher search update, facilities incentive grant update, enrollment policy update, California Healthy Youth Act implementation, Independent Study program lottery, etc.*

Gavin verbally reported to the Board, a written report was not available this month. He reported that he has been running various models to help make the kindergarten admissions policies as age equitable as possible, and hopes to have an updated policy to bring to the board at a future meeting. There is a middle school Special Education Specialist assigned this year who is using a new model to provide specialized academic instruction to make better progress with students on their goals, using a more directed study model in the Learning Lab. While the transition has had some challenges, the outcomes appear to be improving for students. For the teacher search, there are 3 finalists for 2 open positions that are currently anticipated, one in the lower grades and one in the upper grades. There is representation from teachers, admin and parents on the search committee. The Civil Rights Data Collection, which is a national collection of a huge amount of data done every other year, was submitted. The implementation of the California Healthy Youth Act is proceeding; Gavin has assembled a task force with parents, teachers, experts and administrators. There are several options being considered, such as hiring an outside agency, or adopting and modifying a curriculum that meets the required standards. The school has also offered a parent/child course available as a resource for families with younger students. Gavin plans to bring a plan forward to the board by October and then the curriculum would be presented to students next spring.

The school has applied for the facility grant again since the current one has run out and results will be available in July. The independent study lottery took place and 90 students were given a spot, and there is a small wait list for the independent study program as well.

**D. Financial Report\*:** *Review of March financials and P2 ADA.*

Larry Tamayo reported on the monthly financial reports. The P2 attendance ended at 556.85, which is over budget, and which is mostly attributed to improved attendance rates this year, which were around

95%. This is higher than past years and helps a lot with a positive fiscal impact. The net ending fund balance is projected to be healthy this year and the school will be able to add some funds to the reserve. The cash on hand is sufficient for over 80 days worth of expenses, which is very helpful in the case of potential deferral of revenue, etc.

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

The Foundation met on April 11 and is working on a new mission statement engaging a variety of stakeholders. If this is approved it would become part of the charter renewal next year. There is also work being done on a 5 and 10 year plan.

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

***A. School Calendar for 2019-20\*: Review of calendar for upcoming school year.***

The draft calendar presented is very similar to this year. There is an upcoming negotiation session that might impact the teacher work days, so the final calendar will be brought back next month, but Gavin is requesting approval for the first day of school as the first Wednesday after Labor Day.

There was a motion to approve the first day of school as September 4, 2019, which was seconded and approved unanimously.

***B. School Budget\*: Review of draft of 2019-20 budget for board discussion***

Larry Tamayo reported on the meeting of the administrative budget committee last week. The draft budget assumes enrollment of 589, including enrollment of 75 in the independent study program, and an average attendance rate of 95%. The revenue is using the current 3.46% COLA rate, which might end up being lower but is expected to be close to this. There will be one additional independent study teacher, plus the increases in salary per the Collective Bargaining Unit are included. There will be an increase in STRS costs. There was a discussion regarding the professional development that takes place and where it is coded financially. It was noted that a new line item will be the cost of the mandated meal program for low income students which starts next year. Larry reminded the board that there will be another draft presented next month, and the final budget will be approved in June.

***C. Surveillance system purchase\*: Discussion of purchase and installation of security system with video surveillance.***

Gavin reminded the Board that the campus is an open campus, open to the public during non-school hours. There have been numerous incidents of vandalism and graffiti, and theft and even unauthorized use of school facilities. The current systems in place are less expensive but have not been reliable and it takes too much time to review the footage. The upgraded system proposed will allow a feed to go

directly to law enforcement in case of a security situation at the school. Gavin gave an summary of the options and why he is recommending selecting this vendor. There was additional discussion about options and costs, and the board asked to have this item brought back at the next board meeting and possibly consider additional options as comparisons.

***D. LCAP process\*:*** Discussion and input for goals and actions for LCAP for 2019-20

Gavin reviewed the LCAP document with the notes regarding progress on the various goals and actions. He reviewed the three major goals of the current LCAP. He reminded the Board that the final version of the LCAP will be presented at the June meeting for approval. He requested input from the Board on the goals. The board had questions about some of the fiscal elements of the LCAP. Gavin is recommending that the three goals remain the same for next year and plans to gather additional input from other stakeholders in the coming months.

9 ***BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):***

***A. Evaluation process for School Director\*:*** Discussion of upcoming items for reporting related to the evaluation cycle for School Director, including self evaluation portion and confirmation of survey to go out prior to May board meeting.

The Board reviewed the self-evaluation submitted by Gavin. They noted that he had reported, per Board request, on the list of accomplishments. The evaluation for the Board to complete will be sent out prior to the next board meeting and will be due back in time to conduct a performance review at the next Board meeting.

***B. Council Nominating Committee and Board Recruitment:*** Discussion about recruitment of board members, including Parent Cabinet representative, and schedule for Nominating Committee.

The Board had received an update regarding the PC rep during the PC update. There is one more potential candidate for a community trustee position who may still go through the nominating process. Anna Brown presented a matrix that can assist with board succession planning. She also suggested that the board conduct its own self-evaluation and asked for a volunteer to assist with developing a tool to use with some currently available resources.

10 ***Adjournment***

The meeting was adjourned at 8:48 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.***