

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

**Thursday, August 12, 2021**  
**SPECIAL MEETING MINUTES**  
**Approved August 30, 2021**

**4:30 p.m.**  
Via Zoom Webinar

*This meeting was noticed and held in accordance with the guidelines and flexibility from the Governor's Executive Orders N-25-20 and N-29-20, due to a statewide public health emergency and in accordance with the rules for Special Meetings.*

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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.

**BOARD MEMBERS:**

*Amy Capelle, Council Treasurer: Present*  
*Richard Martin, Council Secretary: Present*  
*Jeannie Lee, Board Member: Present, arrived at 4:45 pm.*  
*Melissa Dahlin, Board Member: Present*  
*Margaret Moodian, Board Member Elect : Present*

**ADVISORY POSITIONS:**

*Alanna Hayde, Faculty Advisor: Present, left at*  
*Vivienne Benjamin, Parent Cabinet Advisor: Present*

*Administrators Gavin Keller, Shelley Kelley and Amanda Simmons were present. Administrative consultant Franci Sassin was present.*

AGENDA ITEM	
1	Call to Order and Roll Call and review of Webinar processes

	The meeting was called to order at 4:38 pm. The Webinar procedures were reviewed.
2	<p><b><i>OATH OF OFFICE* for new board member</i></b></p> <p>Board member elect Margaret Moodian acknowledged and signed the Oath of Office.</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 via a roll call vote.</p>
4	<p><b><i>PUBLIC HEARING: Independent Study Policy</i></b></p> <p><i>The Council will consider public input on the changes to the Independent Study Policy which are based on recent changes to independent study law.</i></p> <p>The public hearing was opened at 4:43 and closed at 4:46. There was no input received during the public hearing.</p>
5	<p><b><i>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.</i></b></p> <ul style="list-style-type: none"> <li><b><i>A. Approval of Minutes*:</i></b> Minutes from regular meeting of June 22, 2021</li> <li><b><i>B. Contract with Gradalis*:</i></b> Approval of contract for staff Professional Development</li> <li><b><i>C. Staffing Plan 2021-22*:</i></b> Updates to Staffing Plan needed for the start of school</li> <li><b><i>D. Independent Contract for Social Media Consultant*:</i></b> Review of contract for services</li> <li><b><i>E. Strategic Kids Contract*:</i></b> Renewal of contract for upcoming school year</li> </ul> <p>Item A was tabled. Item D was removed for discussion. There was a motion to approve the rest of the Consent Agenda items, which was seconded and approved unanimously via a roll call vote.</p> <p>The Council asked about the social media consultant proposal. Gavin Keller reported that the candidate is a former employee now doing consultant work. Both portions of the proposal are to be considered for approval. Some portions of the previous communications role will be assigned to other current staff.</p> <p>There was a motion to approve the proposal in Item D and bring the final contract back for ratification. The motion was seconded and approved unanimously via a roll call vote.</p>

**SCHOOL OPERATIONS: Discussion/Action****A. *Independent Study Policy\**: Review updates to IS Policy based on recent legislative changes**

Amanda Simmons reviewed the change to the law and how Journey plans to implement the new rules, including daily synchronous instruction for students in Independent Study in grades K-3. There was a discussion about finding out what type of instruction would be considered most useful by the parents. There was a discussion about how participation in the daily synchronous offering would affect actual student attendance.

Students in the classroom program who are not able to come back due to COVID concerns may be able to participate in independent study for grades that are offered in the home based program. The school will need to monitor the number of students in independent study to be sure the school does not inadvertently hit the trigger of less than 80% classroom ADA which would make the school a “non-classroom based” charter school, which has a lot of negative consequences.

There was a motion to approve the changes to the Independent Study Policy, which was seconded and approved unanimously via a roll call vote.

**B. *Independent Study Master Agreement\**: Review updates to IS Master Agreement based on recent legislative changes**

Amanda Simmons reviewed the updates needed to the Master Agreement based on the new laws and the changes to the Independent Study Policy. It was noted that the Master Agreement now confirms that families have access to the technology needed for the program. She noted that there is an extension to collect all the signatures of 30 days.

There was a motion to approve the changes to the Independent Study Master Agreement, which was seconded and approved unanimously via a roll call vote.

**C. *School Re-opening\**: Update on school reopening, plus applicable updates to COVID-19 Safety Plan and any additional plans for the 2021-22 school year.**

Gavin Keller let the board know that the goal for this item was to collect input which will be considered for the next update to the School Reopening Plan. Gavin reviewed the main points of the plan, including the way the educational program would work with a full reopening, including in person specialty classes. There will not be any Zoom or livestreaming. There will be more instruction outdoors and there will be an assistant at each grade level. Face coverings will be required in alignment with the state and local health orders, except when students are eating or outdoors. Students with a medical exemption would be able to have a 504 plan regarding face coverings. Symptom screening, contact tracing and quarantine will all be used. Guidance from the health department will be sought with the school nurse as the intermediary with OC Public Health. Cleaning and improved ventilation/filtration will be in place, as well as good hygiene practices. Visitors and volunteers on campus will be very limited in order to limit potential exposure.

The following public comment was heard:

1. Alanna Hayde asked about some details from a teacher perspective, such as sharing of supplies and physical space restrictions.
2. Larissa Chiari-Keith asked about the positivity case rate and how that will affect needing to go back to a virtual or hybrid program.
3. Jessica Monroe commented that last year the discipline and messaging about face masks caused some students to feel harassed or teased.
4. Lindsay Albee commented that the school is doing a good job following state guidance while also returning to a more normal Journey program
5. Patrick Crerar commented that he wants students to be safe and experience as normal a year as possible and the approach has been thoughtful.
6. Andrea Vandom reported that she is excited and appreciates consistent indoor mask requirements.

The Council discussed various elements of the plan, including staff vaccines and quarantine rules, volunteers, the outdoor instruction opportunities, and questions about ventilation.

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

***A. Board Officers: Nomination of board President for 2021-22***

Margaret Moodian nominated Amy Capelle for President. Amy accepted the nomination. There was a motion to approve Amy Capelle as President for the 2021-22 school year, which was seconded. Amy abstained from voting. The motion passed unanimously via roll call vote with one abstention.

There was a discussion about the Treasurer position. Some board members were interested in getting more information about the role and asked to bring it back to the next board meeting for consideration.

***B. Bank Account Signers\*: Approval of Resolution to add new officers as signers on all school bank accounts, if needed, and effective immediately.***

This item was tabled.

***C. Board Conference Report: Report from summer Alliance Waldorf conference***

Melissa Dahlin and Amy Capelle attended this conference and reported on topics presented in the board focused sessions. Some of the topics addressed included reviewing the roles and purpose of the board, board recruitment, the structure of meetings, data that is useful for the board, and the tenets of public Waldorf education. There was interest in addressing some of these topics at

	<p>the fall board retreat. Shelley Kelley agreed to provide some of the materials from the conference as a board resource. Gavin Keller reported that the upcoming Gradalis trainings for staff could include training for board members on Waldorf education, and that there are two recorded trainings per month available.</p> <p><b>D. Rescheduling August regular Board Meeting:</b> <i>Consideration for date for regular August board meeting instead of August 19</i></p> <p>After discussion, the board agreed to move the regular August board meeting to Monday, August 30.</p> <p>There was a motion to move the August regular board meeting from August 19 to August 30. This was seconded and approved unanimously.</p>
8	<p><b>CLOSED SESSION:</b> <i>The meeting will now convene to closed session to discuss the matters described below:</i></p> <p>The Board adjourned into closed session at 6:27 pm. Administrators Gavin Keller and Shelley Kelly and administrative consultant Franci Sassin were invited into closed session based on their work in the matter.</p> <p><b>1. Pursuant to Government Code §54956.9 (1)(d): Potential Litigation: 1 case</b></p> <p><b>R RECONVENE TO OPEN SESSION:</b> <i>The meeting was reconvened to open session at: 7 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>
9	<p><b>Adjournment</b></p> <p>The meeting was adjourned at 7:01 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.***