

***Journey School  
A California Public Charter School***

***March 8, 2018***

***REGULAR MEETING MINUTES  
APPROVED April 26, 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](http://www.journeyschool.net)*

***BOARD MEMBERS:***

*Anna Brown, Council President: Present  
Julie Chiaverini, Council Vice President: Absent  
Jessica Monroe, Council Treasurer: Present, arrived at 6: 10 pm  
Lisa O'Neill, Parent Cabinet Member and Secretary: Present  
Judy Levinsohn, Council Member: Present  
Jeannie Lee, Educational Trustee Member: Present  
John Holland, Council Member: Present*

*Staff members Robin Langley and Gaylen Corbett were present.*

*Administrative staff members present were Gavin Keller, Franci Sassin, and Larry Tamayo (for his items).*

<b><i>AGENDA ITEM</i></b>	
<b><i>1</i></b>	<b><i>Call to Order, Roll Call and Review of Norms/Roles</i></b>  <i>The meeting was called to order at 6:05 pm.</i>
<b><i>2</i></b>	<b><i>Inspirational Passage</i></b>  <i>Jeannie Lee read a section from the charter about storytelling, including the benefits and the development of ethics that takes place when this technique is used.</i>

3	<p><b>Approval of Agenda*</b></p> <p><b>NOTE: The order of the agenda may be changed without prior notice to the public.</b></p> <p>There was a motion to approve the agenda with the deletion of Item 8A, which was seconded and approved unanimously.</p>
4	<p><b>PUBLIC COMMENT:</b> <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>Parent Joshua Carter read a statement regarding punctuality and the importance of this, and the need to develop it among the entire school community. This is especially a concern regarding what takes place at the start and end times for school.</p>
5	<p><b>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.</b></p> <ul style="list-style-type: none"> <li><b>A. Approval of Minutes*:</b> <i>Minutes from meetings of December 7, 2017 and January 25, 2018.</i></li> <li><b>B. Staffing Update*:</b> <i>Approval of staff hires for 2017-18, to incorporate any changes since January to the staffing plan., plus updates for 2018-19 school year.</i></li> <li><b>C. Parent Involvement Policy*:</b> <i>Annual board review of policy, with no changes recommended.</i></li> <li><b>D. Second Interim Financial Report*:</b> <i>Approval of the Second Interim Financial Report with the financial position and budget through January, 2018, due March 15.</i></li> <li><b>E. Consolidated Application*:</b> <i>Ratification of the mid-year (winter) submission and certification of the Consolidated Application, which reports on the use of federal Title funds.</i></li> </ul> <p>Items A and C were pulled for discussion and moved for discussion and action.</p> <p>There was a motion to approve the remaining consent agenda items, which was seconded and approved unanimously.</p> <p>Item A: Discussion of the minutes of December 7 and the particular section regarding the school store item. There was some debate about how to best reflect the discussion that took place on this topic at that board meeting. The Council discussed various ways to word the minutes, and agreed on alternative additional language. There was a motion to approve the December minutes as modified, which was seconded and approved unanimously.</p> <p>There was a request to modify the January 25 minutes. Council member Anna Brown asked to change the wording about the JSF Vision Committee to “next meeting” instead of “first meeting”.</p> <p>There was a motion to approve the January 25 minutes with the change listed above, which was</p>

seconded and approved unanimously.

There was a discussion regarding ITEM C: Board members had questions about how the Parent Involvement policy relates to Title I, and there was discussion about adding a new section that explains Title I and/or updating the policy. The Council agreed to table the item until another meeting and revisit revisions at that time.

6 **INFORMATION ITEMS: Reports**

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

Jeannie Lee reported that faculty is well engaged and has momentum. Some of the staff is starting to go out on leave now. The class plays are starting up. The spring parent teacher conferences are taking place now, with minimum days to accommodate these conferences. Several faculty members attended a storytelling workshop through OC Wild. PedCo is looking to assist with filling in for the Educational Director while she is on leave. They have also been working on bringing all different groups back to what is written in the charter and use that as a foundation and focus. As a new idea for the fundraising auction this year, teachers will be offering a craft and arts sessions with students one afternoon and hope to sell seats for at least 25 students in each class. If 25 seats sell the whole class can attend. The announcement that the school store will be closing was made today and there were many reactions in the community. The teachers are starting to prep the students for the SBAC testing using the Chromebooks.

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

The annual auction is coming up later this month. It has become increasingly difficult to find volunteers because it is a very time consuming volunteer project. The book fair will take place in mid-March. The book fair has worked well because parents are able to hand select the books presented. The PC has had extensive discussions about possible solutions for a school store, however, due to the complexity of the issue, a good solution has not been found. Overall, the PC is doing well and has a strong base and there is a high level of volunteerism. Weekly communications are sent out to the community to keep everyone updated.

**C. Administrative Update\*:** Report from School Director, including updates on campus safety/security, update on testing including CAASPP and ELPAC, facility energy upgrades, applications and upcoming lottery, update from math curriculum committee, coverage for staff on leave, etc.

Gavin reported that Tim Bagby just recently accepted an interim position, and will help support the administrative duties while Shelly is out on leave. He has many years of administrative experience, including in charter schools.

The 8<sup>th</sup> grade projects are coming up the last week in March.

Gavin reported to the board about school safety issues. He commented on the trainings that staff have gone through and the practice that takes place in case of dangerous situations that could come up. There is also an in-service coming up with a security training academy. There was discussions regarding the layout of the campus and various considerations for student safety. The Council commented that the communication that the school Administration sent out was very practical and thorough. Gavin commented on the decisions made by the faculty and administration regarding any student or staff walkouts.

Gavin reported on the ongoing work of the math curriculum committee. They are in the last stages of selecting a curriculum and support materials to recommend. One vendor being reviewed is TERC and another is Singapore Math. Go Math! has been used in middle school because it matches CUSD curriculum however, faculty is not that pleased with it. Illustrative Math may be an alternative. The recommendations will be brought to the board at a future meeting for consideration. There was a comment about the need for teacher training in order to support any new curriculum.

There was a parent satisfaction survey sent out; the questions were developed based on research about surveys. There were 5 questions and it used a scale of 10 plus some open ended questions. There were over 230 participants. There was a lot of very good feedback received. This input can help with development of the LCAP.

Gavin reported on the prep for the upcoming state standardized testing, which will all be done on computers this year.

The annual lottery will take place on March 14. There are 300 applications, which is average for the past few years. The most are for kindergarten, with a trend of decreased applications as the grade level goes up.

Gavin commented on ongoing efforts to improve school climate and discipline.

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

Anna Brown reported on the recent meeting of the Foundation's Vision Committee. There are stakeholders from various groups as part of the Committee. There are subcommittees formed to work on various areas of need. The group is advisory only and will make some recommendations at the conclusion. They are using a 'SWOT' analysis, and worked most recently on threats and areas of weakness. The next meeting is planned for April 17.

She recommended that all the Council members view and share the video that is part of the Waldorf 100 celebration. The school is participating by having students write cards to students in

other Waldorf schools worldwide.

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

Larry Tamayo presented this item to the Council. The school is seeing over 95% attendance, which is higher than budgeted, but enrollment is lower than budgeted by a significant number. The school had a much lower count reported of 'unduplicated pupil count' than was budgeted. This resulted in the inability to qualify for Title I funds this year, and also causes a decrease in the LCFF supplemental funding for those students, however, since the funding is calculated on an average of 3 years, it won't be a dramatic change right away.

Larry reported on how the Prop 39 energy funds are being accounted for. He also reported on the state budget and the expectations for next year, and the budget implications, including flat funding and the elimination of the facility funding.

There was a discussion about the relative expenditures and resources and how to compare Journey to other charters and district schools.

The budget committee will be meeting soon to work on next year's budget.

7 **DISCUSSION/ACTION ITEMS: AUDIT COMMITTEE**

**A. Audit Engagement for 2017-18 fiscal year\*:** *Review and approval of audit engagement and proposal for 2017-18 fiscal year from Clifton, Larson, Allen by the Audit Committee, a Committee of the entire board.*

This is an annual item. This is the same audit firm the school has been using, however they have changed their name. The proposal is for a three year term. The approved proposal should be submitted to the district and county office after receiving board approval. There was a discussion about the scope of the audit and the fact that the school has a positive and long standing relationship with this firm.

There was a motion to approve the audit engagement with CLA which was seconded and approved unanimously.

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

**A. Application for Title IV funds\*:** *Consideration of Board approval to apply for newly available Title IV funds through Consolidated Application process*

This item was removed from the agenda because the funds are no longer available.

**B. Union negotiations/Collective Bargaining Agreement\*:** *Sunshine of JTA and Journey School Initial Proposals for negotiation of teacher contract for 2018-19 school year.*

Gavin reported that the negotiations are beginning and the contract expires at the end of the

school year, and so any element can be negotiated, however, the areas presented for “sunshine” are the intentions of both sides to negotiate.

**C. *Designation of Lead Union Negotiator: Board designation of Lead Negotiator and consideration of negotiations team.***

There was a discussion about the history of using Gavin Keller as School Director as the Lead Negotiator.

There was a motion to select Gavin Keller as the Lead Negotiator, and he is authorized to select other members of the negotiations team.

**D. *English Learner Reclassification Policy and procedures\*: Discussion of updates needed to reclassification policies based on new test for EL students. .***

The EL Plan gives some context for the program and the supports offered for English Language Learners. The Reclassification Policy has been updated to include the new assessment, the ELPAC. The different levels are preliminary and so this could change in the future. The Reclassification Policy is part of the way to demonstrate for audit purposes why students are designated as English Learners and when they are ready to be re-designated as fluent speakers.

There was a motion to approve the updated Reclassification policy, which was seconded and approved unanimously.

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

**A. *Update on Evaluation process for School Director: Discussion of next steps and development of process and timeline for future years***

Council President Anna Brown has researched one resource so far-- Board on Track. The process that organization lays out calls for setting annual goals at beginning of the year, then checking in every few months with an evaluation at the end of the year. The plan should include communication tools and metrics to be used.

There was a comment on keeping it simple and on which areas of an evaluation the board is able to directly comment on. There was a discussion about the purpose of the evaluation and how much is personal growth. This would involve the Director in setting those goals. For example, Gavin could identify the “big” areas and there can be discussion about the metrics to be used.

There was a discussion about how to go about developing the evaluation process, how it should be done and who should be involved. One consideration is to develop some kind of incremental process.

Several Council members agreed to do some additional research and will each bring back some ideas about a process for the next board meeting. After further discussion, the board can decide which general type of evaluation they want to go with, and then start to work to tailor it to

	<p>Journey's needs. Also under consideration is whether to do a simpler evaluation for this year or focus more on setting something robust in place for next school year.</p> <p><b>B. Annual filing of Form 700 Conflict of Interest:</b> <i>Reminder of upcoming FINAL due date of April 2 for electronic filing</i></p> <p>Franci reported on the annual filing and technical assistance available, especially for new board members.</p> <p><b>C. Board Vacancies:</b> <i>Update on Nominating Committee and possible candidates for the board.</i></p> <p>Anna Brown reported on the work of the Nominating Committee. There are no current leads for new board members, but all board members are asked to think about making recommendations and reaching out to their contacts for additional leads.</p>
10	<p><b>CLOSED SESSION:</b> <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>The board made a motion to enter closed session, which was seconded and approved unanimously. The board entered closed session at 9:45 pm. Gavin Keller and Franci Sassin were invited into closed session based on their work in the matter under discussion.</p> <p><b>1. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS:</b> <i>Update on the start of negotiations for 2017-18</i></p> <p><b>Employee organization:</b> <i>Journey Teachers' Association/CTA</i></p> <p><b>Agency designated representative:</b> <i>Gavin Keller</i></p> <p><b>RECONVENE TO OPEN SESSION:</b> <i>The meeting was reconvened to open session at: 10:25 p.m.</i></p> <p><b>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION</b> <i>(includes the vote or abstention of every member present)</i></p> <p>No action was taken in closed session.</p>
11	<p><b>Adjournment</b></p> <p>The meeting was adjourned at 10:30 pm.</p>

***\*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.***