

Journey School
A California Public Charter School

May 23, 2019

REGULAR MEETING MINUTES
Approved June 18, 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: Absent
Jessica Monroe, Council Treasurer: Absent
John Holland, Council Secretary: Present
Judy Levinsohn, Council Member: Absent
Jeannie Lee, Educational Trustee Member: Present
VACANT, Parent Cabinet Member
Lorraine Donovan, Council Member: Present
Richard Martin, Council Member: Present

Administrator Gavin Keller was present, as well as consultants Franci Sassin and Larry Tamayo (for his items) and faculty member June O'Connor Hamlin.

AGENDA ITEM	
1	Call to Order and Roll Call The meeting was called to order at 6:05 pm.
2	Inspirational Passage Lorraine read a passage called "Student Counting Apples" and shared a video of an inspirational song regarding dyslexia called "I'm Not Giving Up On You."

3	<p>Approval of Agenda*</p> <p>NOTE: The order of the agenda may be changed without prior notice to the public.</p> <p>There was a motion to approve the agenda, with the change to move all the financial items to the first part of the agenda so that Larry Tamayo could present those items. The motion was seconded and approved unanimously.</p>
4	<p>PUBLIC COMMENT: Reminder: Please fill-out a speaker card; see policy above for guidelines</p> <p>There was no public comment submitted and no members of the public asked to speak.</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 April 23, 2019. B. Staffing Plan 2018-19*: Updates to current year staffing plan C. Intention to renew STRS/PERS reporting with OCDE*: Approval to enter into contract with OCDE for retirement reporting with no rate increase. D. EL Reclassification Policy*: Updates to policy for reclassifying English Language Learners. E. Contract renewal with ExED*: Renew contract for back office services with ExED. F. Independent Study Master Agreement 19-20*: Approval of updated Master Agreement for Independent Study program for 2019-20. <p>Item F was removed from the Consent Agenda. There was a motion to approve the remaining Consent Agenda items which was seconded and approved unanimously.</p> <p>For Item F: There is a typo on page 2 that was noted.</p> <p>There was a motion to approve the Independent Study Master Agreement for 2019-20 with the correction, which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. Faculty Update: Update on Faculty activities. <p>Jeannie Lee reported on the year end activities. The 8th grade projects have been moved to daytime activities and so now many students have been able to attend. The end of year plays are coming up. There is also the Talent Share, a Dad’s Campout, the Volunteer Appreciation Tea, and more. The teachers held a Jubilee event where almost 200 tickets were sold and teachers provided activities across campus.</p> <p>June O’Connor Hamlin was present and presented to the board about her work. She is serving as a</p>

counselor for students, she showed the board several of the activities that she uses with students, especially for various group counseling sessions that she is running. She has groups for bereavement, impulse control, anxiety, divorce, and others. She is a lead on one of the three “streams” the school is implementing, she is in charge of the social-emotional aspect, and the team leads meet regularly. They create a ‘care team’ if a student is struggling and needs extra emotional support. She also leads a “lunch bunch” and a girls groups. She also practices meditation, mindfulness and yoga, as well as other physical activities with the students. She also uses art therapy and play therapy when needed. She also sees students in one on one sessions. Gavin noted that the school does not use the title of “counselor” because they want the students to feel comfortable working with her. She works very closely with the other faculty and staff.

B. Parent Cabinet Update: *Update on Parent Cabinet activities, including update on nomination of Parent Cabinet representative to Council*

The Parent Cabinet has put forward a nominee, and the Nominating Committee met with the candidate. This will be addressed further later in the agenda.

C. Administrative Update*: *Report from School Director, including update on professional development/training, hiring committee/teacher search update, enrollment policy update, CHYA, YMCA program, aftercare options, CAASPP testing update, pending state legislation, etc.*

Gavin reported on some options for the food program next year. One option is that CUSD could allow Journey to piggyback on their program. It is not ordered specifically so an estimate is delivered daily. Students use a PIN so that it is not obvious which students are getting a free or reduced vs. a fully paid meal. They might be able to provide staff to serve as well. If the school uses that program, CUSD can submit the students for reimbursement for the National School Lunch program. No fiscal amounts have been discussed yet. There are other vendors being considered as well.

The administration of state standardized testing started over two weeks ago. Some grades have finished, some are in process and some are still to come. The participation rate is good, it is improved from past years. There was improved communication to the families about the importance of testing participation.

The Board discussed the political climate in California regarding charter schools.

Gavin reported that he is still working on a solution to the balance of kindergarten classes with respect to the TK and K enrollment.

The YMCA program which provides afterschool care, summer programs and child care on school breaks will not be returning next year. There are some other options being considered for next year. The district has agreed to allow the use of the facility during summer and breaks, but any providers will need to provide a certificate of insurance which names CUSD.

Gavin provided detailed information about the professional development that teachers have been participating in over the past few years. There was some discussion about how teachers can specifically access dyslexia training on campus.

The Open House is on June 5 in the evening, and board members are invited. Dinner is provided courtesy of Parent Cabinet.

D. Financial Report*: Review of April financials.

This item was heard first on the agenda. Larry Tamayo reported on the P2 ADA which is the main basis for funding this year as well as the initial funding for next year. There was a discussion about cash flow related to school growth in the upcoming school year. There are several one-time funds received this year which assist with the fund balance as they can be spent over the next several years. The cash balance is healthy.

Larry reported on the state's May Revise information and the impact on the budget, including the state's proposal to 'pay down' the teacher retirement contributions. He commented on other charter related items contained in the Governor's budget proposal, such as admissions practices in charters.

E. JS Foundation/Vision Committee Update: Report on Foundation items and vision committee work

Gavin reported on the most recent meeting of the Committee. The vision statement is being circulated for additional input from various stakeholders.

7 SCHOOL OPERATIONS (Discussion/Action):

A. School Calendar for 2019-20*: Review and approval of calendar for upcoming school year.

The calendar draft has been circulated to the faculty and administrative calendar committee, with no additional changes proposed. The instructional minutes are not ready yet, there are still some minor changes to the bell schedule. This will be brought back at the next meeting.

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

B. Staffing Plan for 2019-20*: Discussion of draft staffing plan for upcoming school year, including budgetary implications.

Gavin reported on the draft of the Staffing Plan. This is what is incorporated into the draft budget. He highlighted some changes from this year. One anticipated addition is that Amanda Simmons will be doing half time in administration as well as her work with the independent study teacher and admin

work. There are two new hires to step into first grade roles. There is a plan to bring handwork/sewing/textiles to the middle schools, and bringing woodwork down into 5th grade. There is a consistent campus supervisor position so that there is one person at every recess who can be on duty and also be sure that the other positions are covered with the dynamics of the daily schedule. This will be brought back again for approval at a future meeting.

C. *School Budget: Review of any updates to draft of 2019-20 budget for board discussion**

This item was heard second on the agenda. Larry Tamayo presented an update on the draft budget. The May Revise info has been included. He reviewed the various revenue sources and assumptions on enrollment and student demographics. He also reviewed the expenses, including salaries and benefits, professional development, special education costs, and other key expenditures. He also reviewed the retirement system contribution rates. He reminded the board that the budget would need to be approved in conjunction with the LCAP at the next board meeting.

D. *Surveillance system purchase: Discussion of purchase and installation of security system with video surveillance.**

Gavin reviewed the various proposals. He noted that some systems require a monthly service fee or annual license. The Verkada system has the most updated technology.

There was a motion to approve purchase of a surveillance system including installation costs, not to exceed \$15,000, the system chosen to be at Gavin's discretion. There was a second and the motion was approved unanimously.

E. *LCAP process: Update and additional discussion on goals and actions for LCAP for 2019-20 and review of new portions, including federal addendum.**

Gavin reminded the Board of the LCAP process, and the ongoing goals and actions. He reminded the Board about the process for stakeholder input and asked the Board if they had any further contributions. He also gave an update about the requirement for the federal addendum this year in order to access federal funds. The LCAP and federal addendum will return next month for approval.

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

A. *Board Self-Evaluation: Review of Board's self-evaluation process**

Anna reported that many board members took the survey. The board had a discussion about the analysis of the results. There was a discussion of the various skill set of current board members and Anna Brown will compile a matrix of the current skill set among the board in order to help focus on board recruitment. One area of discussion was in preparing board members, including the timing of when new board members receive resource materials and what materials and training are received.

B. Evaluation process for School Director*: *Discussion of timeline for evaluation cycle.*

The Board commented on the lessons from going through the evaluation cycle for the first full year, and commented that the process is working pretty well. The Board reviewed the process. The board self-evaluation could be moved to May to coincide with the Executive Director evaluation. The Goal Setting portion should be shared by the Director and Board. Some other timelines were modified.

There was a motion to adopt the evaluation cycle with the changes to the timeline described. The motion was seconded and approved unanimously.

C. Council Nominating Committee*: *Report from Nominating Committee on recruitment of board members, including nomination of a new Parent Cabinet representative.*

The ad hoc Nominating Committee consisted of Lisa O'Neill, Anna Brown and Jill Murphy who interviewed Meggan Bunce on May 13. Meggan had been very active in the past in the parent community. The Nominating Committee has agreed to nominate Meggan for the Parent Cabinet representative.

The Board discussed the qualifications of the nominee and the position of Parent Cabinet representative to the Board. There is consideration for future to make this position an advisory position rather than a voting board member.

There was a motion to approve Megann Bunce as the Parent Cabinet representative. The motion was seconded and approved unanimously.

D. Council Composition*: *Review of charter, bylaws and policy regarding composition, with consideration of changes to be incorporated into charter renewal.*

The Board discussed the possibility of moving the Parent Cabinet and Faculty positions to advisory positions. In that case, in order to be on the board, all positions would be considered based on skill set and as Community Trustees and all board members would follow the same process to be seated on the board. From discussions that Anna has had with Parent Cabinet leadership, and they are open to moving the position to an advisory position as long as the communication channels are kept open. The board is interested in continuing to get the input from parents and teachers. The board discussed the total number of board members for the ideal size for the organization. The board was in agreement that a total of 5 board members would be a good number, however, until the charter is renewed the number may be higher. The board discussed the terms of the current board members. The Board will bring back the resolution for the total number of board members at the June meeting. In the meantime, additional input from Parent Cabinet and Faculty will be sought.

E. Council Code of Conduct*: *Review of policy with discussion of possible changes or additions.*

The board discussed some areas that might be updated, such as the online ethics training and the attendance requirements. For example, remove the "consecutive" requirement for board attendance, and if a board member misses more than one or two meetings or has difficulty making the meeting on time, this would be considered in renewal of the term. The board is interested in creating a "scope of

	responsibilities” document for prospective board members. The Board will consider revisions at a future board meeting.
9	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>The board adjourned into closed session at 11:30 pm. Franci Sassin was invited to attend closed session based on her work in those areas. Gavin Keller was present only for item 3.</p> <ol style="list-style-type: none"> 1. Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: School Executive Director 2. Pursuant to Government Code §54957: Public Employment, Title: School Executive Director 3. Pursuant to Government Code §54956.9: Anticipated Litigation: Number of cases: 1 <p>R RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at: 1:35 a.m.</p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION <i>(includes the vote or abstention of every member present)</i></p> <p>No action was taken in closed session.</p>
10	<p>Adjournment and reminder of next board meeting on June 18.</p> <p>The meeting was adjourned at 1:36 am.</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.*