

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

May 28, 2020

REGULAR MEETING MINUTES

Approved June 24, 2020

6:00 p.m.

Via Zoom (including call in to Zoom Teleconference)

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.

www.journeyschool.net

NOTE: Board members conducted the meeting via Zoom and Zoom teleconference. Members of the public wishing to participate were able to participate in the Zoom meeting by calling in to the Zoom teleconference number listed below.

ZOOM CONFERENCE CALL LINES:

Note—if the regional numbers do not work try other numbers until successful

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

Then enter the following:

Meeting ID: 873 5285 2590

Password: 704614

BOARD MEMBERS:

Anna Brown, Council President: Present

Julie Chiaverini, Council Vice President: Present

VACANT, Council Treasurer

Richard Martin, Council Secretary: Present

Jeannie Lee, Educational Trustee Member: Present

Meggan Bunce, Parent Cabinet Member Present

Administrator Gavin Keller was present. Administrative consultants Franci Sassin and Larry Tamayo (for his items) were present. Faculty member Erin Bratcher was present

AGENDA ITEM	
1	<p><i>Call to Order and Roll Call</i></p> <p>The meeting was called to order at 6:14 pm</p> <p>The Board and members of the public were reminded of the meeting protocols and norms using Zoom.</p>
2	<p><i>Inspirational Passage</i></p> <p>Julie Chiaverini read a quote regarding social distancing and the importance of keeping connections when physical connections are not possible.</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 via roll call vote.</p>
4	<p><i>PUBLIC COMMENT: Members of the public may contribute public comment via Zoom teleconference.</i> <i>Reminder: See policy above for time guidelines</i></p> <p>Jessica Monroe, a parent, commented that she is grateful for the hard work of the entire community and is looking forward to a more normal return to school in the fall. She appreciates the parent survey and noted how important it is that there are healthy circumstances for students when there is a return to campus.</p> <p>Anna Delopo, a parent, commented that teachers should use clear face shields instead of masks, since masks don't allow children to see the teacher's face and smiles.</p> <p>Jennifer Bishop, a parent, commented that young children cannot learn effectively when masks are used.</p> <p>Juintow Lin, a parent, commented that she has been very impressed with the quality of lessons that her child's teacher has been doing through distance learning.</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> <p style="padding-left: 40px;"><i>A. Approval of Minutes*:</i> Minutes from regular Meeting of April 23, 2020 and special meeting of May 21, 2020.</p>

- B. *Independent Study Policy and Master Agreement for 2020-21**: Approval of changes for upcoming school year for the Journey independent study program.**
- C. *Suicide Prevention Policy**: Approval of changes to policy in alignment with updates to the law.**
- D. *Renewal of contract with ExED**: Approval to renew contract with ExED for back office, compliance and fiscal services.**

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

6 *INFORMATION ITEMS: Reports*

A. *Faculty Update: Update on Faculty activities.*

Jeannie Lee reported briefly, then 7th grade teacher reported from her perspective as a middle school teacher. Faculty met today regarding the modified calendar with changes for this year. Teachers are in support for starting school earlier but believe it should only be done for this year, as most would prefer students start after Labor Day. There is one more week of instruction, with a week for enrichment at the end of the school year. Faculty is working together on grading and report cards and the second parent meetings and the year end check in, all prior to June 15. Teachers have good spirits and are starting to plan for next year, such as planning for their usual classroom moves.

B. *Parent Cabinet Update: Update on Parent Cabinet activities*

Meggan Bunce reported that the main communication right now with parents is regarding reopening school in the fall. Some fundraising planning is taking place using the online auction, which closes this weekend. There are many student projects up for auction. The parent community is working a lot on building and maintaining community while they are not able to come together in person. Meggan will send the link to the online auction to the board members. Meggan reported that parents have wondering whether contributing to auction vs. annual giving to school is a better use if they have only limited funds.

C. *Administrative Update: Report from School Director, including update on school closure and provision of educational services, enrollment update, update on PPP loan, planning for 20-21 school year, certification training program, revised LCAP timeline, etc.**

Gavin Keller commended the staff for their hard work on distance learning and the families for their active participation in these opportunities. He reported on the end of year activities that are taking place. Usually the classroom move would be a community effort but this year it will look different, the janitorial service will assist with the moving and cleaning. Report cards are being done, and grading will be mostly pass/no pass and have detailed comments from teachers about student performance. The fact that most students will stay with the same teacher next year will be very helpful, but the narrative portion of the report cards will especially help for students who may have a new teacher next year. Gavin

highlighted a few items from his written admin update, including the Dashboard update, as well as an update on the receipt of the PPP funds. The school will be closely tracking expenditures from this loan to maximize the loan forgiveness. The hiring committee has been screening over 200 applicants for 3 main class teacher openings. There were 6 finalists, and the committee has selected 3 and they all have accepted. Details will be provided as part of the staffing plan next month. One candidate has over 15 years Waldorf experience, another was an assistant this year and is moving to a main class teacher role. The third candidate has 7 years experience in a Montessori charter school, and was also an assistant now moving into a main class teacher role. The Waldorf certification program will start this summer, but initially for only JS staff. It will take 2 Summers and 2 school years to complete. It will be free for Journey staff based on generous donations from Parent Cabinet. The school is still working on the list of trainers for the program, which might possibly include the Connollys. The structure will be one year of foundational work and one year of practical work.

The COVID parent survey was received from over 200 families, and about 75% are comfortable with a return to campus, while about 25% are undecided, especially regarding the possible restrictions on staff and students for social distancing requirements. Administration will be following up with other surveys.

There will be a COVID specific form from the CDE to certify school closure. The LCAP deadline will be in December, instead of LCAP there will be a COVID written report with an overview of the school's distance learning program. This will be brought to the board next month in order to meet the state's July deadline.

D. Financial Report*: Review of April financials and discussion of state budget analysis.

Larry Tamayo reported on the April financials. He reminded the board that the school will get full funding for the P2 ADA this year, which was a bit below budget. He reviewed the fiscal documents and the forecast for the end of this year. He discussed the PPP loan.

7 SCHOOL OPERATIONS (Discussion/Action):

A. School Budget 2020-21*: Review of draft budget, for discussion only

Larry Tamayo reminded the board about the state budget situation, with the significant cuts proposed by the Governor to public education. State revenue is estimated to be 25% lower. It is also likely there will be a 10% cut to funding, which translates to a reduction from this year of 7.92%. Larry presented comparison budgets, one scenario includes the PPP loan and how much might be forgiven. The current draft shows a negative for next year, but the school will need to revisit the school budget in August or September when the state budget is revised. This draft includes over \$150K cuts already included. The budget must be passed by June 30 so a final version will be brought back next month. Larry commented that the school's cash position is much better than it used to be, and it can withstand the deferrals, but when reviewing the multi year projections, it becomes clear that this is only a short term option, and the school must start to determine how to continue to operate as reserves are potentially drained. There may also be additional federal funds

available. The school has been doing a good job saving over the past several years which will really help to avoid further cuts.

B. *Charter Renewal Document: Review and approval of changes to the charter renewal in alignment with the renewal MOU with CUSD.**

Gavin Keller walked through the changes made as a result of the CUSD requests. One area was details on the Independent Study program policy and practices. Enrollment details were also required. Low achieving student interventions had a lot of detail added. Info on Child Find was added to show how the school works to identify students who need extra support. Volunteering is optional, so explicit language to clarify that was added. The dispute resolution process was changed to add a mutually agreeable timeline. Enrollment and admissions preferences were updated based on approved CUSD changes. The school's policy regarding attendance and tardiness was changed so that school retains right to dis-enroll students with notice and due process. Suspension and expulsion language was updated.

Gavin does not yet know if CUSD has accepted these changes, so further revisions may be needed. It will not need to go to the CUSD Board as the renewal MOU already covered the general changes. Because the school needs to wait for CUSD staff input, Gavin recommends that this version does not need to be approved at this time, and the final version will be brought back at a future meeting.

C. *School Handbook Revisions: Review and approval of changes to the School Handbook 2020-21, in alignment with the renewal MOU with CUSD.**

Gavin Keller reviewed the changes made. The volunteer policy language was adjusted to make clear it is not a requirement and that volunteers have a pathway to participate even if they do not have certain documents. There were also changes to align the enrollment and disenrollment policy and procedures as well as the suspension and expulsion policy to align to the charter changes. CUSD required addition of a social media policy, and so Gavin worked with legal counsel to create it. This policy is related to collecting information related to student issues through student social media. The Handbook also was changed to be sure it is very clear that financial donations are voluntary and not required for admission.

Because the school needs to wait for CUSD staff input, Gavin recommends that this version does not need to be approved at this time, and the final version will be brought back at a future meeting.

D. *Special Education Memorandum of Understanding: Review and approval of updated MOU with CUSD for provision of Special Education services to Journey School.**

Gavin Keller reported that there was a lot of back and forth between the attorneys, and some changes the school wanted were agreed to and accepted, such as in 10C, which says that CUSD staff will write Prior Written Notices. Section 12 suggestions were also accepted which had to do with enrollment and interim IEPs. The indemnification language for CUSD on 504 services was changed because Journey holds all responsibility for Section 504. This should be the final version and the CUSD board will also take action. He

reminded the board that the fees associated with provision of Special Education services will increase.

There was a motion to approve the Special Education, which was seconded and approved unanimously by a roll call vote.

*E. **COVID 19 Response:** Discussion and Actions related to response to COVID 19 public health situation, including but not limited to COVID Operations Written Report, school re-opening plans, school events including 8th grade graduation, office schedule and functions, staff issues, scheduling, etc.*

There was a request for public comment on this item. Jennifer Bishop commented as a member of the public, regarding change to timeframe for school start. She is recommending that school start after Labor Day and noted that this change might be hard to implement for families with this late notice.

Gavin shared initial ideas about re-opening, but nothing has been settled yet, the plans are still very much in progress, many questions still need to be answered and administration must monitor guidance which comes out regularly. The CDC decision tree may help but there are many unknowns and all have great effect on the re-opening plans. This includes possible changes to the school calendar. School events have been changed for the spring and end of school, including the 8th grade graduation. On June 12 Journey will have a drive through ceremony, where students will collect baskets with a keepsake for their time in each grade. Administration is currently planning for 3 different reopening scenarios, which is a huge amount of work. Gavin noted that county and state orders will dictate some things. Gavin reviewed some of the recommended health and safety protocols, designed to limit exposure and any sharing of space, materials or food. He noted that the extra cleaning and face coverings might cause more challenges than they would solve. The face coverings is a very challenging topic, there are folks on both sides of the issue. A lot of training would be needed. Additional important elements still need to be added to the reopening plan. The three different scenarios would be:

A: Typical program on campus with enhanced health and safety protocols

B: Continuation of distance learning with adjustments for long term education this way. This might look more like the current independent study program.

C: Hybrid where some is on campus and some is distance learning. Trying to teach with a hybrid model is very challenging for teachers, so that will need to be worked out.

There may be some flexibility but the challenge is to do a good job and provide everything in a safe manner. There was some discussion about the various aspects of the plans. The board expressed that it is important to follow the health guidelines and not ignore them, regardless of what those are at the time.

*F. **School Calendar and Instructional Minutes*:** Review and approval of 2020-21 School Calendar and*

instructional minutes

There was a request for public comment on this item. Lisa Mel commented as a member of the public that she does not agree with the earlier start of the school year in the proposed calendar.

Gavin Keller reviewed the draft of the calendar and the many considerations, they have gotten a lot of parent and staff input. Some of the main considerations include the need for more instructional time in fall, the desire to align with CUSD's calendar, the ability to get together to catch up with learning loss as soon as possible, and the alignment with CUSD for Special Education services to Journey student, and alignment with various summer programs for child care. Labor Day is very late in 2020, so moving ahead one week will actually mean that the first day of school is very close to the same time as in the past few years and this will also allow an earlier release at the end of the year so that the school year does not go all the way to end of June and conflict with teacher training. The Calendar Committee developed this version, and it has teachers, as well as admin staff on it. This is the best compromise developed. It also meets the current legally required minutes, although no one is sure if the same minutes will still be required next year.

Some faculty members had requested that Gavin share their input with the board. That input included the fact that other Waldorf schools are starting later, while others wanted to match CUSD start date, and nine shared that they like the proposed compromise. Gavin noted that the concerns that Erin Bratcher reported on earlier in the meeting have not yet been shared directly with Gavin.

The intention is to share this calendar with the community as soon as possible so that everyone can begin to make plans, but it is possible this could be changed later if new information is obtained. However, many of the considerations for this change will still be in place in future years.

There was a motion to approve the calendar and instructional minutes for 20-21, which was seconded. With a roll call vote, the motion passed as 4 to 1 as follows:

Anna Brown: Yes
Julie Chiaverini: Yes
Richard Martin: Yes
Jeanne Lee: Yes
Meggan Bunce: No

Aisha Blachard-Young, the designated representative for Journey Teachers' Association from CTA asked to address the board following the vote. She made a point of information to the board that the school calendar is a bargaining item and that this change wasn't brought up in the recent bargaining sessions.

Gavin Keller informed the board that the calendar was developed with the Calendar Committee, including JTA representatives, as per the current Collective Bargaining Agreement language.

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BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):

- A. **Regular Meeting Schedule*:** Consideration to reschedule June annual meeting, and initial input for 20-21 board schedule.

Anna Brown recommend that the board consider moving the annual meeting to later in June. Because everyone’s travel schedules and other conflicts have changed the later date could work, and the additional time will help for the development of the budget.

There was a motion to move the regular board meeting to Wednesday, June 24th. The motion was seconded, and approved unanimously by a roll call vote.

- B. **Council Nominating Committee:** Nomination of new Council member by Nominating Committee.

Anna Brown presented parent Amy Capelle as a nominee for a board position. She reviewed the work of the nominating committee and reminded the board of Amy’s qualifications.

There was a discussion regarding the term, which would start in July after there is a vacancy from the expiration of terms in June. Amy Capelle was present via teleconference to answer questions from the Board.

There was a motion to approve Amy Capelle as a board member for a term of two years, starting July 1, 2020. The motion was seconded and approved unanimously by a roll call vote.

- C. **Board Self Evaluation*:** Discussion of board self-evaluation process and analysis of board evaluation questions.

Anna Brown reviewed the spreadsheet she had compiled with the results and reviewed these results with the board. Areas “in progress” were areas 6 and 8. Student achievement as monthly agenda item was recommended. The board members indicated they are in favor of this.

There were suggestions for a board retreat in summer for planning, perhaps with the regular August meeting, or maybe separate from that meeting. The board would like to add a future agenda item to discuss more ideas for onboarding new board members, discussing what would be most helpful. Gavin commented on the difficulty of the decisions that the board must make, and that the current dynamic of school governance is healthy and has a good balance with Executive Director and administration.

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CLOSED SESSION: The meeting will now convene to closed session to discuss the matters described below:

The board adjourned into closed session at 8:45 pm. Board members and all others confirmed that they were alone and/or wearing a headset during closed session.

For Item 3, Gavin Keller and Franci Sassin were invited into closed session based on their work in that matter, and faculty member Jeannie Lee left closed session. At 9 pm Gavin Keller left closed session while the board discussed items 1 and 2, and Jeannie Lee came back to participate. Julie Chiaverini left the meeting at 9:30 pm. Gavin returned to closed session at 10 pm.

1. **Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: School Executive Director**
2. **Pursuant to Government Code §54957: Public Employment, Title: School Executive Director**
3. **Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: Update on the negotiations for 2020-21 CBA**

Employee organization: Journey Teachers' Association/CTA

Agency designated representative: Gavin Keller

The meeting was reconvened to open session at: 10:14 p.m.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present)

There was no action was taken during closed session.

Adjournment

The meeting was adjourned at 10:15 pm.

****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.***