

Journey School
A California Public Charter School

January 25, 2018
REGULAR MEETING MINUTES
Approved March 8, 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 Treasure: Present
Lisa O'Neill, Parent Cabinet Member and Secretary: Absent
Judy Levinsohn, Council Member: Absent
Jeanne Lee, Educational Trustee Member: Present
John Holland, Council Member : Present

AGENDA ITEM	
1	<i>Call to Order, Roll Call and Review of Norms/Roles</i> <i>The meeting was called to order at 6:09 pm.</i>
2	<i>Inspirational Passage</i> <i>Jessica Monroe read a quote from Steiner's speech given to the community when the first Waldorf school opened and remarked on how it still holds relevant commentary today.</i>
3	<i>Approval of Agenda*</i> <i>NOTE: The order of the agenda may be changed without prior notice to the public.</i>

	<p>There was a motion to approve the agenda, 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>There were no members of the public present and there was no public comment submitted.</p>
5	<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 meetings of December 7, 2017.</i> B. Staffing Update*: <i>Approval of staff hires for 2017-18, to incorporate any changes since December to the staffing plan.</i> C. School Accountability Report Card*: <i>Approval of SARC for 2016-17 school year, published in 2018. SARC link must be posted to CDE website by Feb 1.</i> <p>Item A and C were removed from the consent agenda for discussion of a correction to the minutes. Item 5 A and C were moved to action items.</p> <p>There was a motion to approve the remaining item, Item B, on the Consent Agenda, which was seconded and approved unanimously.</p> <p>On Item A, the board minutes from December, some members of the Council asked to delete the second part of the sentence regarding the item on the school store as follows:</p> <p><i>...and that it would be an appropriate activity for Parent Cabinet’s mission.</i></p> <p>There was further discussion regarding the intent of the Council regarding the school store and the value placed on its continuation. After some discussion, the Council decided to postpone changing the minutes on this matter until the Parent Cabinet rep could be present, so the item was tabled until the next meeting.</p> <p>Council members had questions about Item C, the SARC. One question was in reference to the Asian subgroup and their performance. There was a discussion of the possible reasons, including the small size of the subgroup. There was also discussion of the math test results. Gavin related some of the history of the math instruction and math curriculum and materials. There was discussion of the differences between teacher developed curriculum vs. using a purchased curriculum with adaptations by teachers. It will take some time for test results to settle in following the implementation of the new math program. The Council plans to monitor math test results closely in future years to check that improvement is steady. There were also comments regarding instilling a love of learning math at the school.</p> <p>There was a motion to approve Item C, which was seconded and approved unanimously.</p>

INFORMATION ITEMS: Reports**A. Faculty Update:** *Update on Faculty activities.*

Jeanne Lee reported on the Waldorf Alliance conference that took place over the long weekend. Faculty finds it very inspirational and well worth the cost. Six staff members and a board member attended. Journey is very well regarded with the Alliance as a leader in the public Waldorf charter realm.

Report cards will be issued using a new electronic portal system soon. The lower grades use a rubric for the areas that should be addressed and a scale of 1 through 4 on the rubric, plus a narrative with areas of strength and areas for improvement. There is a learning curve for staff and the school will monitor the experience of parents with this new system.

There have been several great field trips recently, including the 3rd grade overnight trip for one class.

B. Parent Cabinet Update: *Update on Parent Cabinet activities*

The Parent Cabinet rep was not present but Anna Brown reported on the Annual GALA on March 24 at the Mission Viejo Country Club. Council members are encouraged to attend.

C. Administrative Update*: *Report from School Director, including updates on CAASPP test results, union contract negotiation process, facility, etc.*

The Prop 39 energy efficiency projects have started. All the interior and exterior lighting is being replaced and several HVAC units are being changed out, and all thermostats are being replaced with smart thermostats that can be monitored remotely. There are some new shade structures that were installed via a donation from a private company. This donation was triggered when someone took a tour of the school and saw the need and decided to make the donation.

Gavin reviewed the summary of the test results, noting that this was also discussed earlier during the discussion of the SARC. Gavin commented on how some of the state standards may be moved to a different grade level as part of the co-alignment between the state standards and the Waldorf curriculum, which is primarily based on developmental considerations. As the charter lays it out, the results in the 7th and 8th grade should demonstrate the trend that by the end of the program the students are mastering all the standards. Some students in lower grades may not have been exposed to all the standards that are tested in that grade, and this then is reflected in the test results. There was also a conversation regarding the technology aspects of testing related to Waldorf curriculum.

Gavin reported that The Today Show will be on campus profiling the Digital Media Literacy

program.

Enrollment tours for next year's enrollment have started and are going well with a lot of interest. Applications are due Feb 22 and the lottery will be held on March 14.

Gavin reported that this year there will be a May Open House to replace the Gallery Walk and Community meeting. Students will be invited and there will be a Community meeting at that time. This is scheduled for May 16.

The Hybrid Kindergarten program has increased to full enrollment of 22. There are still 12 students in the completely home based IS program. It appears that the Hybrid model is more popular and so when it is rolled out for the other grades next year there is the expectation that there will be more interest. The details of staffing are still being worked out, including how to offer specialty classes.

Gavin noted a clear need for additional administrative support, especially to support the increasing Special Education population. A time study done indicated that 30% of Gavin's time is for SpED support and another 20% is responding to behavioral issues. 10% is responding to high level parental concerns. 40% is on day to day operational issues like facility and budget.

40% of the Educational Director's time was for behavioral issues, 10% was on HR and staffing challenges and 10% on high level parental concerns. 10% is on SST meetings. 30% of her time is spent on her educational support role such as observing teachers and working on curriculum.

This clearly indicates that a full time person as a Special Ed/504 coordinator position could be very valuable. This person might also be responsible for addressing behavioral issues that take place involving students with special needs.

There was a brief discussion of starting the process to re-negotiate the entire collective bargaining agreement, which expires at the end of the school year.

Gavin also reported on some follow up items from the previous board meeting.

D. *Financial Report: Review of Year to Date financials.**

Larry Tamayo reported on the November and December financials. He commented on the P1 ADA report which indicates that ADA is slightly lower than budgeted currently. The forecast for P2 is also expected to be lower than budget by approximately 6 ADA. Therefore revenue will likely be lower. Federal funding will also be lower, and there may be some adjustments for the facility grant, but this is being researched. The Prop 39 energy grant funds were received in December and spending has started. Some of the improvements will be depreciated as an asset. The budget proposal was released from the state recently, and revenue is expected to go up again next year, to fully fund the LCFF formula as well as have a COLA increase and additional

discretionary one time funding. Larry noted that the cash balance will go down by the end of the year because the Prop 39 projects will be complete by the end of the fiscal year. Gavin clarified for the council that the check register transaction for E-check.net is actually for the credit card processing for all school activities. The fee is 3% of all transactions.

E. *Foundation Update: Update on Journey School Foundation activities including Vision Committee work*

The Vision Committee has been formed with stakeholders from teachers, parents and the broader community. Sub-committees were formed on Academic, School Culture and Facilities and those have met already. There will be a vision set for 2, 5 and 10 years. The next meeting of the entire committee will be held next week on Jan 30, then monthly.

7 *DISCUSSION/ACTION ITEMS: School Operations*

A. *Prop 39 Energy Project update and contracts*: Update on energy savings projects for campus using Prop 39 funds.*

Gavin had reported on the facility improvements earlier during his report, but he gave the Council more information on the Energy Manager position and options. The requirements and training for this position are extensive and so it seems to be in the school's best interest to hire a contractor to take on this role. There was a discussion regarding keeping in close contact with the manager. The contract is written for 5 years. Jessica commented that there are insufficient language in the contract for termination and accountability including a timeline and obligations. There is language that is much too vague and is very one sided. The Council recommended that Gavin follow up with additional legal review and also seek out references of current clients of this manager.

B. *CUSD Oversight Visit*: Report on annual CUSD visit and follow up*

Gavin reported on the oversight visit that took place on Dec 19. The visit focused on the instructional program and highlighted support for various student populations and the LCAP. The visit went well and the follow up requested was a list of the credentials for the staff. There was a discussion of the charter renewal process and how the oversight and monitoring will inform the renewal and what the district is looking for in renewal criteria.

C. *Technology Purchase*: Discussion and approval of Chromebook purchase*

Gavin explained that increasing to a total of 110 Chromebooks will allow 5 classes to test at the same time and so this will be better for preparing and implementing the tests. Also, the middle school students do use Chromebooks in the classroom. This is the same vendor that was used for the previous purchase and also this firm provides tech support for the computers. They are giving the school a discount, especially for the set up of the Chromebooks. There was a discussion about the bid ,and that based on past experience of staff and board this amount is a good bid for these devices.

There was a motion to approve the purchase with inclusion of a note as to why it is beneficial to use this vendor. The motion was seconded and approved unanimously.

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BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability

A. Evaluation process for School Director—discuss general process and timeline to be used.

Several different ideas were discussed. A 360 degree evaluation where all stakeholders who work with the Director are surveyed could be every other year or every few years, or only when the contract was renewed. It was noted that a self-evaluation plus a board survey have been used in the past. Council members commented that because the board has representation from various stakeholder groups, these different aspects can be represented in the evaluation even when only board members do a survey.

The Council discussed using a relatively simple process for this year, but working further on a more detailed process and annual proposed schedule that can be consistently followed for this year and future years.

The Council is interested in putting a consistent evaluation plan in place for next school year. Council members will gather ideas from other organizations, including the Waldorf Alliance and other charters.

B. Follow up from Board Retreat: Debrief and planning for any follow up items such as board self evaluation, board composition, additional board training, etc.

Council members reported that the board retreat was a success and board members benefitted from it.

Several board members are planning to attend the CCSA annual conference to access additional board training.

Regarding ongoing discussions about board composition, it was noted that the board has many parents already, and that the next place to recruit would be in the broader community. There are currently 4 vacancies. There is interest in having a consistent influx of new board members. There are a few potential candidates being considered. If they are interested, Anna will form the Ad Hoc Nominating Committee to interview them and then will bring back a report at the next meeting.

C. Board Meeting Calendar*: Review of meeting dates and discussion of possibly rescheduling February regular meeting date.

Gavin and a board member have a conflict for the regularly scheduled February meeting. The board discussed options and decided to cancel the regular meetings on Feb 22 and March 22 and instead hold one meeting on Thursday March 8 at 6 pm.

There was a motion to modify the board meeting schedule as above and hold one meeting on March 8. The motion was seconded and approved unanimously.

9 **Adjournment**

The meeting adjourned at 10:10 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.*