

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

**Thursday, June 15, 2023**  
**REGULAR (and ANNUAL) MEETING MINUTES**  
**6:30 p.m.**

*Journey School*  
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	<b>AGENDA ITEM</b>		
1	<p><b>Call to Order and Roll Call:</b> The meeting was called to order at 6:45 p.m.</p> <p><i>Amy Capelle, Council President - PRESENT</i>  <i>Melissa Dahlin, Council Vice President - PRESENT</i>  <i>Margaret Moodian, Council Secretary - PRESENT</i>  <i>Jeannie Lee, Board Member - PRESENT</i>  <i>Michael Allbee, Board Treasurer - PRESENT</i>  <i>Cassie Kawling, Parent Cabinet Advisor - PRESENT</i></p>		
2	<p><b>Inspirational Passage:</b> Shelley read a passage by John Updyke, as provided by Amanda Simmons.</p>		
3	<p><b>Approval of Agenda*</b></p> <p><i>Declaration of Need was pulled from Consent. Items 8E-8H will precede 8A-8D. Margaret made a motion to approve the agenda with the changes noted. Mike seconded the motion and it was unanimously approved.</i></p>		
4	<p><b>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</b></p> <p>A. <b>Board Strategic Planning:</b> Amy will share a summer reading list with board members following the meeting.</p> <p>B. <b>Board Meeting Schedule*:</b> Board members signed up to provide an inspirational passage at each meeting. Jeannie made a motion to approve the schedule of Council meetings for 2023-24 school year. Margaret seconded and it was unanimously approved.</p> <p>C. <b>Board Terms and Officers*:</b> Approval of renewal of board terms and election of board Officers for 23-24 school year. The maximum number of board members is 11. Jeannie made a motion to approve the roster and terms, with Amy Capelle's and Melissa Dahlin's terms extended to 2024. Margaret seconded the motion and it was unanimously approved.</p>		
5	<p><b>PUBLIC COMMENT:</b> There were no members of the public present.</p>		
6	<p><b>CONSENT AGENDA ITEMS:</b></p>		

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	<p><b>A. Approval of Minutes*:</b> Minutes from regular meeting May 25, 2023</p> <p><b>B. Education Protection Account*:</b> Approval of report on EPA spending for the 2022-23 school year</p> <p>Margaret made a motion to approve consent agenda items A and B. Melissa seconded and it was unanimously approved.</p>
7	<p><b>INFORMATION ITEMS: Reports</b></p> <p><b>A. Financial Update*:</b> Due to the date of this meeting, May financials were not available.</p> <p><b>B. Faculty Update:</b> Update on Faculty activities. Karen Graham who has served as Journey School's cooking teacher, and who also works with Earthroots, shared her background and more about her work at Journey. She has worked to align the kindergarten and first grade lessons to align with Journey's eco-literacy goals. She also developed 5th grade lessons to coordinate with the main class teachers' botany lessons, and other main lesson subjects. She shared an overview of the classes. Karen offered to help update the school's eco-literacy goals to align with science standards.</p> <p>Karen also shared the Kinship Calendar that she created to help mark the seasons and understand what's happening in our local environment each month. Earthroots has applied for a grant that could help to bring Earthroots time to our middle school students. Shelley and board members discussed the possibility of bringing Earthroots to middle school as a club.</p> <p><b>C. Parent Cabinet Update:</b> Cassie stated that PC has not had a regular meeting since her last update, so there is nothing to report.</p> <p><b>D. Administrative Update:</b> Report from School Director</p> <p><b>Facilities projects:</b> The fence enhancement estimate came in higher than expected. Larry stated that it will be a depreciated asset, so the cost will be spread over several years. The fence along the hillside will be extended to six feet, and all exit gates will have push bars for easy exiting during an emergency. The front gate by reception will also be reconfigured for better security.</p> <p>The school purchased benches for the outdoor theater that can also be converted to desks/tables for outdoor classes.</p> <p>CUSD has been performing mold remediation in several classrooms. All rooms will be checked in the coming weeks and will be remediated by CUSD if needed.</p> <p><b>Employee benefits:</b> Grace and Gavin are working to change insurance brokers, however there will be no change in benefits for employees.</p> <p><b>School events:</b> Rainbow Bridge took place today. Tomorrow is Reverse Rose Ceremony. Saturday morning is graduation.</p> <p><b>Summer programming:</b> 80 students enrolled for Strategic Kids. 20 students enrolled for Little Acorns. This is funded through ELOP.</p> <p><b>Professional Development:</b> All teachers will be attending a training on Conscious Discipline next</p>

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week. Kindergarten and first grade teachers will be meeting to discuss student needs. Reading specialist Suzanna Bortz will be helping to identify students who may need support in early grades.

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**SCHOOL OPERATIONS: Discussion/Action**

- A. **Employee Handbook\***: Gavin reviewed the proposed edits and additions to the Journey School Employee Handbook. Melissa made a motion to approve the Employee Handbook. Margaret seconded the motion and it was unanimously approved.
- B. **School Handbook\***: Gavin reviewed the 2023-24 School Handbook, inclusive of adjustments to the volunteer policy, attendance policy, and behavior policy. Cassie stated that it would be helpful to include more specifics regarding what constitutes appropriate dress. Jeannie suggested that it would also be good to include suggestions for attire that are not mandated, such as clothing that is free from logos. It was suggested that this information be shared with parents when school shopping season nears. Melissa noted that the spelling of "permanent" needs to be changed on the last page. Margaret made a motion to approve the handbook with the correction and the inclusion of clothing recommendations. Melissa seconded the motion and it was unanimously approved.
- C. **Observation Policy\***: Gavin reviewed updates to the existing observation policy for school visitors, parents and guests, noting that it was changed to match CUSD's policy in regards to the time limit. Margaret made a motion to approve the Observation Policy. Melissa seconded the motion and it was unanimously approved.
- D. **Special Education Local Plan Agency (SELPA)\***: Gavin reviewed school options as it relates to SELPA membership. Gavin explained what it means to be SELPA member vs. an LEA. Gavin noted that one of the challenges of not being part of SELPA is that we do not have the ability to offer alternative placements as we do as part of CUSD's SELPA, so we may incur costs to pay for one-on-one aides or tuition to other schools for students who we cannot service. To start the process of leaving CUSD's SELPA, we would need to provide one year notice. Our encroachment fees from CUSD are set until our MOU expires at the end of 2024-25. Capistrano Connections use El Dorado, as do a number of ExED's other clients. Jeannie noted that for the last few years, we have had more continuity with our special ed staffing, although there will be different staff next year. Gavin pointed out that hiring a Special Ed Coordinator may be the solution to provide better coordination between SPED and Journey faculty. The board did not take action on this item.
- E. **Strategic Kids Contract Proposal\***: Gavin reviewed the contract for continuation of support through the 2023-2024 school year. We are reducing the number of paraprofessionals from six to three. The cost is slightly higher than last year because it includes after care costs covered by ELOP funds. Margaret made a motion to approve the Strategic Kids approval. Melissa seconded the motion and it was unanimously approved.
- F. **Staffing Plan 2023-24\***: The staffing plan has been updated to include a long term sub for our Wildflower Kindergarten teacher, who will continue for the remainder of the year on salary as an in-house sub for all grades. Admin is still interviewing for the position of Special Ed Director.

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**G. Local Control and Accountability Plan\*:** Larry reviewed the LCFF for Parents, 2022-23 LCAP, LCAP Expenditure Tables, and the 2023-24. Journey School plans to spend \$6,985,110.47 for the 2023-24 school year. Of that amount, \$5,197,711.00 is tied to actions/services in the LCAP and \$1,787,399.47 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for administrative and operational expenses.

LCAP and Expenditure Tables. In 2022-23, Journey School's LCAP budgeted \$236,774.36 for planned actions to increase or improve services for high needs students. Journey School actually spent \$261,223.00 for actions to increase or improve services for high needs students in 2022-23. Based on the recent CALPADS report, our number of high needs students is trending higher at around 25%. Once the state budget and our enrollment for 2023-24 is known, then our budget will be adjusted as needed.

Per Jeannie, Reflections and Successes should be amended to state that an honors program was created for ELA and History, in addition to the existing mathematics honors program. Board members and administrators discussed how Fastbridge and testing data will be used to help faculty plan instruction and determine mentorship needs.

Gavin will be working closely with our registrar to track attendance and follow up with absentee students. The need for better attendance will be shared at Back to School Night and other regular school communications. Our chronic absentee rate is connected to our many English learners who often travel to their home countries.

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

**H. Preliminary Budget 2023-24\*:** Larry provided an overview of the preliminary budget for 2023-24 fiscal year. This is based on the state's best estimate of its expected revenue, which will be revised when the actual revenue is known. The state is still proposing to cut 50% from the Arts and Music Grant and 32% of the Learning Recovery Grant. Assumptions for enrollment and ADA are unchanged. Revenue for 2023-24 is expected to be just over \$7 million. Expenses will be slightly under \$7 million. The draft budget has been realigned according to staffing plan updates.

Journey may have to pay back some of the Learning Recovery Grant funds, if required by the state.

Cassie inquired about additional funds for DEI. Gavin stated that it's the school's preference to incorporate DEI work with our Waldorf accreditation process, and through PEDCO.

The school's proposed Waldorf training is not included as a stream of income at this time.

Margaret made a motion to approve the 2023-24 Budget. Melissa seconded the motion and it was unanimously approved.

**I. Declaration of Need.** Approval of a form to allow hiring of teachers under certain types of credentials for the 2023-24 school year. Mike made a motion to approve the Declaration of Need. Melissa seconded the motion and it was unanimously approved.

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9	<p><b>CLOSED SESSION:</b> Jeannie made a motion to enter Closed Session. Margaret seconded the motion and the board entered closed session at 9:35 p.m.</p> <ol style="list-style-type: none"> <li>1. <b>Pursuant to Government Code § 54956.9(d)(2): Anticipated Litigation:</b> 1 matter</li> <li>2. <b>Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title:</b> School Executive Director</li> </ol> <p><b>RECONVENE TO OPEN SESSION:</b> The meeting was reconvened to open session at: 9:55 p.m.</p> <p><b>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION</b></p> <p>Margaret made a motion to respond to the Notice of Concern. Melissa seconded the motion and it was unanimously approved.</p>		
10	<p><b>Adjournment:</b> Jeannie made a motion to adjourn the meeting. Melissa seconded and it was unanimously approved. The meeting was adjourned at 10:15 p.m.</p>		

*Agenda publicly posted at Journey School on June 12, 2023.  
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.*