

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

May 24, 2018

***REGULAR MEETING MINUTES
APPROVED on June 25, 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 : Absent
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*

Administrator Gavin Keller was present, along with administrative consultant Franci Sassin. Larry Tamayo of ExED was present for the fiscal items.

INSTRUCTIONS FOR PRESENTATIONS TO THE COUNCIL BY PARENTS AND CITIZENS

Journey School welcomes your participation at the school's Council meetings. The purpose of a public meeting of the Council is to conduct the affairs of Journey School in public. We are pleased that you are in attendance. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

- 1. Agendas are available to audience members during the meeting.*
- 2. "Request to Speak" cards are available for all audience members who wish to speak on any agenda items or under the general category of "Public Comment." "Public Comment" time is set aside for members of the audience to raise issues that are not specifically on the*

agenda. However, due to public meeting laws, the Council can only listen to your issue, not discuss your issue, respond in substance or take action. These presentations are limited to five (5) minutes (ten (10) minutes if a translator is needed) and total time allotted to non-agenda items will not exceed thirty (30) minutes. The Council may give direction to staff to respond to your concern.

3. With regard to items that are on the agenda, you may specify that agenda item on your “Request to Speak” card. Following the presentation on that agenda item by staff, school committees or the public, the President/Chairperson will recognize members of the public who have submitted a “Request to Speak” card. This period precedes Council discussion and deliberation. You will be given an opportunity to speak for up to five (5) minutes (ten (10) minutes if a translator is needed).
4. When addressing the Council, speakers are requested to state their name from the podium and adhere to the time limits set forth.

Notices: Journey does not discriminate on the basis of disability in the admission or access to, or treatment in employment in its programs or activities. Please notify the office at (949) 448-7232 seventy-two (72) hours prior to the date of the meeting for disability accommodations necessary in order to participate. Per California Government Code section 54957.5(b), Journey shall make materials that are part of the regular agenda packet available in the office and/or on the school’s web site www.journeyschool.net without delay and at the same time they are distributed to the Council.

AGENDA ITEM	
1	<p>Call to Order, Roll Call and Review of Norms/Roles</p> <p>The meeting was called to order at 6:04 pm.</p>
2	<p>Inspirational Passage</p> <p>Julie Chiaverini read a passage from a parenting book based on the TaoTeChing philosophy.</p>
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, which was seconded and approved unanimously.</p>
4	<p>PUBLIC COMMENT: Reminder: Please fill-out a speaker card; see policy above for guidelines</p> <p>Parent Shannon Johnson (who is also a teacher) spoke regarding concerns about behavior of boys in the school, and that students may be getting treated differently based on gender with respect to discipline.</p> <p>Mary Becker, a parent, spoke regarding lack of consistency in discipline across different classrooms. Different teacher personalities seem to lead to different disciplinary actions. There still seems to be issues with some students who consistently are aggressive to others. She commented that the school website does not have any statements about the moral values of the school and that would be a good addition and message to the entire community at large.</p> <p>Michelle Magno, a parent, wanted to let the Council know about a wonderful theatre performance that took place</p>

this week. She applauds the staff for what a great job are done, even without things like lighting and a real stage.

5 **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 meetings of April 26, 2018.
- B. Approval of renewal of OCDE for STRS/PERS reporting*:** Approval to enter into contract with OCDE for retirement reporting with no rate increase.
- C. Renewal of ExED contract*:** Renew contract with ExED for various fiscal services for two year term.
- D. Job Descriptions*:** Approval of updated Job Descriptions for Executive Director and Main Class Teacher
- E. Staffing Plan 2018-19*:** Updates to staffing plan for 2018-19 school year.
- F. MASTER AGREEMENT 2018-19*:** Approval of updated Master Agreement for Independent Study program students for 2018-19 school year.

Item 5C was removed for discussion. It was addressed just before Item 6F so that Larry Tamayo could respond.

There was a motion to approve the remainder of the items, which was seconded and approved unanimously.

(Note, the following item was discussed during the meeting after Item 6C)

For Item 5C there was a question about the liability section of the contract, as well as questions about the proprietary information section. Why is the limitation of liability set at \$62,500? The Council asked about the basis for the fee increase and Gavin shared that the fees are based on a percent of revenue, so with the increase size of the school the percentage has not increased, but the overall amount of the contract has increased for this new term. Larry will ask the contract department about the Council's questions.

Item 5C was tabled until the June meeting.

INFORMATION ITEMS: Reports**A. Faculty Update:** *Update on Faculty activities.*

Jeannie Lee reported on the administration of state testing, which went smoothly and included for the first time all grades testing using Chromebooks. She also reported on the challenges of end of year activities with the limitations on space, especially use of the MPR.

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

Lisa O'Neill reported that the annual Auction was very successful. The teacher event portion was just finalized this week. The net was somewhere around \$50K this year. The PC Executive Board is being put into place for next year. Some officers will continue and have been doing a great job with the corporation compliance. PC is also looking for chairs to host the various large events throughout the year. There are still vacancies for both Harvest Faire and the Auction. Therefore the group is looking into alternative fundraisers, but there could still be some decrease in the amount of funds available to donate to the school if the two largest events don't happen. They are working on strategies to increase willingness for volunteers to step into leadership roles, and are breaking the bigger events into smaller responsibilities.

There was some discussion about working on better ways to recognize the leadership of those volunteers who work especially on the large events.

C. Administrative Update*: *Report from School Director, including updates on state testing (CAASPP), campus safety, 8th grade projects, teacher search committee, follow up from previous board meetings, etc.*

Gavin Keller reviewed a few areas from his written update. He commented on an incident in the community nearby. They also had a 4 hour teacher training about responding to an active shooter situation. It included strategies, self-defense strategies, and a change of mindset about how to respond.

Gavin highlighted the work of the Teacher Search Committee. Over 150 applications were received. One offer has been made for a new first grade teacher. Other openings are still being worked on.

The Open House took place with the new format which included the children. There was a nice energy and families did go around to the different grade levels so that families could see the way the students develop over time in the program.

For summer professional development the teachers have selected a variety of different types of trainings, most of which are Waldorf based. He noted that the days in the summer that teachers go to training is included in the total days in their annual contract.

D. Vision Committee/JS Foundation Update*: *Update on work being done by JS Foundation for school-wide vision.*

Anna Brown reported that the Vision Committee met on May 22. There was a presentation about the facilities needs and some of the options. The current lease for the school campus expires in June of 2020. The committee is putting out surveys to teachers and students, results are being collected. The JS Foundation is looking for new board members. They welcome members who are already Council members and also welcome faculty members.

E. Budget Committee Update*: Update on work on Administrative Budget Committee and draft 18-19 budget

Larry Tamayo and Gavin Keller reported on the draft budget. It includes the May revise info. The enrollment is now higher based on the increase expected in the IS program, but is still conservative because of expected attrition. A 94% ADA rate is used. The donation/fundraising portion has been budgeted conservatively. There was a discussion about the future years after LCFF is fully funded next year. This version includes the projected increase based on the teacher CBA and a 3% increase for other employees. Larry commented on the increases in the retirement program and other benefits costs.

F. Financial Report*: Review of April financials and state budget May Revise update.

Larry Tamayo reported on the April financials. The P2 ADA is finalized and so revenue projections are now fairly accurate now. The ADA rate did go up this year and was approximately 95%. This helped offset slightly lower enrollment compared to budget. Larry also reported on the Governor's May Revise for the state budget. There were some slight increases but it is conservative. It is expected that the school will end in a positive position of more than \$200K and a reserve amount of about 19%. He reminded the board that the Prop 39 energy expenditures will only show up as an asset that is depreciated over 20 years.

7 DISCUSSION/ACTION ITEMS: School Operations

A. Math Curriculum*: Discussion of Math program enhancements and discussion of new math curriculum.

Representatives of the Math Curriculum Committee (teachers Yara Wilde and Taraneh Daghighian) presented the process for deciding on how the math program works and how a unified curriculum would work across the grades. There is a lot of work that goes into research to find math activities. The ELA curriculum was implemented this year and there is excitement about how it provides tools and assessments but still allows the Waldorf methods to be used along with individual teacher creativity. The proposed math curriculum should do the same thing. They presented the different options that were analyzed in multiple ways, and the decision making process. An important element was something that could balance Common Core with Waldorf. Teachers were able to give input about what their most important needs are. The curriculum is intended for the math "practice lessons" and would not replace the Math Main Lesson Blocks. The final decision was to recommend adoption of TERC Investigations, 3rd edition. This comes with an online platform (called Realize) which includes assessments and has some online support and allows teachers to access all grade levels. It also includes specific intervention strategies and ideas for a variety of different reasons why a student would struggle. The license will include student workbooks and would last for 3 years in order to have enough time to pilot. In addition, the school would purchase additional manipulatives and would inventory what the school has now. This is a K-5 curriculum which will be used in grades 1-5 at Journey. There were questions about the middle school math curriculum. The school has a GoMath subscription for another year. Some explorations into Connected Math are being done as a possible supplement or replacement to GoMath. The price would include the curriculum, a full day of teacher training and manipulatives, as detailed in the proposal and presentation. It was noted that

additional professional development and coaching will be needed and so that will need to be included in the budget as well.

Gavin recommended that the Council consider approving spending the funds during this fiscal year so that curriculum can be provided to teachers before the summer as well as free up some funds for additional professional development next year

There was a motion to adopt the math curriculum as proposed, with purchase immediately as part of the 17-18 budget. There was a second and the motion was approved unanimously.

B. Calendar and bell schedule for 18-19*: Review and approval of draft calendar and bell schedule.

Gavin commented on the idea of having an additional holiday on Nov 2 but that was not found to work in a feasible way with the rest of the calendar. The Kindergarten team requested that the first and last day of school be shortened for their classes in order to allow participation in school wide ceremonies. The calendar discussion has been extensive with the Calendar Committee and also included input from the whole faculty.

There was a motion to approve the 2018-19 instructional and attendance calendar and instructional minutes, which was seconded and approved unanimously.

C. Update on LCAP: Update on progress on LCAP and input from board

Gavin Keller presented an update on the progress on the LCAP. Last year there were three goals:

1. Behavior and Social-Emotional Outcomes

Summary of results: The school began tracking a variety of metrics and more consistency of the behavior management across the school.

2. Maintain a broad course of study while improving achievement

Summary of results: New curriculum and materials, an increase in staff and intervention resources, an increase in course offerings in math in middle school, Professional Development for staff about CAASPP testing.

3. Actively engage students and parents

Summary of results: Increasing attendance rates using specific strategies, a Vision Committee formed, volunteer policies and procedures were enhanced, more community building events took place.

There was input from the Council that these goals align well with the issues and needs that have been heard in recent months. In addition, three years is the minimum needed to see if the actions are working, so it is not advisable to change the goals too often.

D. Independent Study program update: Update on developments in the program for next year and upcoming approvals needed.

Gavin reported that enrollment has increased to around 85 students, including two hybrid kindergarten classes which will be on campus twice a week. The mixed grade hybrid grades will be on campus twice

weekly and will have several specialty classes scheduled. If enrollment stays at 85 (or exceeds 75) then the school will need additional teacher support in order to comply with the required 25 to 1 student to teacher ratio.

E. *Student Behavior: Report to Council on student behavior, including the types of behaviors that lead to discipline, and disciplinary approach.**

There was the implementation of “will work” over the past year and a half. This is described as situations where a student with a serious behavior incident will have a meeting and discussion of the causes of the behavior and some type of restorative work that addresses the infraction and is not just punishment. An email (and/or letter) also goes home to the parents consistently. There are standards of how many can occur before a more serious discipline like detention. Some of these protocols are being revised as this system has evolved through use. Detention only applies to students in grades 4-8. The Council asked about whether this particular type of discipline is being used for a student who is just not completing work or projects, for example, in handwork. There was clarification about the definitions of the different behavior categories.

Gavin reported on the types and frequency of behavior incidents. The numbers have not increased this year but there has been a trend of behavior problems over a long period of time. Gavin commented on trying to do more next year to recognize good behavior and ways to reward the good behavior without resorting to extrinsic rewards. In addition, the school is looking at implementing a formal social-emotional curriculum. He also reported that the school has hired a full time (32 hours per week) position for a PPS credentialed counselor who will be starting next year to support the behavior program.

The Council commented that the information presented is of concern, but that the tracking will help and that working to implement a school wide behavior program as well as continue to promote the intrinsic reward system are good initiatives to continue.

F. *Ratification of Collective Bargaining Agreement between Journey School and Journey Teachers’ Association: Ratification of agreement reached during negotiations for Agreement to cover 2018-19 through 2020-21.**

The teachers have not formally voted yet but they have seen it informally. Teacher Jeannie Lee reported that overall there seems to be a positive reception, but there has not been time to take action.

The following comments were made by the Council:

Article 5.1.3.4 needs to have the year updated.

There was a discussion and clarification about items in Article 22 Layoffs and Article 25 Complaints, and Article 20 Compensation.

There was a motion to ratify the CBA for 2018-91 through 2020-21, which was seconded and approved unanimously.

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BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability

A. Update on Evaluation process for School Director*: Discussion of next steps and development of process, including review of evaluation tool under development.

There was a discussion about the length of the evaluation. Also, the scoring scale, such as a 1 to 4 scale vs. 1 to 5 scale. There was more interest in using a 4 point There were questions about when additional comments would be asked for. Would that only be for questions that are scored low or high or both? It might be too long if there are comments in every section. On the facilities section the question on maintenance should be removed because that is only the responsibility of CUSD. There will need to be a decision about when to insert the first 360 evaluation into the process and that it would be a good idea to do this soon and not wait more than a year after adoption of the process.

B. Report from CCSA conference: Report and sharing from board members who attended conference last month.

Council members Julie, Jeannie, and Anna attended the conference. There was good feedback on the sessions. The sessions chosen had an emphasis on fiscal sessions. They noticed that there was an awareness by conference attendees and presenters of Journey and all had positive attitudes towards Journey.

C. Board Development*: Discussion of the board training articles distributed from the Charter School Board University publication.

There was a reminder that these articles can help provide background information for the Executive Director evaluation.

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CLOSED SESSION: The meeting will now convene to closed session to discuss the matters described below:

There was a motion to move into closed session, which was seconded and approved unanimously. The Council moved into closed session at 9:45 pm. Franci Sassin was invited into closed session based on her work in the matters.

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**

R RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at: 10:35 p.m.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present)

The Council reported that the following action was taken in closed session:

A one-time bonus payment was approved for Gavin Keller, Ex Dir, as compensation for the additional duties he had

	to take on this school year based on the absence of the Educational Director. This was approved by a vote of five votes for approval and one abstention. Council member Judy Levinsohn abstained.
10	<i>Adjournment</i> 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.***