

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

September 22, 2016

REGULAR MEETING MINUTES

Approved October 27, 2016

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
Susan Toma-Berge, Council Vice President - Present
Anna Brown, Council Treasurer – Present
Kara McCann, Council Secretary - Present
Judy Levinsohn, Council Member – Absent
Lisa O'Neill, Parent Cabinet Member - Present
Jill Murphy, Educational Trustee Member - Absent
Julie Chiaverini, Council Member – Present*

Administrative staff member present was Gavin Keller. Faculty member Jeanne Lee was present.

	AGENDA ITEM
1	<i>Call to Order, Roll Call and Review of Norms/Roles and</i> <i>The meeting was called to order at: 6:05</i> <i>Oath of Office</i> for Julie Chiaverini: New board member Julie Chiaverini acknowledged and signed the Oath of Office.
2	<i>Inspirational Passage</i> <i>A quote was presented from Rudolph Steiner – Imagination and Responsibility are the nerve of education.</i>

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 as presented, 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>Faculty member Jeannie Lee was present since Faculty Council rep Jill Murphy could not attend and she planned to report back to the faculty and offered to provide faculty input as needed.</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> <p>A. Approval of Minutes*: <i>Minutes from meeting of August 25, 2016.</i></p> <p>B. Staffing Update*: <i>Approval of staff hires for 2016-17, filling vacant positions on approved staffing plan and any changes since August to the staffing plan.</i></p> <p>C. Ratification of recurring vendor contract*: <i>Ratification of contract with returning vendor EarthRoots.</i></p> <p>There was a motion to approve the items on the consent agenda, which was seconded and approved unanimously.</p>
6	<p>INFORMATION ITEMS: Reports</p> <p>A. Faculty Update: <i>Update on Faculty activities.</i></p> <p><i>Faculty member Jeanne Lee provided the report on behalf of Jill Murphy. The following items were highlighted:</i></p> <ul style="list-style-type: none"> ➤ <i>Back to School Night was informative and well attended.</i> ➤ <i>The teacher and administration relationship is very positive.</i> ➤ <i>New staff member on campus are impressive and hard working.</i> ➤ <i>Kids come back talkative and relaxed...no new school year shell shock or honeymoon period!</i> ➤ <i>The community feels strong.</i>

B. Parent Cabinet Update: Update on Parent Cabinet activities

Lisa O'Neill commented on the cohesiveness of the teaching staff and on the new 8th grade teacher. She reported that from a parent perspective, the new school year is going amazingly well! Parents are very impressed with staff and 8th grade teacher.

Parent Cabinet is off to a good start. Chair-persons have been assigned to big events and festivals. Ample time at back to school night was devoted to signing up volunteers. Volunteerism is underlying support for a lot of what goes on at the school yet as we grow in size, double tracking has challenged volunteerism and community. However, improved messaging has encouraged improved participation this year so far.

November 5th is Harvest Faire 11-5pm. Planning and preparations have begun. This will be the 10th year running it on the weekend instead of during the school day. It is truly a community event now.

C. Administrative Update*: Report from School Director, including beginning of year activities, school lunch vendors, IS program, update on Employee and School Handbook progress, Employee benefits, etc.

Gavin Keller reported on several items including:

This has been one of the best school year starts, especially considering all changes, such as:

Continuing implementation of a new independent study program.

The changes to middle school math are being implemented, moving away from some elements of common core to skill-based groupings.

A new parking lot rhythm and restructure, making it now even safer for kids.

There is a new play ground, which has been much needed and includes climbing equipment for upper body strength. The equipment is due to Parent Cabinet and auction funds.

A new lunch vendor, changing from Green Apple Lunch Box to LunchMob on trial basis. The vendor is working directly with families at this time.

There is a changed bell schedule. It is different for grades 1-3 and 4-8, the 3:10 late end helps with executing the 30-min duty-free lunch for teachers, however, there are still challenges for staffing to watch kids.

New custodial care has begun and the new service provider is reliable, cost-efficient.

The garden care contractor, a new position, has started.

The school has 15 NEW staff, including some returning staff in new positions. They are integrating well and have been well-received. The list includes Erin Bratcher, Kara Fos, Alanna Murphy, Kelli Garcia, Joshua Crawford, Nicola Wellner, Ling Ling Su, Amanda Simmons, Shelley Kelly, Kerry Townley-Smith, Jamie Halverson

The Independent Study Program has gone from 23 to 21 enrolled students, with the change due to families who didn't realize the extent of commitment necessary. One family is commuting from West LA. The school tried to set up a short term IS contract for a family going on vacation; however, due to extensive amount of work needed to recreate classroom experience it does not seem sustainable. However, it may possibly work for students with long-term health issues who can't attend class.

The revised Employee Handbook should be ready for review by the board soon. It hadn't been board-approved since 2009 due to the "stay put" of union negotiations, and therefore needed a lot of revisions, and should include pertinent items related to the union contract.

The school has been able to offer the same benefits package offered as last year, without a significantly increased cost to the employees. More staff members are eligible for benefits package. The school is currently looking for a new insurance broker who can provide better customer service.

D. Financial Report*: Review of July financials

Larry was not in attendance. Gavin briefly reviewed the financial information for July and August that was provided in the board packet.

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BOARD DISCUSSION/ACTION ITEMS: School Operations

A. Extra hours for union members per CBA: Consideration of approval of additional hours for mentoring for union members at CBA rate (see also Staffing Plan)

Because last year's administration had a total of 2.25 FTE, while this year it is only 2.0 FTE, this has created a need for more teacher mentorship from outside the administration, and also, assistance is needed dealing with student emotional/behavioral issues. Per the union CBA, the school can offer \$30/hour as an additional stipend for current staff to pick up these extra duties. The teachers who will do this are currently: Laura Bujoni, Jill Murphy, Hellene Brodsky-Blake, and Amanda Simmons. The board asked how this works during the school day, and Gavin responded that the Kindergarten teachers and Amanda have flexible schedules that will allow them to assist during the school day. There was a question about the monitoring system to record these hours, and Gavin responded that there will be a timesheet submitted, with monitoring by Shelley and Gavin for the duties completed, and by Cindy in the business office.

There was a motion to approve the additional hours as proposed, which was seconded. The vote was

	<p>unanimous, however, board members Lisa O'Neill and Anna Brown abstained.</p>
8	<p>BOARD DISCUSSION/ACTION ITEMS: Board Development and Accountability</p> <p>A. <i>Nominating Committee Update:</i> <i>Update from Nominating Committee regarding possible board candidate(s) to fill board vacancies.</i></p> <p>Nominating Committee member Anna brown shared that Kim Brown is a candidate highly interested in Journey School, and Waldorf Education. She previously served on the board for 5 years and is an attorney by profession. The Board discussed the matter, however, the nomination was not made at this time and it may be brought back to a board meeting for approval in October.</p> <p>B. <i>Governance training opportunities*:</i> <i>Upcoming CCSA governance trainings</i></p> <p>The Board members will consider CCSA governance offering and sign up if they are available.</p> <p>C. <i>CUSD Oversight Plan*:</i> <i>Update on CUSD's new oversight plan and template, including annual monitoring visit.</i></p> <p>Gavin Keller laid out the new process between the district and Journey School. CUSD representatives will be conducting a site visit on 11/3. Journey will develop various focus groups, as requested by CUSD, to participate in the visit. Meetings with administrative staff members and focus groups will take place, as well as an extensive document review for compliance.</p>
9	<p>Adjournment</p> <p>The meeting was adjourned at: 7:52 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.***