

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

***Monday, August 30, 2021
REGULAR MEETING MINUTES
Approved September 23, 2021***

6:00 p.m.
Via Zoom Webinar

This meeting was noticed and held in accordance with the guidelines and flexibility from the Governor's Executive Orders N-25-20 and N-29-20, due to a statewide public health emergency and in accordance with the rules for public meetings.

www.journeyschool.net

NOTE: Board members conducted the meeting via Zoom using the Webinar format. Members of the public wishing to observe and/or contribute were able to participate in the Zoom meeting by accessing the webinar.

BOARD MEMBERS:

*Amy Capelle, Council President: Present
Richard Martin, Council Secretary: Present
Jeannie Lee, Board Member: Present
Melissa Dahlin, Board Member: Present
Margaret Moodian, Board Member: Present*

ADVISORY POSITIONS:

*Alanna Hayde, Faculty Advisor: Present, arrived at 6:30 pm
Vivienne Benjamin, Parent Cabinet Advisor: Present*

Gavin Keller, Shelley Kelley, and Amanda Simmons (arrived at 6:30 pm) were present. Administrative consultants Franci Sassin and Larry Tamayo (for his items) were present.

AGENDA ITEM	
1	<p><i>Call to Order and Roll Call and review of Webinar processes</i></p> <p>The meeting was called to order at 6: 05 pm, all board members were in attendance.</p> <p>The webinar protocols were reviewed regarding public comment, etc.</p>
2	<p><i>Inspirational Passage</i></p> <p>Gavin read a quote by Martin Luther King Jr. about the goal of education. He went over how it relates to the core values of the school, such as development of moral character.</p>
3	<p><i>Approval of Agenda*</i></p> <p><i>NOTE: The order of the agenda may be changed without prior notice to the public.</i></p> <p>There was a motion to approve the agenda which was seconded and approved unanimously by a roll call vote.</p>
4	<p><i>PUBLIC COMMENT: Members of the public may contribute public comment via Zoom teleconference. Reminder: See policy above for time guidelines.</i></p> <p>At this time there were no members of the public present and no comments submitted.</p>
5	<p><i>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.</i></p> <ul style="list-style-type: none"> <i>A. Approval of Minutes*:</i> Minutes from regular meeting of June 22, 2021 and Special Meeting of August 12, 2021 <i>B. Staffing Plan 2021-22*:</i> Updates to Staffing Plan needed for the start of school <i>C. Independent Contract for Social Media Consultant*:</i> Ratification of contract for services <i>D. 2020-21 Year End Financial Statements and Unaudited Actuals*:</i> Designation of School Director to review and submit 2020-21 Unaudited Actuals for fiscal year ending June 30, 2021, in state’s alternative form, to be based on final June financial statements and to be submitted by Sept. 15 to CUSD. <i>E. Earthroots Contract*:</i> Renewal of contract with Earthroots for 21-22 school year for EcoLiteracy program <i>F. Recurring Expenses*:</i> Approval of list of recurring vendors for payment in 2021-22 in accordance with fiscal policies.

G. School Calendar*: Approval of adjustment to 2021-22 School Calendar

There was a motion to approve to approve the consent agenda items which was seconded and approved unanimously by a roll call vote.

6 **INFORMATION ITEMS: Reports**

A. Faculty Update: Update on Faculty activities.

Alanna Hayde reviewed the preparations, planning and collaboration with the middle school team, as she is now leading a 6th grade class. She reported that the teachers are getting to know their Strategic Kids support person. She asked about what field trips will be scheduled this year, especially the overnight trips, and how the transportation will work. The teachers are working to get their classrooms ready and are seeking out the resources that are available already. She reported that overall there are mixed feelings among the teachers. There is excitement about coming back but a lot of questions about how some of the new procedures will work. There is a lot of support and collaboration to help make sure things go smoothly.

B. Parent Cabinet Update: Update on Parent Cabinet activities

Vivienne Benjamin provided an update from Parent Cabinet. There was an Executive team meeting but no 'all school' meeting yet. That will happen the beginning of September. The group is excited to support the school this year in whatever ways they can.

C. Administrative Update: Report from School Director, including update on staff professional development, school re-opening, enrollment, after school care, illuminate assessments, specialty program overview, core curriculum updates, etc.

Gavin Keller reported that this has been a very busy week as school starts on Wednesday. Administration is meeting with teachers and staff in order to have an organized and safe plan to re-open for students back on campus. All staff members will be back on campus for the start of school.

He reported on how the specialty classes will be conducted, using as much outdoor instruction as possible. Enrollment has been different this year, all the wait lists are exhausted. Some families are not interested in coming if students have to wear masks, some of those on the wait list didn't understand that Journey must follow the same public health guidelines as the other traditional public schools in the area. The budget is at 589 and the school is close to that, but attrition may cause the school to drop below that, so Gavin will work with Larry Tamayo to see if budget adjustments need to be made. There may be more "no show" students on Wednesday than normal. The afterschool program is looking good, including enrichment classes such as chess, music, handwork, woodwork, cooking, circus arts, etc. There is also a child care program offered for Kindergarten Monday through Friday, every day through 5 pm. These are longer hours than

in the past to support working families. Strategic Kids will provide after school care for all the other grades.

The Illuminate Education contract will be providing assessments. There are surveys for social-emotional and mental health for students which will help provide data on the non-academic aspects of the program that can be hard to quantify. Some other Waldorf charter schools were using it and it fits well with this model. Training will be taking place soon, and students will take three assessments, one in the fall, one in winter, one in spring. The fall test will help set goals and get the baseline for each student. Winter will be formative to see progression and the year-end will be able to see individual student growth. It promises to be a useful tool for parents, teachers and administration. It should also help with charter renewal. Gavin and Shelley answered questions about how this system might help collect information about the outcomes of the specialty programs.

Shelley Kelley reported on the English and math curriculum, some which are continuing and some new enhancements. A two day training with the developers of Road Map to Literacy for grades 1-3 teachers was implemented. The teachers are in a cohort that meets monthly with the developers to review progress and how they can support. Some parent education will also take place. The 4th and 5th has adopted the “simplified writing” program, which is easy to customize. Those teachers had 8 hours of professional development. For the middle school grades there is a workshop model. They will also have a training and check in schedule.

Gavin reported further on the specialty offerings to give the board members an overview of the program this year. He commented that students in the younger grades will have a new art class where some introductory Spanish terms will be offered. He commented that the garden will provide produce for the 3rd grade cooking class. He reviewed the handwork, games and music programs. He highlighted the Digital Literacy program which originally started at Journey and has grown to over 200 schools in the US and even abroad.

There was a question regarding accreditation. Gavin reported that while the school has not sought out accreditation, these specialty programs really come into play during charter renewal. Gavin answered questions from the board about the program.

Amanda Simmons reported that things are going well for the hybrid program. The team this year is excellent and experienced. They are getting all the changes to the independent study implemented, including meeting with the auditors to review the updated documents. They polled the families about what they want during synchronous instruction, and got back a very wide variety of requests, so they will try to offer a lot of variety throughout the week. She reported that enrollment has been volatile, there have been families who accepted a spot in the seat based program, so the wait lists are gone in the lower grades for the hybrid program.

D. Financial Update*: Report on 2020-21 year end close of financial statements, plus any budget updates.

Larry Tamayo presented the year end fiscal information to the board. He reviewed the funding and expenses and where the school finished for the year. There were no surprises. The school ended over \$313,000 in the black, which was significantly more than the original projections. It included the conversion of the PPP loan to revenue, as well as the federal stimulus funding. Most of the increased expenses were for the support by Strategic Kids, which was covered by the COVID related additional revenue. He commented on the cash flow issues, which was impacted by delays at the state, but which is offset by the cash that comes directly from CUSD as the school's share of the in-lieu property taxes. He reviewed the accounts receivable and the cash balances. The school did not have any problems with cash flow due to the high cash balances the school has been able to save. This saves the school money since additional loans don't have to be taken.

Larry reported that the fiscal portion of the audit is taking place this week. One portion of that is looking at all the restricted funds and if they were spent within the guidelines of the restriction. He reported that while there is an extension to the audit deadline, the audit firm may actually have the report ready by October, but it is not expected later than the early December meeting.

Larry reported on the changes to the 2021-22 state budget over the past few months, including a decrease in the deferrals and some increase in the funding formula. There are also some funds to help keep the contribution for the state retirement programs lower. He also reported on some of the "one time" and new funding sources. There was a discussion regarding how to cover expenses when the "one time" funds are gone, and how private donations may help at that time.

Larry reported that the unaudited actuals is the same financial information but in the state required format, and will be submitted to CUSD after board approval.

The Board took a five minute break from 7:10 to 7:15.

7 SCHOOL OPERATIONS: Discussion/Action

A. School Re-opening*: Update on school reopening, plus applicable updates to COVID-19 Safety Plan and any additional plans for the 2021-22 school year.

Gavin Keller presented the changes to the reopening plan. He reported on updates to the COVID Safety Plan, including quarantine and school closure protocols. If students must quarantine, they will have short term independent study instruction offered and work will be sent home. They may have live stream of portion of the day to allow students to connect with their class. If a teacher must quarantine but the class does not have to, they can Zoom into the class with a site support person on campus. Many of the tools they used last year will likely be used in small amounts.

Gavin reviewed the updates to the Safety Plan. He reviewed the mask requirements. They are developing some individual health plans regarding students who have had mask exemptions requested and will have accommodations. The sanitizer stations are up and running in classrooms

and outdoors as well. They will be using Parent Square for symptom screening before coming to campus. Staff were trained today in the use of the electrostatic disinfecting equipment. Ventilation will be enhanced by having the HVAC units running all the time. Filters are replaced quarterly with hospital grade filters. There are also additional air purifiers in each class and the windows will be open as much as possible. Outdoor activities will be encouraged. Vaccinations and surveillance testing is being implemented. Testing is used weekly if the staff member or contractor is not fully vaccinated. The goal is to be up and running by mid -September using a company on site if 25 tests or more are needed. It will be a 24 hour turn around for test results. The services are free to the school and employee as well. Employees are also able to use their own sources for testing.

The school recommended that everyone take a test within the few days prior to the first day of school. The goal is to help keep school open. In the event of a positive test, the school nurse and administration will be doing contract tracing. There will be notifications to employees and students directly exposed for more than 15 minutes in close proximity. They will be using a decision making tree. If anyone tests positive they must stay home for 10 days after the positive test. If asymptomatic the quarantine can be reduced. If exposed, vaccinated people do not need to quarantine as long as they are asymptomatic. If unvaccinated people were exposed but were wearing a mask, they can remain on campus if they test twice weekly over a ten day period, and do not have symptoms. If testing is refused the person won't be able to come to campus. The school nurse will be collecting information about symptoms that individual students may have, such as allergies, that might mimic COVID symptoms. She will be in charge of making decisions about when students will need to be sent home if having symptoms of illness.

Lunch will be outside each classroom and not in a communal lunch area.

There was a discussion about ADA and the potential for a reduction in the percent attendance due to COVID related absences.

Gavin confirmed that all elements of both documents are in line with CDPH and OC Public Health guidance.

There was a motion to approve the School Reopening Plan and the COVID Safety Plan as presented, which was seconded and approved unanimously by a roll call vote.

B. COVID 19 Response: Discussion and any necessary Actions related to response to COVID 19 public health situation, including relevant updates and/or purchases

Gavin Keller reported on the plan developed in response to CalOSHA guidance, which is the workplace COVID 19 Prevention Program. This is required as the employer, whereas the other Safety Plan is related to a safe school environment. It has been updated for vaccination and face coverings. Employee notifications are included in case of is exposure. There is information about leave of absence and sick leave available. The plan includes a listing of places where exposure may be

increased. Inspections of various equipment will take place and be posted. There is a plan for how to collect employee vaccine information. This plan must be reviewed and accepted by the Journey Teachers' Association. The majority of the contents are mandated so there is not too many items that would be subject to negotiation. This will take action immediately, but is subject to change later due to the negotiation process.

There was a motion to approve the CalOSHA COVID Prevention Program as presented, which was seconded and approved unanimously by a roll call vote.

8 **BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):**

A. Board Officers: Nomination of board Treasurer for 2021-22

The Board considered who is willing to take on the treasurer role and at this time there is not anyone able to take that on currently. There is interest in seeking out new board members with fiscal background.

There were nominations for Melissa Dahlin as the Vice President and Margaret Moodian for Secretary, which were accepted by both Board members.

There was a motion to approve both nominations which was seconded and approved unanimously by a roll call vote.

B. Bank Account Signers*: Approval of Resolution to add new officers as signers on all school bank accounts, if needed, and effective immediately.

In accordance with the updated officers, the Board agreed to remove Richard Martin and add Margaret Moodian and Melissa Dahlin as signers on the account.

There was a motion to approve addition of the new officers to the bank accounts, the which was seconded and approved unanimously by a roll call vote.

C. Inspirational Passage*: Assignment of passage for each board meeting

Board members, staff and advisors signed up for each board meeting for the year. The final sign ups will be circulated.

D. Board Retreat Planning: Discussion of time/place/agenda for October board retreat

The Board discussed the following topics to cover during the retreat:

- Board purpose/roles
- Vision for board
- Data needs for evaluating the school
- Recruiting and developing board members
- Waldorf
- Community partnerships

	<p>There was a discussion regarding a separate day retreat vs. smaller shorter sessions. There is interest in holding it at an outdoor venue with lunch or dinner together. The board would like to consider having parents and/or students come to address the board. Jeannie mentioned that Earthroots has a facility (Big Oak), or using campus could be a good idea. Laura Bujjoni might be available to do the Waldorf training portion. Bonnie Rivers would be available to attend a portion of the retreat on October 28. Two shorter sessions in different locations were discussed. On Oct 28 there will be a retreat on campus starting at and the board will work to find a time and date in common. Franci Sassin will share out resources with the board in the coming weeks.</p> <p>There was a motion to set 4:30 for the October 28 board meeting incorporating the first session of the board retreat, with the regular board meeting to begin at 7 pm. There was a second and the motion was approved unanimously with a roll call vote.</p> <p>E. Council Nominating Committee: Review of upcoming vacancy and potential candidates and search activities</p> <p>The Board discussed using former Board member Anna Brown, as well as Larry Tamayo as resources to find a potential board member with fiscal experience. Another idea is to send an email to the alumni data base. Amy Capelle agreed that she can ask through the Foundation. Jeanne Lee and Amy could reach also out to Van Der Veen family. Jeanne Lee agreed that she could represent the Board if the Nominating Committee has any candidates to interview.</p>
9	<p>CLOSED SESSION: <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>The board adjourned into closed at 9:09 pm. Gavin Keller, Shelley Kelly and Franci Sassin were invited into closed session based on their work in the matter.</p> <p>1. Pursuant to Government Code §54956.9 (1)(d): Potential Litigation: 1 case</p> <p>RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at: 9:29 p.m.</i></p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION <i>(includes the vote or abstention of every member present)</i> There was no action taken in closed session.</p>
10	<p>Adjournment</p> <p>The meeting was adjourned at 9:30 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.***