

*Journey School  
A California Public Charter School*

**Thursday, April 28, 2022**  
**REGULAR MEETING MINUTES**  
*Approved May 26, 2022*

**5:00 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.  
Members of the public were able to attend in person.***

***BOARD MEMBERS:***

*Amy Capelle, Council President: Present  
Melissa Dahlin, Council Vice President: Present  
Margaret Moodian, Council Secretary: Present  
Jeannie Lee, Board Member: Present  
VACANT, Board Treasurer*

***ADVISORY POSITIONS:***

*Alanna Hayde, Faculty Advisor: Absent  
Vivienne Benjamin, Parent Cabinet Advisor: Present  
Warren Whiteaker, Financial Advisor: Present by phone only*

*Administrators Gavin Keller and Shelley Kelley were present.  
Administrative consultants Franci Sassin and Larry Tamayo (for his items) were present.*

***Notices:*** *Journey does not discriminate on the basis of disability in the admission or access to, or treatment in employment in its programs or activities. Please notify the office at (949) 448-7232 seventy-two (72) hours prior to the date of the meeting for disability accommodations necessary in order to participate. Per California Government Code section 54957.5(b), Journey shall make materials that are part of the regular agenda packet available in the office and/or on the school's web site [www.journeyschool.net](http://www.journeyschool.net) without delay and at the same time they are distributed to the Council.*

	<b>AGENDA ITEM</b>
1	<p><b><i>Call to Order and Roll Call</i></b></p> <p>The meeting was called to order at 5:15 pm.</p>
2	<p><b><i>Inspirational Passage</i></b></p> <p>Amy Capelle read a quote by Albert Einstein about knowledge and imagination. She also read a quote by William Arthur Ward about curiosity and learning.</p>
3	<p><b><i>Approval of Agenda*</i></b></p> <p><b><i>NOTE: The order of the agenda may be changed without prior notice to the public.</i></b></p> <p>There was a motion to approve the agenda, which was seconded and approved unanimously.</p>
4	<p><b><i>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</i></b></p> <p>A. <b><i>Board Strategic Planning*:</i></b> <i>Topics: Mapping out the planning process, including schedule, topics, and use of a facilitator.</i></p> <p>Amy Capelle led the board in this next step of the strategic planning process. Amy discussed the school and board with a professional facilitator, Dr. Lisa Perrine, and talked about what the board is looking to accomplish with this process. Her expertise is in looking at the bigger picture of what the organization offers and what the needs of the broader community are and how that can be enhanced. If the board wants to proceed with that type of work she can assist.</p> <p>Amy shared a chart related to non-profits that outline the roles of the Board and the Executive Director in various areas, including Strategic planning. The focus is on the Board setting the direction and Administration then implements HOW that is accomplished.</p> <p>Amy also shared some of the “Big Rocks” that the school had developed in 2009. The board discussed that these are still very relevant but reviewing and updating them would be useful. They also reviewed some past observations about how the school could define student outcomes to work towards achieving its goals and becoming a great school.</p> <p>She presented a template for how to work on various aspects of the process over the next 3 to 5 months and asked for input from the board. She is proposing having a facilitator guide the board through the process. Shelley Kelley commented that the school has resurrected the “Big Rocks” that were reviewed and updated by staff and are now aligned to the school’s LCAP. Board members affirmed that reflecting on what the core values and focus are is important, as well as being able to move away from the issues that have been distracting from those things during the pandemic. The Board would like to figure out which outcomes are most important to collect data on, so that the time and energy of staff can be maximized. There was a discussion about the perceptions of the outside community and how that could be altered to attract more</p>

	<p>interested families who are looking for this type of education. Some discussion centered on how to measure effectiveness and then use that to demonstrate the value of the school.</p> <p>There was a discussion about how to gather and provide resources for teachers for their grade levels. This must also be a balanced approach, since the individual teacher should have autonomy to tailor the lessons to their class, but also needs to have sufficient resources to make efficient use of their time in planning.</p> <p>The Board agreed that the stated mission and vision in the charter is in alignment with the values of the community.</p> <p>The Board will work next on reflecting on the draft planning process, thinking about the outcomes that are already in place and if there are things missing.</p> <p><b>B. Board Meeting Location/Method of meeting*:</b> Review of updated rules under AB 361 for meetings, including teleconference locations, and consideration of Resolution regarding the current State of Emergency per AB 361.</p> <p>The Board is willing to commit to starting at 5 pm for the next two meetings, to take place in person at the school. There may be a need to have a special meeting before the May regular meeting. Therefore, having the option of a teleconference meeting would be helpful.</p> <p>There was a motion to adopt the Resolution as presented, which was seconded and approved unanimously.</p> <p><b>C. Executive Director evaluation cycle*:</b> Reminder to complete evaluation survey and discuss next steps.</p> <p>Board members were encouraged to complete the survey by the due date. The data will then be compiled and shared for discussion during the closed session evaluation item next month.</p>
5	<p><b>PUBLIC COMMENT: Members of the public may contribute public comment. Reminder: See policy above for time guidelines.</b></p> <p>There were no members of the public present and no comments submitted.</p>
6	<p><b>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.</b></p> <p><b>A. Approval of Minutes*:</b> Minutes from regular meeting March 24, 2022.</p> <p><b>B. Updates to 2021-22 Staffing Plan*:</b> Ratification of changes to the Staffing Plan to meet current needs.</p> <p><b>C. Parent Involvement Policy Review*:</b> Review of updates to Parent Involvement Policy</p> <p><b>D. Uniform Complaint Procedure Update*:</b> Review of updates to UCP</p> <p><b>E. Homeless Policy Review*:</b> Annual review of Homeless Policy</p> <p><b>F. Suicide Prevention Policy*:</b> Annual review of policy</p>

Items C and F were removed from consent.

There was a motion to approve the remainder of the consent agenda, which was seconded and approved unanimously.

On Item C, Jeanne Lee had a question about the parent meetings in the policy. A change was recommended to change the number of class meetings in the policy to three times yearly since the back to school meeting 'counts' as part of a total of four. There was a question about how the parents of students who are eligible for Title resources are informed about their options. The Board wanted to be sure the administration was giving parents enough information about the funds received and how they are used. Title I funds are currently used for the compensation of the Reading Intervention specialist. The student progress from that program are used to measure the program effectiveness.

There was a motion to approve consent agenda Item C, with the change in frequency of parent meetings, which was seconded and approved unanimously.

For Item F, Suicide Prevention Plan, there was a request to add gun safety information to the plan and to distribute to families at appropriate moments. The board will consider an updated version at a future meeting. No action was taken.

7 **INFORMATION ITEMS: Reports**

A. **Financial Update\*:** *Report on March financials and P2 ADA*

Larry Tamayo reviewed the March financials. The P2 actually came in higher than was projected. This will be very helpful for revenue this year. It was actually higher than P1, which is unusual. Enrollment is lower overall across the state, and this true for Journey. The effect on revenue means that the LCFF revenue is projected to be about \$720K lower. If the state passes legislation for "hold harmless" ADA funding that could also help make up the difference. The cash balance is healthy and should stay that way unless the school uses reserves over multiple years.

B. **Faculty Update:** *Update on Faculty activities.*

8<sup>th</sup> grade teacher Chandler Boyer was present. He reported that the end of year schedule is very busy. The track meet for 7<sup>th</sup> and 8<sup>th</sup> is tomorrow. The students are excited about in person activities that are coming back, such as a class plays which have started. State testing starts next week. The 8<sup>th</sup> grade trip to Yosemite is coming up. 6<sup>th</sup> grade is at the science camp on Catalina. There was a 7<sup>th</sup>/8<sup>th</sup> grade dance recently.

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

Viviene Benjamin reported that Pentathlon and Medieval Games were held recently. All the grades that were not able to have these during COVID were able to compete. The Parent Cabinet approved a budget of \$5,000 towards the Harvest Faire coordinator position, which will help this event develop more community support. The net profit from the Annual Auction was around \$50K which was great, considering the scaled down

version that was held this year. The teacher appreciation event is next week and PC will host a staff luncheon on campus. Parents are continuing to request more access to campus before the end of the school year.

D. **Administrative Update:** Report from School Director, including update on CAASPP testing, enrollment, attendance, information on SEC/ECF Grant, school events, etc.

Gavin Keller presented his report and noted that there is a lot of joy on campus, which will hopefully last through the upcoming testing season. The testing is 5 days for about 2 hours per day for ELA and Math, plus an additional 2 days for the grades taking science test. The school must reach a 95% participation rate, or have a lot severe penalties for the school. This year the state has imposed the lowest score possible for students below the 95% rate. Parents are receiving messages about the consequences.

The impact on charter renewal could be significant and the board is interested in better understanding that new Education Code language.

The lottery for the independent study was held. There were many seats available and so in theory the enrollment will be solid, but there will not be much of a wait list.

Attendance rates in February and March were the highest of the year. Gavin reported on the grant funds available to support technology in the home. This may help students who are on quarantine and for independent study students. A tech survey is required and was sent out recently.

8

**SCHOOL OPERATIONS: Discussion/Action**

A. **Budget for 2022-23 fiscal year\*:** Review of first draft of the budget for the upcoming fiscal year.

Larry Tamayo presented the draft budget. Today there was news that the state level COLA will go up to over 6.5% vs. the January Governor’s proposal which was already at over 5%. He directed the Board to look mostly at the 22-23 forecast and the summary page of the documents provided. The overall revenue is lower due to the expiration of some of the federal COVID funds and other state funds such as the Expanded Learning Opportunities Grant. There will be additional funds for the Universal TK grant and the Expanded Learning Opportunities Program. The updated salary schedules from the Collective Bargaining Agreement are included, as well as an increase for other staff (non-union staff). The update includes the increased CalSTRS and CalPERS rates, which will be increasing significantly next year. The other benefits rates will also likely go up, but will be based on actual quotes from the insurance carrier. He reviewed some of the other program expenses, such as instructional services which have been used for the extra support from Strategic Kids, as well as the consulting costs which are for teacher mentorship with Gradalis. This cost is expected to be ending next year, and was supported by Parent Cabinet contributions.

The future years assume that enrollment continues to grow back to previous year numbers over time. The next steps are to incorporate the May Revise changes, and then plan to adopt the budget at the June meeting.

The Board is interested in better understanding which line items are more flexible and which are more essential as they move through the next steps. In addition, it would be helpful to understand what the 'break even' ADA scenarios are. They would also like to see a calculation of how many "days" for cash on hand is represented. There was a discussion regarding the multi-year projections and what the purpose of that is.

**B. *Staffing Plan 2022-23\**: Review of newest draft of Staffing Plan for upcoming school year.**

Gavin Keller reviewed the Staffing Plan proposal with the Board. There is an increase in the independent study teacher allocation. All Main Class Teachers are likely returning.

There was a motion to approve the Staffing Plan as presented, which was seconded and approved unanimously.

**The Board took a short break at 8 pm.**

**C. *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 that the state announced that there will not be any mandated student vaccines until at least the 23-24 school year, and this should help with enrollment and attendance. There is no action needed this month.

**D. *Safe Return to In Person Instruction Plan\**: (Formerly known as **COVID-19 Safety Plan**) Review and approval of updates to the required plan.**

Gavin Keller reported that the updates this month are minimal, but in April the OC Health Care Agency released an updated symptom decision tree. The change to that flowchart is that students no longer are required to take a COVID test in order to stay at school, but it is still recommended. The most recent surge of the new variant on campus is still fairly low and is around 1 to 3 cases per week.

There was a motion to approve the updates to the Plan, which was seconded and approved unanimously.

**E. *School Bell Schedule and Instructional Minutes*: Approval of the required part of the school calendar for the 2022-23 school year.**

Gavin Keller reported that the high school next door will start at 8:30 and end at 3:15, due to recent legislation regarding start time for public schools, so Journey will need to adjust to avoid traffic issues. After gathering input from parents and teachers, the vast majority of those responding preferred to move the start time later. Some parents are concerned about getting to work. Teacher input so far was to move the start time earlier in order to avoid a later end time, but this is anecdotal. There is always staff on duty for drop off and pickup and for the supervision between the current dismissal times. There is a system in place to manage the parking lot issues when dismissing all students at one time. There are two proposals

for consideration. One moves the start time earlier by 30 minutes and increases recess time. Costs would go up in this proposal for after school care. It could also be a challenge for staff members to arrive earlier. The early start is also less conducive to more sleep for students. The second version moves the start time later by 10 minutes, plus moving the dismissal time earlier, and making up the time on Wednesdays. This would not avoid the high school traffic as much. It also decreases the lunch period by 5 minutes. This scenario would include offering some before school care for those who need it. This would be an extra cost. This scenario could also help with the students being tardy.

There was a motion to approve the bell schedule option with the later start, which was seconded and approved unanimously.

***F. ELO-P Funding and program\*:*** Review of funding and required program elements for this COVID related grant.

Gavin Keller reported on the restrictions of this grant program. The funds may not be used for anything that is during the regular school hours or calendar. It can be used for any OTHER times, such as before or after school, summer school or intercession. There are a lot of requirements which will be audited. The program would require “access” to the offerings but it is not required to make sure students take advantage of it, just to be sure it is offered, and all students are eligible to participate. If there are fees imposed, which is allowable, those must be waived for low income students. Thirty non-instructional days must be offered over a 9 hour period, or full day care. Gavin has been in discussions with Strategic Kids for a 30 day summer program that would meet the requirements and about 30 students could attend for free using these grant funds. Then for the regular instructional calendar the school must offer something for 9 hours, inclusive of the rest of the instructional daily schedule. The intention of the program is to provide some academic support such as tutoring, but primarily to enrichment opportunities. Gavin noted that SK has staff to help with the administrative aspects of running this partnership.

Gavin reported that he will announce the summer program to the community and will offer priority enrollment to low income students to have first option to enroll.

The board is in favor of having Gavin develop a plan for approval at the next board meeting.

9

***Adjournment***

The meeting was adjourned at 8:45 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.***