

*Journey School  
A California Public Charter School*

*Wednesday, June 15, 2022*

***REGULAR (and ANNUAL) MEETING MINUTES***  
***Approved September 1, 2022***

***5:00 p.m.***

*Journey School  
27102 Foxborough  
Aliso Viejo, CA 92656*

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*This meeting was noticed and held in accordance with the guidelines and flexibility of Governor's Executive Orders N-25-20, N-29-20, N-08-21 and N-1-22, as well as AB 361, due to a statewide public health emergency and in accordance with the rules for Regular Meetings.*

*Journey School assists anyone wishing to observe or participate in the meeting, including making any needed reasonable modification or accommodations, upon request by any person with a disability.*

***NOTE: Board members conducted the meeting via Zoom using the Webinar format. Members of the public wishing to observe and/or contribute were able to participate in the Zoom meeting by accessing the webinar and following the instructions given at that time.***

***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: Present  
Vivienne Benjamin, Parent Cabinet Advisor: Present  
Warren Whiteaker, Financial Advisor: Present*

Administrators Gavin Keller and Shelley Kelley were present. Administrative consultant Franci Sassin was present.

	<b>AGENDA ITEM</b>
1	<p><b>Call to Order and Roll Call</b></p> <p>The meeting was called to order at 5:05 pm.</p>
2	<p><b>Inspirational Passage</b></p> <p>Shelley Kelley presented a passage about lessons to be learned from geese and how they can provide models for building community and working together towards common goals.</p>
3	<p><b>Approval of Agenda*</b></p> <p><b>NOTE: The order of the agenda may be changed without prior notice to the public.</b></p> <p>There was a motion to approve the agenda, which was seconded and approved unanimously via a roll call vote.</p>
4	<p><b>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</b></p> <p>A. <b>Board Strategic Planning: Proposal for Facilitator and summer reading.</b></p> <p>Amy Capelle presented the proposal from a professional facilitator, Lisa Perrine. The proposal takes into account a reasonable timeline for the work. She reviewed the steps and the amount of consultant time and the role of the school community, which would be significant, in order to have some cost savings. Each step is likely to take 4 to 6 weeks. The Board and advisors discussed the need to do a formal process using a trained facilitator vs. the cost. The ultimate objectives of the process were discussed. Gavin Keller reflected that the school does have a lot of ‘plans’ in place, including the charter and its outcomes as well as LCAP. So the value of another plan should be considered. Several key areas were identified as priorities to build and maintain a thriving school, including the charter renewal, sufficient staffing, financial stability, etc. The uses for a completed Strategic Plan were discussed. The resources that are available internally and the idea of a board study session was proposed. The need for consideration of alternative bids was discussed, related to the school’s fiscal policies. Gavin Keller confirmed that there should be sufficient funds to support a paid consultant, and that could be further discussed during the budget conversation. A possible amount to consider including in the preliminary budget would be \$5000.</p> <p>Amy reviewed the summer reading list she presented, which would be related to the Strategic Planning process. She will work on getting some Google Docs set up, board members will be cautious to give input but not have group discussions.</p>

**B. *Nominating Committee Update on Board Member Recruitment: Report from Nominating Committee on potential board candidates.***

Mike Allbee is under consideration and the Nominating Committee members are getting interviews set up with him. Lisa Murray or her husband are also potential candidates. She has a background in outreach. Both are parents of active students. Gavin Keller reported that looking at parents who are about to become “alumni” parents and who would be a good source for board members, as there is an upcoming class of graduates.

**C. *Board Meeting Schedule\*:* Review and approval of schedule of regular meetings.**

Amy Capelle reviewed the meeting schedule. August 18 or September 1 was proposed for the regular date for the August meeting. Early September worked better for the majority of the board. For December, anytime the first 10 days of December were possibilities. For June, potential conflicts were discussed and June 21 seemed to be the best date. The board discussed options for a summer planning retreat, but it was difficult to find a date that would work for everyone, so this discussion will be continued.

There was a motion to approve the regular board meeting schedule, with Thursday, Sept 1 and Wednesday, June 21 as regular board meeting dates. The motion was seconded and approved unanimously through a roll call vote.

**D. *Board Meeting Location/Method of meeting\*:* Consideration of Resolution regarding Board meeting location under the current State of Emergency due to COVID, per AB 361.**

There are no meetings scheduled in the next 30 days, but in case there is a need to have a special meeting, the board concluded it would be a good idea to have the Resolution in place.

There was a motion to approve the Resolution, which was seconded and approved unanimously via a roll call vote.

**E. *Board Terms and Officers\*:* Approval of renewal of board terms and election of board Officers for 22-23**

Three board members have expiring terms this month. Jeannie Lee is available to continue as needed, but will be starting teaching 8<sup>th</sup> grade next year. She is interested in staying on but would step back and there may be other faculty members who may be interested. There was a discussion about the importance of having someone as a member of the board who has Waldorf background and knowledge. The Board Composition Policy was discussed, as well as the legal constraints. Melissa Dahlin will have a new job that may have a lot of travel, and so will need to revisit her ability to attend board meetings. Amy Capelle expressed her interest in staying on the board for one more year. Jeannie is willing to take term that would expire in spring of 2022. The following expiration of terms were discussed: April, 2023 for Jeannie, and June 2023 for Melissa and Amy.

There was a motion to approve the Council Officers staying the same as current, and renewing board terms as listed above, which was seconded and approved unanimously via a roll call vote.

5	<p><b>PUBLIC COMMENT: Members of the public may contribute public comment. Reminder: See policy above for time guidelines.</b></p> <p>No members of the public were in attendance and no comment was received.</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> <ul style="list-style-type: none"> <li><b>A. Approval of Minutes*:</b> Minutes from regular meeting May 26, 2022.</li> <li><b>B. Staffing Plan 2022-23*:</b> Updates to staffing plan</li> <li><b>C. Job Descriptions*:</b> Approval of various updated job descriptions for 22-23</li> <li><b>D. Administrative Consulting contract renewal*:</b> Renewal of administrative consulting contract for 2022-23 school year.</li> <li><b>E. Education Protection Account*:</b> Approval of report on EPA spending for the 2021-22 school year.</li> <li><b>F. Declaration of Need*:</b> Approval of form to allow hiring of teachers under certain types of credentials for the 2022-23 school year.</li> </ul> <p>Item A was pulled from Consent.</p> <p>There was a discussion regarding the May draft minutes and a request to change the spelling of Mike Allbee's name.</p> <p>There was a motion and a second to approve item 6A with the stated corrections, which was approved unanimously via roll call vote.</p> <p>There was a motion to approve the remainder of the consent agenda, which was seconded and approved unanimously by roll call vote.</p>
7	<p><b>INFORMATION ITEMS: Reports</b></p> <ul style="list-style-type: none"> <li><b>A. Financial Update*:</b> Report on May financials and state budget update</li> </ul> <p>Gavin Keller shared some updates on the financial information. Because of the timing of this board meeting, the May financial report is not ready yet and will be presented at the next board meeting along with June. The state budget is still under development and is expected to be approved in the next few weeks. The legislative version calls for an additional increase to the LCFF funding base. The Hold Harmless clause for classroom based charter for 2021-22 is included. Additional block grant funds are</p>

also included to help offset increasing staff costs. Additional funds are also directed to the ELO-P and Transitional Kindergarten revenues.

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

Alanna Hayde presented an update on the end of the year activities. The Faculty retreat took place this week for school planning. There was a discussion about how to build back community in the post pandemic school year. Many faculty expressed gratitude for many things, especially the work of administration, the changes that have been made to help faculty and improve processes, and the Board's attempts to take action on issues important to faculty. Having the support staff, including the contracted staff, step in to help when staff members are out due to COVID has been very helpful and works very well for students.

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

Vivienne Benjamin reported that there was no PC meeting this month, and the Executive Committee meets next week. She shared some parent experiences from observations on campus and on class trips at the end of the school year. She reported on the Knighting Ceremony, the yearbooks and the June Fair.

**D. *Administrative Update: Report from School Director, including update on facilities projects over the summer, honors track program in middle school and other program adjustments for the 2022-2023 school year.***

Gavin Keller provided an administrative update verbally. He commented that the activities on campus are much like the "old days" before the pandemic. There are families interested in returning again next year who left during the pandemic. The school year was one of the hardest ever for educators. Gavin expressed appreciation for the beautiful graduation ceremony for the 8<sup>th</sup> grade students. There are many plans for the facilities this summer, including more shade structures, deep cleaning across campus, an outdoor classroom amphitheater, updating play structures, and reconfiguring the office reception area to enhance security. The current Development Office will become the reception area next year. The school entrance area will also be further secured. Some staff positions are open, such as receptionist, a counselor and a Kindergarten teacher. Gavin is looking at some programming changes, such as changing the way the 3<sup>rd</sup> grade cooking class works. There is a middle school honors track being developed for both math and humanities. For humanities, instruction will stay the same, but more rigorous projects will be required. The Board asked about how the new program will be evaluated after roll out.

Gavin reported that he has been discussing using a release of information for students transitioning to CUSD schools so that Journey can get data on student grades, courses, etc.

The Volunteer Tea was held where students and staff honor the volunteers.

Gavin conducted in depth self-evaluations with the office staff, as well as time studies and used that data to adjust the job descriptions and staffing plan.

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**SCHOOL OPERATIONS: Discussion/Action**

**A. Strategic Kids Contract Proposal\*:** Review of options for upcoming summer program, after school program and 2022-2023 school year support.

Adam Brody was present to present his proposals to the board. He reported about half of the students in the after school program were funded via scholarships co-funded by the school and Strategic Kids and this was extremely well received.

Gavin Keller reported that two of the three proposals are for time outside of the regular instructional day and calendar, as they plan to use the ELO-P grant funds. At least 80 students, including those who are low income, will be able to attend the summer program for free. For the afterschool program, the SST process will be used to identify students who will be supported with school funds, as well as any low income students. Tutoring support will be provided in close coordination with the teachers. The grant requires that students have access to these extra hours of support. Gavin reported that the SST process can provide a mechanism to evaluate the effectiveness of the tutoring support. In addition, student achievement data can be cross referenced for who is accessing after school tutoring and who is not.

Gavin Keller and Shelley Kelley will be on campus over the summer and will help guide the summer program. Most of the summer staff have also been working during the year at Journey School.

Gavin reviewed the proposal for the paraprofessional support. The school will be staffing the morning before-school time frame, but it may be enhanced with some support from Strategic Kids. The increase in funding from the state will allow ample funds to support five site instructors during the school day next year. There are many benefits to the structure, not least is the ability for the site instructor to serve as a substitute (under the pandemic guidelines for substitutes) when the main class teacher is out. There will now be additional financial compensation when this takes place.

Adam reported that the hourly rate is now at \$30, which reflects a significant discount but will provide their staff with a cost of living increase.

There was a motion to approve the proposal for the 2022-23 school year Strategic Kids proposals, which was seconded and approved unanimously via a roll call vote.

**B. Local Indicator Report\*:** Report to the Board on state Local Indicators

Gavin Keller explained the State Priorities and which ones are considered "Local Priorities". He provided a summary of the results of the self-evaluations and surveys that make up the Local Indicators Report. The 'school climate' state priority used data that was gathered from Illuminate on social-emotional areas, plus mental health and school climate. There will be another report in the Fall, and the information will also be reported on the Dashboard in the fall. It was emphasized

that the actual performance on the various tools is a local decision and can be incorporated into leadership priorities as desired.

**C. *Local Control and Accountability Plan\**: Review and approval of 2022-23 LCAP and Annual Update.**

Gavin Keller summarized the Budget Overview section of the LCAP and reviewed the 2022-23 Goals and Actions. The Goals are the same as the prior year LCAP and additional Actions have been added, such as the additional staff positions, increased security, contracted instructional support, and the honors program for middle school. The expenditures were reviewed and Gavin went over some of the differences between what was originally budgeted and the actual expenditures. Gavin explained the difference and has added that verbiage into the LCAP template. There was a discussion about the projected increase to the outcome metrics related to the goals and how that ties into charter renewal.

There was a motion to approve the 2022-23 LCAP with the 2021-22 Annual Update and the Budget Overview for Parents, which was seconded and approved unanimously via a roll call vote.

*The Board took a 5 minute break at 8:25 pm.*

**D. *Preliminary Budget 2022-23\**: Approval of preliminary budget for 2022-23 fiscal year.**

Gavin Keller summarized the state revenue and what was already included and what was not yet included because the state has not finished its budget. The enrollment is budgeted at 555, and more have accepted, but due to uncertainty, not all have been included. The attendance rate is conservative at 93%. Gavin reviewed the various grant funds included, most of which have had a grant plan approved by the board already. He reviewed the staff increases. The benefits costs are higher due to the contribution rate increases and increased health benefits costs as well.

Gavin reviewed various expenditure line items, including some one time expenditures such as security equipment. The phone upgrade is not yet included, and is approximately \$3500. Gavin reviewed some of the possible additions to a revised budget if state revenue is even higher than what is in the current state budget proposal. Experiential enhancements to the curriculum, more in depth teacher training, additional security measures, and teacher projects are some of the possible additions in a fall budget revision.

Warren Whiteaker provided input to the board from his review of the budget. He is in favor of returning the reserves to past levels since there may be a recession in the coming years.

There was a motion to approve the preliminary budget, with addition of \$5000 for Strategic Planning expenses, which was seconded and approved unanimously via a roll call vote.

E. **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 gave a short update about the use of the outdoor spaces next year. The cleaning efforts will continue next year. Any changes to the COVID Safety Plan for the upcoming school year will be brought forward at the next Board meeting. No action was needed on this item.

F. **Universal Transitional Kindergarten (AKA Pre-Kindergarten ) Grant Plan\*:** Review and approval of UPK Plan, using state template, including funding and required program elements for this grant.

Gavin Keller reported that the state is moving towards offering a kindergarten program to all 4 year olds, but it will be phased in over several year. Next year, students are eligible for TK if they turn 5 by February 2, 2023. The planning funds are to help schools get ready to implement a program for these additional students. There are student to staff ratio requirements for TK programs.

There was a motion to approve the Plan for the Transitional Kindergarten Planning Grant (UPK) funds, which was seconded and approved unanimously by a roll call vote.

G. **Phone System Proposal\*:** Review of proposal for new phone system

Gavin Keller reminded the Board about the issues with the current phone system, including static, unusable voice mail boxes, issues with the menu, etc. The proposed solution is to go to a VoIP system, which is internet based. The systems allow an app on employee cell phones to be able to pick up calls and call out from mobile devices, which will allow announcements to go out and emergency calls to be made in case of emergency. The system can transcribe messages and allow text messaging, for example, for attendance purposes. The recommended provider is Go To, based on their experience with education customers and user experience. There were questions about the potential for issues if the internet goes out. There is a backup system available for additional monthly cost which uses cell tower signals.

There was a motion to approve the Go To proposal, including the back up system, which was seconded and approved unanimously by a roll call vote.

H. **Health Benefits Package\*:** Review of employee benefits package for 2022-23

Gavin Keller presented a summary of the proposals and the issues with the current insurance broker. Gavin recommends we move to McGriff as our representative, but because they are not the broker of record, they cannot get quotes yet, however, they would be able to maintain the same health care insurance providers. If the Board approves the change in relationship, quotes can then be obtained. It is estimated that costs will increase by about 0.5 to 1.5%. They also offer EAZE, a software program that assists employees and also integrates with PayChex. McGriff offers many educational materials, including videos, and can send staff in person to assist Journey staff.



	<p>There was a motion to approve McGriff as the school insurance representative, which was seconded and approved unanimously by a roll call vote.</p> <p><i>1. Enrollment and Admissions Policy*: Review of updates to the policy</i></p> <p>Gavin Keller reviewed the changes to the policy, to align with current practices as well as the changes to the TK program at the state level. Gavin recommended a minor change to the wording for the possibility of a young TK student to participate in a 3<sup>rd</sup> year of the Kindergarten program if they are not developmentally ready for first grade.</p> <p>There was a motion to approve the updates to the Policy with the proposed revisions, which was seconded and approved unanimously.</p>
9	<p><b>CLOSED SESSION:</b> <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p><i>The board entered closed session at 9:45 pm.</i></p> <p>Franci Sassin was present in closed session based on her work in the matter listed.</p> <p><b>1. Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: School Executive Director</b></p> <p><b>RECONVENE TO OPEN SESSION:</b> <i>The meeting was reconvened to open session at: 10:05 p.m.</i></p> <p><b>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION</b> <i>(includes the vote or abstention of every member present)</i></p> <p>There was no action taken in closed session.</p>
10	<p><b>Adjournment</b></p> <p>The meeting was adjourned at 10:06 pm.</p>

*\*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.*