

*Journey School
A California Public Charter School*

Tuesday, February 27, 2024 @ 6:00 p.m.

REGULAR MEETING MINUTES
Approved March 28, 2024

*At Journey School, 27102 Foxborough, Aliso Viejo, CA 92656
(949) 448-7232
www.journeyschool.net*

AGENDA ITEM	
1	<p>Call to Order and Roll Call - 6:07 p.m.</p> <p>Amy Capelle, Council President - Present Melissa Dahlin, Council Vice President - Present Margaret Moodian, Council Secretary - Present Michael Allbee, Board Treasurer - Present Jeannie Lee, Board Member - Participating via audio/visual teleconference</p> <p>Additional Participants: Executive Director - Gavin Keller - Present Parent Cabinet Advisor - Cassie Kauwling - Present Clerical Support - Gaylen Corbett - Present Larry Tamayo was present from 7:07 p.m. to 7:22 p.m. Alicia Cordova joined the meeting via Zoom audio at 6:22 p.m.</p> <p>Jeannie Lee requested to participate in the meeting via video teleconference due to a contagious illness. Margaret made a motion to approve Jeannie's request. Melissa seconded the motion, and it was passed unanimously. Gaylen noted that the Zoom link has been posted on the school's website. Jeannie stated that there were no adults in the room with her.</p>
2	<p><i>Inspirational Passage:</i> Cassie shared an inspirational passage by Rudolf Steiner.</p>
3	<p><i>Approval of Agenda*</i></p> <p>Margaret made a motion to approve the agenda. Mike seconded the motion, and all council members approved it.</p>
4	<p><i>PUBLIC COMMENT:</i> Alicia Cordova has submitted the attached public comment via email prior to the meeting. Amy read the comment up to the 5-minute limit set by the council's public comments guidelines. Amy stated that the entire comment will be shared with board members. The complete text is attached to these minutes.</p>
5	<p><i>CONSENT AGENDA ITEMS:</i></p>

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- A. *Approval of Minutes**: Minutes from the regular meeting on January 25, 2024.**
- B. *Amended Minutes**: Minutes from the regular meeting on December 18, 2023.**
- C. *Engagement Of Audit Services**: Approval of Clifton Larson Allen to serve as independent auditor for the year ended June 30, 2024.**
- D. *Statement of Work - Tax Exempt Returns and Filings**: Approval of Clifton Larson Allen to prepare Journey's federal and state returns and filings**
- E. *Second Interim Financial Report**: The approval of the second interim report, with fiscal information through January 2024, is due by March 15.**
- F. *Consolidated Application**: Approval of ConApp reports for the winter reporting cycle.**

Jeannie requested to remove Item B from the consent agenda, and Amy requested to remove Item C from the consent agenda. Jeannie made a motion to approve the consent agenda without items B and C. Melissa seconded the motion, and it was approved by all.

Jeannie requested clarification regarding Item B. Gavin clarified what was changed from the original minutes. Mike motioned to approve the amended minutes from the December 18, 2023 meeting. Melissa seconded the motion, and it was unanimously approved.

Regarding consent item 5C, Amy asked why an informational tax return is needed. Gavin will inquire and report back. Amy asked for clarification regarding which firm member(s) would complete our audit. Gavin explained who completed the audit last year and who is expected to do it this year. Margaret made a motion to approve item 5C. Melissa seconded the motion, and it was unanimously approved.

6. *BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):*

- A. *California Charter School Conference*: Board members discussed who will attend the annual CCSA Conference and which conference sessions might be helpful to the board members. Gavin and Gaylen will work with individual board members to make the arrangements for attendance.**
- B. *School Director Evaluation Cycle**: Gavin reviewed his informal goals for 2023-24 and checked in regarding support needed to achieve goals. He reflected on his progress toward reaching those goals, which included encouraging volunteerism, annual giving, parent surveys, and parent education regarding Waldorf principles to help parents understand why things are done a certain way. For goal #2, he discussed various testing data that are being collected and how it will be utilized to plan instruction.**
- C. *Conflict of Interest Form 700*: Gaylen reminded board members to complete their annual Conflict of Interest Form 700 filings by April 2nd.**
- D. *Calendar of Annual Board Topics**: Board members and Gavin discussed the proposed changes to the schedule of annual board topics and recurring action items. Gavin explained that he and Shelley Kelley reviewed the proposed monthly topics and placed each one in the most appropriate month. Jeannie shared her experiences in using the social/emotional data gathered from regular testing. Jeannie suggested adding that topic to the January schedule. The board and Gavin discussed adding the Brown Act training to the September schedule. Mike suggested striking "five years" from the verbiage and**

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	<p>rewording it to state "two years in advance of charter renewal" or a similar phrase. Amy suggested moving parent engagement to May. Amy suggested adding a time to work on the strategic plan, possibly in April, based on data from all areas of consideration. Gavin and board members discussed adding facilities enhancements to the month of April or June.</p>
7	<p><i>INFORMATION ITEMS: Reports</i></p> <p>A. <i>Financial Update*</i>: Larry Tamayo arrived at 7:07 p.m. and provided a report on January financials included in the council packet. Amy asked if any of our existing funds could be subject to "clawbacks." Larry stated that the ERC Funds that the school has not spent may be subject to a clawback. Larry will check on the amount received and will report back. Larry noted that the state's budget deficit is more than expected. Amy stated that the board should be sure to monitor the funds that have been placed in investments closely. Larry departed from the meeting at 7:22 p.m.</p> <p>B. <i>Faculty Update</i>: Jeannie shared an update on Faculty activities, including the 7th-grade Renaissance performance, parent-teacher conferences, parent meetings, middle school block rotations, the upcoming 7th and 8th-grade dance, and staff happenings. She noted there is also an upcoming middle school dance at another school that includes other Waldorf schools. She also talked about teacher staffing for next year and Journey's low turnover rate.</p> <p>C. <i>Parent Cabinet Update</i>: Cassie shared an update on Parent Cabinet activities, including the Read-a-Thon, the auction, Paddles Up suggestions, and the PC board.</p> <p>D. <i>Administrative Update</i>: Gavin shared a report that included an update on school events, including Medieval Games, parent-teacher conferences, report cards, coffee talks with parents, the free spring social next month, and the spring concert. The recent open house for prospective families was well attended. The seat-based lottery and independent study lotteries are coming up, and we have many applicants for both programs. He also provided an update regarding the Employee Retention Credit, attendance, student behavior, Conscious Discipline training, recess minutes required starting in Fall 2024, and Special Education. El Dorado has approved Phase One of our application. Gavin is working on phase two of the process. If El Dorado selects us on April 11th, then Journey School would proceed with submitting the material change to our charter to the Journey School council for approval, followed by the Capistrano Unified board. Gavin also discussed the timeline for teacher staffing for 2024-25.</p>
8	<p><i>SCHOOL OPERATIONS: Discussion/Action</i></p> <p>Amy read the attached public comment from Alicia Cordova regarding Item 8A. The complete text is attached to these minutes.</p> <p>A. <i>2024-2025 School Calendar and Instructional Minutes*</i>: Gavin and the board reviewed a draft of the school calendar and instructional minutes for the 2024-25 school year. They discussed the implications of having a week off in February as some other schools do. The draft calendar has been submitted to the teacher's union and Parent Cabinet. Gavin noted that the instructional minutes are compliant with</p>

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state minimums. Margaret motioned to approve the 2024-25 school calendar and instructional minutes. Mike seconded the motion, and it was unanimously approved.

Amy read the attached public comment from Alicia Cordova regarding Item 8B.

B. 2023-2024 Local Control and Accountability Plan*: The board and Gavin reviewed the midyear update and reviewed progress toward goals, actions, and expenditures. He noted that on the backup materials shared with the board, the verbiage under Goal 1 Action 2 and Goal 1 Action 3, the amounts listed were transposed between those two columns. He spoke regarding our Care Streams referrals, ADA, and absenteeism. Amy inquired if additional staffing would help improve outcomes and if chronically absent students who were placed in independent study showed any academic change. Gavin explained the independent study process and stated that the data had not yet been captured. Amy requested that the wording for Goal 3, Item 7, be changed to clarify that PEDCO is working on this goal. The board and Gavin discussed the measures taken to improve campus safety and communications with the local sheriff's department and our designated school safety officer. Margaret made a motion to approve the mid-year update of the LCAP with a correction to Goal 3, Item 7. Mike seconded the motion, and it was unanimously approved.

C. Comprehensive School Safety Plan*: The board and Gavin reviewed updates to the existing plan in response to recent updates to pertinent state requirements. Margaret made a motion to approve the Comprehensive School Safety Plan. Melissa seconded the motion, and it was unanimously approved.

D. Expanded Learning Opportunities Program*: Gavin shared and the board reviewed a plan for a 6-week summer school/summer camp contract with Strategic Kids. Gavin stated that to be eligible for ELOP funding, a program must run for 6 weeks. Gavin explained that the board can decide how funds are distributed for the summer program and how much funding is reserved for ELOP-funded programs during the school year. Melissa made a motion to approve using ELOP funds for the summer proposal by Strategic Kids with funding for up to 100 students. Margaret seconded the motion, and it was unanimously approved.

9 **Adjournment** The meeting was adjourned by Amy Capelle at 8:57 p.m.

Agenda publicly posted at Journey School on February 22, 2024, and on the school website at www.journeyschool.net

**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.*