

Journey School
A California Public Charter School

August 22, 2017

REGULAR MEETING MINUTES

Approved September 28, 2017

6:30 p.m.

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

Anna Brown, Council President: Present
Julie Chiaverini, Council Vice President: Present
Jessica Monroe, Council Treasurer elect: Present
Lisa O'Neill, Parent Cabinet Member and Secretary: Absent
Judy Levinsohn, Council Member: Present
Jeannie Lee, Educational Trustee Member elect: Present
John Holland, Council Member elect: Present

Administrative staff Gavin Keller and Franci Sassin were present. Larry Tamayo was present for Item 6D.

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	Call to Order, Roll Call and Review of Norms/Roles And Oath of Office for new Council members The meeting was called to order at 6:40 pm.

	New board members Jeannie Lee and John Holland were sworn in.
2	<p><i>Inspirational Passage</i></p> <p>Anna Brown read a passage from Rudolph Steiner about always striving and improving and growing.</p>
3	<p><i>Approval of Agenda*</i></p> <p><i>NOTE: The order of the agenda may be changed without prior notice to the public.</i></p> <p>There was a motion to approve the agenda which was seconded and approved unanimously.</p>
4	<p><i>PUBLIC COMMENT: 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 written comments submitted.</p>
5	<p><i>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.</i></p> <ul style="list-style-type: none"> <i>A. Approval of Minutes*:</i> Minutes from meetings of June 22, 2017. <i>B. Staffing Update*:</i> Approval of staff hires for 2017-18, filling vacant positions on approved staffing plan and any changes since June to the staffing plan. <i>C. Approval of Update to Education Protection Account Spending Plan*:</i> Annual update to verify funds spent from state’s Education Protection Account and plan for 17-18 for these funds. <i>D. Annual update to Uniform Complaint Policy and Annual Notice*:</i> Updates for Annual Notice and changes to policy to add additional required items that fall under UCP. <i>E. Recurring Expenses for 2017-18*:</i> Approval of list of recurring, regular expenses that can be paid with one signature, per fiscal policies. <i>F. 2016-17 Year End Financial Statements and Unaudited Actuals*:</i> Approval of June financial statements and 2016-17 Unaudited Actuals for fiscal year ending June 30, 2017, in state’s alternative form, to be submitted by Sept. 15 to CUSD. <i>G. Updated Job Descriptions*:</i> Approve updated job descriptions for various positions. <p>There was a motion to approve the items on the consent agenda, which was seconded and approved unanimously.</p>

INFORMATION ITEMS: Reports**A. Faculty Update:** *Update on Faculty activities.*

There was a work day this past weekend. All teachers return on Monday and will begin the start up activities, including notices they send out to the families.

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

Anna Brown reported that the first Parent Cabinet meeting of the year is August 30 with a community function after.

C. Administrative Update*: *Report from School Director, including beginning of year activities, update on campus projects, IS program, Prop 39 update, etc.*

Gavin Keller reported on the recent activities, including the reconfiguration of the campus to accommodate growth. The multipurpose room has been outfitted with new technology for presentations and meetings. The area that used to have the bleachers has been repurposed for the outside hybrid Kindergarten IS program (for Tuesdays and Thursdays), and also as an outdoor space for the other classes to use. There is a new “maker space” and art center in the back of campus, which was funded in large part by Parent Cabinet fundraising.

The CUSD Facilities department had informally approved the Prop 39 proposals so it will be submitted to the state soon.

Gavin reported on the launch of the math curriculum. There will be five 8th grade students taking more advanced math rather than the standard eighth grade math. The school has worked out an arrangement to offer online math courses which may be eligible for high school credit. The middle school assistant will be used to help with implementation of this differentiated math program.

Gavin reported on the results of the standardized testing that took place last May. He will be following up with a more detailed analysis but preliminary results, especially in middle school, look very good.

In the Independent Study (IS) program, enrollment has gone down slightly because students who were on the waiting list for the classroom program have now been accepted and relinquished their IS slot. There are about 35 students estimated to start, with a total of 47 slots available.

D. Financial Report*: *Review of June financials, and year end financial position and unaudited actuals. Update on audit process.*

Larry Tamayo presented the year end financials, reviewing the 2016-17 school/fiscal year. He reported that the ending fund balance for the year was higher than budgeted, with the total at \$135,988 positive revenue over expenses. One area of savings was in the classified staff salaries, as well as other operating expenses. The cash balance was healthy at the end of the year, and was about 18% of expenses. He summarized the final state

budget, and reported that there are additional revenues which can now be added to the school budget which had not been approved in June when the board adopted its budget.

Larry reported on the audit process, most everything is done and the final financial statements will be available soon. The audit process for the IS program went well, the first time through this past year.

7 **DISCUSSION/ACTION ITEMS: School Operations**

A. **Updates on CUSD Oversight process*:** Review of report received from CUSD with results of new oversight process.

Gavin Keller summarized the findings of the CUSD oversight report. There will be additional follow up regarding any item of concern that was noted, but overall the report was good.

B. **Facility Update:** Update on repairs/projects on school facility.

Gavin Keller reported on various facility upgrades. Multiple work orders were placed with CUSD regarding repairs needed, of which 8 or 9 have been addressed already; others are pending.

C. **Approval of 403 B Plan Upgrade*:** Review and approval of Plan Data Form to offer additional 403B offerings for supplemental retirement for employees.

Gavin Keller gave some of the history of the 403B retirement plans Journey has offered. The investments over the past several years have grown to the point that the school can move to offering additional opportunities for staff without extra charge to the employees. There was some discussion regarding employee eligibility and the retirement plans being offered.

There was a motion to approve the resolution as presented, which was seconded and approved unanimously.

8 **BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability**

A. **Review of Journey Mission, Vision:** Brief review of the Mission and Vision of the school with some historical information.

Franci Sassin presented a brief history of the origins of the school and the ways that the school had tried to balance a traditional Waldorf program with public charter school requirements.

B. **Board Meeting Schedule for 2017-18*:** Finalize inspirational passage assignments for the meeting schedule for the 2017-18 school year and discuss the start time of regular meetings.

The board members reviewed the schedule and changes are not needed at this time. Board members signed up for the inspirational passage for each board meeting.

C. **Board Composition***: Review of the total numbers of board members and discussion to alter via resolution or continue recruiting.

There was a discussion regarding the ideal number of board members and the pros and cons of having vacancies on the board. The board will consider these and further discuss at a future meeting.

D. **Board Training and Retreat***: Discussion of board retreat, training topics, and board support options.

The Board discussed a time and date for a board retreat which would include training opportunities. They also discussed having JS Foundation members attend. The board is interested in additional information on Waldorf and its implementation. If possible, some time with the school's attorney would be helpful for Brown Act and Conflict of Interest training. One possibility discussed was to hold the retreat on December 7 starting at 4:15 and then hold the regular board meeting after the retreat.

9 **Adjournment**

The meeting was adjourned at 9:20 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.*