

*Journey School
A California Public Charter School*

March 28, 2013
MEETING MINUTES
Approved April 25, 2013

6:00 p.m.

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

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

www.journeyschool.net

*Michael Corbo, Council President: Present
Sue Vaughn, Council Vice-President: Present
Jon Kaplan, Council Member: Present by phone
Michelle Spieker, Council Member: Present
Colleen Patterson, Council Member: Present
Kara McCann, Council Member: Present, arrived at 7 pm
Lisa O'Neill: Parent Cabinet Member: Present
Alyson Smith: Secretary and Educational Trustee Member: Absent*

Staff members present: Shaheer Faltas, Executive Director, Franci Sassin, Administrative Consultant, Larry Tamayo, ExED.

AGENDA ITEM	
1	Call to Order, Roll Call and Review of Norms/Roles
2	Inspirational Passage Lisa O'Neill read 3 inspirational quotes.
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public. In order to accommodate schedules, it was recommended that Item #8 be heard before item #6F. A motion to approve the agenda as modified was made and seconded, and approved

	unanimously.
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 asked to speak.</p>
5	<p>CONSENT AGENDA ITEMS:</p> <p><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></p> <p style="padding-left: 40px;">A. <i>Approval of Minutes:</i>* <i>Minutes from meetings of Feb 28, 2013.</i></p> <p>A motion to approve the consent item was made and seconded and it was approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <p>A. <i>Administrative Update</i>*: <i>Include admissions/lottery and class size planning, first grade situation, calendar</i></p> <p>Shaheer directed the board members to the written report. There was some discussion regarding the storage needs of the school. Shaheer commented that regarding the school calendar, it is being discussed in the negotiation process. There is an expectation that by the next board meeting there will be at least an initial calendar to present. The board commented that hiring the first grade assistants is a positive development that will aid the climate in that class. Board members asked for additional details regarding how the lottery went this year, especially regarding the number of applicants. Shaheer reviewed the class sizes, the wait list numbers and the anticipated process and next steps. He also discussed trends seen in the enrollment statistics. He commented that attrition is low and demand is relatively high. There was a discussion regarding the waiting lists and how those might change. There was agreement that there is a lot of interest in the community for the school this year. The board discussed the opportunities for adding additional classes and adding a home based or pre-school component to the program. There was discussion regarding school growth to find a balanced approach. The board asked to have an agenda item on a future board meeting regarding expansion plans and options for revenue enhancements and increased opportunities for families to access the program.</p> <p>B. <i>Education Director Update:</i> <i>Report regarding aspects and activities of the educational program</i></p> <p>No report this month.</p> <p>C. <i>Faculty Update</i></p> <p>No report this month.</p>

D. Parent Cabinet Update*: Including update on 12-13 finances

Board member Kara McCann arrived at 7 pm.

Lisa O'Neill reported on some of the outcome of the auction event. The event did well. Parent Cabinet does not have any excess funds since all excess was distributed towards this year's budget. PC has taken on working on clearing out and organizing storage areas on campus.

E. Report on Follow-up for Previous Board Items

No report this month.

F. Financial Report*: Review of February financials and discussion of year end forecasts

Larry Tamayo reported on the financial reports. The cash situation has improved slightly, mostly due to the fact that at the P1 reporting period more money was shifted to property tax revenue, which comes in a more timely manner, since it is not subject to state deferrals. Currently the projection is for there to be approximately 50K in the bank on June 30, with an additional 50K of Parent Cabinet funds. This is low because it doesn't allow for any unforeseen circumstances.

There was some discussion regarding cash flow loans. Colleen Patterson reported to the board that OCDE is working on a program whereby districts borrow from each other using a very low interest rate. Another option would be to approach CUSD about piggybacking on their TRANS loans.

Larry reported on the ADA projections and that the forecast is likely to be accurate since there is only one more month of attendance counted for P2 funding.

Regarding the net income for the year, it is now lower than the budget by a few thousand. Larry and Shaheer have started to analyze the expenditures and want to keep the expenditure forecast conservative in order to avoid two years in a row of deficit spending which could hurt the school's opportunities for other funding sources such as grants.

Larry reported on the Governor's proposed Local Control Funding Formula. The school could see a possible increase of \$40K if this passes, but we won't know until at least June. He alerted the board that the deadline to adopt the 13-14 budget would be the May board meeting, and so ideally there will be a draft ready to present to the board at the April board meeting from the budget committee.

Colleen Patterson recommends that the board takes action to set a resolution for the minimum amounts and types of reserve that must be set aside, especially due to the cash flow and uncertain fiscal climate.

7 DISCUSSION/ACTION ITEMS:

A. Budget Considerations 2012-13: Discussion and possible action regarding revised budget

forecast for 12-13 due to ADA and other revenue reductions

Based on the financial reports and the issues around cash flow this year, the board is seeking alternatives to get bridge loans. Some of the loan programs that are available for districts may be available.

The board asked Larry and Shaheer to bring back a recommendation at the next meeting for a minimum reserve amount.

Shaheer alerted the board that the Close the Gap pledge drive seems to be bringing in lower total amounts than in previous years, and he is exploring ways to increase this for year end.

A motion was made for Administration to seek out availability of financing through the county treasury or the sponsoring district. The motion was seconded and approved unanimously.

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

A. Development and Grant Projects: Update on Development and Journey School Foundation activities.

Journey School Foundation is reassessing and has not started looking for a new Director of Development yet. Some momentum has been lost but now there is a focus on needs assessment. The Foundation is looking for where the internal talents of the school community can be used, vs. outsourcing services when that is really needed. One of the newest Foundation members has taken on the marketing elements, has worked to start a Marketing Committee, including a brochure and video for the school. With the upcoming possibility of the National Green Ribbon award in April, the Foundation is working on PR opportunities, and how to celebrate the success. The next Foundation board meeting is next Monday.

There are two new parents who joined the Grant Committee with a lot of professional grant experience. Their first step is to meet the key stakeholders and have an initial brainstorming session. They recently submitted a grant to the Ford Foundation for facilities funding.

The Foundation board members may be stepping in to staff the Development office two days a week.

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

The board commented that any possible expansion plans for the school will play into the Strategic Planning process.

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

A. Board Composition Policy*: Discussion of policy for Board composition guidelines.

Given the upcoming openings, there was discussion regarding what the composition of the board

	<p>should look like, what skill set is needed and what parts of the overall community should be represented on the board. A policy would set guidelines and would assist the Nominating Committee in searching. It was noted that a policy is not required but it can set the intentions of the board into place. The Board will also consider whether the number of board members should be increased. The board was reminded that this can be done at any time by resolution as long as it has been put on the agenda.</p> <p style="text-align: center;">B. Board Nomination Committee and Board vacancies*: <i>Update on timeline for continuing work of Nomination Committee and recruitment for vacancies coming up in 2013-14.</i></p> <p>Some of the ideas for recruitment of new board members included SOKA university, CUSD, lawyers, former alumni parents, and the philanthropic community.</p> <p style="text-align: center;">C. Form 700s*: <i>Update on annual filing to meet April 1 due date</i></p> <p>Franci Sassin is available to assist the board and staff members who still have to file.</p>
10	<p>CLOSED SESSION: The meeting convened to closed session at 9 pm to discuss the matters described below. Shaheer Faltas and Franci Sassin were invited into closed session based on their work in the matter.</p> <p style="text-align: center;">A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: <i>Update on negotiations</i></p> <p style="text-align: center;">Employee organization: <i>Journey Teachers' Association/CTA/NEA</i></p> <p style="text-align: center;">Agency designated representative: <i>Colleen Patterson</i></p> <p style="text-align: center;">B. RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at: 9:25 p.m.</p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION <i>(includes the vote or abstention of every member present)</i> No action was taken in closed session.</p>
12	<p>Adjournment: The meeting was adjourned at 9:26 pm.</p>