

*Journey School*  
*A California Public Charter School*

*January 22, 2015*  
**REGULAR MEETING MINUTES**  
**Approved February 26, 2015**

**6:00 p.m.**

*At Journey School*  
*27102 Foxborough*  
*Aliso Viejo, CA 92656*  
*In the Journey School Office*  
*(949) 448-7232*  
[www.journeyschool.net](http://www.journeyschool.net)

*Michael Corbo, Council President: Absent*  
*Sue Vaughn, Council Vice-President: Present*  
*Warren Whiteaker, Council Treasurer: Present*  
*Susan Toma-Berge, Council Secretary: Present*  
*Jon Kaplan, Council Member: Present*  
*Kara McCann, Council Member: Present, arrived at 6:10 pm*  
*Lisa O'Neill, Parent Cabinet Member: Present*  
*Jill Murphy, Educational Trustee Member: Present*

*Administrative staff members present were Shaheer Faltas, Gavin Keller and Franci Sassin. Larry Tamayo was present for the financial report and Tim Connolly was present for the Education Director report.*

	<b>AGENDA ITEM</b>
<b>1</b>	<b>Call to Order, Roll Call and Review of Norms/Roles</b> The meeting was called to order at 6:05 pm.
<b>2</b>	<b>Inspirational Passage</b> The Council members each expressed in one word their aspirations for the year 2015.
<b>3</b>	<b>Approval of Agenda*</b> <b>NOTE: The order of the agenda may be changed without prior notice to the public.</b> There was a motion to table Item 5B, and approve the rest of the agenda as written. The motion was

	seconded and approved unanimously.
4	<p><b>PUBLIC COMMENT:</b> <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>No members of the public were present.</p>
5	<p><b>CONSENT AGENDA ITEMS:</b></p> <p><b>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.</b></p> <p><b>A. Approval of Minutes*:</b> <i>Minutes from meetings of December 4, 2014.</i></p> <p><b>B. Tax Return Review*:</b> <i>Review of federal 990 and state 199 tax returns for fiscal year 2013-14 prior to filing deadline.</i></p> <p><b>C. School Accountability Report Card*:</b> <i>Review and approval for submission of 2013-14 SARC</i></p> <p>There was a motion to approve the consent agenda as amended to Table Item 5B, which was seconded and approved unanimously.</p>
6	<p><b>INFORMATION ITEMS: Reports</b></p> <p><b>A. Administrative Update*:</b> <i>Report from School Director regarding: facility plan for 15-16, ELL policies, P1 ADA report, enrolment, admissions and lottery process changes, LCAP, etc.</i></p> <p>Gavin Keller referred the Council to his written report, and also provided additional updates regarding recent educational activities, including a bird watching field trip with biology staff from UC Santa Cruz, the Wyland Mobile Learning Experience, and the Body exhibit at California Science Center. Mr. Keller reported that CDE, following a request by a coalition of Waldorf charter schools, offered the school the option for a paper/pencil test for the SBAC testing, and the faculty agreed that grades 3-5 would take the pencil/paper version while grades 6-8 would take the test online this year. The school would put into place be a transition plan to work toward full online testing. He reported that re-enrollment and lottery are coming up soon, with current enrollment at 392, and that the addition of another fourth grade class has proved successful for teachers and students. Mr. Keller recommended closing enrollment for all classes for 2014-15 at this point in the year. He mentioned that Administration is researching the option of changing the wait list policy to consider making all applicants go through the lottery process each year. The use of the new software for admissions is progressing and has shown to be a good investment. The growth plan includes having two 5<sup>th</sup> grade classes next year, and the school will acquire two additional buildings next year under the lease. He has started working on the staffing plan for next year, and there are plans to add some additional positions such as a campus steward and an HR specialist, pending budgetary allocation.</p> <p><b>B. Education Director Update:</b> <i>Report from Education Director(s) with mid-year update on student learning and teacher mentoring</i></p>

Co-Education Director Tim Connolly reported to the Council regarding the mentoring work being done with faculty this year. Bonnie River was here the past two weeks doing external teacher evaluations for seven teachers, and also meeting with key personnel. She initially has a very positive impression, which is encouraging due to the progress seen in all teachers in their instructional methods. The new teacher taking over 5<sup>th</sup> grade for the rest of the year is being mentored closely. They are working on the graduate survey. In meetings with PedCo it was decided to have a session in February to further refine the work of the Education Director(s) and how they can best serve the faculty going forward.

**C. *Faculty Update:*** *Update on Faculty activities and mid-year update on demonstrations of student learning*

Jill Murphy Lischalk reported on the progress of Child Study activities done by faculty. This is a three week cycle where the faculty focuses on the needs of one child in order to problem solve educational concerns. She reported on a parent activity that Kindergarten teachers did to teach parents more about storytelling. They first demonstrated how stories are told in the Kindergarten classroom, and then discussed the difference between reading a story and telling a story, and explained how parents can support this at home.

**D. *Parent Cabinet Update\*:*** *Update on Parent Cabinet activities and incorporation efforts and bank accounts.*

Lisa O'Neill reported on the success of all the Fall parent supported events, including the wonderful Fairy Market event. Parent Cabinet has started working on the auction, and a date of March 14, and location has been selected. Donations are being solicited. The 501(c)(3) status for Parent Cabinet is now finalized and there are certain requirements from the IRS for the board composition. The bylaws are being adopted. All new revenue from the fundraising events is now being put into the new bank accounts, while they draw down funds in the school PC account.

**E. *Report on Follow-up for Previous Board Items***

There were no follow up items to report on.

**F. *Financial Report\*:*** *Review of November financials*

Larry Tamayo reported on the November and December financial reports. The ADA is trending down a bit, but the attendance percentage is increased which means students have better attendance, while enrollment is slightly below projected. The forecast now is showing as a slightly negative now, mostly due to increased health care costs as the year goes on, along with lower revenue, and he noted that legal fees were budgeted high this year. The January state budget proposal has been released and revenues will be higher next year, with additional revenue towards further closing of the 'gap' to the LCFF targets.

**7** ***DISCUSSION/ACTION ITEMS:***

**A. *Review of School Handbook\*:*** *Review and discussion of final School Handbook 2014-15, including feedback from review by legal counsel and CUSD regarding Volunteer policies.*

Gavin Keller reported on the status of the School Handbook for 14-15. He reviewed some modifications to the Handbook that have been put in since review at the December Council meeting. Some important changes were clean-up of the voluntary volunteer program, the media section, to remove the actual wording of the dress code (and to leave that for Administrative updates with publication elsewhere, such as on the website and in the classrooms), the attendance policy, and to create a suspension/expulsion policy that is only in the Handbook with extra administrative procedures and details to be established.

There is still some editing clean up to be done, but overall this represents what Administration would like to put into place immediately and going forward.

There was a motion to approve the final edited School Handbook, which as seconded and approved unanimously.

***B. Update on charter revision: Update on charter revision and renewal timeline and student outcomes and performance***

Gavin Keller and Shaheer Faltas met with Julie Hatchel yesterday, and the mutually agreeable timeline was established. The charter would be made available for Journey School community review by around February 1, with formal submission to CUSD by February 17. The CUSD board would “accept” the charter at their February 25 board meeting, then March 25 would be the public hearing, with anticipated action on the charter at the April CUSD board meeting. More information will follow about the role of the board and community in the charter approval hearings.

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

***A. Board composition: Discussion of possible board vacancies and board composition and nomination process for 15-16.***

The board expects to experience some vacancies for next year, and so the President should go ahead and form the Nominating Committee and the Council will expect an update in the next few months on the work of the committee.

***B. Conflict of Interest and Form 700\*: Review of filing requirements for annual Form 700 online filing for board and staff members.***

Franci Sassin reviewed the filing process and requirements for the annual Conflict of Interest filings for 2015, which will cover financial interests for calendar year 2014 for ongoing Council members.

**9 BOARD DISCUSSION/ACTION ITEMS: Development and Journey School Foundation**

***A. Update on Development and Foundation Activities: Report on Journey School Foundation activities, including grants, the JSF budget and JSF bylaws and the Digital Media Literacy seminars.***

The Journey School Foundation is working on strategies for the permanent campus campaign, as well as continuing to create resources for discussing the school’s mission, especially in relation to the facilities

solutions. The Segerstrom family of Orange County are involved in an organization called the Festival of Children, and Journey applied to be part of it. OCDE has a growing interest in the Journey Digital Media Literacy program that Journey has developed. In addition, a delegation from Journey did a “tour” last week of Northern California Waldorf schools, as well as a presentation at the Alliance for Public Waldorf conference, to present the Digital Media Literacy program to other schools. Journey will have a presence at the CCSA conference with presentations on the Green School project as well as a presentation with Procopio on legal issues. The JSF is planning to start using ExED to do the finances. JSF wants to start paying two employees to run the store, and revenue will be going to JSF and the employee costs will be reimbursed to the school on a regular basis. There will be a Journey School Anniversary celebration on February 11 at noon on campus.

Council discussion took place regarding any hidden costs to adding employees who are working for the Foundation efforts, and there was a request to bring this item back for consideration.

**B. Close the Gap update:** Update from Development on CTG progress and parameters.

Shaheer Faltas reported on strategies for increasing the percentage of families who are donating. Currently the school is above the budget target for revenue received, but the parent percentage is lower than the target. One strategy is to make a presentation at the class meetings regarding the benefits the students receive and why the participation percentage is so important to the overall fundraising efforts. Another strategy is to offer the opportunity to donate through the online re-enrollment options.

**C. Light Our Journey campaign:** Update on the outcome of the annual fundraising campaign implemented by JSF.

This is the external fundraising effort that attempts to solicit donations for the broader community. The expectation is that the total will be approximately \$40,000 from approximately 160 donors and with some corporate matching donations as well. Final numbers are being tallied.

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

The Council adjourned into closed session at 8:15 pm. Staff members Shaheer Faltas, Gavin Keller and Franci Sassin were invited into closed session based on their work in the matters. Faculty Council member Jill Murphy-Lischalk left closed session at 8:45 pm prior to the Council discussion of Item 10B.

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

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

**Agency designated representative:** Shaheer Faltas

**B. Pursuant to Government Code §54957: Public Employee Performance Evaluation, Titles:** School Administration

**RECONVENE TO OPEN SESSION:** The meeting was reconvened to open session at: 8:58 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.

***11 Adjournment***

The meeting was adjourned at 9 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.***