

Journey School
A California Public Charter School

August 13, 2018

REGULAR MEETING MINUTES

Approved September 20, 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

BOARD MEMBERS:

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

Parent Brad Southard was present.
Administrators Gavin Keller and Franci Sassin were present.

| | <i>AGENDA ITEM</i> |
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| <i>1</i> | <i>Call to Order and Roll Call and Recognitions</i> <i>The meeting was called to order at 6:10 pm.</i> |
| <i>2</i> | <i>Inspirational Passage</i> <i>Anna Brown read a quote from Steiner regarding the purpose of education.</i> |
| <i>3</i> | <i>Approval of Agenda*</i> |

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| | <p>NOTE: The order of the agenda may be changed without prior notice to the public.</p> <p>There was a motion to approve the agenda which was seconded and approved unanimously.</p> |
| 4 | <p>Renewal of Board Terms for 2018-19: <i>With recommendation of faculty, Board to vote on renewal of teacher Jeannie Lee for an additional 1 year term.</i></p> <p>Anna Brown reported that when the faculty asked Jeanne Lee last year to consider a nomination to the Council for at least for two years, she was willing and is still interested in continuing on the Council for a second year.</p> <p>There was a motion to renew Jeannie Lee’s term on the Council for an additional one year term. The motion was seconded and approved unanimously.</p> |
| 5 | <p>PUBLIC COMMENT: <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 public comment submitted.</p> |
| 6 | <p>CONSENT AGENDA ITEMS: <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. Approval of Minutes*: <i>Minutes from meeting of June 25, 2018.</i> B. Staffing Plan for 2018-19*: <i>Review and approval of updates to staffing plan.</i> C. Health Benefits Plan*: <i>Change to employee benefits plan to change dental options.</i> D. 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 18-19 for these funds.</i> E. Recurring Expenses for 2018-19*: <i>Approval of list of recurring, regular expenses that can be paid with one signature, per fiscal policies.</i> F. 2017-18 Year End Financial Statements and Unaudited Actuals: <i>Designation of School Director to review and submit 2017-18 Unaudited Actuals for fiscal year ending June 30, 2018, in state’s alternative form, to be based on final June financial statements and to be submitted by Sept. 15 to CUSD.</i> <p>There was a motion to approve the consent agenda items, which was seconded and approved unanimously.</p> |
| 7 | <p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. Faculty Update: <i>Update on Faculty activities.</i> <p>Jeannie Lee and 4 other teachers attended a training in New Hampshire, including two new</p> |

teachers. The training was the Art of Teaching that teachers typically attend to prepare for the upcoming year. All teachers have been excited and inspired by their summer trainings which took place in a variety of different locations. Teachers are submitting lesson plans and other items to Administration. There is a work day coming up to help get the campus ready for the start of school.

B. Parent Cabinet Update: Update on Parent Cabinet activities

There was no update this month to present.

C. Administrative Update*: *Report from School Director, including hiring efforts, summer facility repairs/improvements, update on student behavior, plans for parent education and staff training, enrollment and waiting list update, etc.*

Gavin Keller gave a verbal report on three main areas:

Facilities: Furniture purchases and playground restoration took place over the summer, including the re-purpose of the former store space to be used for the Independent Study Hybrid program 1st/2nd grade combo class. Other spaces will be used for the 3rd/4th and the hybrid Kindy. A shade structure is being built for the hybrid Kindy. The music room is now the 1st grade classroom, which completes the total of 16 classrooms for the double tracked 1st through 8th. The school district re-roofed several of the classrooms, focusing on the ones that were most problematic. Many ramps have been replaced, and the interior of several classrooms is being repainted. Carpet cleaning is taking place in all rooms. There is a new trash container system in place throughout campus now, including landfill, recycle and composting. Outdoor benches were ordered for the middle school outdoor areas as well as new desks for all middle school students. Play sand for the sandboxes and soccer goals were purchased. This weekend there will be an all campus work party with parents to continue preparing for the school year.

The teacher first day back is officially Aug 27.

Enrollment: This summer a lot of families moved away. Most of these spots have now settled with students from the waiting list. The middle school wait list was exhausted, so a new application window was opened and it closes on Aug 16, then a lottery will be held to create a new wait list for middle school. The enrollment for the IS program is staying stable but the school's goal is to also have a waiting list, and so another parent info session will be held. This is the first year that the YMCA afterschool program will be implemented and some families may be able to take advantage of a spot at JS because of it. There will also be enrichment programs offered, since the YMCA program enrollment so far is large enough to be sustainable. Students will be able to go to an enrichment class and then to YMCA, and Kindy students will be able to go from the Kindy program that does aftercare until regular school ends and then to YMCA if they choose.

Operations: Gavin referred the board to the staffing plan previously approved. The school is still hiring, as some positions are still open, such as Games Teacher, Spanish teacher, and Assistant positions.

Some resumes are still being submitted so screening is ongoing.

The Master Schedule has incorporated club activities, including student government, student newspaper, and many other club activities for middle school students. Teachers will lead the club activities. Students will participate in the clubs as part of the Main Lesson rhythm that takes place in the middle of the day when students are returning from recess, so twice a week a portion of the Main Lesson will be clubs, and the other days that time slot will have a music lesson. Ukelele is one music option. Percussion/musical theatre will also be a music option, while guitar and orchestra are continuing music options.

Waldorf specialist Dr. Kim John Payne and Lee Sturgeon Day will both be presenting and doing workshops with staff and parents. Patti Connolly will also be doing professional development for parents and staff regarding in particular Literacy.

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

Gavin Keller reviewed the summary document which describes the ideal facility. It was acknowledged that this is a very ambitious goal or dream but the vision group wanted to describe everything that was ideally desired, and then try to work towards it. Gavin and a team met with the CUSD rep from Aliso Viejo area to start discussing the facility needs for when the lease expires in 2020.

8 SCHOOL OPERATIONS (Discussion/Action):

A. Prop 39 Energy Grant Energy Manager Contract*: Review of contract for Energy Manager from Energy Grant funds.

10% of the funds received, or \$25K of the \$250K total, is earmarked for Energy Manager costs. Gavin Keller did some research into the structure of the contracts for these services, and was told that most of the service providers either spend most of the funds up front, OR want to enter into a multi-year contract that has some type of guarantee.

The Energy Manager contract from K12 is the same as what was presented in June to the Council. They said that in a multi-year deal, they have significant up-front costs, such as set up costs, analysis, setting up strategies, meetings that must take place initially, etc.

A different possible solution is to install a technical system that analyzes consumption and offers possible solutions to save energy. This is offered by SmartWatt. The downside would be that JS staff would have to implement and execute the energy saving solutions. The system can be taken to a different site if needed. Gavin confirmed that this type of system is an allowable use of the Energy

Manager funds. The board asked Gavin to bring back more information on the SmartWatt option for consideration.

B. School Handbook Update, including Attendance Policy*: *Updates to School Handbook policies for 2018-19, including updated policy regarding student attendance and absences.*

Gavin Keller reported that he did an extensive revision and update of the Handbook. He worked with legal counsel to extensively revise the attendance policy. He reported that the policy before was difficult to implement. There is a new law about any unilateral withdrawal from any charter that is not with parental consent, and the right to a 5 day notice and a hearing. This has been incorporated into the handbook. Tardy policy consequences were also increased. Both unexcused tardies and absences could result in disenrollment from the school, with proper legal notice provided. The Council directed Gavin to require parents to sign off on the Handbook to document that they have received and read it.

Gavin commented and the Council concurred that the handbook still needed additional revisions and would be a continuing project to streamline and simplify it.

There was a motion to approve the current updates to the handbook being presented, including the updates to the attendance and tardy policies, which was seconded and approved unanimously.

C. Paid Time Off Policy*: *Review and approval of policy related to paid time off for employees not covered by the CBA, to be incorporated into the Employee Handbook.*

Gavin Keller reported that the Employee Handbook is due for a revision, and that this is being worked on currently and is expected to be brought to the Council in the coming months. He reviewed the changes, including the chart which clarifies the employee status regarding full or part time and whether an employee is 10, 11 or 12 months. All paid time that is NOT sick leave is now combined into one type of leave, called "personal leave". There is no INCREASE to the amount of paid time off, it is just a simplification and clarification of the handbook language to allow easier implementation. There are also several legally significant areas regarding employee leave. The Council had several questions about the changes. There was a question regarding the legal ability to allow a cap on unused vacation/personal time because of the status of the school as a public agency.

There was a motion to approve the Paid Time Off Policy as presented, with the understanding that a legal review of the policy will be done again, which was seconded and approved unanimously.

BOARD DEVELOPMENT (Discussion/Action):

- A. *Consideration of revision to Board Bylaws*:*** Review and discussion of revision to bylaws regarding process for seating board members, with next steps.

Anna Brown and Franci Sassin described some background to the proposed changes. A common nomination process would be added for all Council positions.

There was a motion to approve the changes to the bylaws, with the condition that the effective date would be subject to approval by CUSD, the authorizer, per the charter language.

- B. *Report from Nominating Committee regarding nominee from Parent Cabinet for 2018-19*:*** Consideration of new Parent Cabinet representative.

Candidate Brad Southard, a Journey parent, addressed the Council, commenting that he has been very involved in the school for 10 years, but usually in ways that are more “hands on” such as working on the campus projects. He now has an interest in being more involved in decision making. He would be interested in making a commitment to maintaining more civility in the PC meetings as he will be an officer of the PC non-profit corporation. He feels very positive about the direction about the school and is committed to maintaining the code of conduct of the board. He is willing to take on the responsibilities and understands that personal agendas are not appropriate.

Brad chose to leave the room while the Council discussed his nomination.

Board President Anna Brown reviewed the Nominating Committee process and results of their discussion. The Nominating Committee is recommending accepting the Parent Cabinet selection of Brad as the PC representative this school year. The Council discussed various considerations.

There was a motion to accept the nomination and approve Brad Southard as the representative of Parent Cabinet to the Council for a one year term.

- C. *Board Officers for 2018-19*:*** Nomination and approval of board officers for 2018-19 fiscal year.

There was a motion to reappoint Anna Brown, Julie Chiaverini and Jessica Monroe for the officers President, VP and Treasurer, which was seconded and approved unanimously.

The nomination for the office of Secretary was tabled until the next meeting.

- D. *Bank Account Signers*:*** Approval of Resolution to add new officers as signers on all school bank accounts, if needed, and effective immediately.

There are no changes to the officers at this time, so this item will be tabled and added to the next agenda.

- E. *Evaluation process for School Director*:*** Discussion of goals for 2018-19 for purposes of

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| | <p style="text-align: center;"><i>evaluation cycle for School Director.</i></p> <p>The Council reviewed the process and Gavin presented goals he had developed.</p> <p>Goal 1 can be measured using amount of time out of the office, or could be measured by effects on the community that may result from achievement of this goal. The latter would be more difficult. Surveys of staff will also be helpful, especially regarding accessibility of Gavin and positive interactions with students.</p> <p>Goal 2 related to student behavior can be measured using the same tools to measure student behavior and student reporting of climate of schools.</p> <p>The next step in the annual cycle will involve a report out in December. Prior to that, Gavin may report on these goals as well as school outcomes.</p> |
| 9 | <p><i>Adjournment</i></p> <p>The meeting was adjourned at 8:30 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.***