

Journey School
A California Public Charter School

December 5, 2019

REGULAR MEETING MINUTES
Approved January 23, 2020

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
Lorraine Donovan, Council Treasurer: Present
Richard Martin, Council Secretary: Present
Jeannie Lee, Educational Trustee Member: Present
Meggan Bunce, Parent Cabinet Member: Present

Other attendees: Administrator Gavin Keller was present. Administrative support consultants Larry Tamayo and Franci Sassin were present for portions of the meeting. Faculty members Katie Blacker and Paul Breazeale were present .

AGENDA ITEM	
1	Call to Order and Roll Call The meeting was called to order at 6:05 pm.
2	Inspirational Passage Julie Chiaverini shared an article about Hybrid-home school families https://www.forbes.com/sites/mikemcshane/2019/11/07/hybrid-homeschoolers-are-definite-optimists/#5bbf08f85ce5

3	<p>Approval of Agenda*</p> <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>PUBLIC COMMENT: Reminder: Please fill-out a speaker card; see policy above for guidelines</p> <p><i>The following members of the community addressed the board:</i></p> <p>Angela Goldstein shared frustration that Mr. Keller has not listened to her regarding air quality concerns. She also highlighted that HiTech Air is the ideal air purifier for Journey School, but that parents unfairly shared false information with administration regarding the company. She expressed support for Vollara Air Filters as a second best option.</p> <p>Steve Cogan shared his concerns regarding Indoor Air Quality and distributed copies for the Facilities Use Agreement between JS and CUSD with board, highlighting that Journey is responsible for custodial maintenance including replacing stained ceiling tiles in the classrooms. He believes that Journey School has not completed its responsibility.</p> <p>Lisa O’Neill spoke to the board about the Bylaws and Composition policy, citing her numerous years of experience as a parent, PC member and board member. Lisa shared that she is in support of the proposed bylaws and composition policy, in removing representative board member language. In her experience, having voting representatives on the board, which are unilaterally selected by faculty or PC, can lead to challenges and problems which inhibit effective school governance.</p>
5	<p>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.</p> <p style="padding-left: 40px;">A. Approval of Minutes*: Minutes from meeting of October 28, 2019.</p> <p style="padding-left: 40px;">B. First Interim Financial Report*: Approval of First Interim financial report, based on budget and actuals using October financial statements, for submission prior to Dec 15.</p> <p>There was a motion to approve the Consent Agenda Items which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <p style="padding-left: 40px;">A. Faculty Update: Update on Faculty activities.</p> <p>Jeannie Lee shared with the board various trainings that teachers have been attending, She also reported on several student activities, as well as the upcoming school events through Winter Break.</p>

B. Parent Cabinet Update: Update on Parent Cabinet activities

Meggan Bunce shared information on fundraising activities and work completed by parent volunteers at the school. She highlighted that conversations were held at recent PC Executive team meeting and general PC meetings, regarding bylaws and composition policy, and that the conversations were effective in gathering input from the community prior to the Council meeting.

C. Administrative Update*: Report from School Director, including update on Dashboard release, Prop 39 facility update, Calif Healthy Youth Act update, etc.

Gavin Keller reported that there is a family who has had students graduate from Journey, who has come forward willing to donate a large amount to the JS Foundation. This potential donation of 50k would be made to the foundation, and would be matched by the donor's employer. Gavin is in conversation about the uses of the money, including Waldorf training, or the idea of trying to kickstart an endowment.

Gavin spoke about the upcoming Dashboard release and anticipated results in the state's new accountability system. Additionally, he noted that CUSD accepted the in-district classroom ADA projection of 384 for the 2020-2021 school year as presented in the Prop 39 facilities request.

Gavin provided an update from the CHYA task force, that the direction selected was to begin interviewing guest speakers to present CHYA compliant instruction instead of pursuing faculty training and purchase of CHYA compliant curriculum.

Lastly, Mr. Keller shared his procedures and protocols for ensuring the buildings are being maintained in accordance with the Facilities Use Agreement between JS and CUSD.

D. Financial Report*: Review of October financials.

Larry Tamayo presented October financials and indicated that Journey School attendance through month 2 is very positive at 97.1%, well above budgeted ADA, the school is projected to have a net income of \$15,204 in fiscal year 2019-2020.

Larry highlighted that the Legislative Analysts' Office notes that its estimate of COLA will be 1.79%, well below the previous estimate of 3%, which would result in \$123 less per ADA under LCFF.

7 AUDIT COMMITTEE

1. AUDIT REPORT*: Review and acceptance of audit report for fiscal year 2018-19, to be submitted no

later than Dec 15.

Larry Tamayo reviewed the audit report and noted that there were no audit findings or deficiencies, and there were no questioned costs, or questioned protocols/policies.

. There was a motion to accept the audit which was seconded and approved unanimously.

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

A. **Charter Renewal Budget***: Review of multi-year budget for charter renewal

Larry Tamayo and Gavin Keller reviewed the draft budget which has been prepared for submission as an exhibit of the charter renewal. They presented a 5 year budget projection as required in charter renewal. The enrollment is projected to remain the same in out years and despite increase in expenses, particularly salaries and benefits, the net income remains positive in all out years.

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

B. **Indoor Air Quality Remediation***: Consideration of purchase of equipment for air purification

Gavin reviewed the pros and cons of three different options for air purification systems. He is recommending the Vollera option. It is quiet, and the least expensive. It does not kill mold spores but it keeps the contaminants/virus/bacteria/organic compounds out of the air. It can help maintain the air quality but does not do anything to address the source of the mold. It ionizes the air to remove the contaminants. Each unit can cover up to 3,000 sq ft. The school has an opportunity to purchase the units wholesale from a parent. There was a discussion regarding whether the school's electrical circuits could handle the additional loads.

There was a motion to approve the Vollera proposal, with purchase of up to 24 units, with the understanding that Gavin will continue to research how much electrical capacity the buildings have to support the units. The motion was seconded and approved unanimously.

C. **Charter Renewal***: Review of renewal timelines, progress on revisions, and legal requirements and review of current draft charter revisions, with consideration of delegation authority for additional revisions for final draft to be submitted on Jan. 15, 2020

Gavin presented the progress on the charter renewal and the draft version which was included with the board materials. The school's attorneys are reviewing the draft to incorporate any needed legal changes. The Council can either request a special board meeting before submission or delegate authority to finish a final version to be submitted to CUSD on Jan 15.

Gavin reviewed the significant areas where changes have been made. He noted that the updated Dashboard information will be included as soon as it is released. The council commented on various ways to display and tell the story of the school and its accomplishments at the beginning of the document. There was a discussion of the enrollment and wait list numbers. Gavin commented on the alumni data from the alumni survey. The student outcomes section has been revised significantly, both to update to the school needs as well as for recent changes at the state, while still supporting the mission and vision of the school. He reviewed the changes to the governance section. If Council members have additional input they should send it to Gavin no later than Friday, December 13.

There was a motion to approve the submission of the charter renewal, with the delegation for review of the final charter including any changes needed, prior to submission, to board member Julie Chiaverini. The motion was seconded and approved unanimously.

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

A. Revised Bylaws for charter renewal*: *Review of revisions to bylaws to be consistent with charter and incorporate other needed changes*

There was a written public comment submitted by teacher Kelly Larson. The comment encouraged the Council to move forward with a non-biased method, such as is laid out in the current recommendation, of selecting future board members, which she believes will lead to selection of Council members who have the whole organization's best interests in mind rather than any individual or smaller group.

Anna Brown reviewed a graphic of the current methods of bringing Council members onto the board and the proposed new method. There was a discussion about the role of Parent Cabinet. Gavin reported that there had been legal review and there are some technical updates proposed, in addition, to make the section on the Nominating Committee clear so that it will not trigger the Brown Act every time the Nominating Committee is formed.

It was noted that final implementation of the bylaws is subject to approval by CUSD of the charter renewal and that that bylaws are an exhibit to the charter.

There was a motion to approve the bylaws as presented, including the changes made by legal counsel, and to also include revisions to Sections 4b and 6iii to clarify the expiration/succession of terms. The motion was seconded and approved unanimously.

B. Council Composition Policy*: *Discussion of Council policy related to revisions to bylaws*

There was a discussion regarding the history of the policy and its intention. There was a discussion about the verbiage around the balance of the parent members. There was a recommendation to remove the words "or formerly" from the first section about parent seats on the board.

There was a motion to approve the revised policy with the proposed changes, which was seconded and approved unanimously.

10	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>The Council moved into closed session at 9:43 pm. Administration reps Gavin Keller and Franci Sassin were invited into closed session based on their work on the matter.</p> <p style="padding-left: 40px;">1. Pursuant to Government Code §54956.9: Anticipated Litigation: Number of cases: 1</p> <p>R RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at: 9:53 p.m.</i></p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION <i>(includes the vote or abstention of every member present)</i></p> <p>There was no action taken during closed session.</p>
11	<p>Adjournment</p> <p>The meeting was adjourned at 9:55 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.*