

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

October 25, 2018

REGULAR MEETING MINUTES

Approved December 6, 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
Judy Levinsohn, Council Member: Present
Jeannie Lee, Educational Trustee Member: Present
John Holland, Council Member: Present
Brad Southard, Parent Cabinet Member: Present*

*Administrators Gavin Keller was present, as well as consultants Franci Sassin and Larry Tamayo (for his items).
Faculty member Elliot Calloway was present.*

AGENDA ITEM	
1	<i>Call to Order and Roll Call</i> <i>The meeting was called to order at 6:05 pm.</i>
2	<i>Inspirational Passage</i> <i>Judy Levinsohn shared an inspirational passage.</i>
3	<i>Approval of Agenda*</i>

	<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: <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>No members of the public were present and no comments were submitted.</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*: <i>Minutes from meeting of September 20, 2018.</i> B. Job Descriptions*: <i>Review and approval of selected job descriptions.</i> C. Contract for librarian/literacy consultant*: <i>Review and approval of consultant to be paid with “one time” funds approved in 18-19 budget.</i> <p>There was a question regarding item C so that was removed from the consent agenda.</p> <p>Item 5C: The Council discussed adding an additional paragraph suggested by Jessica Monroe, which is some standard legal language. The Council agreed it was a good idea to add this to the contract. There was a motion to approve the contract with the additional language, which was seconded and approved unanimously.</p> <p>There was a motion to approve the remainder of the consent items, which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. Faculty Update: <i>Update on Faculty activities.</i> <p>Faculty member Elliot Calloway reported on the efforts to create a cohesive curriculum across disciplines, such as how to write a cohesive paragraph regardless of the subject matter. The teaching team is setting common goals for middle school and how to help articulate this down to lower grades so that the expectations are consistent across the school. He commented on how the division of different subjects among the middle school team of teachers has helped them to provide more in depth instruction in the areas they are responsible for.</p> <p>Jeanne Lee reported on the different outside speakers who have been providing learning opportunities to parents. There have been class meetings and parent conference week is approaching. The expectation is that 100% of students will have a parent-teacher conference.</p> <ul style="list-style-type: none"> B. Parent Cabinet Update: <i>Update on Parent Cabinet activities</i>

Brad Southard reported that the Parent Cabinet is now keeping formal meeting minutes and using Google Docs, and have created folders where these are kept and accessible to all members. In addition, notes for each of the events will be kept there as well.

Ongoing work on the PC bylaws is taking place, and especially the process for how “elections” and voting would be held. They are discussing what the representation from classes looks like. Megann Bunce ,who served on PC before, has been nominated for the VP position. There are 5 or 6 volunteers who are willing to work on the annual auction in a committee format rather than having one designated chair.

Preparations for Harvest Faire are intense. It is taking place on Nov 10 from 11 am to 5 pm at the Journey campus. All board members are invited.

*C. **Administrative Update***: Report from School Director, including update on Local Priorities reporting, preliminary student testing results (SBAC), enrollment system upgrades, parent engagement efforts, etc.*

Gavin Keller reported on a few items included in his written administrative update. The school planned to move to a new online enrollment system. The current system allows application, enrollment, the lottery and wait lists but did not allow dual applications for those applying into the Independent study program. However, the current company has offered new versions for just an upgrade fee, so the school will save funds as well as staff time if it can stay with the current system which can now meet all the school’s enrollment needs with the upgrade.

Gavin reported on the “Local Priorities” element of the Dashboard. There was a discussion with the Council about how to report on the Local Priorities for the Dashboard. Gavin talked about the general nature of the local priorities and how they can impact any school, but that the charter does not have any specific goals which would be required to report. Last year there were technical difficulties which resulted in the school showing “not met” on these priorities, even though results had been submitted. Gavin indicated, and the Council agreed, that the school should report all Local Priorities as “met” and put a note that there are no charter goals related to any local priority, but that additional information is available on those general areas and how the school addresses them.

Gavin reported on a traffic accident involving a van from an after school program that Journey School students were participating in. The Council had a discussion regarding the liability for the school if there was an accident during a field trip where parents are carpooling students to the event. The Council is interested in looking at what the legal implications are and wants to ensure the liability insurance is adequate . It would be prudent to analyze the risk management elements such as the pros and cons of using contracted transportation vs. parent carpools. Gavin agreed to research this topic and update the board at the next board meeting.

Gavin commented that he will be reporting next month on the SBAC results. He noted that 2018 was the

first time the students in the younger grades had taken the computerized version.

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

Gavin attended a meeting this morning and commented on the value of the Vision Committee , which is a very good forum for receiving input on various areas from different stakeholders. This is very helpful for gathering stakeholder input for LCAP and other school initiatives. The Committee meetings are a common place where all the stakeholders of the school, such as parents, faculty, board, foundation, etc. are meeting regularly and having open discussions and agreements about the direction and goals of the school in the future. The Vision Committee is interested in continuing work on the common and shared vision which can be then used consistently throughout the community as well as for potential donors. Alignment in branding is also desired. Gavin reminded the board that there are also two other sub committees of the Vision Committee: facilities and instruction.

Gavin reported that CalPERS is asking for prior contributions for a store employee, and even though the school does not agree with the CalPERS determination, it is likely more costly to try to fight the determination. The Foundation has agreed to cover the cost.

E. Financial Report*: *Review of August and September financials.*

Larry Tamayo reported the financials. The ADA projections on the forecast are actually higher than budget, at this time it is significantly higher than budget, which is a good start, even though it is expected that ADA will drop as the year goes on. The attendance rate was also very good for Month 1. If this trend continues, the revenue would be higher by the P2 report. There was a discussion about the way the ADA and lottery funding works. Larry reported that all districts in Orange County are in a negative fiscal position now because revenue is flattening but expenses have been going up. Having a strong reserve is important especially if there is an economic downturn and revenue decreases.

Board member John Holland asked about required reports and what ExED is helping with and the board discussed the level of detail on what those reports are and how they are filed. Larry will provide more details at a future board meeting.

7 **SCHOOL OPERATIONS (Discussion/Action):**

A. Legal Update: *Update on newly passed laws and potential impact on Journey operations*

Gavin reported on the new laws recently signed, and there was a discussion about the implications of the laws, including the requirement next year to provide lunches to low income students. In addition the requirement to provide approved health/sex ed curriculum to 7th/8th grade students now applies to charter schools. The final one with compliance implications is a school safety plan., which must be adopted before

March 1.

B. Student Behavior Policy*: Review and consideration of new policy regarding

The new policy being proposed lays out the disciplinary expectations, the consequences and the escalation. Gavin reviewed a few typos and minor changes. There was a discussion about how the policy language relates to the suspension and expulsion policy in the school handbook. The handbook has broader more general language and this policy contains more details that will be put into place this year. One area to make more clear is that step 1 could be multiple incidents before moving to step 2. There was a discussion regarding the difference between different types of disciplinary action.

There was a motion to approve the policy with the recommended edits and subject to legal review, which was seconded and approved unanimously.

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

A. Evaluation process for School Director: Discussion of upcoming items for reporting related to the evaluation cycle for School Director.

Improving student behavior is a goal and the current action was reported on in an earlier agenda item. At the next meeting there would be an in depth report on student academic achievement.

B. Update on Board member search and Nominating Committee*: Update on Nominating Committee work and recommendation of potential board member from Nominating Committee.

Anna Brown reported on the results of the nominating committee which consisted of Megan Bunce as the parent rep, Jill Murphy as the teacher rep, and Anna Brown as the council rep. (It was noted that Jessica Monroe was originally scheduled but had a last minute conflict) The committee met with candidate Lorraine Donovan. She has expertise in real estate, is a CPA and is an expert on dyslexia, she is the board president of a charity to advocate for students with dyslexia, and she volunteers as an advocate for students with special needs. After an interview and some research on her references the Nominating Committee is recommending this candidate.

There was a motion to nominate and approve Lorraine Donovan as a board member, which was seconded and approved.

C. Update on Board Bylaws: Update on revision to bylaws and discussion about publication of bylaws.

John Holland reported on an update on the corporate seal and that there is not a requirement to have

one, but recommended that we change the bylaws to match what we are doing. This suggestion will be incorporated the next time the bylaws are updated. The changes to the bylaws that the Council approved recently were submitted to CUSD for review, and their attorney's opinion is that these changes cannot be implemented without an amendment to the charter, so the Council decided to delay moving forward with the process so that it will become part of the charter renewal process next year.

D. Required corporate reports*: Update on required reports for corporation vs. charter school.

Franci Sassin reviewed the list of reports and how those are being met. The board is interested in continuing to expand this report and add additional reports to the list with additional items and the disposition in an effort to get one comprehensive list of all reports that are mandated for the school.

10 Adjournment

The meeting was adjourned at 8:45 p.m.

****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.***