

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

**Tuesday, June 25, 2024**  
**REGULAR (and ANNUAL) MEETING MINUTES**  
*Approved 8/22/24*

**6:00 p.m.**

*Journey School, 27102 Foxborough, Aliso Viejo, CA 92656*  
*(949) 448-7232 [www.journeyschool.net](http://www.journeyschool.net)*

	<b>AGENDA ITEM</b>		
1	<p><b>Call to Order and Roll Call</b></p> <p>Meeting was called to order at 6:08</p> <p><b>BOARD MEMBERS:</b>  <i>Amy Capelle, Council President - Present</i>  <i>Melissa Dahlin, Council Vice President- Present</i>  <i>Margaret Moodian, Council Secretary – Absent</i>  <i>Jeannie Lee, Board Member - Present</i>  <i>Michael Allbee, Board Treasurer - Present</i></p> <p><b>ADVISORY POSITIONS:</b>  <i>Cassie Kauwling, Parent Cabinet Advisor - Absent</i>  <i>Faculty Advisor, Absent</i></p>		
2	<p><b>Inspirational Passage</b></p> <p>Michael Allbee shared two quotes, one by Arthur Ash and the other by James Baldwin.</p>		
3	<p><b>Approval of Agenda*</b></p> <p><b>NOTE: The order of the agenda may be changed without prior notice to the public.</b></p> <p>Amy made a motion to approve the agenda with flexible timing around items that Larry Tamayo will be co-presenting. Michael seconded the motion and it was unanimously approved.</p>		
4	<p><b>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</b></p> <p>A. <b>Board Strategic Planning:</b></p> <p>Amy suggested the board develop a list of books and share it with one another. A google link to a folder of board resources will also be shared with the board. The board was encouraged to review the self-study that was recently completed by school staff/pedagogical council. Retreat and strategic planning have been tabled</p>		

	<p>while we are waiting on the accreditation with the Alliance for Public Waldorf Education. Amy shared that she would like to see the strategic planning process restarted. The board agreed to schedule a retreat.</p> <p><b>B. Board Meeting Schedule*:</b></p> <p>The board discussed the schedule of board meetings for the 24-25 school year and added the Retreat for November 13<sup>th</sup> at 2:00pm.</p> <p>The May meeting was shifted from May 22<sup>nd</sup> to May 29<sup>th</sup>.</p> <p>Shelley and Jeannie swapped meetings for inspirational passages.</p> <p>A motion to approve the board meeting schedule was made by Jeannie and seconded by Melissa and approved unanimously.</p> <p><b>C. Board Terms and Officers*:</b></p> <p>Amy committed to an additional 1-year term, Jeannie committed to an additional 1 year term. Michael committed to an additional 2-year term. Margaret shared by email that she is interested in continuing for a 2-year term. Melissa mentioned that her schedule is quite busy at work and decided to not renew her term for a year or two, but indicated that she is willing to stay on the board on a month to month basis if needed for quorum purposes and until a replacement is located.</p> <p>Amy encouraged board members to recruit potential candidates.</p> <p>The following offices were accepted for the 24-25 school year</p> <p>Amy Capelle, Council President  Melissa Dahlin, Board Member  Margaret Moodian, Board Member  Jeannie Lee, Council Secretary  Michael Allbee, Board Treasurer</p> <p>Melissa made a motion to approve the terms and officers, seconded by Michael and approved unanimously.</p>
5	<p><b>PUBLIC COMMENT:</b> There was no public comment</p>
6	<p><b>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.</b></p> <p><b>A. Approval of Minutes*:</b> Minutes from regular meeting May 23, 2024</p> <p><b>B. Education Protection Account*:</b> Approval of report on EPA spending for the 2023-24 school year</p> <p><b>C. Contract with OCDE for retirement reporting/contributions*:</b> Annual approval for CalSTRS/PERS employees.</p>

	<p><b>D. Consolidated Application*:</b> Annual approval of the spring Consolidated Application (ConApp), used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to direct-funded charter schools throughout California.</p> <p>Melissa made a motion to approve the consent agenda items. Jeannie seconded the motion and it was unanimously approved.</p>
7	<p><b>INFORMATION ITEMS: Reports</b></p> <p><b>A. Financial Update*:</b></p> <p>Larry reviewed the May financials and state budget update. ADA and enrollment remained positive through the remainder of the school year. Prop 28 funds were largely deferred to the 24-25 school year. Depreciation costs due to fence and shade installs came in a bit higher than budgeted and a projected positive net income of \$49,068 that will be added to cash reserves. Total cash reserves are now in the amount of 3M.</p> <p>Amy Capelle asked that the Executive Director to look into investing a portion of the 3M. (\$1.53 of it is already invested) and Michael suggested that a 1-year treasury bill would make sense given the high rates.</p> <p><b>B. Faculty Update:</b></p> <p>Jeannie Lee shared on behalf of faculty noting that the graduation and the reverse rose was one of the most beautiful graduations to date. The year ended on a high note with the 8<sup>th</sup> graders. Teachers have been working on grades and report cards this week. Art of Teaching will be hosted on campus this year.</p> <p><b>C. Parent Cabinet Update: Update on Parent Cabinet activities</b></p> <p>Parent cabinet rep. shared some sentiments with the board president, who passed along the sentiments at the board meeting, sharing how special 8<sup>th</sup> grade graduation was and shared gratitude with school staff and board members.</p> <p><b>D. Administrative Update:</b> Gavin Keller provided an update on the approval of the material revision of the charter at the June 12 CUSD Board of Trustees meeting and also updated the board on facilities projects, employee benefits, audit progress, summer programming, and professional development.</p>
8	<p><b>SCHOOL OPERATIONS: Discussion/Action</b></p> <p><b>A. School Handbook*:</b> Gavin reviewed updates to the 24-25 School Handbook, inclusive of adjustments to related policies. It was suggested to separate the PAC from PC in the language of the handbook.</p> <p>Jeannie shared that classroom observation lengths needs clarity and suggested that page 11 field trips permission slips timelines should be removed. She suggested that the school should add</p>

language regarding “additional forms for field trips that may be required by a third party”. Jeannie asked that the order of descriptors on page 5 be reordered, transformative should be the top word and accountable as the last. On page 4, a comma is needed after sincerely to close the administrative welcome letter. Jeannie asked administration to look into cell phone laws and ensure those are reflected in the cell phone guidelines on page 21.

Amy asked that the vision statement be added to page 5. What’s listed there doesn’t match what is one the website and what’s in the charter and needs to be updated.

Jeannie suggested FAQs on website with links to the handbook; Administration will look into this.

Jeannie made a motion to approve the Handbook with the edits highlighted in the discussion and minutes. Michael seconded the motion and it was unanimously approved.

B. **Workplace Violence and Prevention Policy\***: Gavin reviewed the workplace violence prevention plan, or WVPP, a new plan required for California employers to comply with Senate Bill 533. Amy discussed safe gun storage/safety laws called Gun Violence Restraining Orders – which are temporary restraining orders/removal orders for weapons and are in place and available for individuals to protect loved ones and themselves. Melissa makes a motion to approve the WVPP, the motion was seconded by Jeannie, and unanimously approved by board.

C. **CUSD Food and Nutrition Services\***: Gavin reviewed EC Section 49501.5, which requires charters to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility. Gavin reviewed agreement that Journey has had in place with CUSD since 2019-2020 and highlighted some challenges that will occur given that Journey will exit the CUSD Aeries account and begin our own iteration of Aeries, namely that there will be an administrative burden placed on CUSD staff to pull data from Journey’s Aeries, as our School Food Authority, for claiming reimbursement for school lunches from the NSLP. Additionally, there will be a point-of-sale interface that Journey will need to purchase called Primero Edge that will be required to communicate with Journey’s Aeries account. There will be added costs to an MOU that is currently being finalized, the cost of Primero Edge is roughly \$2500 and an administrative fee for CUSD at \$1500 per month. Gavin recommends that the board enter the MOU with CUSD for food and nutrition services for the 24-25 school year and that time be allocated to researching the process of becoming our own school food authority for the 25-26 school year.

Jeannie made a motion to authorize Gavin Keller the ability to enter into an MOU with CUSD for food and nutrition services for the 24-25 school year, so long as the terms presented are not significantly different than what was discussed at the meeting. The motion was seconded by Michael, and unanimously approved by board.

D. **Memorandum of Understanding by and between Capistrano Unified School District and Journey School\***: Gavin reviewed the MOU with CUSD for special education records. CUSD may need access to special education records for the next three years, in the case of litigation for past services/support

and a variety of other reasons. Journey will store all records here on site for current attending students and language in the MOU is needed regarding storage and maintenance of these records along with language regarding CUSD ability to access to the records. Legal review has been completed and the MOU is recommended for approval.

Melissa made a motion to authorize Gavin Keller to sign the MOU with CUSD. The motion was seconded by Michael, and unanimously approved by the board.

- E. **Declaration of Need\***: Gavin reviewed the Declaration of Need, a process developed by CDE and CTC to allow flexibility when a limited assignment permit or an emergency permit may be required by the school in the case that a fully qualified educator cannot be located and properly assigned. Anticipated needs at Journey school – 2 multiple subjects Limited Assignment Permits and 1 English Language authorization.

Melissa noted a typo on the DON, that indicated 4 Limited Assignment Permits...not 2. Gavin Keller will adjust the DON to reflect the 2 permits that are needed.

Michael made a motion to approve the Declaration of Need with the adjustment noted. Jeannie seconded the motion and it was unanimously approved.

- F. **Prop 28 Arts and Music School Funding\***: Gavin reviewed the annual Prop 28 arts and music school funding report and highlighted expenses this year which were allocated to creating a new outdoor art/handwork area – a total of \$14,687.80 of Prop 28 funding was used towards the project.

Michael made a motion to approve the Prop 28 report. Jeannie seconded the motion and it was unanimously approved.

- G. **Local Indicator Report\***: Gavin reviewed Journey's performance and progress on CDE Local Indicators – the school has met all local indicators, this determination was made using an analysis of a variety of results and data at the local level.

Melissa made a motion to approve the Local Indicator Report. Michael seconded the motion and it was unanimously approved.

- H. **Substitute Teacher Contracts\***: Gavin reviewed the need for contracting with a substitute teacher agency to support teacher vacancies and filling those vacancies with highly qualified teachers.

The school interviewed a variety of agencies, including Kelly Services, Scoot, Sub Teacher Source, Zen and Swing and compared the agencies using a variety of factors, detailed below

- # of subs available in our area
- Vacancy fill rate
- Flexibility re: hourly, half day, full day
- Request process/apps/website
- Rates
- Fees/contract minimums, etc.
- User reviews/references of local charters

Swing Education was the standout agency and recommended for approval for contracting with to support substitute needs/filling temp. teacher vacancies for the 24-25 school year.

Jeannie suggested inviting subs from Swing Ed on campus to see the campus – Gavin will look into this.

Jeannie made a motion to authorize Gavin Keller to enter into a contract on behalf with Swing Education on behalf of Journey School. Michael seconded the motion and it was unanimously approved.

- I. **Staffing Plan 2024-25\***: Gavin reviewed the staffing plan and highlighted the various positions including 6 open positions. All proposed roles are accounted for in the 2024-2025 school budget.

Gavin Keller indicated that this is an information only item at this point and that the approval of the draft budget will essentially adopt the staffing plan (and related costs) as detailed.

- J. **Local Control and Accountability Plan (LCAP)\***: Gavin reviewed the 2024-2025 Budget overview for parents, the 2024-2025 LCAP, the 2024-2025 Expenditure Tables for actions listed in the LCAP, the Annual Update of the 2023-2024 LCAP, and Expenditure tables for actions that occurred this past year. Gavin highlighted the 5 goals in the 24-25 LCAP and related actions that will help the school improve.

Melissa made a motion to approve the LCAP. Michael seconded the motion and it was unanimously approved.

- K. **Preliminary Budget 2024-25\***: Larry Tamayo and Gavin Keller presented the 2024-2025 draft budget, highlights as follows:

- Enrollment: 613
- ADA: 570.84; 93.12% ADA Rate
- 1.07% revenue COLA
- Arts Music & Instructional Materials Block Grant: \$197,064
- Learning Recovery Emergency Block Grant: \$113,310
- ELOG, Educator Effectiveness, TK Planning Grants: \$92,963
- Teachers salary table increases; 3% increase for rest of staff
- Addition of Special Education revenue, staff, supplies and services
- PERS rate increase from to 26.68% to 27.05%
- 6 open positions

Melissa made a motion to approve the preliminary 24-25 budget. Michael seconded the motion and it was unanimously approved.

9

**CLOSED SESSION:** The board entered closed session at 9:00pm

	<p>1. <b>Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: School Executive Director</b></p> <p><b>RECONVENE TO OPEN SESSION:</b> The meeting was reconvened to open session at 9:17pm</p> <p><b>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION:</b> There was no action taken in closed session</p>
10	<p><b>Adjournment.</b> The meeting was adjourned at 9:18</p>

*Agenda publicly posted at Journey School on June 21, 2024.  
And on the school website at [www.journeyschool.net](http://www.journeyschool.net)*

*\*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.*