

Journey School
A California Public Charter School

January 23, 2014
REGULAR MEETING MINUTES
Approved February 27, 2014

6:00 p.m.

At Journey School
27102 Foxborough
Aliso Viejo, CA 92656
In the Journey School Office
And by teleconference at posted locations
(949) 448-7232
www.journeyschool.net

Michael Corbo, Council President: Present
Sue Vaughn, Council Vice-President: Absent
Warren Whiteaker, Council Treasurer: Present
Jon Kaplan, Council Member: Absent
Kara McCann, Council Member: Present
Susan Toma-Berge, Council Member: Present
Lisa O'Neill: Parent Cabinet Member: Present
TBD: Educational Trustee Member: Not yet seated

Jill Murphy and Robin Davis attended the meeting on behalf of the Educational Trustees.
Administrative Team members present were Shaheer Faltas, Gavin Keller and Franci Sassin.

	AGENDA ITEM
1	<i>Call to Order, Roll Call and Review of Norms/Roles</i>
2	<i>Inspirational Passage and Gratitude Presentation for outgoing Council members</i> <i>Jill Murphy led the group in a verse that is used in faculty meetings.</i>
3	<i>Oath of Office*: Oath of Office for Educational Trustee Member</i> <i>The Educational Trustees have not completed their formal selection of the new representative, but will have decided that by the next Council meeting. Both Jill Murphy and Robin Davis attended the meeting to unofficially represent the faculty at this meeting.</i>

4	<p>Approval of Agenda*</p> <p>NOTE: The order of the agenda may be changed without prior notice to the public.</p> <p>Items 7 C and D were tabled as the materials were not ready prior to the meeting. There was a motion to approve the rest of the agenda which was seconded and approved unanimously.</p>
5	<p>Presentation from Keystone Capital regarding 403(b) plans for school employees*</p> <p>Eric Sams from Keystone Capital addressed the Council regarding how the school can implement 403(b) retirement savings plans for employees. He also informed the Council about how to perform background checks on any proposed financial investment firm or financial advisors to be sure the school and employees are protected.</p>
6	<p>PUBLIC COMMENT: Reminder: Please fill-out a speaker card; see policy above for guidelines</p> <p>Kerry Townley-Smith presented a letter to the Council regarding the policy regarding the nut free campus policy, which she read on behalf of herself as both a staff member and a parent at the school, and on behalf of others as well.</p>
7	<p>CONSENT AGENDA ITEMS:</p> <p>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> <ul style="list-style-type: none"> A. Approval of Minutes*: Minutes from meetings of November 21, 2013. B. Staffing Plan*: Approve changes to 2013-14 staffing plan since November. C. 2012-13 SARC*: Approval of draft of School Accountability Report Card, to be submitted to CDE and posted on public website by Feb 1 D. Corporate Tax Return—990 and 199*: If available, review and approval of submission of annual tax returns for the fiscal year 2012-13. <p>Item 7B was pulled for discussion. Item C and D were tabled. There was a motion to approve Item 7A, which was seconded and approved unanimously.</p> <p>For Item 7B, Shaheer reviewed each of the changes to the staffing plan and the rational for the increases. There was a motion to approve the staffing plan as presented, which was seconded and approved unanimously.</p>
8	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. Administrative Update*: Including report on consultant mentoring and teacher evaluation work, external educational audit, Common Core planning, planning for

Smarter Balance field testing

Shaheer has a facilities meeting planned with CUSD for next week. He reported on the 8th grade projects, using an example of one student's project on water resources. The student will be traveling to Central America to help provide clean water to a village there. Shaheer reported that a dozen schools have toured campus to learn about best practices in green schools. He reported on the outcome of the "Light the Journey" campaign that the Foundation sponsored, and the increased number of donors who were brought in to create a fundraising base of donors outside of the direct parent community. The Grant Committee is active and has been successful. The Annual Auction is coming up.

Tours and pre-enrollment activities are taking place, although the school only expects openings in Kindergarten next year.

Teacher hiring is underway for next year but the Teacher Search Committee estimates that only one more position needs to be filled.

The number of newsletter subscriptions has tripled.

Administration is starting up regular parent coffee meetings again to solicit feedback from parents.

B. Faculty Update: Update on Faculty activities

Jill Murphy attended a school tour and was very impressed with how that went and was grateful to be able to watch her colleagues in action. Other teachers are also doing this as an opportunity to observe each other. Robin Davis shared that she is very grateful for the way that Journey supports faculty members during difficult times, either personally or with classroom issues. The faculty find that this is a strong, reliable community who support each other.

C. Parent Cabinet Update*: Update on Parent Cabinet winter activities and fundraisers.

Lisa O'Neill reported that the planning for the auction is underway. Fall has a large number of Parent Cabinet activities, then in January they start auction planning for the spring event. This year the auction will be on March 7. Overall they are slightly ahead on the planning process for the year's events compared to last year.

D. Report on Follow-up for Previous Board Items

The only item currently still in progress is the Administrator evaluation process.

E. Financial Report*: Review of October, November and December financials, update on current forecast compared to revised budget. Review of Governor's January budget proposal, review of changes to credit card limits.

Franci Sassin reported to the Council on behalf of Larry Tamayo. She noted that the school

was adding another credit card, per the fiscal policies, for Gavin Keller and would be increasing the credit limit overall at the same time. She gave a brief summary of the January state budget proposals and how they might affect Journey.

*F. **Local Control Accountability Plan***: Report to Council on status of LCAP requirements for charter schools.*

Franci Sassin reported on the state's progress on LCFF and LCAP and that the State Board of Education approved the interim regulations and template after taking public input over the past several months.

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DISCUSSION/ACTION ITEMS:

*A. **Common Core Implementation Funds Spending Plan***: Approval of spending plans for 2013-14 for Common Core funding, which were considered initially at the November Council meeting.*

The board discussed the spending plan and some of the details embedded in the budget. It was noted that the plan would be posted on the school website following approval.

There was a motion to approve the Common Core spending plan as presented, which was seconded and approved unanimously.

*B. **Journey School Nut Policy***: Consideration of update to school Nut Policy to create a Nut free campus.*

Shaheer discussed his proposal regarding how the change to the policy might read:

Journey School will strive to eliminate all nuts from campus in order to protect students with life threatening allergies. Journey School does not purport to be a nut free campus. Journey School does not guarantee that nuts can and/or will be eliminated.

He commented that proposed language should be reviewed by legal counsel. He is also will continue to solicit input on the policy in the coming weeks, and especially that this is mentioned at the community meeting. He recommends that the Council receive input at the February and March meetings. The Council also wants to be sure there is a faculty rep to vote on the issue.

Robin Davis commented that fellow teacher Shelly Kelley supported the letter read by Kerry Townley-Smith.

*C. **403(b) Plan***: Review and approval of starting 403(b) Plan to set up investment accounts for school employees.*

The board commented on the proposal presented. There was a motion to approve the plan documents, which was seconded and approved unanimously.

*D. **Enrollment cut-off date for 2013-14**: Approval of cut-off date of February 28, 2014 for*

	<p><i>all new enrollees for 2013-14 school year, which is prior to the lottery for 2014-15.</i></p> <p>The board discussed the various implications of closing enrollment for the 2013-14 school year. There was a motion to approve February 28 as the close of enrollment, which was seconded and approved unanimously.</p> <p>E. Update to Employee Handbook regarding sick leave for hourly employees*: <i>Discussion regarding changes to Employee Handbook to clarify sick leave pay for full time hourly employees</i></p> <p>The Council members had questions regarding the school’s definition of “full time” and the various details regarding the current policies regarding sick pay.</p> <p>There was a motion to approve the changes to the Employee Handbook as presented, which was seconded and approved unanimously.</p>
10	<p>DISCUSSION/ACTION ITEMS: Board Development</p> <p>A. Administrative Evaluation*: <i>Discussion of evaluation process and cycle for Executive Director, including assignment of Board members for evaluation and review of self-assessment.</i></p> <p>The Council will be receiving access to the self-assessment online and that there will be a survey of stakeholders to get input. This item will be discussed at a future meeting.</p> <p>B. Election of Officers: <i>Consideration of replacement for office of the Secretary.</i></p> <p>Mike Corbo nominated Susan Toma-Berge as the Secretary. Susan accepted the nomination. There was a motion to approve the nomination, which was seconded and approved unanimously.</p> <p>C. Form 700*: <i>Review of annual process for submission of Form 700 under the Council’s Conflict of Interest Code.</i></p> <p>Franci Sassin described the upcoming cycle and that Council members would be receiving emails regarding the filing, which is due no later than April 1.</p> <p>D. Board attendance at school events*: <i>Review of upcoming events and board attendance or representation.</i></p> <p>The Council members reviewed Spring events at the school and will review their calendars. All Council members are encouraged to attend the Parent Cabinet’s Auction in March.</p>
11	<p>DISCUSSION/ACTION ITEMS: Development and Journey School Foundation</p> <p>A. Update on Development Activities: <i>Report on the “Light the Journey” fundraising</i></p>

campaign and other JSF activities

Colleen Patterson reported that next weekend she will be hosting a retreat for the Foundation and they will be focused on long term planning and organization.

B. Update on Journey School Foundation Bylaws regarding role of the JS Council*:
Review of current JSF Bylaws and discussion of Council representation to the Foundation board.

Colleen Patterson summarized the current situation for the Council members. The original bylaws of JSF stated that the Council would appoint Foundation members, which was subsequently changed to using a nominating committee at a later date. The current Foundation is soliciting input on how to populate the board of the Foundation. Ms. Patterson commented that Foundation board members typically serve a different role than Council members. Depending on how the process goes there may be implications to tax filings under corporate law that would require reporting of the Foundation as a “related organization”. Questions were raised regarding protecting assets of each organization under an arrangement where the Council has authority to appoint or approve the majority of Foundation board members.

Ms. Patterson will work with the Foundation and will check on the issue of asset protection with the Foundation attorney.

12 **CLOSED SESSION:** *The meeting will now convene to closed session to discuss the matters described below:*

The Council adjourned into closed session at 9:05 pm.

The board invited Shaheer Faltas, Gavin Keller and Franci Sassin based on their work in the matters. On item A, Colleen Patterson and Kim Brown, the school’s agency representatives for union negotiations were present. Kim Brown was also invited to participate in Item B due to her expertise in the matter.

A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: *Update on negotiations*

Employee organization: *Journey Teachers’ Association/CTA/NEA*

Agency designated representative: *Colleen Patterson*

B. Pursuant to Government Code §54956.9: CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION: *Number of cases: 1*

C. Pursuant to Government Code §5495: Public Employee Evaluations: *Titles: Executive Director, Assistant Director, Main Class Teacher, Specialty Teacher*

D. RECONVENE TO OPEN SESSION: *The meeting was reconvened to open session*

at: 9:55 p.m.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present)

There was no action taken in closed session.

13 Adjournment

The board was reminded that the all school Community Meeting would be Feb 12, most likely at Aliso Niguel High School.

The meeting was adjourned at 10:00 pm.