

*Journey School  
A California Public Charter School*

**June 25, 2015**  
**REGULAR MEETING MINUTES**  
**Approved August 20, 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: Present  
Sue Vaughn, Council Vice-President: Present  
Warren Whiteaker, Council Treasurer: Present  
Susan Toma-Berge, Council Secretary: Present  
Jon Kaplan, Council Member: Absent  
Kara McCann, Council Member: Absent  
Lisa O'Neill, Parent Cabinet Member: Present  
Jill Murphy, Educational Trustee Member: Present*

*Administrative staff members present were: Gavin Keller, Larry Tamayo*

*Guests present were: Hellene Brodsky Blake, teacher*

| <b>AGENDA ITEM</b> |   |
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| <b>1</b>           | <b>Call to Order, Roll Call and Review of Norms/Roles</b><br><br>President Mike Corbo called to order at 6:07 pm.   |
| <b>2</b>           | <b>Inspirational Passage</b><br><br>Mike Corbo reflected on the recent Journey graduation and the inspirational words shared by Journey staff with the community at that event.   |
| <b>3</b>           | <b>Approval of Agenda*</b><br><br><b>NOTE: The order of the agenda may be changed without prior notice to the public.</b><br><br>There was a motion to approve the agenda, which was seconded and approved unanimously. |

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| 4 | <p><b>PUBLIC COMMENT:</b> <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>Hellene Brodsky-Blake spoke about her disappointment in the board’s decision to not to fund the BTSA cost she incurred in clearing her credential. Hellene requested this item be placed again on a future agenda for reconsideration based on two decisions she stated were made by the board after denying her reimbursement. According to Hellen, these two decisions were: 1. Funding was approved for Waldorf training for other teachers last year shortly after denying her funding 2. A BTSA site mentor is being paid by the school to support other colleagues.</p>   |
| 5 | <p><b>CONSENT AGENDA ITEMS:</b> <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"> <li><b>A. Approval of Minutes*:</b> <i>Minutes from meetings of April 23 and May 28, 2015.</i></li> <li><b>B. Consolidated Application*:</b> <i>Approval of the Spring ConApp, including the Application for Title funding for 2015-16, reports on federal funding and federal assurances.</i></li> <li><b>C. Charter School Annual Information Survey*:</b> <i>Approval of updates to charter information for 2015-16 school year, as submitted to CDE.</i></li> <li><b>D. STRS/PERS reporting with Orange County Dep’t of Ed*:</b> <i>Approval of contract for retirement reporting, with rates previously approved.</i></li> <li><b>E. Staffing Update*:</b> <i>Approval of additional new staff hires for 2015-16, filling vacant positions on approved staffing plan.</i></li> <li><b>F. Administrative Consultant contract for 2015-16*:</b> <i>Approval of renewal of contract for Administrative Consulting services for 2015-16.</i></li> </ul> <p>There was a motion to approve the consent items as listed. The motion was seconded and approved unanimously.</p> |
| 6 | <p><b>INFORMATION ITEMS: Reports</b></p> <ul style="list-style-type: none"> <li><b>A. Administrative Update*:</b> <i>Report from School Director</i></li> </ul> <p>The written update was referenced and highlighted for the Board by Gavin Keller.</p> <ul style="list-style-type: none"> <li><b>B. Faculty Update:</b> <i>Update on Faculty activities</i></li> </ul> <p>Jill Murphy spoke about the end of the year meetings including raising expectations for next year, holding one another accountable, creation of professional development plans, sharing best practices with colleagues, committee nominations, and the development of school-wide pedagogical goals.</p> <p>Jill Murphy spoke about new hire Jeannie Lee and the promotion of Yara Brighton for the 1<sup>st</sup> grade</p>   |

positions, as well as the 1<sup>st</sup> grade orientation that occurred last Thursday evening.

**C. Parent Cabinet Update\*:** *Update on Parent Cabinet activities and bank accounts.*

Lisa O’Neill reported that Parent Cabinet is continuing to work towards financial accountability. President Mike Corbo suggested an independent audit at the end of the year. She reported that PC is starting to decrease how much fiscal support they provide for teacher training, and instead are interested in funding other compelling needs. They are seeking higher levels of participation and are currently restructuring to maximize volunteerism/share the load. There is a summer meeting scheduled for the middle of July with Administration to talk about fundraising, field trips, and accounting. Warren Whiteaker mentioned this meeting will be very important to highlight what PC funds and create explicit connection between fundraising and a direct connection to fieldtrips/events/programs occurring which are based on successful fundraising.

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

As a follow up on 8A – from the May board meeting – Mike Corbo spoke about TJ Coveyou, the new JS Foundation Board President. Mike is very excited about the future of Development under TJ’s leadership.

**E. Financial Report\*:** *Review of May financials*

Larry Tamayo reported that the Governor passed the budget yesterday. There will be an LCFF Gap Closure around 51%, Common Core funding will be around \$530 ADA, deferrals will still be completely eliminated.

Larry reported that 19 students left throughout the year, and that overall the final ADA for the annual report was 369.55.

The forecast for 2014-2015 year end is currently projected around \$8K to \$15K in the red.

Parent Cabinet is continuing to draw down on their holding account, hence the variance and change to fund balance.

The forecast is still showing that the school may end in the red for the year, although additional Close the Gap revenue may come in.

**7 DISCUSSION/ACTION ITEMS: School Operations**

**A. Local Control and Accountability Plan\*:** *Review and approval of the 2015 LCAP, including the new annual update section.*

The Board reviewed the Plan and the updates and discussed the long term goals of the academic program.

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

**B. Preliminary Budget for 2015-16\*:** *Review and approval of preliminary budget for the 2015-16*

*school year.*

After a brief overview of the final draft of the budget, Warren Whiteaker and Larry Tamayo discussed the nature of one-time funding and detailed the process by which the budget committee communicated via email to incorporate expenses related to one time funding.

There was a motion to approve the 2015-2016 Budget, which was seconded and approved unanimously.

8 **DISCUSSION/ACTION ITEMS: Union Negotiations**

- A. Contract between Journey School and JTA for Unit Members for 2015-16 through 2017-18\*:** Review and consideration of final board approval of the contract negotiated with JTA for Main Class Teachers and other eligible Unit Members.

The Board reviewed the contract and noted the work that had gone into finalizing it.

There was a motion to approve the 2015-2018 contract between Journey School and JTA, which was seconded and approved unanimously.

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

- A. Board Meeting Schedule for 2015-16\*:** Review and approval of regular meeting schedule for the 2015-16 school year.

After discussion, the board decided to make the following changes to the regular board meeting schedule:

- ✓ The August meeting was changed from 8/15 to 8/20
- ✓ The November 19 meeting was moved to Dec 10 instead.

Warren Whiteaker will prepare an updated document for distribution.

There was a motion to approve the 2015-2016 Board meeting schedule as revised, which was seconded and approved unanimously.

- B. Board Nomination:** Nomination from ad hoc Nominating Committee for board vacancy for 2015-16 school year.

Mike Corbo discussed the ad hoc Nomination Committee and process for locating potential board members. Three potential candidates started the process, however two dropped out during the process. One candidate, Judy Levinsohn, moved through the interview process and is a strong candidate. Mike Corbo, on behalf of the Nominating Committee, recommends Judy Levinsohn for nomination to fill the upcoming vacancy on the Board.

The Board then discussed future board vacancies, including interest in moving towards 11 members, and

therefore the board would be looking to add additional members in the next year. Warren Whiteaker, a current Journey parent is stepping away from the Board, so one option for candidates is to engage another current parent regarding interest in joining the Board.

There was a motion to approve the nomination of Judy Levinsohn, which was seconded and approved unanimously.

**C. Board Member Terms\*:** Consideration for renewal of board member terms, including staggered term lengths.

All board members whose terms were expiring, with the exception of Warren Whiteaker, committed to return for a one year term, for the 15-16 year. The board agreed that the minimum term for new board members should be 2-year commitment.

There was a motion to approve renewal of the terms for Mike Corbo, Susan Toma-Berge, Jon Kaplan, Lisa O'Neill and Jill Murphy Lischalk for one year. Newly elected board member Judy Levinsohn will have a two year term. The motion was seconded and approved unanimously.

**D. Board Officers for 2015-16\*:** Nomination and election of board officers for 2015-16.

Jon Kaplan was nominated as Board Treasurer, however he was absent from the meeting and could not accept the nomination during the meeting. All other board officers agreed to remain in their current positions for another year and were nominated to do so.

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

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

A resolution was presented that removed Warren Whiteaker as a signer and added newly appointed treasurer Jon Kaplan plus administrators Tim and Patti Connolly as signers.

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

10 **Adjournment**

The meeting was adjourned at 9 pm.

*Agenda publicly posted at Journey School on June 22, 2015 by Shoon Ortiz*

*And on the school website at [www.journeyschool.net](http://www.journeyschool.net)*

*\*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.*