

*Journey School
A California Public Charter School*

*Thursday, December 15, 2022
SPECIAL MEETING MINUTES
Approved January 26, 2023*

6:00 p.m.

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

*(949) 448-7232
www.journeyschool.net*

BOARD MEMBERS:

*Amy Capelle, Council President - Present
Melissa Dahlin, Board Vice President - Not Present
Margaret Moodian, Council Secretary - Present
Jeannie Lee, Board Member - Present
Michael Allbee, Board Treasurer - Present*

ADVISORY POSITIONS:

*Faculty Advisor Guest - Jess Johnston
Parent Cabinet Advisor - Not present*

Also Present: Gavin Keller, Shelley Kelley, Gaylen Corbett

	AGENDA ITEM	SPONSOR	EST. TIME
1	Call to Order and Roll Call - The meeting was called to order by Amy Capelle at 6:02 p.m.		
2	An inspirational Passage was read by Jeannie Lee.		
3	Approval of Agenda* - A motion to approve the agenda was made by Margaret and was seconded by Jeannie. The agenda was unanimously approved.		
4	PUBLIC COMMENT: There was no members of the public present.		

5	<p>CONSENT AGENDA ITEMS: Margaret made a motion to approve all items on the Consent Agenda. Jeannie seconded the motion. Consent items were unanimously approved.</p> <ul style="list-style-type: none"> A. Approval of Minutes*: Minutes from regular meeting and board meeting on October 27, 2022. B. First Interim Financial Report*: Approval of First Interim Report, based on financial information including budget on actuals, through October 31. C. 2022-2023 Staffing Plan*: Approval of updates to the staffing plan
6.	<p>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</p> <p>The Board discussed whether or not to establish committees. Amy suggested that committees should be formed through the school instead of the council, and only one board member should attend the committee meetings.</p> <ul style="list-style-type: none"> A. Board Strategic Planning*: Board members discussed the need for board development. Amy reviewed the resources that were sent to board members after the October meeting. She suggested attending a workshop on updated charter renewal requirements. <p>Amy shared that she likes the Gradalis board development proposal because it would be conducted in a timely manner. Gradalis would help the board prioritize its goals based on input from a variety of stakeholders. This vendor is very familiar with Waldorf education, and specifically with Journey School. Jess Johnston shared that he had a positive experience at Gradalis teacher training last summer.</p> <p>Gavin shared his concern that Gradalis tasks would overlap with work already done with our goal setting program known as "Big Rocks" which was implemented by prior administrator Shaheer Faltas. Shelley pointed out that the Gradalis proposal seems more geared towards new schools instead of one that is well established as Journey. Jeannie elaborated on Big Rock #2, which she is involved in, explaining how that goal is being implemented at school. Jess shared that he is on the Big Rock #3 committee which is working to more clearly define and implement the school's stated mission.</p> <p>Amy noted that the Gradalis proposal is lacking a piece for following up with school alumni. She also sees a need for a long term plan for recruiting students and teachers.</p> <p>Shelley shared that Journey will also be participating in an accreditation process through the Alliance for Public Waldorf Education. This includes a self-study examining how Journey is implementing the core principles of Waldorf education. Faculty members, as well as the board, will be involved in this process, which will start in August 2023.</p> <p>Board members discussed the timeline for implementing all of these planning elements - Big Rocks, the accreditation process through the Alliance, and strategic planning with Gradalis. Amy will speak with Gradalis and share our Big Rocks and Core Principals work, so that their proposal can be more tailored to our needs in regards to financial planning, alumni outreach and recruiting.</p>

B. **Board Meeting Locations*:** Review of updated rules for meetings with adoption of Resolution of State of Emergency per AB 361, if needed.

Margaret made a motion to adopt the Resolution of State of Emergency per AB 361. Mike seconded the motion. All voted in favor. The motion was passed.

C. **Bank Resolution*:** Margaret made a motion to approve the resolution for authorized signers for financial/banking purposes within Journey School. Jeannie seconded the motion. Mike abstained. The resolution was approved by the three other board members.

D. **Journey School Regular Meeting Schedule*:** The board reviewed the updated meeting schedule. Margaret made a motion to approve the updated calendar. Mike seconded the motion. All members voted in favor and the calendar was approved.

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INFORMATION ITEMS: Reports

A. **Financial Update*:** Larry Tamayo reported on October financials and the first interim report. He stated that ADA is looking really good at 591 students through month two. ADA is 94% for month three. We are trending about \$453k more than what was budgeted. State revenue is a little bit lower than expected due to changes in state funding. The Arts and Music grant will be added to the budget once the plan for that grant is complete. We have additional expenses in the classified salaries due to additional staff being hired and being reassigned. Non-capitalized equipment expenses are a little higher than expected. Cash on hand at the end of the year is projected to be \$1.5 million.

The Governor will release his budget proposal for 23-24 in January. The state is projected to have a \$25 billion state deficit next year. There is a rainy day fund to help mitigate this deficit. COLA has been set at 8.73% for next year.

Prop 28 passed, providing funds for arts education programs, starting in the 2023-24 school year. The grant is estimated at \$66,000 to supplement an existing program. It is not advisable to use these funds towards long term expenses such as salaries.

B. Faculty Update: Update on Faculty Activities

Jess shared that he has worked with his class for the past month studying The Kalevala, which is regarded as one of the most significant works of Finnish literature. The final phase of this study is their class play, which has three performances this week. Jess is very proud of his students singing, playing recorders, performing and working together. They are doing animal reports next which include five paragraph essays, dioramas and a gallery walk for the school to view their work. There is a lot of joyous singing, writing in journals, and getting in the spirit of the holidays. He is happy to see his students think deeply and work hard on a variety of projects.

Jess shared that more help is needed to support students with behavior and learning challenges. CUSD is currently seeking additional aides to further support students with IEP's. Opportunities for our teachers to learn more about how to work with those needs would be helpful.

Jess also explained that our garden is in need of attention and would benefit from a paid steward who could work with students in maintaining the garden space. The board and teachers discussed the possibility of having a specialty teacher dedicated to this purpose. Amy recommended that we further explore the cost of this proposal, and the possibility of seeking grant funding to support the program.

C. Parent Cabinet Update provided by Cassie Kawling and presented by Amy Capelle: *Harvest Faire raised \$23,000 net. Fairy Market was lovely with many new families volunteering. PC will be providing gift cards to faculty and staff members.*

D. Administrative Update presented by Gavin Keller:

Calendar & Events: This fall we have been working in Big Rocks including events Fairy Market, Harvest Faire, Lantern Walk, Santa Lucia tomorrow, and an all-school assembly called "The Winter Light Assembly" to be held at Acorn Alley next week.

Alliance for Public Waldorf visited Journey last week. They were pleased with the depth of Waldorf being implemented here. They remarked that the students were all very happy and genuinely engaged. They noted that we have many traditional elements, as well as innovative elements.

CUSD will be doing an annual authorizer visit on May 19, 2023.

Alliance for Public Waldorf Education is hosting a virtual conference January 13-15. We have purchased a schoolwide registration. Login information will be sent to board members and our school community.

Jenny Wilkes was hired directly as a school nurse during Amanda Girard's replacement during her maternity leave, therefore we did not sign the staffing service contract that was approved by the board in October. Larry's budget report does not reflect this change.

Universal TK: The age cut-off is currently age 5 by March 2nd. Next year it will be age 5 by April 2nd. The school is considering having a stand-alone TK class next year, but it is difficult to plan since the exact numbers of students in that age range is not yet known. This would be in addition to our existing four kindergarten classes.

Employee Retention Credit: Gavin stated that he has been in communication with tax attorney Michael Williams, with CUSD, with our auditor and our attorneys regarding Journey School's eligibility for this funding. OCASA recently received \$1.8 million. The board will be consulted prior to moving forward with pursuing this credit.

Teacher Training Program: This could be another possible source of revenue for the school to offer the training program to members of the public on a paid tuition basis. We are looking at how to structure tuition fees. Gavin has been advised by counsel that this program would be in line with our Articles of Incorporation, our Mission and charter, therefore we would be allowed to collect fees from attendees.

	<p><i>The Alliance for Public Waldorf is interested in referring students to Journey for training once the program is available.</i></p> <p><i>Gavin met with the Journey School Foundation in regards to the possibility of dissolving the Foundation.</i></p>
8	<p>SCHOOL OPERATIONS: Discussion/Action</p> <p>A. 2021-22 Audit Report*: <i>Larry Tamayo reported on the audit being completed by CLA, a very thorough national firm. The audit has had no findings, everything was in compliance. This indicates that our internal processes and controls are being properly implemented.</i></p> <p>B. Achievement Data Presentation*: <i>Gavin reviewed and summarized the CAASPP and IlluminateEd achievement data. Gavin notes that overall, achievement scores have improved consistently since 2019, even throughout the pandemic. Jeannie noted that it will be important to share this data with faculty so teachers can use it. More details on this data will be shared at a later date.</i></p> <p>C. Chromebook purchase*: <i>Review and discussion of a purchase of Chromebooks and technology storage.</i></p> <p><i>Amy asked if there is a price difference for the Chromebooks if the manufacturer end-of-life is earlier than 2028. Janet Gates will research this question. The board discussed purchasing a lesser quantity and making several purchases over several years instead of all at once. Gavin noted that Larry has informed him that we currently have funding for this purchase.</i></p> <p><i>Jeannie made a motion to approve an expenditure not to exceed \$60,000 at Gavin's discretion for Chromebooks and carts. Amy seconded the motion. The expenditure was unanimously approved.</i></p> <p>D. Middle School Facilities Improvement*: <i>Review and discussion of plans to “beautify” middle school facilities and enter a contract for shade sail installation.</i></p> <p><i>Gavin explained the need for shade and beautification for the middle school part of campus. Amy suggested that we should ask Parent Cabinet for assistance with funding.</i></p> <p><i>Amy made a motion to approve sections 2, 3 and 4 of the proposal by REI Shade Systems, with section 4 being the priority). Mike seconded the motion. The proposal was unanimously approved.</i></p> <p>E. COVID 19 Response: <i>Gavin stated that there are no updates to our COVID Safety Plan.</i></p>
11	<p>Adjournment - <i>Jeannie made a motion to adjourn. Jeannie seconded the motion. The meeting was adjourned at 9:35 p.m.</i></p>

*Agenda publicly posted at Journey School on December 12, 2022
And on the school website at www.journeyschool.net*

**Items that are expected to have back up materials provided prior to or at the meeting are indicated with an asterisk. Other items may also have back up materials provided.*