

*Journey School  
A California Public Charter School*

*April 25, 2013  
**MEETING MINUTES**  
**Approved May 23, 2013***

**6:00 p.m.**

*At Journey School  
27102 Foxborough  
Aliso Viejo, CA 92656*

*In the Journey School Development Office  
And by teleconference at posted locations  
(949) 448-7232*

[www.journeyschool.net](http://www.journeyschool.net)

*Michael Corbo, Council President: Present  
Sue Vaughn, Council Vice-President: Present  
Jon Kaplan, Council Member: Present by FaceTime  
Michelle Spieker, Council Member: Present  
Colleen Patterson, Council Member: Absent  
Kara McCann, Council Member: Present  
Lisa O'Neill: Parent Cabinet Member: Present at 6:45 pm.  
Alyson Smith: Secretary and Educational Trustee Member: Absent*

*Staff members present: Franci Sassin, Administrative Consultant, Larry Tamayo from ExED arrived at 7 pm  
Members of the public present: Marie Kenney, and several parents (see below)*

<b>AGENDA ITEM</b>	
<b>1</b>	<b>Call to Order, Roll Call and Review of Norms/Roles</b>  The meeting was called to order at 6:05 pm.
<b>2</b>	<b>Inspirational Passage</b>  Jon Kaplan read a poem (it was a poem of the year): "If I Had My Child to Raise Over Again" by Diana Loomans.
<b>3</b>	<b>Approval of Agenda*</b>  <b>NOTE: The order of the agenda may be changed without prior notice to the public.</b>  A motion was made to approve the agenda, it was seconded and approved

	unanimously.
4	<p><b>PUBLIC COMMENT:</b> <i>Reminder: Please fill-out a speaker card; see policy above for guidelines</i></p> <p>Parent Ben Savill of two Journey students. One of his children has Down Syndrome and is the first student he knows of with Down Syndrome at the school. He does not believe that issues are being addressed appropriately. He believes the large class size is part of the issue and that there are many challenging students in the class and therefore behavior issues. He does not feel that his family has been able to build partnerships with the Journey team needed to support his son. He has concrete recommendations to propose that he would like to submit to the Council regarding how to address the issues.</p> <p>Parent Kathy Jo Roberson: She has 2 Journey students. Her Kindergarten daughter does not want to go to school and she is having issues with the teacher. She will not eat snack and has had issues with being able to bring her own snack or having access to her snack. The parent has been working with Patti Connolly as well, especially regarding the snack. The school Administration is not allowing her to move to a different class. She is concerned about what it going on and is requesting to move to a different class. The Grandmother (Fran Emmons ) and Uncle (Jeff Emmons ) of the student also spoke and expressed their dissatisfaction with how the situation has been handled.</p>
5	<p><b>CONSENT AGENDA ITEMS:</b></p> <p><b><i>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.</i></b></p> <p style="padding-left: 40px;"><b>A. <i>Approval of Minutes*:</i></b> <i>Minutes from meetings of March 28, 2013.</i></p> <p>A motion was made to approve the consent item, it was seconded and approved unanimously.</p>
6	<p><b>INFORMATION ITEMS: Reports</b></p> <p style="padding-left: 40px;"><b>A. <i>Administrative Update*:</i></b> <i>Include National Green Ribbon award, 13-14 hiring update, update on 13-14 enrollment, calendar, school policies being developed for compliance, follow up on schoolwide Individual Professional Development Plans, STAR testing.</i></p> <p>Franci Sassin reported on the recent charter school criminal case and possible effects on setting up business activities for the school carefully and with legal advice.</p> <p><b><i>Education Director Update:</i></b> <i>Report regarding aspects and activities of the educational program:</i> No report.</p> <p><b><i>Faculty Update:</i></b> No report.</p> <p style="padding-left: 40px;"><b>B. <i>Parent Cabinet Update*:</i></b> <i>Update on activities and finances</i></p>

Lisa O'Neill reported on the upcoming May Faire and Book Fair. Parent Cabinet put a volunteer checklist into the enrollment packets so that parents would make a volunteer commitment. They want to work more for next year on getting more volunteer organization. Parent Cabinet has received a request to set up a fundraiser that uses an outside company which will donate back to the school from purchases by parents of green cleaning products

C. *Report on **Follow-up for Previous Board Items***: No report.

D. ***Financial Report\***: Review of March financials, P2 ADA reported, and discussion of year end forecasts and cash flow*

Larry Tamayo reviewed the March financials. The year end forecast has improved a bit and now that the actual ADA is reported this is more accurate. Also, Administration has been keeping spending as low as possible and has identified areas where spending can be reduced for the remainder of the year. He reported that the cash balance has also improved, some of it is due to the Parent Cabinet increase fund balance, but this does create a better situation and the school should be OK at the end of the year with these projections.

ADA did end up being less than the budget, but the flu outbreak specifically created \$40,000 lower revenue this year.

Larry reported on the status of the state budget and the Education Protection Act and the restrictions from that. He also briefly mentioned the Governor's proposed Local Control Funding Formula and the political issues around that.

7 **DISCUSSION/ACTION ITEMS:**

A. ***Budget Committee Update for 2013-14 budget\***: Presentation by Administrative budget committee and discussion regarding draft budget for 13-14 and budget strategies including fundraising, class size, and cuts to school programs.*

Mike Corbo reviewed the budget summary. The budget in the packet is a draft and still needs additional work to balance the budget. Shaheer has met with faculty regarding the current draft. There will be another budget meeting before the May Council meeting.

Faculty would like to see class size reduced whenever possible. There will be some discussions regarding how staff could possibly cover specialty programs.

The board members were asked regarding any input to the Budget committee regarding the big picture direction for balancing the budget.

Questions came up regarding the revenue amounts and the fundraising amounts. It was agreed that the Close the Gap campaign needs to be put in conservatively and that the message to the community needs to be stronger. It was noted that the pledges for new families have not been received yet.

Council wants to see more messaging going out to the community and that the message should be

more clear about what the funds are going towards.

Council members also want to be sure that the value of certain specialty programs and the quality of the programs are important to examine. There should be caution around only being able to fund a specialty program short term.

The Strategic Planning process is important to set this direction for budgeting purposes.

In terms of increasing revenue by adding students, the Council discussed the idea of adding a whole class of students rather than increasing the class size.

There was a suggestion to put out a budget brief out to the public and community that is short and easy to understand. The board discussed various methods of communication and what has been found to be most effective. It was agreed that more education regarding ADA and how important attendance is, and how vulnerable the school is to things like the flu would be helpful.

***B. Administrative Configuration for 13-14: Discussion of possible administrative roles and staffing for 13-14 and beyond.***

This item was tabled.

**8 DISCUSSION/ACTION ITEMS: Financial Development**

***A. Development and Grant Projects: Update on Development and Journey School Foundation activities, including matching donation for 13-14 and update on board and staffing.***

There have been discussions regarding the way to message for fundraising campaigns, especially using grass roots through social media. There are parent volunteers who have experience in social media who are willing to help. They have a goal to create a “donate” page by the May Faire since the school is in a fiscal crisis. There was a parent suggestion to create more gratitude for those who are donating. Possible create “levels” of donation to be able to recognize donors.

They have discussed the idea of “crowd funding” for specific items needed. It was noted that this could create a restricted source of funding.

They have hired a PR firm, taking advantage of the non-profit rate to do some specific work, especially around the Green Ribbon award. They also plan to highlight the 8<sup>th</sup> grade projects and how they show the best of “Why Waldorf?” There are upcoming several media events planned, including Coast magazine, The OC Register and The Patch.

The Foundation board will be meeting at their board meeting on May 6 with a professional fundraising company, Draper Consulting Group (DCG) and they would like to have some representatives from the Council. This organization can also help with Strategic Planning.

The Foundation is looking at how to become more holistic in looking at the overall work of

Development and not compartmentalize the work into too many different efforts.

The Grant Committee is very active and has some good leads.

Four members of the community will be attending the Washington DC event for the Green Ribbon award, and in conjunction with that in June there may be an eco-literacy day with different classes presenting different activities, and where dignitaries, corporations and media will do tours and it will end with a celebration.

**B. Strategic Planning: Discussion of role of Board in process and update on timeline**

Mike Corbo related to the board that while the Strategic Planning project got started this year, it has stalled and so the question is how to move forward. Michelle Spieker reported that the consulting firm that they are meeting with can assist with this. The Council is interested in seeing the options with an outside firm. It was agreed that this is a very important area that needs to be addressed as so many other things are dependent on doing a good job with it. The Council would like to get an update at the May meeting to possibly make a decision regarding using an outside firm or not.

9 **DISCUSSION/ACTION ITEMS: Board Training and Development**

**A. Board Nomination Committee and Board vacancies\*: Update on timeline for continuing work of Nomination Committee and recruitment for vacancies coming up in 2013-14**

The Nominating Committee has identified one candidate from the parent community and will be interviewing soon. Michelle's position will be vacant right away, Colleen has said that she will stay on until a good candidate is found. After these two seats are filled then the Council may want to authorize another position to go back to nine members. Mike Corbo asked the Council to consider their ideal board composition, especially what types of stakeholders should be on the board. For example, Mike would recommend that the current parent composition be a minimum of one and a maximum of three, assuming a board of nine. Michelle commented that in board trainings a more mature school should have fewer parents. The current composition is 3 active parents, 2 "interested parties" (who are employed by the school or have a family member employed) and 3 community members. In addition there can be an "alumni parent" which could bring the best of both areas. Lisa O'Neill commented that it is better not to be too restrictive. Jon Kaplan commented that the best practices from board training is to limit the parental presence and that he has seen that parents are bringing a bias to their decision. In terms of the "interested party" issue, this may be something that becomes legislated in the future, but currently it is the non-profit laws that govern it. The Council agreed that the following composition would be flexible, yet allow guidelines for the Nominating Committee.

	<p>Parent: 1 to 3</p> <p>Interested party: 1 to 2</p> <p>Community members (not any of the above but to include alumni parent): 3 to 6</p> <p>Students: None</p> <p>The Council requested that the Composition Policy be put on the next agenda using these numbers.</p>
10	<p><b>CLOSED SESSION:</b> <i>The meeting will now convene to closed session to discuss the matters described below:</i> The Council made a motion to move into closed session at 8:30 pm, which was seconded and approved unanimously. Franci Sassin was invited into Closed Session based on her work in these areas.</p> <p><b>A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS:</b> <i>Update on negotiations</i></p> <p><b>Employee organization: Journey Teachers' Association/CTA/NEA</b></p> <p><b>Agency designated representative: Colleen Patterson</b></p> <p><b>B. Pursuant to Government Code §54957: Public Employment, Titles: Main Class Teacher, Specialty Teacher, Education Director, Administrator/Executive Director</b></p> <p><b>C. RECONVENE TO OPEN SESSION:</b> <i>The meeting was reconvened to open session at: 8:53 p.m.</i></p> <p><b>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION</b> <i>(includes the vote or abstention of every member present):</i> No action was taken in closed session.</p>
12	<p><b>Adjournment:</b> The meeting was adjourned at 8:55 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.***