

Journey School
A California Public Charter School

REGULAR MEETING MINUTES
Approved March 2, 2023

Thursday, 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 - Present
Margaret Moodian, Council Secretary - Present
Jeannie Lee, Board Member - Present
Michael Allbee, Board Treasurer - Present

ADVISORY POSITIONS:

Faculty Advisor, Dennis Kephart - Present
Parent Cabinet Advisor, Cassie Kawling - Present

Also present: Gaylen Corbett - Clerical Support

Agenda Item	AGENDA ITEM
1	The meeting was called to order at 6:01 p.m. and roll call was taken by Amy Capelle.
2	An inspirational passage was read by Melissa Dahlin. "Integrity is choosing courage over comfort; choosing what is right over what is fun, fast, or easy; and choosing to practice our values rather than simply professing them. Today, I will choose courage over comfort." -Brene Brown
3	Approval of Agenda*: Gavin Keller requested that Item 8C be moved to take place before Item 8B. Melissa made a motion to approve the agenda with this amendment. The motion was seconded by Margaret. Motion was passed unanimously.
4	PUBLIC COMMENT: There were no members of the public present.

Journey School
A California Public Charter School

5	<p>CONSENT AGENDA ITEMS: A motion was made by Margaret to approve the consent agenda items. Mike seconded the motion. The motion was passed unanimously.</p> <p>A. Approval of Minutes*: Minutes from the special meeting held on December 15, 2022.</p> <p>B. School Accountability Report Card (SARC)*: Ratify annual SARC, reporting on 2021-22 school year, to be submitted and posted by February 1, 2023.</p> <p>C. Updates to 2022-23 Staffing Plan*: Ratification of changes to the Staffing Plan to meet current needs.</p>
6	<p>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</p> <p>A. Board Strategic Planning*</p> <p style="padding-left: 20px;">a. Recap of Alliance for Public Waldorf Conference: Margaret and Gavin each attended sessions offered by the virtual conference. Amy provided a summary of various speakers and topics covered. This year's theme was about "belonging" and questioning the status quo of Waldorf education. Dr. Ida Oberman, keynote speaker, reviewed the origins of Waldorf. Jeannie suggests that we send a link of the recordings to all Journey teachers. Margaret shared that her favorite portion was the economic session. Gavin shared that the sessions he attended considered changing the way some subjects are taught to make the curriculum more effective. Dennis attended the session on geometric mandalas. Amy attended a session on humanistic leadership. She learned that one of the key things a leader can do is to build a culture of trust. Journey teachers Diana Graber and Kelly Larson were presenters at the conference. Note: Amy will send me a link to the recordings.</p> <p style="padding-left: 20px;">b. Follow-up on Gradalis Proposal: At the previous meeting there was concern about the overlap of what Gradalis would do and what is already being done by Journey admin and teachers. Amy shared a paper document: "Key Questions for Strategic Planning." Page two listed Current Tools used for strategic planning:</p> <ul style="list-style-type: none"> - Charter, Renewal Process, Renewal Criteria - Local Control Accountability Plan (LCAP) - School Accountability Report Card (SARC) - Peer-review and process for full Alliance for Public Waldorf Education membership - "Big Rocks" by faculty/admin - Three Care Streams <p>The board discussed whether or not these are all the tools we need. Melissa points out that these tools are mostly external, and that more internal tools may be needed. Mike points out that it's important to see the connections between these tools, such as the crossover between the LCAP and the Big Rocks, and it would be helpful to map this out. Gavin shared his opinion that each question on the list is answered within the tools that we are already using. He stated that having an outside entity come in to create a strategic plan would take a lot of time to get them caught up to speed. He feels that it would be better for small groups of staff members to look within our existing plans and encapsulate it all into a cohesive and concise plan.</p>

Journey School
A California Public Charter School

	<p>Amy mentioned that in our current tools we do not have a plan for facilities. Amy noted that Gradalis would meet with each group of stakeholders (faculty, administration, and parents) separately, as well as a meeting with all groups together. She confirmed that Gradalis would utilize our existing tools. Amy and Mike pointed out that Gradalis could help to fine tune the focus of the Big Rocks. Amy stated that it's important to step back and make sure that we are working on the most important tasks. Mike shared that it's important to measure the progress of work on the Big Rocks.</p> <p>c. Alumni Survey - Melissa shared that she will be leading the alumni survey. What is our overall purpose for the alumni survey? Purposes discussed included student retention, marketing, outreach, fundraising, and to determine if Journey School is accomplishing its mission. Gavin suggested two purposes: 1. to share data with current parents to retain students through 8th grade. 2. To determine the gaps so that we can fix any gaps/challenges.</p> <p>The board discussed many ideas for questions to be asked. Melissa will put together a summary and consolidate ideas.</p> <p>B. <i>Calendar of Annual Board Topics*</i>: The council agreed to table this item.</p> <p>C. <i>Board Development: Attributes of a Healthy Non-Profit*</i>: The council agreed to table this item.</p> <p>D. <i>Board Meeting Location/Method of meeting*</i>: Melissa made a motion to approve the Resolution regarding the current State of Emergency per AB 361. Jeannie seconded. All approved.</p>
7	<p><i>INFORMATION ITEMS: Reports</i></p> <p>A. <i>Financial Update*</i>: Larry Tamayo provided a report on November and December financials and January Governor’s Budget Proposal. Our P1 was 537.53 which is more than we budgeted for, which is good news. He projects 538 through the year. Unduplicated pupil % is also a little higher than budgeted so that will also provide some additional funding LCF. The school will get \$600k from ADA hold-harmless. Most of this will be held and not spent until next year. We will also be using the arts and music grant next year since the funding is not needed this year. Revenue is about \$320,000 more than budgeted. Classified salaries are a little bit higher than budgeted. Net income is projected at \$120,000. This report does not reflect the removal of the nursing contract. Reserves are healthy, still projected at \$1.4 million cash reserves or more at the end of the year. The State of California is facing a \$22.5 billion funding gap, but Larry noted that the majority of our funding comes from CUSD in lieu of property tax and not from the state. California still plans to fund COLA 8.13%. The state still has a healthy rainy day fund. The State projects COLA will be 3% the following year. Larry noted that the State budget will be revised in May.</p> <p><i>Faculty Update</i>: Sixth grade teacher Dennis Kephart shared some main lesson books for council</p>

Journey School
A California Public Charter School

members to view and summarized the lesson blocks that this class is studying including ancient China. His students are excited about the Read-a-Thon. He shared examples of student artwork. He recently led the bike club and suggested that the school invest in more bike racks. He also shared a letter about kindergarten activities from Miss Fiona.

Margaret asked if there's anything he needs as a teacher. Mr. Kephart said no, Journey is a warm and welcoming environment, and he has all the resources needed. He is looking forward to the gardening and science lessons by the new specialty teacher.

B. **Parent Cabinet Update:** Cassie Kauwling provided an update on Parent Cabinet activities. She shared that parents are glad to be back on campus and having PC meetings in person. She explained that they managed Harvest Faire a little differently this year, with Nicola Wellner serving as a paid coordinator. The profit from the event was approximately \$24,000, slightly above average. Fairy Market was a big success with many amazing gifts handmade by parents. She pointed out that attitudes on PC are better than they were prior to the pandemic. There is a lot of gratitude and warmth amongst the parents. Read-a-Thon is starting soon which is typically a big fundraiser. Auction is scheduled for April 15th, headed up by Shannon Johnson and Kim Welsh. Cassie said that at the last PC meeting a number of parents requested more DEIJ meetings. A Spring Social is being discussed by PC.

C. **Administrative Update:** Gavin Keller reported on the following topics:

Facilities: A new window was installed in the reception office. The second installment of shade sails in middle school has begun. Estimated time of completion is six weeks. High winds damaged more of the temporary tents. CUSD will be repairing roof leaks. We may reallocate spaces to meet the needs of SPED.

Playgrounds: During some recesses we will be allowing 6th-8th graders to use the front playground, and 4th-5th graders so that all have a chance to use the playground equipment and fields.

School Events: Medieval Games is coming up. Journey will be hosting the event with other Waldorf schools in attendance. Open House is scheduled for next month.

Gardening: We are excited to be bringing on a new gardening teacher, Brandon Wilkes. He will be leading 12 classes in 4th-8th grades. He will also manage our gardens, including our compost program, and other green areas on campus. He will replace our current gardener.

School Enrollment and Lottery: We are 92.4% ADA which is a little below our goal of 95%-96%. In addition to viruses, family travel is affecting ADA, as many extended families have not seen each other since before the pandemic. The application deadline for 2023-24 enrollment is coming up soon, and the lotteries for seat based an independent study are in March.

ELOP: We have a surplus of \$40k ELOP funds that will be used for after school tutoring for underachieving students.

Journey School
A California Public Charter School

8

SCHOOL OPERATIONS: Discussion/Action

- A. *Union Negotiations**** - Gavin provided an update on union negotiations that will start up in March. As required by the "sunshine process", JTA has indicated that they will open with the following articles for negotiation: Article 5, Work Years and Hours of Employment, and Article 19, Leave Provisions. It's now Journey School's turn to open articles. This will be discussed in a later meeting in a closed session and "sunshined" for the public at the same meeting
- B. *CA School Dashboard**** - Gavin provided an informative lesson of how the CA School Dashboard looks and functions. This dashboard provides parents and educators with meaningful information on school and district performance and progress. This is California's accountability system to monitor absenteeism, suspension rate, and academic performance. They use status and improvement to determine a school's placement on the dashboard.
- C. *(Discussed before 8C) Charter School Renewal**** Gavin explained that Journey's most recent charter was approved in March 2020 for five years. It was set to expire June 30, 2025, but it was extended to June 30, 2027. Renewal in 2027 will be quite different from the last renewal due to AB 1505. The timelines for districts have been expanded for scheduling a public hearing. In the past it was 60 days between the two, now it is 90 days. Instead of submitting our application in December, it is advised to start in July.

Other changes from 1505: It requires additional charter elements to align our outcomes to the state dashboard, which we have already done. Also we have to describe how we will achieve racial and ethnic balance that matches the district. The same regard to students with disabilities and ESL.

Charter schools in California will be placed in three tiers based on the CA dashboard: High performing, mid, and low. High performing schools will be considered for a seven year charter term with guaranteed approval. Middle performing schools will be offered five years, with likely approval. Low performing = Presumed denial. To be included in the high performing track, all of our dashboard indicators need to be in green or blue for two years.

Use of verified data: If you are a high performing school, you don't need to provide verified data. Journey School is using Illuminate Education to generate verified data. Jeannie noted that it is important to inform the teachers that this is the reason that testing and data collection is necessary.

Gavin stated that we will need to submit our charter application in July 2026. We will include data from 2023-24 and 2024-25 data in our charter application.

- D. *Employee Retention Credit**** - Gavin provided a review and discussion of the ERC and finalizing an application. He has consulted with Michael Williams who has successfully assisted other charter schools in attaining ERC funds. This is money that would be paid back to Journey since we continued to pay staff during the pandemic. Journey is eligible because we experienced full or partial suspension of our normal operations, although we cannot claim for the quarters in 2020 because we accepted PPP funding. Mr. Williams would charge 10% of the funds received, and Journey is not required to pay unless funds are received.

Jeannie made a motion to approve the contract with Michael Williams for the contract to

Journey School
A California Public Charter School

	<p>pursue ERC. Melissa seconded. All approved, motion passed.</p> <p>E. Strategic Kids - ELOP Proposal - Gavin summarized a proposal to partner with Strategic Kids to provide 2023 summer programming using ELOP funding. This program will be similar to what was offered last summer. It would be paid for by ELOP funds. We will receive approximately \$120k to be used throughout the school year. Last summer we averaged 70 students per day. The board discussed creating measures to prevent parents from signing up and then failing to attend. Margaret made a motion to proceed in contracting with Strategic Kids for a summer ELOP program. Jeannie seconded the motion. The motion was approved.</p>
10	<p>Adjournment: The meeting was adjourned by Amy Capelle at 9:30 p.m.</p>

Agenda publicly posted at Journey School and on the school website at www.journeyschool.net on January 23, 2023.

**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.*