

Journey School
A California Public Charter School

June 18, 2019

REGULAR (ANNUAL) MEETING MINUTES
Approved August 22, 2019

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 Treasurer : Present
John Holland, Council Secretary: Present
Judy Levinsohn, Council Member: Present
Jeannie Lee, Educational Trustee Member : Absent
Meggan Bunce, Parent Cabinet Member: Present
Lorraine Donovan, Council Member :Present
Richard Martin, Council Member : Present

Administrator Gavin Keller was present, as well as Franci Sassin, Administrative Consultant.

AGENDA ITEM	
1	Call to Order and Roll Call The meeting was called to order at 6:05 pm.
2	Inspirational Passage Gavin presented a passage to the Council.

3	<p><i>Oath of Office for Parent Cabinet Council member</i></p> <p><i>And Recognition of outgoing Council members</i></p> <p>Meggan Bunce was administered the Oath of Office and the board thanked the members who were not returning for their service.</p>
4	<p><i>Approval of Agenda*</i></p> <p><i>NOTE: The order of the agenda may be changed without prior notice to the public.</i></p> <p>There was a motion to approve the agenda which was seconded and approved unanimously.</p>
5	<p>PUBLIC COMMENT: Reminder: Please fill-out a speaker card; see policy above for guidelines</p> <p>The following parents were present and provided public comment to the Council as follows:</p> <p>Heather Edgecomb voiced her support for Waldorf training for teachers, a Waldorf philosophy on campus, follow up on training and expressed interest in expanding fundraising opportunities outside of the school community.</p> <p>Shannon Johnson expressed her support of more accountability, and of teacher training especially for the middle school teaching staff, and also commented regarding the kindergarten and first grade assistant positions.</p> <p>Jacob Valdoff voiced a concern about the parent representation on board and that representative's vote.</p> <p>Tim Gielow spoke in favor of parent representation on the board and also asked if the school can provide additional support for teachers during off campus events, for example, having at least two adults with any group of students</p> <p>Sara Beebe voiced her concern about parent voice and transparency. She stated that a lot of parents don't know about their PC rep. She feels strongly that the PC rep should still have a right to vote. She also expressed that the Waldorf training for teachers needs to be foundational and not just a summer training in order to effectively present the curriculum.</p> <p>Isabel Rivero stated that middle school students have left because the families did not see enough Waldorf and did not feel that administration has been transparent. She also expressed a concern about a Spanish teacher that did not speak Spanish well. She agrees about the need for Waldorf foundation training and also agreed that parents need a voice and need to be listened to.</p> <p>Kristina Kirch echoed the previous speakers, and expressed that she believes the school is very unique, but is moving too far away from Waldorf philosophy, for example with earlier introduction of computers. She emphasized that teacher training very important and also agrees that parents should have vote on the Council, and if there is a conflict they should abstain.</p> <p>Tatiana Guerrero expressed that she is not happy with middle school curriculum, especially any loss of</p>

the emotional aspects of Waldorf education which helps to prepare students for high school and the world. She believes the school community has changed, and there is less parent communication. She stated that teachers need more training than just summer program and that taking away the vote of parents is a mistake.

Soria Conrad commented about the hybrid program, stating that students should have access to the same resources since the funding is equal, for example for play areas and equipment. She also has safety concerns when students are taking walks. She also feels that IEP process and 504 process were not accelerated quickly enough for her student and stated that she was not made aware of how to contact her parent class representative.

Ashley Berkowitz commented that the parent community not cohesive, there has been a loss of activities that help parents to get to know each other. She believes that more parent representation is actually needed. More focus on Waldorf principals of the school. For example, have different voices for different grade levels. She noted that the afterschool programs have been excellent and is concerned about those going away. She agrees that Waldorf training is needed before hiring plus additional ongoing training and support is needed for teachers.

6 ***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.***

- A. Approval of Minutes****: Minutes from meeting of May 25, 2019.
- B. Consolidated Application****: Approval of ConApp, including application for federal funds for 2019-20.
- C. Job Descriptions****: Approval of updated job descriptions for various positions.
- D. SELF Amendment to policy documents****: Approval of amendment from SELF insurance agreement.
- E. Administrative Consulting contract renewal****: Renewal of administrative consulting contract for 2019-20 school year.
- F. Charter School Annual Information Survey****: Ratification of annual survey about funding selection and other issues.

Item 6A and 6E were removed from the consent agenda items for further discussion.

There was a motion to approve all remaining consent agenda items, which was seconded and approved unanimously.

Item 6A: Minutes—There was a discussion regarding how the minutes reflected the closed session from the last board meeting.

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

Item 6E: Council member Jessica Monroe recommended additional language be added to the contract,

which she will provide, to cover some legal considerations.

There was a motion to approve the contract with the addition of the recommended language. The motion was seconded and approved unanimously.

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INFORMATION ITEMS: Reports

A. Faculty Update: Update on Faculty activities.

There was no update this month.

B. Parent Cabinet Update: Update on Parent Cabinet activities

Council member Meggan Bunce commented that the parent involvement is very important to Journey School and Waldorf in general. There are concerns in the parent community about the laws related to immunization as well as charter political concerns. She acknowledged that her role as the representative from Parent Cabinet will be to listen to the various concerns and also to be sure parents understand how their voices are represented. She acknowledged that parents need more assurances about the middle school program and how Journey students transition into high school. Additional reporting on alumni success stories and additional programs to help with transition would be helpful. In her new role, she is dedicated to helping build better communication bridges with the parent community.

C. Administrative Update*: Report from School Director, including update on Parent satisfaction survey, Parent Square, CHYA, surveillance system, end of year events, summer activities, YMCA program, etc.

Gavin Keller reviewed several items on his written report. He highlighted the addition of handwork (also known as Practical Arts) to the middle school program.

He reported on the Journey CHYA task force made up of parents, teachers and experts in the field, also including CUSD's expert who will collaborate with the group. A survey will go out this summer to parents so that curriculum can be designed to meet family needs as well as be state compliant and fit with the Waldorf model. The plan is to develop Journey's own curriculum, but the school may also use a purchased curriculum to serve as a resource.

The parent satisfaction survey results were collected, and showed high positive results. The percent of participation was good and of those participating, 90% rated their overall satisfaction as a 7 or higher (on a 10 point scale). There was some constructive feedback, and these were incorporated into the LCAP. Parent Square will be used in the fall, it will be a portal for classroom communication for all grades, such as scheduling, alerts, notifications, payments, distributing permission slips, etc.

Gavin also reported on the CAASPP results and commented that in order to prepare students well it is necessary to bring technology into the classroom at a younger age. Journey has chosen

to start that in 3rd grade. Participation was at 95% for both subjects tested, so the school should not be penalized for participation. Preliminary results show that all grades improved, and all but one grade level scored at “standard met” or above for English, but in math only two grades met this level. The efforts to reduce the impact of the technological barriers of testing was successful and there were many fewer problems this year. Charter renewal will be dependent in large part of these scores and so it was noted that the efforts to integrate technology into the classroom in a way that is consistent with Waldorf is very important.

Gavin reported that the decision was made to use the Verdaka security system based on many factors.

Afterschool programs are being put into place, several are approved, but the YMCA is not coming back next year, so a comprehensive program to cover all the times and dates is needed. A partnership with Strategic Kids is being researched. They currently do the Chess and Origami classes being offered on campus.

Union negotiations are still underway so the final CBA amendments will be brought back in a future meeting.

The administrative job duties within the administrative team were reviewed and additional duties were added, as well as shifting some responsibilities. One area of focus will be collecting and reporting on alumni data to be able to share with the community.

D. Financial Report*: Review of May financials, state budget update and interim audit visit

Gavin reviewed the financial information prepared for the board.

The school is projected to have a higher ending fund balance due to improved attendance rates, plus the addition of funds from the Low Performing Student Block Grant. The improved attendance was in line with the LCAP goal. The school’s percentage of “unduplicated” students is growing a bit, and the implementation of additional after school support and meal program is expected to result in further increases in future years. The interim audit visit went well and no issues were reported so far.

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

A. Staffing Plan for 2019-20*: Discussion and approval of staffing plan for upcoming school year.

Gavin reported on changes to the staffing plan for the upcoming school year, and which positions are still currently open. Gavin reported on the applications being received for teacher positions and that there are currently no applications from people who already have Waldorf certification. The school currently does not budget for paying for Waldorf certification training and there are concerns about requiring this and whether that would lead to the loss of qualified staff. There was a discussion about the various credentialing requirements for teachers and the value of Waldorf training. Gavin reported that 13 of 25 main class teachers hold Waldorf certification and these teachers are very active with

mentoring of other teachers. The Education Director also provides oversight for the implementation of Waldorf with integrity. In addition, Pedagogical Council has been implementing in-service sessions and professional development for staff to provide Waldorf training. The partnerships with Kim John Payne as well as other Waldorf experts are also providing ongoing support.

Gavin reviewed the new staff who have been hired and the support provided for new teachers. For Spanish the school has not found any candidates so will not provide this as a specialty unless a qualified candidate is found. A new position will provide additional support at all recess times. Gavin reported that all positions shown on the staffing plan are incorporated into the proposed budget.

There was a motion to approve the 2019-20 staffing plan, which was seconded and approved unanimously.

B. Local Control and Accountability Plan*: Review and approval of LCAP, including annual update and progress and goals, actions and services for 2019-20.

Gavin reported on the three goals from the LCAP. He reviewed in detail the annual update and progress on the goals set last year. He reported that the goals and actions, based on the analysis and stakeholder input, will remain mostly the same.

There was a motion to approve the LCAP which was approved unanimously.

C. School Budget*: Review and approval of 2019-20 preliminary budget.

Gavin reviewed the draft budget. He reported that the attendance rate is budgeted at 95% which is higher than in the past but this is based on positive trends over the past few years. For the Independent Study students, attendance rate is at 99%. The unduplicated pupil counts are also increasing but are based on a three year average. Enrollment in the independent study program is conservative, and is currently budgeted at less than the number actually enrolled in order to account for possible attrition at the beginning of the year. There are not any "one time" funds this year from the state. The LPSBG was received in 18-19 but will be spent over 3 years. The Parent Cabinet donations are also generous and other sources of parent annual giving and parent contributions for field trips are all included. The expenditures include increased staffing costs, especially for benefits and retirement. The other expenditures are budgeted conservatively.

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

D. LCAP Federal Addendum*: Review and approval of supplement to LCAP required for receipt of federal funds.

Gavin reported on the background for this document. He reviewed the various areas included. He reported that this will be included on the website and will be submitted as required. There was some

discussion on several sections of the addendum.

There was a motion to approve the LCAP Federal Addendum, which was seconded and approved unanimously.

*E. **Instructional minutes for 2019-20***: Review and approval of required instructional minutes for upcoming school year.*

Gavin reported on the minimal required minutes by the state, and the bell schedule as proposed. There was a discussion about how close to the state requirement the minutes are for the upper grades. This has not been an issue for the past several years, but the board noted that this will need to be monitored carefully since if for any reason the minutes went down during the year this would need to be made up.

*F. **Facility Project***: Review of purchase of partition wall.*

Gavin reported to the board on why he is recommending this project. This will allow the school to make the best use of the facilities currently available. In order to make better use of the MPR room, the partition wall installation would provide much more flexibility in scheduling for the school. There was a discussion about the various options and the soundproofing value vs. the aesthetic look. Gavin reported that this is not an urgent item but there are funds this year to support it so he would like to move forward before the end of the fiscal year. The Council asked for warranty information. There was interest in getting the project installed this summer. Meggan Bunce added that Parent Cabinet will also consider whether they can support this project financially.

There was a motion to approve the purchase of the partition door from Partition Specialties, which was seconded and approved unanimously.

*G. **Memorandum of Understanding with CUSD for meal program***: Review and approval of MOU for student meal program for 2019-20.*

Gavin reported on this proposed program and the cost savings for using a CUSD program. Meals would be provided and would be served at a location on campus outside near the front of the campus. They provide vegan, gluten free and healthy options, including organic, and all meals are served on compostable materials. Staff may also access the meals.

There was a motion to approve the agreement for the partnership with CUSD for a meal program next year, which was seconded and approved unanimously.

*H. **Executive Director Compensation***: Ratification of compensation package for Executive Director for 2019-20.*

The board reviewed the information provide with comparable salaries. An increase is being

offered. Gavin expressed his gratitude for the offer to continue to lead the school.

There was a motion to approve the increase in compensation for the Executive Director, which was seconded and approved unanimously.

*I. **Declaration of Need***: Approval of Declaration of Need for credential authorizations for 2019-20*

Gavin reported on the background information regarding the new accountability around credentialing starting next year. This would allow the school to address any gaps in credentialing as needed for next school year. There was a discussion about increased accountability and decreased flexibility for charter credentialing and the challenges of having dual California credential and Waldorf certification.

There was a motion to approve the Declaration of Need, which was seconded and approved unanimously.

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

*A. **Resolution for Number of Council Members***: Adoption of resolution setting the number of council members.*

Anna Brown reviewed the discussion from the last meeting regarding the ideal number of board members. Some of the considerations were discussed.

There was further discussion about the different issues and the constraints around changes to the bylaws. There was discussion about the Parent Cabinet and Faculty positions. There was a discussion about the Policy Governance model and the different roles. In addition, the council discussed the various ways that input can be given to the board. There was also discussion of the current composition policy of the Council.

There are currently four board members in the middle of terms. With six board members currently seated, if the resolution is adopted for fewer Council members the board's intention is to then allow attrition to reduce the number as soon as possible.

There was a motion to approve the resolution for the number of Council members at five board members, which was seconded. At the vote, two Council members voted against the motion and the remaining six Council members voted for the motion, so the motion passed by a majority vote.

*B. **Faculty Trustee***: Approval of Faculty Trustee nomination for 2019-20*

Anna Brown reminded the board that Jeannie Lee had previously indicated that the faculty had nominated her as the representative for the upcoming year and she is willing to serve.

There was a motion to approve Jeannie Lee as a Council member for a one year term, which was seconded and approved unanimously.

*C. **Board Self-Evaluation***: Review of Board's self-evaluation process and final matrix with*

compilation of board member skill set.

Anna Brown collected additional information from Council members on the skill matrix document and there was a brief discussion about board succession planning.

D. Council Officers: Nomination and approval of Board officers for 2019-20

The duties for each officer were reviewed. The following nominations were made and accepted:

Anna Brown as President
Julie Chiaverini as Vice President
Lorraine Donovan as Treasurer
Richard Martin as Secretary

There was a motion to approve the slate of officers, which was seconded and approved unanimously.

E. Bank Account Signers*: Approval of Resolution to add new officers as signers on all school bank accounts, if needed, and effective immediately.

As per current policy, the officers plus administrators are the signers on the school bank accounts.

There was a motion to approve the Bank Account Resolution with the updated officers, which was seconded and approved unanimously.

F. Council Meeting Schedule for 2019-20*: Review and approval of Regular Meeting Schedule for 2019-20 school year.

The Council discussed the meeting schedule and arrived at a schedule for the year continuing the practice of a total of ten regular meetings. There was a change to the schedule which had been presented for the months of October, December and June. A board retreat was scheduled for the August 22 meeting.

There was a motion to approve the schedule of regular board meetings for the 2019-20 year with the proposed changes, which was seconded and approved unanimously.

10 Adjournment and reminder of next board meeting.

The meeting was adjourned at 10:40 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.***