

*Journey School
A California Public Charter School*

MINUTES APPROVED: MARCH 30, 2023

Thursday, March 2, 2023
REGULAR MEETING MINUTES

6:00 P.M.

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

(949) 448-7232

www.journeyschool.net

BOARD MEMBERS:

*Amy Capelle, Council President
Melissa Dahlin, Council Vice President
Margaret Moodian, Council Secretary
Michael Allbee, Board Treasurer
Jeannie Lee, Board Member*

ADVISORY POSITIONS:

*Faculty Advisor - Jill Murphy
Cassie Kawling, Parent Cabinet Advisor*

	AGENDA ITEM	SPONSOR	EST. TIME
1	Call to Order and Roll Call: The meeting was called to order by Amy Capelle at 6:08 p.m. <i>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 - PRESENT</i>		

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2	<p>Inspirational Passage: Shelley shared students' writings about why they love Journey School and a quote from the Dali Lama: "My hope and wish is that one day, formal education will pay attention to what I call 'education of the heart.'"</p>
3	<p>Approval of Agenda*: The following changes were made to the agenda: The Consolidated Application was removed from the Consent Agenda; and the Tax Return was moved from the Consent Agenda to Discussion/Action. Jeannie made a motion to approve the agenda with these changes. Melissa seconded the motion. The motion passed with all in favor.</p>
4	<p>PUBLIC COMMENT: There were no members of the public in attendance.</p>
5	<p>CONSENT AGENDA ITEMS:</p> <p>A. Approval of Minutes*: Minutes from regular meeting January 26, 2023.</p> <p>B. Approval of Minutes*: Minutes from special meeting held Feb. 28, 2023.</p> <p>C. Annual Tax Returns*: This item was pulled from Consent.</p> <p>D. Second Interim Financial Report*: Approval of second interim report, with fiscal information through January, 2023, due by March 15.</p> <p>E. Consolidated Application*: This item was pulled from Consent.</p> <p>F. Conflict of Interest Code Amendment*: Approval of amendments to COI.</p> <p>Melissa made a motion to approve all items on the Consent Agenda. Margaret seconded. The items on the Consent Agenda were approved by the board.</p>
6.	<p>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</p> <p>Annual Tax Returns: Amy noted two changes that need to be made on the tax returns: On page 3, part 3, section 4A, the number of students is missing on the form. Franci Sassin advised that the line for that data can be removed. The spelling of Margaret's name needs to be corrected. Margaret moved to approve the tax returns with those changes. Mike seconded the motion. All voted in favor. Tax returns were approved by the board.</p> <p>A. Board Strategic Planning*: Amy did research on what is involved in the upcoming self-study with the Alliance for Public Waldorf. During the study, the Alliance will meet with the various stakeholders of the school to review our existing goals and the progress that is being made towards them. The Alliance is willing to work concurrently while the Gradalis strategic planning is underway. The Alliance self study is free, although it is more intensive, and would enable us to become a part of the Alliance and use the term "public Waldorf." The Alliance has deep knowledge of Waldorf schools across the country.</p> <p>Gradalis would research many areas including fundraising, former student feedback, charter renewal, underserved communities, external landscape, facilities, operations, and more. These are things that would not be covered by the Alliance self study.</p>

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Timeline for self study: Amy suggests starting in the late spring and then discussing who needs to take part in each area of the study. The time of engagement for the study varies from one school to the next. Journey could determine the timeline. Shelley noted that when Chamomile from the Alliance visited she mentioned that Journey would be on a "fast track" since we are a well established school. Their proposed timeline would be pre-work in Spring 2023, self study in fall, and a site visit in Spring 2024. The Alliance will create a report based on the study which will be presented to a committee to determine if Journey will achieve the upgraded status.

Amy suggested that it would be ideal to complete the entire process prior to budgeting time for the 2024-25 school year. The draft budget is typically prepared in May and finalized in June. The cost for the Alliance members to travel to Journey will need to be included in the budget. Gavin noted that we may also want to allocate funds for marketing to publicize our upgraded status. Amy noted that PEDCO was in agreement with what has been discussed. Shelley noted that by the next board meeting we will have a more definite timeline from the Alliance. Amy suggested that we should also have a budget prepared by the next board meeting, including a facilitator from the board if that is necessary.

- B. Alumni Survey:** *Melissa shared the drafts of the alumni surveys via email with board members. She asked the following questions and the board discussed as follows:*

Question: Who are we targeting?

Answer: Currently in high school, and those who are one or two years out of high school.

Question: When will the survey be sent?

Answer: Late spring 2023, before summer.

Question: Who's going to distribute it?

Answer: The school.

Question: Are demographics important? Discussion: Cassie stated that it might be helpful to know in order to interpret responses. Board members discussed the matter and suggested putting these types of questions at the end and making them optional.

Question: Is the survey anonymous? Discussion: Board members discussed whether it should be anonymous, or perhaps be optional to provide their name or not.

It was noted that Journey counselor Rachel Hauser also sent out her own survey of parents currently at Journey who have older siblings in high school via ParentSquare.

Amy asked what the teachers in the room would like to learn from the survey. Jeannie stated that she would like to know that alumni were confident in knowing who they are inside. Cassie proposed creating a question where they could compare themselves to their peers in regards to resisting peer pressure, kindness, service, etc.

- C. California Charter School Conference:** *Mike, Amy, and Margaret will be attending the CCSA conference.*

- D. School Director Evaluation Cycle*:** *It was noted that the director evaluation will be sent to admin staff, PC and PedCo in March, and feedback will be reviewed in April. Further discussion was tabled.*

- E. Conflict of Interest Form 700:** *Amy reminded board members of the upcoming deadline to file their annual Form 700s, due by April 3rd. Franci said board members should make sure they get an email confirmation after filing.*

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	<p>F. Calendar of Annual Board Topics / Recurring Action Items*: Amy reminded the board that we should review this list of topics before preparing all agendas.</p>
7	<p>INFORMATION ITEMS: Reports</p> <p>A. Financial Update*: <i>Franci Sassin of ExED provided a report on January financial as follows: Journey School is projected to achieve a net income of \$246,333 in FY22-23 compared to \$59,260 in the board approved budget. This is \$187,073 more than the board approved budget.</i></p> <p><i>Balance Sheet: As of January 31, 2023, the school’s cash balance was \$1.54M. By June 30, 2023, the school’s cash balance is projected to be \$1.43M. As of January 31, 2023, the Accounts Receivable balance was \$16,467. As of January 31, 2023, the Accounts Payable balance, including payroll liabilities, totaled \$244,087.</i></p> <p><i>Income Statement/Revenue: Total revenue for FY22-23 is projected to be \$6.61M, which is \$332,392 more than the budgeted amount. LCFF is projected to be \$403,069 over budget due to an increase in COLA and funding. Mandate Block Grant is projected to be \$287,697 under budget as the state reallocated the discretionary funds to the Learning Recovery Block Grant and Arts and Music Instructional Materials Block Grant. As a result, other State Revenue is projected to be \$170,395 over budget. Grants are projected to be \$20,000 over budget due to additional funds from the Parent Cabinet.</i></p> <p><i>Expenses: Total expenses for FY22-23 are projected to be \$6.37M, which is \$145,318 more than the budgeted amount. Classified Salaries are projected to be \$124,334 over budget as additional staff was hired and hours were increased for some staff members. Workers’ Compensation is projected to be \$38,135 under budget due to a refund from the prior year and lower costs for the year. Non Capitalized Equipment is projected to be \$30,496 over budget as additional Chromebooks have been purchased this year. ESSER II funds will cover a portion of this. Depreciation is projected to be \$21,115 over budget due to the purchase of shade structures and copiers. Note- Forecast variances of \$25,000 and 10% of budget will be discussed in this report.</i></p> <p><i>Budgeted P2 ADA is 516.15 based on enrollment of 555 and a 93.0% attendance rate.</i></p> <p><i>Budget Update per School Services of CA: In its latest monthly revenue bulletin, the Department of Finance (DOF) reports that state revenues for the 2022-23 fiscal year are currently \$3.3 billion below Governor Gavin Newsom’s estimates from just a month ago when he released his 2023-24 State Budget proposal. The DOF explains that poor revenue performance is due to unexpected shortfalls in cash collections for the last two months, with January 2023 revenues coming in \$2 billion below estimates and December 2022 cash receipts \$1.3 billion below projections. Both corporation tax (CT) and personal income tax (PIT) revenues for January</i></p>

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fell below the Governor's Budget estimates, while sales and use tax revenues performed modestly better than expected last month.

Proposition 28: Fluctuations in state revenues and their effect on the 2022-23 minimum guarantee will also impact Proposition 28 (The Arts and Music in Schools—Funding Guarantee and Accountability Act) funding. Recall that Proposition 28 requires the state to provide a General Fund allocation equal to 1% of the prior year's Proposition 98 minimum guarantee. The Governor estimated the state's Proposition 28 obligation to be \$941 million in 2023-24.

The state has just announced that tax returns are not due until October due to the recent storms. There will be a May revision of the budget that will be reflected in Journey's budget, which has to be approved by June.

B. **Faculty Update:** *Jill Murphy provided an update on Faculty activities in kindergarten. They are finishing their last winter circle. Teachers just received their lists of incoming siblings from the enrollment director. She noted that siblings from the same family always have the same kindergarten teacher. She explained kindergarten intakes which take place prior to the next school year, where parents and the incoming student come to school to meet one on one with their teacher. She also shared some new Little Ones that will soon be presented to current students. She explained how the Little Ones are not dolls, but friends, and especially they are teaching tools that help with behavior and emotional support. She also shared an example of a sewing kit that the teachers will make for each graduating student. The teachers just finished parent-teacher conferences. She mentioned that at yesterday's faculty meeting a lawyer from CUSD provided a training on IEP's. Miss Jill also noted that the children arriving in kindergarten are still affected by the pandemic. Many did not have experience with traditional preschool due to the pandemic, and do not have experience being in a group setting resulting in behavioral difficulties.*

C. **Parent Cabinet Update:** *An update on Parent Cabinet activities was provided by Cassie Kauwling. She stated that funds raised by the Read-a-Thon are estimated to be around \$27,000. The auction invites have been sent out. The event will be held in Anaheim. Donations are being collected. PC will be paying for food for the Spring Social on March 16th.*

D. **Administrative Update:** *Report from School Director*
School Events: *Journey hosted a successful Medieval Games in February. He complimented Joy Halverson for coordinating the event, with 9 other Waldorf schools in attendance and approximately 180 participants.*
Enrollment lottery: *The lottery is next Wednesday for seat based. The lottery for independent study is scheduled for March 29th. We have 305 applications for seat based, with a well balanced spread of applicants between the grades. This is a result of changing times, social media followers, community outreach, etc. Independent Study currently has 69 applicants and will likely have more after the seat based lottery takes place.*
Special Education Cyclical Review: *CDE is reviewing our special education on campus. This requires a collaboration with CUSD in that we are a school of the district as it relates to SPED services. This review takes place every three years and includes a thorough review of all SELPA policies and*

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procedures. Additionally, an educational benefit review for SPED students was completed, where 10 IEPs were selected and audited to ensure that students are making progress towards the stated goals. This was a lot of work for our administrator. Amy suggested that it may be helpful to hire a consultant to assist with this process the next time around.

CUSD has seen an increase in due process complaints and therefore provided the recent IEP training at our most recent faculty meeting. The training was intended to teach how to implement IEP requirements in order to properly serve IEP students and prevent lawsuits.

Facilities:

Field trips and overnight excursions: The overnight trip for 8th grade was originally scheduled for Yosemite, but was changed to Kings Canyon due to a shortage of campsites.

Attendance: Gavin noted that attendance has been low, especially in January due to illness among students and staff. Our chronic absenteeism is similar to all other schools and districts.

ELOP Funds: We are still offering free childcare for many students through Strategic Kids. It has proven too difficult for them to provide tutoring, therefore admin is working to develop a tutoring program with Journey staff and faculty members.

Staffing Updates: Farmer Brandon is doing a great job with the new gardening classes. The monthly contract with landscaper Miguel Casillas was terminated, as Brandon will take over those duties. We also terminated our contract with Arias Collins for social media management. Existing staff will be updating our social media since they are on campus to provide content. Cassie suggested creating a way for parents who don't have social media to see some of the things that are posted.

8 **SCHOOL OPERATIONS: Discussion/Action**

- A. **2023-2024 School Calendar and Instructional Minutes*:** Gavin presented a draft school calendar and instructional minutes for the 2023-24 school year. There are 191 teacher days, which will be a negotiated item as opened by JTA. There are 125 student days which meets the requirement for charter schools. We are safely over the required number of minutes for each grade. Board members discussed the minimum days during the week of teacher conferences. Cassie asked if there is a drop in attendance during that week.

Margaret made a motion to approve the draft school calendar for 2023-24 . Melissa seconded the motion. The calendar was approved.

- B. **MOU with Saddleback Adult Education*:** Gavin presented a proposed agreement with Saddleback Community College for use of facility space for English classes for adults (outside of school hours). He stated that this would be a great service to the community and also may help to increase our ESL population. He noted that this contract is not for a fee since we are not allowed to sublet our campus. Amy noted that extra janitorial service may be needed. Gavin stated that our lawyer has reviewed

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	<p><i>the contract and has no concerns. Melissa made a motion to approve the MOU with Saddleback Adult Education. Margaret seconded the motion. The motion passed unanimously.</i></p>
9	<p>CLOSED SESSION: <i>The meeting convened to closed session at 9:00 p.m. to discuss the matters described below:</i></p> <p>A. Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS: <i>Update on the negotiations for 2023-24 CBA</i></p> <p style="padding-left: 40px;">Employee organization: <i>Journey Teachers' Association/CTA</i></p> <p style="padding-left: 40px;">Agency designated representative: <i>Gavin Keller</i></p> <p style="padding-left: 40px;">RECONVENE TO OPEN SESSION: <i>The meeting was reconvened to open session at: 9:06 p.m.</i></p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION:</p> <p><i>Margaret made a motion to appoint Gavin as Journey School's lead negotiator. Melissa seconded the motion. All approved.</i></p>
10	<p>Adjournment: <i>Melissa made a motion to adjourn. Mike seconded the motion. All approved. The meeting was adjourned at 9:07 p.m.</i></p>

*Agenda publicly posted at Journey School on February 27, 2022.
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 indicate with an asterisk. Other items may also have back up materials provided.*