

**Journey School**  
**A California Public Charter School**  
**Thursday, May 25, 2023**  
**REGULAR MEETING AGENDA**

**6:00 p.m.**

*At Journey School*  
*27102 Foxborough*  
*Aliso Viejo, CA 92656*

(949) 448-7232  
[www.journeyschool.net](http://www.journeyschool.net)

**NOTE: This meeting was held in person on the Journey School campus.**

<b>AGENDA ITEM</b>	
1	<p><b>The meeting was called to order at 6:05 p.m.</b></p> <p><b>ROLL CALL:</b>  Amy Capelle, Council President - PRESENT  Melissa Dahlin, Council Vice President - PRESENT  Margaret Moodian, Council Secretary - PRESENT  Jeannie Lee, Board Member - ABSENT  Michael Allbee, Board Treasurer - PRESENT</p> <p><b>ADVISORY POSITIONS:</b>  Cassie Kauwling, Parent Cabinet Advisor - PRESENT</p>
2	<p><b>Inspirational Passage</b> Mike shared two inspirational passages by George Washington Carver and John Lennon.</p>
3	<p><b>Approval of Agenda*</b> Gavin requested to move item 8E to after 8D. Margaret made a motion to approve the agenda with the requested change. Melissa 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 and Board Retreat Agenda:</b> Board members discussed items to focus on at the retreat on June 15th. Shelley will reach out to Chamomile from the Alliance to request her presence during strategic planning.</p>

	<p><i>Michael made a motion to approve an updated board calendar to include the board retreat on June 15th from 4:00 p.m. to 6:00 p.m., and the board meeting starting at 6:30 p.m. Melissa seconded the motion and it was unanimously approved.</i></p> <p><b>B. Alumni Survey*:</b> <i>Melissa provided an update on progress with the alumni survey. The survey has been piloted with some 8th grade students. Links will be sent to board members who volunteered to test the survey.</i></p>
5	<p><b>PUBLIC COMMENT:</b> <i>There were no members of the public present.</i></p>
6	<p><b>CONSENT AGENDA ITEMS:</b></p> <p><b>A. Approval of Minutes*:</b> <i>Minutes from regular meeting March 30, 2023.</i></p> <p><b>B. Approval of Minutes*:</b> <i>Minutes from regular meeting April 27, 2023.</i></p> <p><b>C. Annual Charter School Information Survey*:</b> <i>Ratification of annual update to charter information for CDE</i></p> <p><b>D. Contract with ExED*:</b> <i>Approval of renewal of contract with ExED for financial services.</i></p> <p><b>E. Contract with OCDE for STRS/PERS reporting*:</b> <i>Approval of renewal of contract with OCDE for retirement reporting services.</i></p> <p><b>F. COVID-19 Safe Return to In Person Instruction Policy*:</b> <i>Approval of updates to the school plan</i></p> <p><i>Margaret made a motion to approve the Consent Agenda items. Mike seconded and it was unanimously approved.</i></p>
7	<p><b>INFORMATION ITEMS: Reports</b></p> <p><b>A. Financial Update*:</b> <i>Larry Tamayo provided a report on April financials and May Revise. Due to the increased overall budget deficit presented at the May Revision of \$31.5 billion, the proposed 2023-24 State Budget includes Proposition 98 funding of \$106.8 billion for 2023-24, which is \$2 billion lower compared to the level estimated in January. Governor Newsom fully funds the 8.22% cost-of-living adjustment for the Local Control Funding Formula (LCFF) in 2023-24 at a cost of \$3.4 billion, when combined with declining enrollment. The May Revision utilizes \$2.7 billion in one-time resources to support the ongoing cost of the LCFF, a significant increase since January.</i></p>

*Reductions: The Arts, Music, and Instructional Materials Discretionary Block Grant is proposed for additional reductions at the May Revision, taking support for the block grant from \$3.6 billion in the 2022-23 Enacted Budget to approximately \$1.8 billion at the May Revision. A funding stream untouched in January 2023, the May Revision proposes to reduce the 2022-23 Learning Recovery Emergency Block Grant from approximately \$7.9 billion to approximately \$5.4 billion.*

**California Budget – May Revise**

- *Budget shortfall of \$31.5 billion; an increase of \$9 billion since January. The May Revision utilizes \$2.7 billion in one-time resources to support the ongoing cost of the LCFF, a significant increase since January.*
- *8.22% cost of living adjustment (COLA); an increase of 0.09%*
- *Prop 28 Arts and Music Education Funding – minor decrease to \$933 million of funding*
- *Arts, Music, and Instructional Materials Discretionary Block Grant Reduction - increased to 50%*
- *Learning Recovery Emergency Block Grant – a proposed cut of approximately 32%*
- *Public Employee Retirement System (PERS) – Increasing from 25.37% to 26.68%.*
- *Tax deadline extension results in an unclear picture of state revenues*

B. **Faculty Update:** *Shelley shared that the 8th graders have been doing their 8th grade presentations. On June 1st there will be a gallery walk where project displays can be viewed. Various classes have been presenting their class plays. Teacher appreciation and the Volunteer Tea were successful. Cassie shared that attendance at the Volunteer Tea could be better. Amy suggested that since some parents may not be able to attend, perhaps class performances from the tea could be recorded and shared on video.*

C. **Parent Cabinet Update:** *Cassie provided an update on Parent Cabinet activities. PC will be selling food at the Talent Share. At the last PC meeting, questions were asked about the school's safety plan. There have been parents who would like to create their own safety group to volunteer and provide input. They have also offered to create a neurodiverse support group. Gavin suggested that we plan to resume "Coffee Talks" on various subjects to provide an opportunity for parents to learn and share their concerns. Cassie suggested that the Coffee Talk could follow regular PC meetings. Cassie shared that the DEIJ committee would like to hire a consultant for a needs assessment, estimated at \$5,000-\$10,000, plus an additional \$40,000 to complete the scope of work created by the consultant. Gavin suggested that we ask the Alliance if they have a DEIJ specialist who could provide an assessment as part of the work they will be doing with the school. Shelley will inquire with Chamomile.*

D. **Administrative Update:** *Gavin reported on the following:*

- **CAASPP testing** *is nearly complete with only four students still testing. Older Chromebooks and a lack of space created some challenges.*
- **CUSD performed their Annual Site Visit:** *The CUSD group was impressed with the school and was happy to see that Journey is unique and is not replicating schools offered by CUSD. CUSD met with a parent focus group that expressed a desire for more science and STEM curriculum. Gavin and Shelley shared that better communication about how science is presented in a Waldorf school would help parents understand how much science is included in our curriculum.*
- **Charter renewal requirements:** *The State Board decided that verified data is not required for schools in the middle track for renewal. It will only be required for schools in the lowest renewal track.*

	<ul style="list-style-type: none"> <li>● <b>Professional Development:</b> For neurodiverse students, faculty has recently completed CPI training to learn de-escalation techniques and behavior management strategies. Faculty has formed a team of eight trained staff members who can respond to help a student in crisis. The team will also be sharing these techniques with the rest of the faculty. Teachers will be practicing these techniques on a regular basis. In June, faculty will be learning about conscious discipline as well. Amy suggested that Journey offer parent education to learn about conscious discipline.</li> <li>● <b>Emergency communications:</b> We have initiated a new process with CUSD to communicate with Journey School immediately in the event of a threat. That process worked well recently. Gavin is still working to build stronger communication with a school resource officer. For internal communications, the school will create pre-recorded messages that can be used in emergency situations. Shelley noted that it could be helpful to provide parents with the definition of what emergency terms such as "shelter in place" actually means. Amy suggested that when an emergency/threat notice is shared, we should include a link to the School Safety Plan or other relevant information.</li> <li>● Gavin shared a list of end-of-year events.</li> </ul>
8	<p><b>SCHOOL OPERATIONS: Discussion/Action</b></p> <p>A. <b>Staffing Plan 2023-2024*:</b> Gavin shared the proposed staffing plan for the 2023-2024 school year. The new version includes a new position for a Director of Student Support. A new counselor has been hired to help with student social emotional needs. The counselor position listed as vacant will be filled by our current counselor, Rachel Hauser, who has agreed to stay on three days per week. The budget includes long-term substitutes for three faculty members who will be taking leaves of absence at different times of the year. A new credentialed Spanish teacher has also been hired. All students in grades 1-8 will have Spanish once per week.</p> <p>B. <b>Budget for 2023-24 fiscal year*:</b> Larry reviewed the second draft 2023-2024 budget. The draft includes changes from the state's May revise, Journey's staffing plan, professional development, equipment, etc. Revenue is projected to be healthy. The budget needs to be approved in June.</p> <p>C. <b>Parent Feedback Survey Results*:</b> Gavin reviewed feedback from the recent LCAP survey administered to parents. The survey was completed by 105 respondents and provided a good overview of parent satisfaction with school performance. There was significant improvement in parents receiving information on student progress. The lowest performing area was in regards to discipline and behavioral support.</p> <p>D. <b>Local Control and Accountability Plan*:</b> Gavin shared a draft Local Control and Accountability Plan, reviewing the school's accomplishments, goals and actions that will be taken to reach those goals. Amy noted for Goal 2, Action 3, it would be helpful for teachers to have training on how to use Illuminate Ed data to guide their instruction. Amy suggested that another need not listed is the need to build trust between parents and school. Mike noted that could be included under Goal 3, Action 4.</p> <p>E. <b>Illuminate Education - Fastbridge Assessment Results*:</b> Gavin shared recent results from the interim assessments performed in fall, winter and spring. Board members would like to see the results broken down by grade, in the June meeting. It would be helpful to compare our data with other Waldorf</p>

	<p><i>schools. Mike suggested having a panel of parents from the older grades to help parents from younger grades understand the process. This could be discussed further at the board retreat.</i></p> <p><b>F. Employee Handbook*:</b> TABLED</p> <p><b>G. Campus Improvement Efforts*:</b> Gavin reviewed a security enhancement project to increase the height of the fence surrounding the school from 4' to 6'. The CUSD fence contractor visited the site and we are awaiting an estimate. The board discussed the need for easy access to exit the site from numerous locations in the event of an emergency. Gavin noted that administration is also exploring an option for reconfiguring the gate by the front office for better security. Mike suggested also asking the sheriff's department for their input.</p> <p><b>H. Lunch Table Purchase*:</b> Gavin reviewed a proposal to purchase lunch tables/benches with funds raised by Parent Cabinet. The proposal is to purchase two tables for each class. Amy suggested that we purchase one table first to confirm that we like the look and quality before ordering all of them. Margaret made a motion to approve the purchase of two lunch tables per grade. Melissa seconded and it was unanimously approved.</p>
9	<p><b>CLOSED SESSION:</b> Margaret made a motion to adjourn to closed session. Melissa seconded and all approved. The council entered closed session at 9:20 p.m.</p> <p>The meeting will now convene to closed session to discuss the matters described below:</p> <ol style="list-style-type: none"> <li>1. <b>Pursuant to Government Code § 54956.9(d)(2): Anticipated Litigation:</b> 3 matters</li> <li>2. <b>Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: School Executive Director</b> <b>TABLED</b></li> </ol> <p><b>RECONVENE TO OPEN SESSION:</b> The meeting was reconvened to open session at 10:00 p.m.</p> <p><b>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION</b> (includes the vote or abstention of every member present)</p> <p>Closed session item 2 was tabled. No action was taken in Closed Session.</p>
10	<p><b>Adjournment:</b> Michael made a motion to adjourn the meeting. Melissa seconded the motion and it was passed unanimously. The meeting was adjourned at 10:01 p.m.</p>

*Agenda publicly posted at Journey School on May 22, 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.*