

***Journey School  
A California Public Charter School***

***Thursday, March 24, 2022***

***REGULAR MEETING MINUTES***

***Approved on April 28, 2022***

***6:00 p.m.***

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

*(949) 448-7232*

*[www.journeyschool.net](http://www.journeyschool.net)*

*This meeting was noticed and was 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.*

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***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. Item***

***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, Shelley Kelley and Amanda Simmons were present. Administrative consultants Franci Sassin and Larry Tamayo (for his items) were also present.

	<b>AGENDA ITEM</b>
1	<p><b>Call to Order and Roll Call and review of Webinar procedures</b></p> <p>The meeting was called to order at 6:06 pm.</p>
2	<p><b>Inspirational Passage</b></p> <p>Margaret Moodian shared an inspirational passage.</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 through a roll call vote.</p>
4	<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 who wished to address the board.</p>
5	<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 February 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. Audit Engagement*:</b> Approval of annual audit engagement for the 2021-22 fiscal year with CLA.</p> <p>Item B was removed from the consent agenda. There was a motion to approve the remainder of the consent agenda, which was seconded and approved unanimously through a roll call vote.</p> <p>On Item B, Jeanne Lee had a question regarding the person leaving their position for theatre arts. This is a part time position 2 hours per week that supplements the musical electives. She is wondering if replacing this position could be more broad to encompass any of the musical electives. Gavin Keller clarified that the school administration understands the need to fill the position quickly and that they will consider all options that might fit needs of the students. Amy Capelle also noted that the Center Stage Studio is nearby and offers after school theatre arts and might be available to fill in with some</p>

	<p>programming. If changes are made to this position it would be brought back for ratification at a future meeting.</p> <p>There was a motion to approve Item 5B, which was seconded and approved unanimously through a roll call vote.</p>
<p>6.</p>	<p><b>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</b></p> <p>A. <b>Board Strategic Planning*:</b> <i>Topics: Discussion of SWOT process (strengths, weaknesses, opportunities and threats) and plan to identify these for Journey School.</i></p> <p>Amy Capelle introduced the SWOT process. Several board members had experience with using this tool. She noted that there isn't enough time in the board meeting to go through the whole process but wanted the board to be familiar as they enter the longer planning process. This planning process will also support the longer term planning for charter renewal. The board discussed what their role would be to find actionable items that the board can accomplish and which would in turn support the ultimate goal of achieving the charter goals, the student outcomes and renewal of the charter. This process will also help identify the unique elements of Journey and what it brings to the community. There was also a discussion about how the SWOT process can be used to enhance the board function, especially as it relates to the support for the long term vision for the school. Amy noted that in 2019 there was a lot of work done to update the mission and vision of the school and these were incorporated into the most recent charter renewal in Spring of 2020. Amy reviewed the "word cloud" images that were a result of that community work.</p> <p>There was a discussion regarding when to hold the retreat and what the schedule would look like for staff and board members. The months of June, July and August were discussed. There was also a discussion about scheduling some blocks of time at the beginning of a board meeting, such as starting at 5 pm. The Board agreed they would start the next 3 meetings an hour early to work on moving the planning process along. They will also look into getting a facilitator for the planning work.</p> <p>B. <b>Council Advisory Positions*:</b> <i>Discussion regarding advisory positions</i></p> <p>There is an interest in better utilizing the Parent Cabinet advisory position, so the PC considered this, including how to help the board better understand the issues that are coming up on the bigger parent community to give perspective to the board, especially when there are topics with a lot of public comment being given directly to the board. A dedicated email address was created and is already in use to help parents have a way to give feedback. Another area of support can be regarding legislation that the community might want to become informed and active on. Doing some short surveys through Parent Square is also being contemplated, and the results would be summarized to the board by the PC Advisory position. The board was excited about these new opportunities for input. There was a discussion regarding having a social opportunity for parent discussions, but PC leadership don't feel any individual parent should be put into a position to receive negative input and that the group would need to be careful not to give the impression that PC had decision making control over certain aspects of the organization. One suggestion was to keep the agenda for those gatherings to one specific topic to keep the discussion more focused.</p> <p>There was a discussion about how to take some of these elements for the PC Advisory that might be useful for the Faculty Advisory position.</p>

C. **Board Meeting Location/Method of meeting\***: 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.

There was a discussion about what the interest is for the April meeting, especially if there will be a strategic planning activities. The board prefers to meet in person. There will most likely not be a “hybrid” meeting option with video, but possibly a phone line might be opened for audio participation.

D. **Conflict of Interest Form 700\***: Reminder of upcoming deadline for filing annual Form 700s.

Franci Sassin reminded the board about the upcoming April 1 deadline and reminded the board to review all potential sources of income that might be reportable including the income sources from spouses.

E. **Report out from CCSA conference on items related to Board and governance**

Gavin Keller, Amy Capelle and Margaret Moodian reported out on some of the highlights of the recent conference. One session that was informative was about how important it is to tell the story of the school, and that having a dedicated person to review data is a great way to support that, whether it is in house or contracted. Gavin reported that declining enrollment is a focus of many charter schools, so community engagement and student recruiting and retention were topics of interest. He hopes to start doing more press releases and using the press more to get Journey in the public view. There was a discussion about gathering content for social media. There were also some key takeaways about fiscal and operational practices. Another key take away is the importance of developing stronger opportunities for community engagement and relationships with CUSD as the authorizer.

F. **Executive Director evaluation cycle\***: Review of survey questions for annual review and discussion of stakeholders to receive survey

Franci Sassin gave some background information on the cycle and the survey questions. The board should give direction on who should get the survey this year, and then it can be sent out this month and the data collected in time to review it at an upcoming board meeting. There was a discussion about what data the board needs to make an informed decision and how to gather that, especially in these unusual times. If the board wanted to expand the group who takes the formal survey, good options to get a somewhat wider input would be PedCo and the PC Executive Committee. There are two Specialty Teacher reps who lead that group but are not formally part of PedCo.

The board gave direction that the evaluation survey will go out via survey monkey soon to these groups: Board members, Board Advisory positions, admin leadership, PedCo, PC Exec and Specialty leads.

7 **INFORMATION ITEMS: Reports**

A. **Financial Update\***: Report on February financials

Larry Tamayo presented the financial information from February. Attendance came back up in February, with both ADA and enrollment increased, which makes the forecast for the P2 (which

concludes at the end of this month), more favorable for this year's funding. The total ADA will still be quite a bit lower than originally budgeted, leading to loss of LCFF funding, but there are other funding sources to help supplement this. The overall projection is currently about a half a million lower than budget. This would lead to a year end net negative about \$300K, but that is getting more positive each month as expenditures are recorded and are below budget. There is no update yet on the "hold harmless" legislation which might still pass and would allow the school to be funded on the higher year ADA.

The state economy is still strong and will likely lead to an even higher COLA increase to the funding sources for 22-23. When the May revise comes out this will be known, but for now, the recommendation is to use the numbers presented by the Governor in January. Larry will work on the draft budget with Gavin and a draft will be presented to the board in an upcoming meeting.

There was a question about the targeted fund balance/reserve. Larry confirmed that a full 3 months of expenses is ideal, and it should not be less than 45 days worth of expenses. There was a question about whether the expenses for the additional contracted support staff can be reduced, and the pros and cons for taking this approach. Gavin Keller shared that there are still "gaps" in staffing that must be filled on a daily basis and so doesn't recommend that we reduce any contracted staffing now, but rather continue to find other places to reduce expenses.

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

Alanna Hayde reported that the Pentathlon is tomorrow and everyone is excited to be able to hold the event. It will be a multi-age event due to the COVID delay. The teachers will be entering student data soon and also working on some social emotional surveys. Physics blocks were just completed. She reported on the support of the SST process. Alanna's class put on their class play this week and had a lot of performances to allow smaller groups to attend.

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

Vivienne Benjamin reported that Book Faire earned over \$26K. Parents are excited about the upcoming in person school events. The upcoming auction will also take place in person and is a "parents only" event. The big ticket items being funded are new shade structures for the lunch area and possibly additional areas. Harvest Faire planning is underway and has a lead parent. Masks on campus are now optional. It seems negativity on campus is reduced. Some additional student have returned to campus.

**D. *Administrative Update: Report from School Director, including update on staff Intent to Return, staff evaluation process, school events, CCSA conference, bell schedule, lottery, enrollment, attendance, etc.***

Gavin Keller reported that the staff 'intent to return' survey was sent out to all staff members, expanding the scope. About 95% of staff are planning to return. Those leaving are primarily due to out of area moves. For those who are returning, these positions have been added to the staffing plan.

The regular May Faire will be held in June again. The talent show and the Rainbow Bridge and graduation events are also upcoming end of year events. The bell schedule next year is still being discussed. Instructional minutes will be voted on at the next board meeting. Changes will be needed because the high school next door will be starting at 8:30 am, so there will be logistical challenges to address.

The lottery was held last week. All seats were filled except grade 6 and 8 which still have 10-15 seats each. Most classes do have a wait list but some don't. The school projects 515 students in the classroom based program. The Independent Study program lottery will be held soon, there are a lot of applications so that program will likely be filled and so the total enrollment will likely be close to 580.

Amanda Simmons reported on the parent survey which recently was done, asking parents what they do and don't like about the program and what suggestions they have. Administration had an on campus day long session to review the results and also to discuss enrollment projections and planning. Part of that was how to help parents connect with each other and help with planning activities for parents to do with each other or on their own.

There has been a discussion about expanding IS to 6<sup>th</sup> grade.

The board got an update on the COVID vaccine mandates for students. These likely will NOT be in place in Fall of 2022.

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***SCHOOL OPERATIONS: Discussion/Action***

***A. Assessment Updates\*: Results from Illuminate Education data***

Gavin Keller reviewed the data collected in late fall/early winter. This year there will only be 2 data points but in the future there should be 3 data points. This presentation is designed mainly to acquaint the board with what data is available and how the analysis looks. There are base level data points as well as comparison of normative data which compares students to their peers.

Gavin reviewed the various areas of assessment and the initial results. In the future looking at the longitudinal data will be very informative.

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

Gavin Keller reviewed the proposals for changes to the staffing for the upcoming school year. There would be paid position to support Parent Cabinet large events such as Harvest Faire. Strategic Kids would continue to provide support, especially helping with staffing shortages and substitutes.

There was a motion to approve the preliminary Staffing Plan for 2022-23, which was seconded and approved unanimously through a roll call vote.

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 updates were made to the CalOSHA COVID Prevention Plan, including areas such as quarantine timelines and face coverings. Links were provided in the plan to the most updated CDPH guidelines. It was reviewed by the legal counsel. This is a companion to the other employment documents such as the employee handbook and the CBA.

There was a motion to approve the updated CalOSHA COVID Prevention Plan, which was seconded and approved unanimously through a roll call vote.

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 reviewed the updates to this plan. Updated face covering guidance is included. Other changes include guidelines for parent attendance at school events in upcoming things like graduation. There is also a proposal to open campus to parents at drop off and pick up if they choose. This may help with student anxiety and behavior issues.

There was a question regarding staff COVID testing. If staff are required to be tested, why would there be a different standard for parents coming on campus? There were discussions regarding input from staff and other community input on these changes. There were discussions about various ways to better control parent access to campus.

The recommended changes from Gavin to the plan were to remove or change the note about Journey School having rapid tests available, and to include language about the parent drop off/pick up to be implemented at the discretion of School Administration. This will allow additional input as well as a roll out on a timetable that works for the whole community.

There was a motion to approve the **Safe Return to In Person Instruction Plan** with the changes noted, which was seconded and approved unanimously through a roll call vote.

E. **School Calendar\*:** *Approval of school calendar for 2022-23 school year.*

Gavin Keller reviewed the proposed calendar. It includes the attendance cycle for the year. Input has been received from the Calendar Committee and Parent Cabinet. Changes from the last time include changing the name of the Fall Break and correcting some minor errors.

	<p>There was a motion to approve the attendance calendar, which was seconded and approved unanimously through a roll call vote.</p> <p><b>F. <i>Articles for Collective Bargaining Agreement between Journey Teachers Association and Journey School: Notification and “sunshine” that Articles 17 and 18 of the CBA will also be negotiated.</i></b></p> <p>Franci Sassin reviewed the background on this item and that these articles needed technical amendments to dates, and so this agenda item is to provide the public transparency that these articles were being adjusted in the updated CBA.</p>
9	<p><b>UNION NEGOTIATIONS:</b></p> <p><b>A. <i>Collective Bargaining Agreement for 2022-23 through 2024-25*:</i> Ratification of multi-year CBA between Journey School and Journey Teachers Association.</b></p> <p>Gavin Keller reported on the negotiation process. The CTA has a new representative that supported the JTA in negotiations. These went smoothly and amicably. The main changes are to 1) add an article about formalizing the looping model which has been in place informally already, and 2) additions were made to formalize how the minimum day time is used to conform with the practice the past few years. The main change on compensation is to increase the base salary which will result in a 5 to 10% increase for all teachers in the bargaining unit for the 22-23 school year. Those on the lower end of the salary schedule typically receive the largest percentage increase. Based on anticipated staffing needs, there was an addition for teachers who are working on a California credential to provide incentive. The CBA would be a three year term.</p> <p>There was a motion to approve the Collective Bargaining Agreement for the 2022-23 through 2024-25 school years, which was seconded. Jeanne Lee abstained from voting since she is a member of the bargaining unit. The motion was approved unanimously by the remaining board members through a roll call vote.</p>
10	<p><b>Adjournment</b></p> <p>The meeting was adjourned at 10:07 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.***