

Journey School
A California Public Charter School

May 28, 2015
REGULAR MEETING MINUTES
Approved June 25, 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

Michael Corbo, Council President: Absent
Sue Vaughn, Council Vice-President: Present
Warren Whiteaker, Council Treasurer: Present
Susan Toma-Berge, Council Secretary: Present
Jon Kaplan, Council Member: Present
Kara McCann, Council Member: Present
Lisa O'Neill, Parent Cabinet Member: Absent
Jill Murphy, Educational Trustee Member: Present

Administrative staff members present were: Gavin Keller, Shaheer Faltas and Franci Sassin

Guests present were: Kim Hart—parent and PC secretary, Laura Bujjoni and Robin Davis—teachers

AGENDA ITEM	
1	<i>Call to Order, Roll Call and Review of Norms/Roles</i> The meeting was called to order at 6:03 pm. President Mike Corbo was not able to be present and had asked that Warren Whiteaker chair the meeting.
2	<i>Inspirational Passage</i> Shaheer Faltas read a poem that he wrote as a gift for Journey School in gratitude of the past six years, dedicated to this year's 8 th grade class.

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 Item 5A removed for a modification, 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>Parent Kent Shuster submitted a written list of items for future board consideration and discussion.</p>
5	<p>CONSENT AGENDA ITEMS:</p> <p>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 February 12, February 21 and March 26, 2015 and from April 23, 2015 (no quorum). B. Journey School Charter Renewal*: Board approval of final charter document submitted for renewal, which is expected to be approved by the Board of Trustees of Capistrano Unified School District on May 27, 2015. C. Parent Involvement Policy*: Review and updated approval date for Parent Involvement Policy required for federal Title funding. D. Renewal of OCDE contract for STRS reporting*: Review of proposed rates for 15-16 and authorization for School Director to enter into contract for 15-16. E. Bank Account Signers*: Approval of Resolution to remove of Shaheer Faltas as signer on all school bank accounts, effective immediately. F. Ratification of teacher assignments for 2015-16*: Board approval of offers for Main Class Teacher and Specialty Teacher assignments for 2015-16 and designation of Board President for approvals needed for teacher assignments over the summer. <p>There was a motion to approve the consent items, with the exception that the minutes from April 23 are be tabled until next board meeting. The motion was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. Administrative Update*: Report from School Director regarding: Update on charter renewal, LCAP progress, Smarter Balanced Assessments, 8th grade projects, end of year activities, etc. <p>Gavin Keller reported on the positive vote for the charter renewal vote last night at Capistrano Unified School District Board meeting. There was a wonderful show of support from the entire community at the meeting.</p>

The planning for the summer facility expansion plans and playground enhancements are underway, including new carpet in some rooms, phone system upgrade, furnishing the new classrooms, painting, parking lot changes.

The CAASPP testing started over the past few weeks. The testing is going well, with grades 3-5 taking a paper/pencil version. The school expects only a 92% participation rate for testing though, which may be an accountability issue.

Gavin reported on the 8th grade projects going on this week. This capstone project is an excellent demonstration of the culmination of the in depth and community oriented learning opportunities. The requirement to work with a mentor provides 'real world' methods of research that goes beyond just Internet research.

For staffing next year, there is now confirmation that 100% of the teachers are returning, which is a crucial part of school improvement. Two teachers being hired for next year began as instructional aides and are now taking Main Class Teacher positions. Both will be doing intern credentials for the California credential requirement and both are also Waldorf certified (or are in process for Waldorf certification).

For the summer training, this year for the first time, there will be a four day training on the Journey campus in lieu of the Rudolph Steiner college "Art of Teaching" program. This is being hosted and planned by the Co-Educational Directors. Teachers from other schools are also welcome to attend for a fee.

The Volunteer Tea will take place next week; the talent show is also next week.

As a new practice, new families have been invited to "shadow" a student one day in June before they make a final enrollment decision.

B. Faculty Update: Update on Faculty activities.

Yesterday there was the annual teacher appreciation luncheon which was very much enjoyed, and next week the teachers reciprocate by hosting the Volunteer Tea. Next week is the Rainbow Bridge ceremony for the Kindergarteners who are moving to first grade. Pedagogical Council held a spring retreat with the entire school staff, with the theme of "Raising the Bar", and the follow up action items and suggestions are now being processed by PedCo to create an action plan for next year. Teachers will also be working on these items the week after school is over for students. This includes time built in for the teachers to each meet with the teacher in the grade ahead and behind them, in order to share best practices for the next school year. The first grade play was this morning and the Senior Kindergartener students were able to see what they can expect next year in first grade.

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

Kim Hart presented the PC update, and most of the recent activity has been planning for next year. Amy Capelle will be stepping away from some of her responsibilities and transitioning duties over to additional leaders within the Parent Cabinet. One change is that each class representative will lead one meeting and will attend the Executive Meeting prior to that. They are also working to have each class be in charge of one consistent fundraiser, so that the fundraising is happening as a community and on a consistent schedule, with the goal of making the 8th grade and end of year field trips

consistent each year.

The PC bank account that still holds funds under the Journey tax ID has approximately \$60K. PC is in the process of transitioning to Quickbooks for accounting.

They have approximately \$85K in the new account, plus \$10K in a checking account. The plan is to release approximately \$44K back to Journey by the end of this school year, pending receipt of invoices from Journey School.

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

There was nothing to report for this item.

E. *Financial Report: Review of April financials and Governor's May Revise**

Larry Tamayo reported that the final P2 ADA is complete now. The final number was 371.02, and the budget was at 374, but there was 94% attendance overall which is good considering there was a few months with very low attendance.

The forecast is still showing that the school may end approximately \$15K in the red for the year, although additional Close the Gap revenue may come in. The largest expenses that went over budget were the Worker's Comp and Health Benefits. The reserve would be approximately 12%. A higher percentage, above 10%, is recommended in the current funding climate. The May revise was released and while there may be last minute changes when the budget is actually adopted in June, generally the funding is expected to increase schools significantly. The LCFF Gap closure is expected to be 53% for 15-16. The process of reaching the LCFF targets has been accelerated, but that means that future increases will be smaller.

There are estimates of \$550 to \$600 in one time funding, which may equate to approximately \$200K, but it is one time funding, so should be used only for one-time expenses or for building the reserves.

No state revenue deferrals are expected in the near future. The temporary taxes expire in two years and there are no plans to extend this, so funding could decrease significantly in future years.

F. *Budget Committee Update*: Update on additional 15-16 staffing needs and any additional information regarding 2015-16 budget development process from administrative budget committee.

Larry Tamayo and Gavin Keller presented some updates to the draft budget which incorporate some of the May revise assumptions. They updated the staffing and also identified what uses there might be for one time funds to be spent next year. There may need to be one additional budget meeting, but prior to that an email memo will go out to the budget committee for review. There was a discussion about the changes to the state budget forecasts for next year and future years, and expected expenses and revenues, such as the increase in STRS and PERS contributions, the rising cost of health benefits, and the possible increase in enrollment if an independent study program is implemented in the future.

7	<p>DISCUSSION/ACTION ITEMS: School Operations</p> <p>A. <i>English Language Learner Reclassification Policy*</i>: Consideration of board policy regarding when and how to reclassify ELL students.</p> <p>Gavin Keller reviewed the policy and the reason for it. There were additional background documents provided as support for how the policy would work in practice, and to demonstrate the growth in English skills for ELL students at Journey. The ELL status of students will be audited due to the financial implications of the ELL counts under LCFF, and the policy will provide the basis for those audit tasks.</p> <p>There was a motion to approve the ELL Reclassification Policy, which was seconded and approved unanimously.</p> <p>B. <i>Executive Director employment contract</i>: Release/termination of Executive Director from contract effective May 31, 2015.</p> <p>There was a motion to approve the release of Shaheer Faltas as Executive Director, effective May 31, 2015. The motion was seconded and approved unanimously.</p> <p>C. <i>School Calendar 2015-16*</i>: Consideration of student attendance calendar, bell schedule and staff work calendar for 2015-16 school year.</p> <p>There was a discussion of the proposed calendar, including the alignment with Capistrano Unified School District’s calendar. CUSD is moving to a start date prior to Labor Day, but Journey is not planning to move to an earlier start date in the immediate future. The bell schedule was developed to take into account the increasing size of the school, especially the morning drop off. Gavin Keller discussed the rationale behind other changes to the bell schedule.</p> <p>There was a motion to approve the calendar and bell schedule which was seconded and approved unanimously.</p>
8	<p>DISCUSSION/ACTION ITEMS: Union Negotiations</p> <p>A. <i>Contract between Journey School and JTA for Unit Members for 2015-16 through 2017-18*</i>: Review and consideration of final board approval of the contract negotiated with JTA for Main Class Teachers and other eligible Unit Members.</p> <p>There was discussion of the past process and history for collective bargaining at Journey School, and the tentative agreements reached by the bargaining team. Due to the timing of the conclusion of negotiations and the preparation of the final clean version, and the fact that the Council received the contract close to the board meeting date, there has been limited time to review the final contract.</p> <p>There was a discussion regarding the collaborative efforts on both side, and the fact that upon initial review the contract seems to reflect the direction and updates given to the Council all along the way. Robin Davis, the JTA representative, reported that JTA will hold a meeting to vote on the</p>

contract as soon as possible.

This item was tabled this item until the June meeting.

B. *Journey Teachers' Association Re-openers: Presentation of re-openers for 2015-16 by JTA.**

There was a motion to recognize receipt of the JTA re-openers for 2015-16. The motion was seconded and approved unanimously.

C. *Journey School Reopeners: Presentation of re-openers for 2015-16 by Journey School.**

There was a motion to approve the Journey School reopeners, which was seconded and approved unanimously.

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

A. *Board Nominating Committee Update: Summary of Nominating Committee findings and review of qualifications of Board candidate.**

Shaheer Faltas reported on his recent visits to multiple West Coast public Waldorf schools. He noted that governance is an ongoing issue for public charter Waldorf schools, and that Journey School is considered a model for governance, including the principles laid out in the Journey charter.

Shaheer commented on the process to recruit qualified board members. Board members reviewed qualifications and reasons for serving on the board. He commented on the importance of good governance for the job of the Administrator.

Shaheer noted that the Nominating Committee met with a possible board candidate Judy Levinson, who currently works at Orange County Department of Education. Prior to that, she served as a senior research associate for West Ed. She was also an administrator in CUSD for many years and helped open new schools. Additional board candidates had been approached, but each had stepped back from consideration.

There was also a discussion of expanding the size of the board next year. If the board increased to nine members, quorum would still be five as it is now. There was a discussion of the competencies and the importance of objectivity. The value of alumni parents was also noted, as they can often bring the parent perspective but with a greater ability to be objective. The importance of the vetting process for all board members cannot be emphasized enough. The recruitment efforts should be based on the needed capacity and on the board composition policy.

There was a motion to activate the Nominating Committee and charge them with formally nominating one or more candidates at the June board meeting. The motion was seconded and approved unanimously.

10 **BOARD DISCUSSION/ACTION ITEMS: Development and Journey School Foundation**

A. *Update on Development and Foundation Activities: Report on Journey School Foundation activities, including transition plan**

	<p>Shaheer Faltas reported that the Journey School Foundation has the following in place for the upcoming year:</p> <p>The entire JSF Board is returning for service in 2015-16, with TJ Coveyou as President. Volunteer efforts will be the driving force for fundraising next year and staff for the JSF will not be hired until additional resources are available.</p> <p>Monthly financials for JSF will soon be reported monthly using a third party vendor.</p> <p>A \$500,000 grant from the Kay Foundation was applied for and focuses on the upgrades for technology for middle school, with the primary purpose of then disseminating the Digital Media Literacy program throughout Orange County, with Journey School as the hub for the program.</p> <p>There is an ongoing dialogue with Rudolph Steiner Foundation, which supports Waldorf programs.</p>
11	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>There was a motion to adjourn into closed session, which was seconded and approved unanimously. The Council adjourned into closed session at 8:25 pm. Administrators Gavin Keller, Shaheer Faltas and Franci Sassin were invited into closed session based on their work in this matter.</p> <p>A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: <i>Update on negotiations and negotiations team.</i></p> <p>Employee organization: <i>Journey Teachers' Association/CTA/NEA</i></p> <p>Agency designated representative: <i>Shaheer Faltas</i></p> <p>P RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at: 9:07 p.m.</i></p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION <i>(includes the vote or abstention of every member present)</i></p> <p>The Council took action by a unanimous vote in closed session to appoint Gavin Keller and Wendy Tucker as the negotiations team for collective bargaining for 2015-16.</p>
12	<p>Adjournment</p> <p>The meeting was adjourned at 9:10 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.***