

*Journey School
A California Public Charter School*

January 28, 2016
REGULAR MEETING MINUTES
Approved February 25, 2016

6:00 p.m.

*At Journey School
27102 Foxborough
Aliso Viejo, CA 92656*

*In the Journey School Office (and a portion via teleconference)
(949) 448-7232*

www.journeyschool.net

Michael Corbo, Council President: Absent (called in for Item 9)

Sue Vaughn, Council Vice-President: Present

Susan Toma-Berge, Council Secretary: Absent

Jon Kaplan, Council Treasurer: Present

Judy Levinsohn, Council Member: Present

Kara McCann, Council Member: Present, Arrived at 6:15 pm.

Lisa O'Neill, Parent Cabinet Member: Present

Jill Murphy, Educational Trustee Member: Present

Administrative staff members present were Gavin Keller, Franci Sassin and Larry Tamayo. Teacher Amanda Simmons was present. Parent guest and board member nominee Anna Brown was present. Journey School Foundation President TJ Coveyou was present.

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:05 pm. Jon Kaplan agreed to chair the meeting in Mike Corbo's absence.
2	Inspirational Passage Jon Kaplan read 2 inspirational quotes.
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public. Gavin Keller asked that JSF item (Item 8) be moved up before Item 6 and after Item 5.

	<p>There was a motion to approve the agenda with the change to move up item 8 before item 6, which was seconded and approved unanimously.</p>
4	<p>PUBLIC COMMENT: <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>Han Nguyen addressed the board. He is a third grade parent, has a concern regarding disruption of the class rhythm, especially with tardy students. He wants to be sure the school policy is being followed and enforced because it is causing disruption to the rest of the students. There are a group of students who consistently arrive late.</p> <p>Lisa O’Neill, in her role as a parent, wanted to bring an issue with the parking lot to the attention to the board. With the increased size of the school, there are issues with the drop off and pick up and there could be safety concerns, especially with Kindergarten families walking through the parking lot while other cars are moving through, and also people are parking and blocking the parking lot. She feels that the requirement to walk the kindergarten students into their classroom causes most of the issue and that this procedure should be revisited.</p>
5	<p>CONSENT AGENDA ITEMS:</p> <p><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. <i>Approval of Minutes*:</i> <i>Minutes from meeting of December 10, 2015.</i> B. <i>School Accountability Report Card*:</i> <i>Approval of public posting of SARC, with accountability information from 2014-15 and 2015-16.</i> C. <i>Approval to close bank account:</i> <i>One account at Wells Fargo bank that was previously used for holding funds for payroll is no longer necessary, and it is recommended that it be closed out.</i> <p>There was a motion to approve the consent agenda items, which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. <i>Education Director Update*:</i> <i>Report on educational activities and plans, including brief description of middle school math program.</i> <p>Gavin Keller added to the written report by giving more detail on the school’s discipline policies and how it is integrated with the Compassionate Campus project. He commented on “lateral send”, “walk and talk” and natural consequence strategies. He reported on the differences in strategies between the different grade levels. The school’s values are that there should not be a prescriptive type of discipline, but that discipline should be tailored to the student and the incident.</p> <p>Gavin also went into more detail on the current math program. He went over the history of</p>

math instruction at Journey, the curriculum and instructional materials in use, and the current structure. In middle school there are offerings of a general math, which includes an accelerated as well as a remedial portion, and there are also classes for Algebra I and Geometry being tried separately. There are 3 to 4 math lesson slots or offerings outside of the main lesson now, but there have been requests to reduce some of the specialty program and to offer additional math lessons, however, this request may not be well aligned with the school mission. There are 5 total math teachers who implement this program, including an intervention teacher. He reported that parents are now requesting certain math placements but the instructional staff may not always agree with the parent request. The school is looking at adding additional assessment strategies to have good data to support the approval and placement of students into the correct math class.

The future goals are for the school to mirror the CUSD middle school math offerings, which could mean increasing the offerings for 6th graders, especially those that score very high in math at the end of 5th grade. There are staffing and scheduling challenges associated with this.

The school is reviewing adopting new math textbooks that are better integrated with Common Core, and also are always looking for additional Professional development for Common Core Math, outside of traditional Waldorf trainings, to support the Common Core math implementation.

*B. **Administrative Update***: Report from School Director regarding school operations and accountability, including LCAP update and enrollment policy update and immunization law.*

The campus experienced a lock down last week due to a suspicious individual adjacent to the campus. The faculty then had an opportunity to analyze what went well and what did not go well, and revised procedures and plans will be developed, such a more detailed scripts and instructions for staff. Additional procedures are needed for classes that are using the outdoor classrooms. The safety committee will be working on these. The assigned SRO will also do a presentation to staff in March.

Gavin Keller also commented on the parking lot issues. Some of the solutions that are being implemented are: increased staff presence in parking lot, increased communication about the protocols and common courtesy, and conversations with stakeholders about the Kindergarten drop off and pick up procedures.

There was a playground committee convened to determine how to use both donated and public funds for enhancing the playground equipment. In conversations with CUSD, the requirements for what meets the DSA standards will impact the options.

Teacher recruitment efforts are beginning now for next year. Interviews will begin in late February.

*C. **Faculty Update**: Update on Faculty activities.*

Jill Murphy reported on the main activities taking place now, which are the mid-year progress reports and the parent teach conferences, which typically last 45-60 minutes each.

It is a very important but very tiring time for teachers.

Teacher Amanda Simmons updated the Council on the busy times in 6th grade, including the upcoming Knighting Ceremony.

Four faculty members attended the Alliance conference in January and several staff members presented at the conference. Over 50 schools were represented there and Journey was able to continue to highlight its high quality programs that are being disseminated to many other schools.

D. Parent Cabinet Update*: Update on Parent Cabinet activities and 2015-16 PC approved budget

Parent Cabinet had a movie showing last night that was well received and attended. Last year the movie *Misrepresentation* was shown, which is about girls and media representation of girls, and the movie last night was a follow up to that, with a showing of *The Mask You Live In* about boys and media.

The annual auction is March 12, invitations will be going out soon. Items for donation are being solicited now. It will be at the same venue as last year.

The current PC chair withdrew from the school and resigned her position. So the group is looking at ways to distribute the workload and decide on a structure for leadership. Some positions and/or events may need to be eliminated if a volunteer to lead does not come forward. PC reps are meeting weekly with Gavin, and the improved communication is very helpful.

E. Report on Follow-up for Previous Board Items

No items to report.

F. Budget Committee Update: Update on plans for Administrator's Budget Committee for work on 2015-16 and 2016-17 budgets.

Gavin Keller reported that the committee last met in the fall to work on the changes to the current year budget that are presented for approval on this agenda. The upcoming schedule for the committee will start meetings in late February, after the community meeting, and the plan would be to meet monthly. The committee is currently made up of administrators Larry Tamayo and Gavin Keller, board representative Mike Corbo, teacher Jenn Hopps, and parents Marisol Giron and Warren Whiteaker. Franci Sassin also participates.

G. Financial Report*: Review of November and December financial statements

Larry Tamayo presented information on the financial information. ADA is doing well so far this year, with a 96% rate for the fall, although it did dip a little during Month 4. The school is entering the time of year where ADA drops, however, there is still a cushion built into the forecast.

The forecast for Close the Gap was reduced based on amounts received and pledged.

Adjustments were made to accommodate reduced revenue, which are presented in the revised budget. The cash balance is not as high as ideal, but is just sufficient.

Larry gave an update on the Governor's January state budget proposal. The California economy is doing well, so there are additional funds allocated to schools, and currently no large changes in May are expected, but there has been volatility in the economy in recent weeks. There will be one time funding to use up excess state funds; it is anticipated to be approximately \$214 per ADA. This should ideally be used for one time expenses, since it is not ongoing funding.

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BOARD DISCUSSION/ACTION ITEMS: School Operations and Finance

A. Adoption of Budget Revision for 2015-16 school year*: Review and consideration of budget revision for current fiscal year.

Larry Tamayo presented the proposal for a revised budget. The revised budget will be used for the second interim reporting due in March. The enrollment was reduced but the ADA projections are strong, so the overall public revenue expected has not changed as much as might be expected. Educator Effectiveness funding, which is restricted funding, is now incorporated into the budget, there was also a reduction from a different one time funding source in the original budget. Currently the budget shows spending all the Educator Effectiveness funds this year, but if that is not possible they can be carried over to next year. The donation forecasts were reduced. Staffing changes were incorporated to adjust for the actual expenditures. Energy grant expenditures were taken out of the budget and will be spent in a future year. The overall revenue was reduced by approximately \$28,000, but overall the school should end in the black by about \$10,000.

The column on the budget document provided that would be approved as the revised budget is the "2015-16 trend" column.

There was a motion to approve the revised budget, which was seconded and approved unanimously.

B. Re-openers for JTA-JS employment contract for teachers*: Review of change to negotiating schedule and presentation of JTA re-openers to begin 2016 negotiations for possible changes for the 2016-17 contract.

The contract (known as the Collective Bargaining Agreement or CBA) originally used a later date each year to start negotiations, but for this year, it would be too late to make any changes to the contract that had budgetary impacts for 2016-17, so there was agreement to move this date up. This will allow negotiations to take place in a timeframe that would allow items to be incorporated into the upcoming budget proposal. There was also clean up language approved to allow up to 3 re-openers for each side for the 2016-17 contract, to be bargained during 2015-16.

C. Educator Effectiveness Funds*: Consideration of plan for the new Educator Effectiveness funds, which requires a board approved expenditure plan as well as fiscal

reporting requirements.

The school received a little over \$30,000, to be received and shown as revenue this fiscal year. The revised budget shows expenditures taking place this fiscal year also, but funds could be carried over and spent next year if needed. There are already some expenses this year that can be charged against these funds, such as conferences like the Alliance conference and the CCSA conference.

There was a motion to approve the Plan, which was seconded and approved unanimously.

D. Independent Study Program*: Presentation of proposal for independent study program for 2016-17, with consideration of approval to move forward with next steps.

There was a brief introduction to the history of the opportunity to have this type of program. Work has been ongoing to plan for the program and learn about the requirements. Amanda Simmons presented a brief summary of how the first “pilot year” would look, including launching for grades K-3, with a completely home based program that requires meetings on campus with a teacher, but no group gatherings. This would allow students who are fully immunized OR not fully immunized to participate. The program would start with 25 students next year, but could ultimately grow over several years up to as many as 100 students. Eventually there might be a hybrid option, where students do some instruction at the school, in addition to a completely home based program.

She commented that per agreement with the authorizer, we won’t be giving priority to students enrolling in the independent study program to move into the classroom based program, but we may want to allow enrollment priority into the IS program for students who are currently enrolled at Journey.

There was discussion about the use of the program for students who are ill and can’t attend the classroom program. The board seemed to be agreement that priority should be given to students currently enrolled or siblings if they are interested in the new IS program. There was discussion about how attendance was claimed, student to teacher ratio, etc.

There was a motion to approve the proposal to move forward with the Independent Study program as outlined, including the enrollment of 25 students, which was seconded and approved unanimously.

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BOARD DISCUSSION/ACTION ITEMS: Development and Journey School Foundation

A. Update on Development and Foundation Activities: Report on Journey School Foundation activities and plans, update on meeting with JSF President at a Council meeting

This item was heard prior to Item 6. Journey School Foundation President TJ Coveyou was in attendance. He commented on the one hour program presented during Harvest Faire to a group of VIPs, which included a CUSD Board Member in attendance. The focus was on the long term future of the school, including a long term facilities solution and capital campaign. One option is to pursue a longer term lease with CUSD, and there will need to be

coordination between the Council and Foundation in the coming months regarding various long term facilities solutions.

He discussed the focus of the Foundation this year on developing contacts in the broader community and not focusing on the parent community, but rather to allow the parent community to support the Parent Cabinet efforts. They have been working to secure some large donors.

They are planning to present an explanation and a coherent fundraising strategy at the upcoming Community Meeting. There are now three different bodies who currently ask for funds and so this needs to be coordinated.

Another initiative underway is that Journey has been chosen by Wyland Foundation to be one of only two schools in Orange County as a pilot school to build a sustainable garden.

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

- A. **Formation of Nominating Committee:** Report to board about formation of ad hoc Nominating Committee by Board President to recruit and nominate additional board members, per the board action in December, the board number is increased to eleven

Mike Corbo called in to report to the board that the Nominating Committee was formed and consisted of himself as Council representative, teacher Jill Murphy and parent Laura Romero. They interviewed board candidate and parent Anna Brown. The plan is to interview additional candidates in the coming months in order to fill the vacancies.

- B. **Nomination of new Board member*:** Nomination by Committee and consideration of additional board member, including start and term.

Mike Corbo made a presentation to the board by phone regarding board nominee Anna Brown. He commented on her qualifications and background, which will be an asset to the board. He nominated Anna Brown to be added as an additional parent member of the board.

There was a motion to approve Anna Brown as a board member for a term ending June of 2017, which was seconded and approved unanimously.

- C. **Board attendance at school events:** Review of upcoming school events, including Community Meeting, and scheduling of board participation.

On Feb. 17 there will be a Community Meeting and Gallery Walk. The school would like a board representative to participate in a 'state of the school' address to the community, where various representatives of the school will discuss important initiatives. The presentation will take place in the lunch area. It starts at 5:30 pm, the meeting portion will be until 6:30 or 7 pm, with another hour to an hour and a half for the Gallery Walk portion.

The upcoming auction for Parent Cabinet will be on March 12 and board members will be

	invited.
10	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>There was a motion to adjourn into closed session, which was seconded and approved unanimously. The board adjourned into closed session at 8:00 pm. Board member Jill Murphy left the meeting due to her conflict with the topic. Administrative staff members Gavin Keller and Franci Sassin were invited into closed session based on their work in the matter.</p> <p>A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: <i>Update on negotiations, specifically MOU regarding minor change to duty free lunch language and timetable for 15-16 negotiations.</i></p> <p>Employee organization: <i>Journey Teachers' Association/CTA/NEA</i></p> <p>Agency designated representative: <i>Gavin Keller</i></p> <p>The Council adjourned out of closed session at 8:25 pm. There was no action taken in closed session.</p>
11	<p>Adjournment</p> <p>The meeting was adjourned at 8:26 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.*