

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

***August 27, 2020
REGULAR MEETING MINUTES
Approved October 22, 2020***

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.

www.journeyschool.net

NOTE: Board members conducted the meeting via Zoom and Zoom teleconference. Members of the public participated meeting by calling in to the Zoom teleconference number listed on the agenda.

BOARD MEMBERS:

*Anna Brown, Council President: Present
Julie Chiaverini, Council Vice President Present
Amy Capelle, Council Treasurer Present
Richard Martin, Council Secretary Present
Jeannie Lee, Board Member Present*

Also in attendance were Administrators Gavin Keller and Amanda Simmons as well as Administrative consultants Franci Sassin and Larry Tamayo (for his items)

	AGENDA ITEM
1	<i>Call to Order and Roll Call</i> The meeting was called to order at 6:03 pm
2	<i>Inspirational Passage</i> Jeannie Lee read a passage from Voltaire: Don't let perfect be the enemy of the good. She Also read a passage by Davidman from a sonnet.

3	<p>Approval of Agenda*</p> <p>NOTE: The order of the agenda may be changed without prior notice to the public.</p> <p>There was a motion to approve the agenda with was seconded and approved unanimously by a roll call vote.</p>
4	<p>PUBLIC COMMENT: Members of the public may contribute public comment via Zoom teleconference. Reminder: See policy above for time guidelines.</p> <p>The following members of the community contributed comments, as follows:</p> <ol style="list-style-type: none"> 1. Hellene Brodsky-Blake, teacher, expressed that the school should not open until fully able to do so safely and that the entire community must be protected. It is not feasible to do social distancing in the lower grades. 2. Natalina Blake, after school employee, told the board she wants to protect the health and safety of the community, she supports the child care and meal offerings, but if even a board meeting can't be held in person, it doesn't make sense for students to be together in person. 3. Jill Murphy, teacher, asked the board not to be hasty in a decision, everyone wants to be back to normal teaching, especially the teachers who love what they do, however, the situation hits teachers hard and it is common sense to stay closed longer so people are not put in danger. 4. Ellie Noah Blake, graduate of Journey, reminded the board of the risk to have to shut down again if they open too quickly, and that the support students will get online is OK and will be temporary, and that emergency child care is available. She believes the plan to reopen should be approved by the entire community 5. Emily Goldstein, graduate of Journey, read a letter submitted by Sophie Blake, asking the board to make the decision about reopening with the utmost care, to consider distance learning for at least the first month, and to consider returning to a fully outdoor model after that. She noted that many organizations are doing a fully online work from home model until January when the hope is that things will be more stable and predictable. 6. Arash Shamsian, parent of a kindergarten student, is a data analyst in the medical profession and acknowledges that while it is challenging to work with a student at home, there are concerns about reopening too quickly, and the safety of the students and teachers must be considered as the number of cases could increase quickly, so recommends that the school wait at least until January to reopen in person. 7. Laura Bujjoni, teacher, commented that the teachers really do want to be back, but not at the expense of health and safety, it is better to wait and commit fully to longer distance learning and make that as good as possible, she is worried about many of her colleagues and their families who are vulnerable.
5	<p>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</p>

an Action Item immediately following the Consent Items.

- A. Approval of Minutes*:*** Minutes from regular Meeting of July 23 24, 2020 and Special Meeting of August 18 , 2020.
- B. School Staffing Plan 2020-21*:*** Updates for the Staffing Plan.
- C. 2019-20 Year End Financial Statements and Unaudited Actuals*:*** Designation of School Director to review and submit 2019-20 Unaudited Actuals for fiscal year ending June 30, 2020, in state's alternative form, to be based on final June financial statements and to be submitted by Sept. 15 to CUSD.
- D. Approval of Update to Education Protection Account Spending Plan*:*** Annual update to verify funds spent from state's Education Protection Account and plan for 20-21 for these funds.

There was a motion to approve the consent agenda items, which was seconded and approved unanimously by a roll call vote.

6

INFORMATION ITEMS: Reports

A. Faculty Update: Update on Faculty activities.

Jeannie Lee is no longer the faculty rep due to the restructuring of the board positions, but this month she will report, and plans to continue to make her role on the board this year more clear. Teachers have been in online meetings all week and are modeling good Zoom structure while holding the trainings in a similar rhythm to what the school schedule will be. The Waldorf training also started recently via Zoom and modeled a "remote school learning day". The plans are being pulled together gradually as everyone prepares for the start of school.

B. Parent Cabinet Update: Update on Parent Cabinet activities

Board member Amy Capelle is still active with Parent Cabinet, and so she gave an update. The first PC meeting of the year took place, with good turnout. They are In need of 3 positions on the executive team. There are some candidates but the group would rather allow newer parents to have a chance. The 3 open positions are: Communications co-lead, VP and Secretary. They will be sending out requests for PC reps and room parents soon. If teachers can help identify parents that will be helpful. They are planning some "social distancing" events, such as Harvest Faire with take home kits, plus Fairy Market and book faire online. The format will be different but they want to use familiar events to build community when this is so important right now.

They have some new fundraisers that are electronic, like Scrip, and supporting local businesses through restaurant purchases. Ther is a Journey School T shirt and "labels". The next meeting is Sept

9. PC believes that using parent square will be very important this year.

- C. **Administrative Update:** *Report from School Director, including update on back to school staff training, Waldorf training program, facilities, Race and Culture Committee, etc.*

Gavin Keller reported that there has been a busy summer of hiring and training. Some staff members have new roles. There is a campus steward now. They found a new violin teacher who is very enthusiastic. The 7th grade main class teacher has been a long time sub for the school. There is a new interventionist, especially focused on math and science, for middle school. They hired a new art teacher for the upper grades with a lot of experience and who has an art credential. There is a second interventionist for tutoring small groups in math and ELA. There is a school nurse on staff now. She will support the front office as well as all the medical needs. The new 4th grade teacher has been working for the school in the past. The new K assistant is a long time parent. New 1st grade teacher, who has 15 years of experience as Waldorf teacher, has taught all grades. The staff is very strong regardless of the setting they will be working in.

Welcome Back meetings for teachers took place this week. Staff have been asked to focus on: embracing the challenges ahead, reaching out to each other to collaborate, and being flexible. The amount of change is difficult for an educational program that values consistent rhythm. “Big Rocks” for the year are community, diversity and social justice. There has been an increase in confidence in the use of appropriate technology to provide a Waldorf program. The Race and Culture Committee met once and will meet monthly to support the community with ideas to address short and long term goals around equity, inclusion and social justice. The Waldorf Certification training program opened last week. The quality is excellent and comparable to any other program nationally. There are 21 teachers participating, including all the new teachers, and support staff such as specialty teachers are also participating.

Gavin also reported on updates to the school facilities. Handwashing stations have been delivered on site and need to be installed. Most likely Journey will use CUSD plumbers as it will be better for the long term. A large shade structure is being installed for the pick up and drop off area, which is on wheels. Gavin is getting bids for the small area in front to have a gate/fence installed to help control access. There is a request to change the HVAC filters quarterly by CUSD, if they are not able to, the school may fund this. The air filtration units are in place for each building. The plan is that the air circulation systems will run 24/7 so there may be an increase in electric bills.

Finally, Gavin gave an update on the PPP loan, and let the board know that there has been no release of the application for loan forgiveness yet.

- D. **Financial Update*:** *Report on 2019-20 year end close of financial statements, plus any budget updates.*

Larry Tamayo presented the year end financials for June 2020. The school was about \$52K positive

for the year, which was close to projected. This will help in future years for when funding may decrease and it helps build up the reserve. The cash balance is healthy and will help with use during deferrals. Part of that is the PPP loan which is being spent now. The reserve can be used in a year when expenses exceed revenue. There are some requirements by the school's authorizer but the school has discretion to spent it when needed for economic uncertainty. The higher cash balance allows the school to not have to borrow money for cash flow purpose when state funding is significantly deferred. This financial info will be submitted to both CUSD and to the county and state. The school has a healthy financial picture. The Learning Loss Mitigation Funds were released and more information on appropriate expenditures has also been published. These funds include over \$250K to help offset all the expenditures needed to set up the school for distance learning and re-opening. Most of these funds must be expended by December 30. These are primarily federal funds. There was a discussion about how the school will get funded for 20-21 under the state budget rules. Gavin reported that the enrollment numbers are lower than how the school ended last year, so this unusual 2020-21 funding model will be advantageous for the school. There are currently 566 student of which 77 are in the independent study program. There were questions about the effect of attendance on this year and possibly 21-22 funding. Larry will be providing a budget update next month.

7

PUBLIC HEARING

A. *Learning Continuity and Attendance Plan (LCP)*: public hearing to consider input on the draft of the LCP*

Gavin Keller presented the background on the Learning Continuity and Attendance Plan. A public hearing is required. What is being presented is a draft and stakeholder input is being sought. The input will be summarized in the plan before it is finalized from different groups. It is also posted on the school's website. The state template was used to develop the plan. A lot of the details are drawn from the school re-opening plan. He described the multi-tiered support that students will be able to access. The actions and costs are listed. Some are actual costs and others are estimates and will be included in the budget revision. The final version will need to be approved no later than September 30.

The Public Hearing opened at 7:36 and closed at 7:37, there was no input from members of the public.

Input from the board included adding IT support as a service to the plan.

SCHOOL OPERATIONS (Discussion/Action):**A. School Re-opening*:** *Update on school reopening and additional plans for Fall 2020.*

Gavin Keller reported that this is a constantly evolving document. New requirements from the state have been added to align to state guidelines. There are estimates of the costs for this plan. The remote learning plan has a prescribed daily schedule. This will involve daily synchronous engagement. The rhythm for grades 1-5 will be similar to the schedule regularly seen with in person learning. All specialty classes will be offered with appropriate modifications. Each lesson will have some live instruction. Zoom will be used for most of the synchronous learning opportunities. A hybrid program is still under development due to the focus and time put into full development of the remote learning plans. The Reopening Committee is working hard. Some elements are also being negotiated with JTA. One challenge is working with students who continue full distance learning while others are back on campus, especially without changing the student's relationship to their normal main class teacher. Based on a regional decline in COVID cases recently, the school could potentially re-open in a couple of weeks, however, with what needs to be done and with the need for teachers to get comfortable with remote learning, which will be continuing for a long time even if in a hybrid model, the earliest that a hybrid model with some in person instruction could even be considered is October. Child care at a relatively low cost will be available on campus next week. Some students will be eligible for free child care. The Waldorf specialty classes will actually be easier with fully remote vs. a hybrid model, due to cohort and scheduling issues.

There was a board discussion about the timing of how long distance learning might last and when a decision about moving to a hybrid model would need to take place. There was a discussion regarding the child care options and costs and funding options as well as the amount of interest from families. There are currently 20 Journey students who will use the child care program being offered. The provider will facilitate access for students to the remote learning offerings.

The plan will be brought back at a future meeting before a decision on a date for in person learning would be made.

B. 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 presented the options for outdoor structures for classrooms for when a return to campus takes place. The options presented are within the guidelines of the district. These are well built and sturdy and have a 5 year warranty. Approx. 40 of these 12X12 canopies are needed to accommodate the outdoor component of the hybrid plan. He also pointed out a quote for a permanent shade structure and the difference in cost. 40 tables are needed for 4 students each, including acrylic barriers. There was a discussion about the different ways this could be set up to provide the advantages of

outdoor areas with some protection from weather. There was a discussion regarding the timing of delivery of these items.

Based on the ongoing discussion about when there might be a return to on site instruction, the board wanted to research the ability to return the items if a purchase is made now. The furniture purchase was therefore tabled until next month.

There was a motion to approve purchase of the temporary tents, which was seconded and approved unanimously by a roll call vote.

C. *COVID Workplace Safety Policies and Procedures: Review initial draft of policies and procedures related to safe return to work for school re-opening**

Gavin Keller presented an outline of the procedures, which serve also as the school's COVID response plan. This will also be referenced in the MOU with JTA. He is working to develop a more limited point of entry so that health screenings can be done for anyone coming on campus. The procedures have been developed in consultation with the school attorneys. There was a discussion about the various screenings that would be needed.

This was an information item but will be brought back at a future meeting for action.

D. *Worker's Compensation Insurance Renewal: Discussion and action to renew insurance for 2020-21.**

Gavin reported that there are some cost savings to the policy this year, using the same provider as in previous years. Low claims were the primary reason for the reduction. He reviewed the costs with the Board. It was noted that under the Governor's executive order, COVID claims from employees can be covered if the employee was asked to report to work in person.

There was a motion to approve the policy which was seconded and approved unanimously by a roll call vote.

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

A. *Acceptance of Resignation from Board from Anna Brown*

The Board thanked Anna for her years of service to the school and the board. Anna thanked everyone for the support of the community and the opportunity to serve. Receipt of her resignation was acknowledged by the board.

B. Board Composition and Nominating Committee: Discussion of Advisory Position update, as well as board vacancies and timing for Nominating Committee work

There is a process now underway for an advisory rep from Parent Cabinet. They plan to vote for a nominee on September 9. A similar process is underway for a faculty advisor. Since it is a new process everyone has agreed to have the candidates meet with the board Nominating Committee. It is recommended that after nominations are made, that the board then vote to accept the nominated advisors.

There was a discussion of characteristics to round out the expertise on the board. Having someone from outside the immediate community as a replacement for the current and next board opening is desirable.

There are some potential candidates for board positions, and so the Nominating Committee will begin screening them and report back at the next board meeting.

C. Board Officers: Review of Officer positions, with any needed changes to officers

Julie Chiaverini is comfortable moving into the President position until the end of her term in December.

The board is comfortable leaving the VP position open for now.

There was a nomination for Julie Chiaverini as President. There was a motion to approve the nomination, which was seconded and approved unanimously by roll call vote.

10 **CLOSED SESSION:** The meeting will now convene to closed session to discuss the matters described below:

These items were tabled.

1. **Pursuant to Government Code §54956.9 (1)(d): Existing Litigation:** WCAB Case No ADJ13330775
2. **Pursuant to Government Code §54957.6: CONFERENCE WITH LABOR NEGOTIATORS:** Update on MOU for 2020-21 from JTA

Employee organization: Journey Teachers' Association/CTA

Agency designated representative: Gavin Keller

11 **Adjournment**

The meeting was adjourned at 9:25 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.***