

Journey School
A California Public Charter School

November 21, 2013

REGULAR MEETING MINUTES

Approved January 23, 2014

6:00 p.m.

At Journey School

27102 Foxborough

Aliso Viejo, CA 92656

In the Journey School Office

And by teleconference at posted locations

(949) 448-7232

www.journeyschool.net

Michael Corbo, Council President: Present

Sue Vaughn, Council Vice-President: Present

Warren Whiteaker, Council Treasurer: Present

Jon Kaplan, Council Member: Present via teleconference

Kara McCann, Council Member: Present

Susan Toma-Berge, Council Member: Absent

Lisa O'Neill: Parent Cabinet Member: Present

Alyson Smith: Secretary and Educational Trustee Member: Absent

Journey Administrative staff members present were Shaheer Faltas, Gavin Keller, Franci Sassin and Larry Tamayo.

Parent Marisol Giron was present.

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles The meeting was called to order at 6:10 pm.
2	Inspirational Passage and Gratitude Presentation for outgoing Council members and Visit to 7th grade poetry reading (time of visit TBD) Gavin reported on the 7 th grade poetry reading.
3	Approval of Agenda*

	<p>NOTE: The order of the agenda may be changed without prior notice to the public.</p> <p>A motion was made 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.</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*: <i>Minutes from meetings of October 30, 2013.</i> B. Staffing Plan*: <i>Approve changes to staffing plan since October</i> C. First Interim: <i>Approval of submission of first interim financial report, due to CUSD and OCDE on Dec. 15 and reporting on financial status through October 31.</i> <p>Item B was pulled and moved to an Action item.</p> <p>A motion was made to approve the remainder of the consent agenda, which was seconded and approved unanimously.</p> <p>The format of the staffing plan was discussed, as well as that the staffing plan items have been incorporated into the proposed budget revision. There was a motion to approve Item B, the updated staffing plan, which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. Administrative Update*: <i>Including report on mentoring work, Common Core planning</i> <p>A written report was submitted. The board asked about the messages going to families regarding attendance. Gavin Keller reported on the follow up regarding students with high absence rates.</p> <p>The board asked about the engagement of stakeholders in developing the revision to the campus nut policy. The board directed Administration to bring the updated campus nut policy to the next board meeting for consideration. Shaheer Faltas recommends board members continue to read about nut allergies and also look at the policy from Ladera Ranch school as a possible template.</p> <p>When the staff returns from the Thanksgiving break the teacher evaluation cycle will begin, and Shaheer is trying to align the timing with the administrative evaluation cycle as well.</p> <p>Shaheer Faltas reviewed the Communications update and emphasized the huge team of staff and volunteers working on this, and the large amount of work to implement the various communications</p>

that the school uses.

B. *Development Update: Update from Development office regarding current and planned fundraising events, including role of Council.**

Shaheer Faltas reported on the launch of the “Light the Journey” campaign, and the matching funds available from a few generous donors. They have seen a great response already, and the efforts of many volunteers, especially Marisol Giron and Amy Capelle have made it possible. Shaheer asked Board members to participate by reaching out to any contacts who might be willing to receive a solicitation.

C. *Faculty Update*: Update on Faculty activities

Gavin Keller reported about how far along the faculty is with respect to the curriculum for the year. First report cards using EnGrade will be coming out soon. Bonnie River will be coming to do teacher evaluations and will also do evaluations on the specialty teachers.

D. *Parent Cabinet Update*: Update on Parent Cabinet fall activities and fundraisers.

Lisa O’Neill reported on Harvest Faire outcomes. The event made approximately \$7,000 for Parent Cabinet generally, plus additional several thousand were raised for specific class field trip funds. The event was extremely successful and raised \$3,000 more than last year. They estimated over 1500 people attended. This year they used pre-sale tickets also. She noted that in planning the big festivals Parent Cabinet tries to stay away from dates that other Southern California Waldorf schools have large festivals.

Lisa also reported on upcoming fundraising events, such as the Fairy Market, Sweetie Pie event, the Book Fair, and other things taking place in December. She noted that Parent Cabinet has been discussing the volunteer implications of many events at this time of year and also the longer term implications of inspiring volunteer efforts for a larger organization.

The transition of the Parent Cabinet finances is still taking place. Marisol Giron and Natalie Weiss will be co-treasurers. Sheridan Ripley is the secretary. The rest of the positions are being done by teams.

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

No report at this time, but Sue Vaughn will be presenting a report next month.

F. *Financial Report: Review of October financials, Update on projected ADA and October student counts. Update on Audit visit and draft audit report.**

Larry Tamayo reported that the October financial information was not available due to the earlier board meeting schedule this month. He will provide the materials to the board as soon as possible. Other information will be provided during the upcoming agenda items.

7	<p>DISCUSSION/ACTION ITEMS:</p> <p>A. Revised Budget*: Review and approval of revised 13-14 budget, including LCFF funding model.</p> <p>Larry Tamayo went over the main assumptions of the revised budget, especially the new revenue formats. There are fundraising and grant funds included. Larry Tamayo commented that he feels the expenditures are conservative. There was a motion made to approve the revised budget as proposed, which was seconded and approved unanimously.</p> <p>B. Audit report*: Review and acceptance of audit of 12-13 fiscal year</p> <p>Larry Tamayo reported that the audit visit took place at ExED and went well. No issues were noted. Board members complimented Larry and the school staff on having a clean audit with no findings.</p> <p>C. Common Core Implementation Funds Spending Plan*: Review discussion of spending plans for 2013-14 for Common Core funding.</p> <p>Board members asked questions regarding what might be spent this year and what might be spent next year. Shaheer Faltas reported on some of the activities underway at the school.</p>
8	<p>DISCUSSION/ACTION ITEMS: Board Development</p> <p>A. Administrative Evaluation*: Discussion of evaluation process and cycle for Executive Director, including assignment of Board members for evaluation and review of self-assessment.</p> <p>Shaheer Faltas has reported that he has completed the self-assessment portion. He is planning to send the evaluation tool link to all staff members, and to board members for their feedback as part of the process. The board will also be able to analyze the feedback from other stakeholders.</p>
9	<p>CLOSED SESSION: The meeting will now convene to closed session to discuss the matters described below:</p> <p>The board made a motion to go into closed session, which was seconded and approved unanimously. Shaheer Faltas, Gavin Keller and Franci Sassin were invited into closed session based on their work in these matters. The board went into closed session at 7:50 pm.</p> <p>A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: Update on negotiations</p> <p>Employee organization: Journey Teachers' Association/CTA/NEA</p> <p>Agency designated representative: Colleen Patterson</p> <p>B. Pursuant to Government Code §54956.9: CONFERENCE WITH LEGAL COUNSEL— ANTICIPATED LITIGATION: Number of cases: 1</p>

	<p>C. RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at: 8:40 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 board adjourned back into open session at 8:40 pm. No action was taken during closed session.</p>
10	<p>Adjournment</p> <p>The meeting was adjourned at 8:45 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.*