

*Journey School  
A California Public Charter School*

*Thursday, September 1, 2022  
**REGULAR MEETING MINUTES**  
Approved September 22, 2022*

**6:00 p.m.**

*Journey School  
27102 Foxborough  
Aliso Viejo, CA 92656*

*(949) 448-7232  
[www.journeyschool.net](http://www.journeyschool.net)*

*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 will assist 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 in person on the Journey school campus. Members of the public wishing to observe and/or contribute were able to participate by attending in person. See guidelines below for public comment opportunities.***

**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  
Warren Whiteaker, Financial Advisory: Absent  
OPEN, Parent Cabinet Advisor*

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

	<b>AGENDA ITEM</b>
1	<p><b>Call to Order and Roll Call</b></p> <p>The meeting was called to order at 6:05 pm.</p>
2	<p><b>Inspirational Passage</b></p> <p>Shelley Kelley read a passage used with the students about finding the strength of inner quiet.</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, moving item 9C, to be discussed after the public hearing, which was seconded and approved unanimously.</p>
4	<p><b>Public Hearing on Independent Study Policy*:</b> <i>The board will conduct a public hearing to get input on the proposed changes to the policy for consideration on a later agenda item.</i></p> <p>The public hearing was opened 6:11. There was no one who wanted to speak, so the public hearing was closed at 6:12.</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 written comments were submitted.</p>
6	<p><b>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</b></p> <p style="padding-left: 20px;">A. <b>Board Strategic Planning: Next steps</b></p> <p style="padding-left: 40px;">Amy Capelle reviewed what has taken place since the last board meeting. She noted that Lisa Perrine is still available to assist in a limited capacity if the school would like that. Amy also plans to see if she can get additional bids for this type of service so the board can compare costs. In the meantime, Amy created the “jamboard” with all the post it notes that were created during a previous in person session. She encouraged the board and advisors and staff to continue to add additional items to the jamboard. There is a miscellaneous area if something doesn’t fit into one of the categories already set up.</p>

There was interest from the board in having a short summary prepared regarding the role of the board and presented to the school community during the back to school events coming up.

**B. *Nominating Committee Update on Board Member Recruitment: Report from Nominating Committee on potential board candidates for upcoming vacancy, and recommendation from Nominating Committee to fill current vacancy.***

Nominating Committee is recommending that Michael Allbee for the open position on the Council. The term would ideally end in June to align with the end of other terms.

Jeannie Lee make a motion to accept Michael Allbee as a Council member with a term ending June 30, 2024. The motion was seconded and approved unanimously.

Lisa Murray is also interested, so next steps would be to form the Nominating Committee to interview her and then the Committee would bring a recommendation forward at the next board meeting, and also invite her to attend the next meeting.

**C. *Board Meeting Schedule\*: Review of schedule of regular meetings and assignment of passage for each regular board meeting***

The Board reviewed the schedule and assigned the inspirational passage for the school year. Board members confirmed their availability for the regular meetings and no changes were needed. Consultant Franci Sassin will not be present at the September meeting.

**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.***

The board discussed the need to adopt the resolution, especially if there could be a need for an online meeting, due to any changes with the pandemic, before the next board meeting. The board intends that the next board meeting on September 22 be held in person.

There was a motion to approve Resolution 2022-23-9-1, which was seconded and approved unanimously.

7

***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.***

**A. *Approval of Minutes\**: Minutes from regular meeting June 15, 2022.**

**B. *Staffing Plan 2022-23\**: Updates to staffing plan**

**C. *Earthroots Contract\**: Renewal of contract for Earthroots for 2022-23 school year.**

- D. CUSD Food Services Contract\*:** *Renewal of contract with CUSD for 2022-23 school year.*
- E. Limited Use Agreement with AVCA for park space\*:** *Renewal of agreement to use Aliso Viejo community spaces for 22-23*
- F. Recurring Expenses for 22-23\*:** *Approval of annual list of recurring expenses per fiscal policies.*
- G. Consolidated Application\*:** *Ratification of Con App and application for Title funding for 22-23*
- H. 2021-22 Year End Financial Statements and Unaudited Actuals\*:** *Approval of Unaudited Actuals for fiscal year ending June 30, 2022, in state's alternative form, to be submitted by Sept. 15 to CUSD.*

Items B, C, D and E were removed from consent agenda for discussion.

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

ITEM B: There was a question regarding the programming for middle school. Shelley Kelley reported that EarthRoots has not been an option for middle school for a number of years because the Earthroots curriculum takes a lot of time during main lesson and then it is difficult to get through the other content needed. There was a discussion about the benefits of having the older students participate, as it supports other efforts at the school such as recycling and composting. The current leader of the EcoLiteracy program from EarthRoots is great and that is being very well received by the Journey teachers. Options were discussed, such as having the middle school teachers use other time, such as Civics or 'buddy time', to support EcoLiteracy, or other ways to implement the program in middle school, such as having some Earthroots interaction but less than their full program.

ITEM C: Regarding the staffing plan the board members asked for clarification regarding the funds showing up for Strategic Kids in the staffing plan. Gavin Keller reviewed the three different programs, including the site instructors, plus the summer, before school care and after school care and the revenue sources and costs of each of those.

ITEM D: The board members asked about whether the school does get the sack lunches on the days of field trips. Gavin clarified that there is a process for teachers to go through and many are taking advantage of this option when they have field trip.

ITEM E: There was a question regarding the cancellation clause, which does not seem to apply to Journey because there is use every school day. Gavin clarified that the school has the "right" to use the facilities even when it may not be needed during every school day and all school hours. He commented that the Aliso Viejo Community Association has agreed to waive the 75% resident requirement.

There was a motion to approve consent agenda items B through E, which was seconded and approved unanimously.

**INFORMATION ITEMS: Reports****A. *Financial Update\**: Report on June year end financials and new school year**

Larry Tamayo reviewed the year end financials and a budget review document. The 2021-22 school year ended with an increase in the year end ADA compared to P2, which is not typical. The overall revenue was lower, and there was a negative ending balance of revenue to expenses, so this means that the school will use reserves. However, it is important to note that the previous year, the school had a positive ending balance for the year which was about the same as the 21-22 negative, so the net change over two years was minimal .

Larry noted that the “hold harmless” for 2021-22 did pass, so the school will get additional revenue, however some of the funds (approximately \$600K) will need to be “counted” during 2022-23, but some (approximately \$60K) can be applied to 2021-22 so the ending fund balance should be positively affected.

There was a budget clean up bill that was signed yesterday, and the LCFF funding rates will include a 13% increase from last year. This increase should continue out into future years as it is not “one time” funding. Since the original Journey budget was adopted at a lower rate, this will mean additional revenue. The attendance rate in the budget is 93%, which is much lower than prior to the pandemic.

Larry reviewed the two main “one time block grants” that were part of the state budget. He reviewed the allowable uses for the funds, which are fairly broad. The funds can be used up through the 2027-28 school year. The current budget already includes some of these funds, but the amounts will be higher and can be incorporated into the next budget revision. There is a plan required which will need board approval.

The Expanded Learning Opportunities Program funds were changed so that schools with higher numbers of high need students received more, so the amount budgeted for this originally will need to be reduced, and those expenses shifted to use other funding sources.

It was noted that the percentage of “unduplicated” student has gone up, and this may be partially due to increased access to before and after school care being offered which allows more families with lower incomes to enroll.

There was a discussion about holding off on spending some of the funds which do not have to be spent right away to save in case of potential future funding reductions.

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

Alanna Hayde reported on the back to school activities, including an active shooter training today that was well received and empowering for teachers. Having everyone together on campus has been very productive. The faculty have been brainstorming on the “Big Rocks” and on ways to build community

back. They have also been discussing topics such as EcoLiteracy and teacher retention. There is a group of teachers participating together in their Waldorf training and they spent a week together in late summer.

Jeannie Lee reported that she attended a week of summer teacher training along with 8 of the teachers, and it was a great opportunity for team building and getting to know each other in ways that will help during the school year.

C. ***Parent Cabinet Update: Update on Parent Cabinet activities, including Alumni outreach for Harvest Faire***

Gavin Keller shared that Parent Cabinet will be focusing on building the parent community. They are proposing a “parent mingle” on the first day of school, and then a “coffee talk” for new parents on the second day. The parent garden will be able to be used this year so the parent events and Parent Cabinet meetings will be held on campus. There was a school wide work day recently which was well attended and very productive. Harvest Faire is November 5, it will be open to the public. Amy Capelle will be helping engage alumni. There will be a photo booth. They will try to collect contact information from the alumni.

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

Faculty and staff came back to campus this week, so there has been high energy. There was an active shooter training today which focused on the aftermath and the “stop the bleed” tactics. A big campus safety project over the summer was to relocate the reception area to the front building. All visitors must check in at the office before entering the campus. The new phone system is being installed. The app has the ability to let any staff member’s cell phone alert all rooms on campus at one time. This can happen while students are off campus, so as long as staff member has their phone they can be reached via dialing their room number. When staff use their cell phones on the app the number is their office number vs. their personal phone number.

The extended learning opportunities program was very successful and can be continued and improved upon next summer. It was very well attended, with more than 300 students participating weekly. It was offered for free using the ELO funding.

The school year is projected to start with 575 students, including the independent study program. This is similar to the enrollment prior to the pandemic. 510 are in the seat based program, the kindergartens are full, plus all other grades are full except 7<sup>th</sup> and 8<sup>th</sup> grade. There are approximately 65 students in independent study. Most grades also have wait lists. There is still activity close to the beginning of the school year with students being added and withdrawing.

Shelley Kelley reported on the types of independent additional work and checkpoints for the middle school doing the honors program this year. She also reviewed the new curriculum purchased through Gradalis which has been developed over many years to align the Common Core State Standards, for example, “translating” the standards into Waldorf friendly language. There are numerous examples of how a teacher can implement the standards in a ‘Waldorf way.’ These resources are available this year with ELA and Math. The school is also implementing Roadmap to Literacy, including teacher support for the program. The faculty is also working on ways to do better data collection, especially to find data for areas that are harder to measure. Main class teachers (who are not already fully trained) are ALL participating in the Waldorf training program, so there are 25 in the program, and it is going into its third year. The teachers are selecting “action research projects” that will directly support their work. There is interest in having a faculty wide book study during faculty meetings. This spring the school will start allowing teachers from other schools to participate in the school’s own Waldorf certification program, and hopefully the program will then also bring in income.

9

**SCHOOL OPERATIONS: Discussion/Action**

**A. 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 on the classroom ventilation. There are multiple benefits to improving ventilation, including potentially fewer absences due to illness. Some indoor air quality testing might be a good place to start to identify issues and get suggestions on further measures to improve air quality. Current practices include an air purifier in every room, one with UV light and one with a filter. In addition, there are hospital quality filters in the HVAC which are changed quarterly.

Gavin will look into the cost of getting the analysis done.

**B. COVID Safety Plan\*:** Updates based on changes to state, federal and local regulations and guidelines for public schools for 22-23 school year.

Gavin Keller reviewed the updated school guidance from CDPH. It is very similar to how the last school year ended. Any changes have been incorporated. There was a discussion regarding staff and volunteer vaccine mandates. The Council wanted to be sure it was clear that any staff or volunteer who is not fully vaccinated has the option to do weekly COVID testing to be allowed in the workplace. He reviewed the quarantine, notice and isolation requirements. There will be independent study options available for short term reasons related to COVID. The option will NOT be available for reasons OTHER THAN COVID. There will NOT be any “hybrid” option for classrooms needed this year.

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

**C. *Independent Study Policy and Master Agreement\**: Changes to policy and Agreement, based on changes to the law for 22-23**

This item was heard immediately after the public hearing.

Amanda Simmons reviewed the reasons for the changes, which are primarily related to changes in the law which went into effect over the summer, with the adoption of the Education portions of the Budget Trailer bill. She reviewed some of the major changes, such as the timeline and the required signer for signing Master Agreements, some simplification of the notification requirements and some changes for students on short term independent study (less than 15 days).

There was a change related to when students with IEPs can participate in independent study. Amanda reviewed how this has worked in the past, and how this might change now. The new language is very similar but tends to favor the idea that all students who are interested in independent study should have that option seriously considered by the IEP team.

There was a motion to approve the changes to the Independent Study Policy and Master Agreement, which was seconded and approved unanimously.

**D. *School Calendar for 22-23: Discussion regarding possible changes to the school calendar***

Gavin Keller requested input from the Council regarding adding Juneteenth as a holiday for staff. The holiday comes after the student last day. Adding it does not change the number of teacher days under the Collective Bargaining Agreement, it does shift the work days by one day for 10 month employees. 12 month administrative employees would have an extra holiday. Gavin noted that the JTA leadership is in support of the change and all parties believe it would be a good support for the DEIJ efforts.

There was a motion to approve the changes to the Journey School School Calendar, which was seconded and approved unanimously.

**10 *Adjournment***

The meeting was adjourned at 8:23 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.***