

Journey School
A California Public Charter School

June 25, 2018

REGULAR (ANNUAL) MEETING MINUTES

Approved August 13, 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 Treasurer : Present
Lisa O'Neill, Parent Cabinet Member and Secretary: Present
Judy Levinsohn, Council Member: Present, arrived at 6:07 pm
Jeannie Lee, Educational Trustee Member : Absent
John Holland, Council Member: Present

School Director Gavin Keller and consultants Franci Sassin and Larry Tamayo were also present.

	AGENDA ITEM
1	Call to Order and Roll Call and Recognitions The meeting was called to order at 6:05 pm.
2	Inspirational Passage Gavin Keller read a passage about responsibility from The Book of Virtues.
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public.

	<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>No members of the public were present and no public comment was submitted.</p>
5	<p>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.</p> <ul style="list-style-type: none"> A. Approval of Minutes*: Minutes from meeting of May 24, 2018. B. Charter School Annual Information Survey*: Ratification of annual survey about funding selection and other issues. C. Staffing Plan for 2018-19*: Review and approval of updates to staffing plan for upcoming school year. D. Administrative Consulting contract renewal*: Renewal of administrative consulting contract for 2018-19 school year. E. Independent Study Handbook Supplement*: Approval of updates to Handbook Supplement for IS program. F. Consolidated Application*: Ratification of Consolidated Application with federal funding request for 2018-19. G. Master Agreement for 2018-19*: Update to Master Agreement for 18-19 school year for independent study students. H. Renewal of ExED contract*: Renew contract with ExED for various fiscal services for two year term. <p>Council Member Judy Levinsohn asked to remove item 5B, and Council member John Holland asked to remove items 5A, E and H. Council member Jessica Monroe asked to remove item 5D.</p> <p>Items C, F and G were moved, seconded and approved unanimously.</p> <p>For item D the Council recommended that the contract have a 30 day termination clause and that Journey School can release only 'with cause' while the contractor can terminate upon 30 days written notice with or without cause. This language would be added to the first paragraph on the end.</p> <p>There was a motion to approve the contract for item 5D with the suggested additional termination language added, which was seconded and approved unanimously.</p> <p>For item 5A regarding the approval of minutes the Council had the following question:</p> <p>On Page 7, line 2: how was question was resolved? That part of the discussion was not really posing a</p>

question, therefore, the suggestion was to change the word 'question' to 'clarification'. There was a motion to approve item 5A, the May minutes, with the suggested change, which was seconded and approved unanimously.

For item 5B, the Information Survey, the CDE system created an error in the contact information that is being resolved. There was a motion to approve item 5B with the clarification that the primary contact for Journey School is Gavin Keller. The motion was seconded and approved unanimously.

For item 5E, the IS handbook there were several questions and corrections as follows:

Page 9—there was a suggest to change the verbiage to 'Waldorf inspired' instead of "full Waldorf".

Page 13--It seems as if there are other reasons for missed appointments in additional to transportation. The Council wanted to be sure the handbook clarifies that there may be many reasons for delays or missed appointments which would also have consequences.

Page 15—there is typo on 'painting' boards.

Page 12--The section about religious work samples could use some work to be careful to strike the balance with free speech and to make sure that work samples that might be on the topic of religion but were not promoting or teaching any one particular religion were acceptable. The Council developed some suggested changes to the language which was inserted into the draft document.

There was a motion to approve item 5E, the Independent Study Handbook with the suggested changes, which was seconded and approved unanimously.

For item 5H, the Council noted that the contract really emphasizes the role of Journey School staff more than the responsibilities of ExED. It would be more attractive for clients if the ExED responsibilities were made more clear and were more up front in the contract. Council recommended that Gavin Keller communicate that ExED consider changing future contracts to align with this idea.

There was a motion to approve item 5H, the ExED contract, which was seconded and approved unanimously.

6 **INFORMATION ITEMS: Reports**

A. **Faculty Update:** Update on Faculty activities.

Gavin Keller reported that there was a powerful conversation regarding the continuum of training and Waldorf certifications and the value of each, and what the different faculty and staff bring to the school program from different backgrounds and training levels. It was a good and much needed discussion.

Most faculty are away now at trainings for their upcoming duties next year.

B. **Parent Cabinet Update:** Update on Parent Cabinet activities, including report on Annual Auction

fundraiser.

Lisa O’Neill has found some volunteers to chair the Harvest Faire in the fall and will continue to work on volunteers to chair the annual auction, especially when new families come in the fall. At the June PC meeting, officers were selected there was a decision to make a change to the PC representative, so Lisa will not be returning as the Council representative from PC. She expressed gratitude to the other board members, especially the community board members who volunteer from the broader community outside of the immediate Journey staff and parents, and who have made serving on the board such a positive experience over the past years.

C. *Administrative Update: Report from School Director, including end of year activities, facility repairs/improvements scheduled for completion during summer, summer programs using campus facility, end of year report, enrollment and waiting list update, etc.**

Gavin Keller reported on items referenced in his written update. He noted that there is a committee formed by PC to develop an area of the outdoor space in the back part of campus to create a community/parent gathering space that is more distant from the classroom areas. There will be several summer programs offered for JS students on campus, including yoga, art, woodworking and handwork. He reported on a letter from AVCA regarding parking during special events. Gavin plans to respond by working with them to get permission for events which involve the Aliso Viejo community. Gavin reported on the staffing plan, including recent changes. He reviewed the new hires for Main Class Teachers.

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

Larry Tamayo reported on the May financials and he also included the year end enrollment and ADA to show the comparison to budget. The ADA from the annual (P3) is not finalized yet but an estimate is available. The school is expected to have more funds at the end of the year, estimated currently at around \$84K positive, not including the Prop 39 investment. Cash reserve is good and overall fund balance is also good. Mid-August or early Sept will be the final audit visit. The June financials will be available by the time of the audit.

7 SCHOOL OPERATIONS (Discussion/Action):

A. *Approval of Local Control and Accountability Plan Annual Update: Review and approval of LCAP, including annual update and progress on goals and goals, actions and services for 2018-19.**

Gavin Keller reported on the different sections of the LCAP and the three goals for next year, which have been further clarified and refined. The actions and services are listed to support accomplishment of the goals. The fiscal resources are listed to be able to implement the actions and services.

Council members commented on the order of the goals and Gavin reported that the order did not necessarily reflect the priorities of the goals. The Council had some discussion regarding the relative

importance of academic vs. social-emotional goals. The Council asked questions about how the LCAP budget items related to the overall budget of the school. There was additional conversation regarding the goal and its associated actions to improve discipline and school climate.

B. 2018-19 Budget*: *Review and approval of annual budget for 2018-19.*

Larry Tamayo presented the budget and highlighted various aspects. The state budget was approved and the updated revenue amounts were included in the most recent budget revision being presented. The most important item was a reduction in the “one time” funds, however, there was an increase in the COLA adjustment to the base LCFF rates, so that the net effect was not that significant. Having the base rate increased should also help in future years as it will lead to baseline rates increasing more. Due to lower “one time” funds, some “one time” expenditures were removed from the budget. Remaining items for “one time” funds are for math and social-emotional instructional materials, playground and music equipment, Chromebooks, classroom furniture, etc. The budget was developed to be essentially “break even” and use the available resources towards student needs and staff costs. The proposed staffing plan has been incorporated into the budget.

There was a motion to approve the 2018-19 budget, which was seconded and approved unanimously.

C. Prop 39 Energy Grant Energy Manager Contract*: *Review of contract for Energy Manager from Energy Grant funds.*

Gavin Keller reviewed the counter-offer from the K12 company, which would include front loading of energy manager duties in the first year, and then after that there will be a reduced amount of services and cost. The Council discussed the implication of an early termination with a lot of front loaded costs. One option would be to determine an hourly fee for service rate, and also to have clearer deliverables and documentation of the staff time and what would be done in year one. No action was taken on this item.

D. Chromebook /Computer Purchase: *Consideration of purchase of additional Chromebooks and technology*

Gavin Keller reported that there are 120 Chromebooks that have been used for state testing and other various program related computer uses, and the staff notice times where there are not sufficient Chromebooks available. Next year there will be an additional 8th grade class and increased enrollment overall in middle school, which has a higher usage of the computers. This year there will be some additional funds available and the purchase of additional computers could be made by June 30. The quote included purchasing the computers at a good rate but also staff training to more efficiently set up and maintain the units.

There was a motion to approve the quote for Chromebook purchase, to be made prior to June 30,

which was seconded and approved unanimously.

E. YMCA Proposal for before and after-school care and lunchtime sports*: *Consideration of proposal for services from YMCA for upcoming school year.*

Gavin Keller reported on the past challenges of after school programs, including enrichment sessions. The school has not had any comprehensive before or after care programs. This has always been something of interest to potential families. The program does not bill through the school, it is paid directly to YMCA. YMCA and Journey would enter a contract to cover facility costs. The YMCA would require some classroom space after school, but they supply most everything else. YMCA would consider offering staff positions to interested Journey staff. It may be possible also for the school to have a representative involved in hiring the YMCA staff. They are willing to adapt their program to the Journey program although they do not have past experience with Waldorf. One of the YMCA Board members has a student at Journey School. Gavin expects 30 to 60 students would be interested, with 10-15 interested in “before school” care. Gavin also mentioned the “noon time sports” program offered which might be helpful to teach sportsmanship, character development, and the rules of certain sports, and might actually help with some of the recess discipline issues. The focus to start the noon time sports would be for the upper grades, and then staff would be evaluated how that is going before considering offering it to the younger grades.

There was a motion to approve entering an agreement with YMCA, for before and after care, plus noon time sports, pending further discussion with staff to gain staff support. The motion was seconded and approved unanimously.

8 **BOARD DEVELOPMENT (Discussion/Action):**

A. Renewal of Board Terms for 2018-19: *Renewal of terms for board members expiring June 30 and appointment of Parent Cabinet and Faculty Council members for 18-19.*

Anna Brown reviewed the terms that were expiring for herself and Julie Chiaverini. Both were interested in continuing for another two year term. At this time the Parent Cabinet representative and faculty representative are not ready for board consideration.

There was a motion to approve renewal of a two year term for both Anna Brown and Julie Chiaverini, which was seconded and approved unanimously.

B. Board Officers for 2018-19*: *Nomination and approval of board officers for 2018-19 fiscal year.*

This item was tabled until the next board meeting.

C. Board Meeting Calendar for 2018-19*: *Approval of board meeting calendar for regular meetings for upcoming school year.*

There are several Council members who will be out of town in August and September at the proposed dates. After discussion, the dates of Monday, August 13 for the August board meeting and Sept. 20 for the September board meeting were agreed on. Council members discussed the schedule for who would be responsible for the inspirational passage at each meeting. There was additional discussion about the date of the June meeting and trying to have additional time after the last day of school. The Council agreed that at this time, June 27 will be the best date for the June meeting, but this might be revisited in the spring.

There was a motion to approve the schedule as discussed, which was seconded and approved unanimously.

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

This item was tabled until the next board meeting.

E. Evaluation process for School Director*: Review of final draft of evaluation process

The board reviewed the changes and additions to the process. The timing of the cycle was acceptable to administration. The process would include each individual board member filling out the evaluation, but anyone could indicate N/A on an area if needed. The Board was interested in trying the 360 degree evaluation in the first year, but was also considering just using the board evaluation with a PILOT of the 360 for next year. Stakeholders could also give feedback on the tool itself, how well the tool communicates the desire of the board, and could make further decisions as the process is implemented, such as deciding which members of the other groups would participate, for example which parents would be asked to use this tool. There is interest in also gathering information from parents and staff using surveys which would then provide data that stakeholders would take into consideration when completing the evaluation.

There was a motion to approve the evaluation process and start the cycle for the upcoming school year, including a pilot of the 360 degree portion, which was seconded and approved unanimously.

9 **Adjournment:** The meeting was adjourned at 9:05 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.*