

*Journey School*  
*A California Public Charter School*

**Thursday, December 2, 2021**  
**REGULAR MEETING MINUTES**  
**Approved on January 27, 2022**

**6:00 p.m.**

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

*(949) 448-7232*

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

***NOTE: The meeting was conducted in person at the Journey School campus. Members of the public wishing to observe and/or contribute were able to participate in person at the school .***

***BOARD MEMBERS:***

*Amy Capelle, Council President: Present*  
*Melissa Dahlin, Board 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: Absent*

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

	<b>AGENDA ITEM</b>
1	<p><b><i>Call to Order and Roll Call</i></b></p> <p>The meeting was called to order at 6:05 pm.</p>
2	<p><b><i>Inspirational Passage</i></b></p> <p>Alanna Hayde read a poem/speech about bringing light into darkness and the country by Amanda Gorman. She is using this in her class for the winter season.</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 .</p>
4	<p><b><i>PUBLIC COMMENT: Members of the public may contribute public comment.</i></b>  <i>Reminder: See policy above for time guidelines.</i></p> <p>The following people addressed the Council:</p> <p>Parent Kara Ray expressed appreciation and gratitude to the entire school. As a new parent coming during COVID, she really felt comfortable with her student being here and that the school has been truly holding the Waldorf values.</p> <p>A second parent also expressed appreciation for the program and how happy the students are when they get home.</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> <p><b><i>A. Approval of Minutes*:</i></b> Minutes from regular meeting and board retreat on October 28</p> <p><b><i>B. First Interim Financial Report*:</i></b> Approval of First Interim Report, based on financial information including budget and actuals, through October 31.</p> <p>Item A was removed from consent agenda.</p> <p>There was a motion to approve the remaining item consent agenda, which was seconded and approved unanimously.</p>

For Item A there was a correction for the minutes, from board member Jeanne Lee. She noted that grade level representatives were trained in Illuminate and will be supporting other teachers in administering the tests, rather than all teachers receiving the training.

There was a motion to approve Item A with the correction to the minutes, which was seconded and approved unanimously.

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

A. **Board Strategic Planning\*:** Topics: Role of the Board and review of charter outcomes.

The topics for this session are intended to be the role of the Board in the organization, and the student outcomes, which are in the charter.

Amy Capelle led the discussion. Her first guiding question is whether the board is fulfilling its role in supporting the mission and vision. She invited board members and administrative staff to report on their insights and perceptions of the reading materials. There was a discussion regarding governance vs. management/administration. The guidelines are helpful and should help keep the board meeting topics more directed. The focus on student success can guide the time spent during board meeting, with less focus on administrative or implementation areas during board meetings. Several board members commented on the areas where the board is doing well. There was a comment that during the pandemic the board was more engaged in day to day, but that was more necessary during unprecedented times and that it is different when administration is seeking guidance from the board. There was a discussion about the role of board members as representatives of the public because the organization is a government agency. There was a request to consider having other school stakeholders give regular presentations to the board, such as students. The board members commented on the important role of the parent and faculty advisors in bringing stories from the community to the board. Gavin Keller remarked that he would like to begin bringing different student outcomes on a more regular basis to board meetings, and that Illuminate Education might assist having more data.

There was a discussion about how to better look at alumni data, such as where students are going after Journey, how a Journey “graduate” is defined, what students believe they got from the program, and how students are doing after they leave Journey.

There was a comment that there may be an increasing disconnect between the board and the faculty and possibly other stakeholders.

Next, the board reviewed the student outcomes from the charter. There were some questions which Gavin and Shelley addressed. The board members expressed their intention that the discussion is not intended to add work to administration but rather to find a good balance for when and how to report student outcomes that are in the charter.

Several ideas for ways to improve the measurements were discussed. There was a comment about be mindful of equity in looking at areas of support for students.

The board will continue these discussions in the next several meetings with the intention to have this inform the budgeting process to support the school mission and vision.

**B. Board Meeting Locations\*:** *Review of updated rules for meetings, including teleconference locations, and consideration of in person meeting for December and January, with adoption of Resolution of State of Emergency per AB 361, if needed.*

The Board discussed the options for holding a special meeting in December. If there are certain health risks or social distancing orders the board could meet virtually. The board would need to make a declaration about the state level emergency and what the social distancing orders are that are currently in place OR the board could follow the regular Brown Act rules about teleconference meetings.

If the Board does adopt a resolution under AB 361, it would be in effect for a 30 day window, which would start December 6, 2021 and end January 6, 2022.

After discussion, the Board decided to use the regular Brown Act rules for a teleconference meeting. To engage the public, the board will hold the meeting via Zoom webinar and post the Zoom information on the agenda, which is shared with the community in several ways. The agenda will list each teleconference locations, and board members can come to the school site if they want, which will be an additional teleconference location.

**C. Board Meeting Calendar\*:** *Addition of special meeting in December.*

The Board checked availability and a short meeting at noon on December 13 would work.

There was a motion to approve addition of the special meeting on December 13 at noon, which was seconded and approved unanimously.

**D. Council Nominating Committee:** *Review of any updated search activities for vacant Council position.*

Amy Capelle reported that the potential candidate she has been working with won't be available until the middle of next year, so asked the Board about waiting or bringing on an additional board member. Amy reported that former board member Warren Whitaker would be willing to serve temporarily as a fiscal advisor to the board. He could review any fiscal information and provide a written report to the board to assist while there is no treasurer. In addition, Michelle Whitaker might be interested in serving as a board member in the future. Amy reminded the board to continue to network to try to recruit additional board members, especially with people with fiscal background since the Treasurer position is currently vacant.

7	<p><b>AUDIT:</b></p> <p>A. <b>2020-21 Audit Report*:</b> <i>Review and acceptance of annual audit report for the previous fiscal year.</i></p> <p>Larry Tamayo reported to the Board about the audit report. He reminded the Board about the topics covered in the annual independent audit. There are no findings or deficiencies, no issues with compliance, and no audit adjustments were needed.</p> <p>There was a motion to accept the audit for the 2020-21 fiscal year, which was seconded and approved unanimously.</p>
8	<p><b>INFORMATION ITEMS: Reports</b></p> <p>A. <b>Financial Update*:</b> <i>Report on October financials and first interim report.</i></p> <p>Larry Tamayo reported on the October fiscal information. He commented that the final attendance reports for Month 3 were not ready yet, so only Months 1 and 2 are shown. He reviewed enrollment and ADA. He has re-forecasted the final ADA for P2 but if attendance rates come up over the next few months that could change. He reviewed the revenue and expense actuals and forecasts. The final report on student demographics for unduplicated pupil funding will be done soon and he will report on whether there are positive or negative impacts this year. There are some additional federal funds available this year as well as in future years. He reviewed the cash balance and forecast. The school would currently be ending in a negative position if current trends continue. However, the school has a strong cash reserve which could be used if needed. There were discussions about various fundraising opportunities and the role of the Board and the Foundation.</p> <p>B. <b>Faculty Update:</b> <i>Update on Faculty activities.</i></p> <p>Faculty advisor Alanna Hayde reported on the Fall Festival activities, and how beautiful they were. The Student Council organized a field day which was student run and very well organized. The 8<sup>th</sup> grade did a business math block and created their own businesses and raised money for their class. She reported on the class rotations going on at middle school. She reported on 5<sup>th</sup> grade activities as well. She asked about site instructor availability before school to help students with homework. She commented that our substitute pay may not be competitive with other schools.</p>

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

Amy Capelle presented the report on behalf of Vivienne Benjamin. Lantern Walk took place off campus. Spiral Walk will take place inside classrooms. Read a Thon is coming up. The annual auction will be a casual, fun get together for parents only, due to COVID restrictions.

D. **Administrative Update:** Report from School Director, including update on school re-opening, CAASPP assessments, CUSD/authorizer official visit, facilities use agreement, etc.

Gavin Keller noted that the student testing data is still not publicly available so he will report further in a future meeting. The Illuminate testing is being implemented and most classes have completed the first round which will serve as a baseline. They will eventually be doing the assessments three times a year, but this year it will likely be twice.

Gavin reported that the CUSD annual oversight visit is coming up. It will be with Heidi Crowley, the current charter liaison, as well as Cary Johnson, a new administrator who will be taking over those responsibilities.

Gavin reported on the current Facilities Use Agreement with CUSD, and that the drop in enrollment could result in an increased cost for using the space, or a reduction in classroom availability.

The annual fundraising campaign just started up and there is a goal of 100% participation regardless of the amount given. Total to date is \$75,000, of which \$20,000 was raised in the last two weeks. So far 92 of 376 families have participated. There was a discussion regarding various ways to improve how to market the campaign and get the word out.

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**SCHOOL OPERATIONS: Discussion/Action**

B. **A. Enrollment Update:** Update on enrollment projections.

Gavin Keller reported that there are about 5 more students who enrolled recently, and they will still continue to add if there is a demand. Enrollment efforts include magazine articles, paid social media, and encouraging word of mouth efforts. There was an open house yesterday, with a lot of Kindergarten and independent study families in attendance. Some applications were submitted, some for this current year and others for next year already coming in. Interest seems higher than last year, but still not as high as pre-pandemic levels. He reported on the state's push for TK and universal public school for 4 year olds. As this program rolls out, the school would have an increased pool of younger students. The shift in age range will impact the way the program and entry points will work, so discussions around that will be taking place this year. For example, the Kindergarten classes may fill up with "Junior Kindergarteners" who then do two years in the

Kindergarten program, rather than adding older students who would only do one year of Kindergarten.

C. **B. COVID 19 Response:** Discussion and any necessary Actions related to response to COVID 19 public health situation, including relevant updates and/or purchases.

There were no required actions this month, so this item was tabled.

D. **C. Educator Effectiveness Expenditure Plan\*:** Review and discussion of plan required for new sources of restricted funds.

Gavin Keller reported the school will receive about \$108K to spend from this grant, and it can be spent over five years with an approved plan. He reported that the school values professional development and will continue to do so, and these funds can help support that effort. He reviewed the various things that the school has traditionally spent funds on for training and professional development. These funds will help maintain this support in future years, even if other budget restrictions come into play in future years. The school will still be spending additional funds on professional development in addition to this particular source.

The final plan will be presented at a special Board meeting in December in order to adopt it prior to the December 31 deadline. The law requires that the plan be presented at one meeting and adopted at a separate meeting.

E. **D. Journey School Proposed Articles for Collective Bargaining Negotiation \*:** Review to "sunshine" Proposal from Journey School of articles for negotiation during 2021-22.

Gavin Keller reviewed the memo with the Board and reported that the articles that Journey plans to negotiate on will be Article 1, Article 5 and Article 20, and Article 21. Gavin Keller is requesting that he be designated as the lead negotiator.

Board member Jeanne Lee abstained from voting on this item. There was a motion to approve the designated Articles for negotiation and designate Gavin Keller as the lead negotiator, which was seconded and approved unanimously.

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

The Board entered closed session at 9:15 pm. Gavin Keller and Franci Sassin were invited into closed session based on their work in the matter.

	<p><b>A. Pursuant to Government Code §54956.9 (d)(1): Existing Litigation:</b> OAH CASE NUMBER 2021060511 and OAH CASE NUMBER 2021060356</p> <p><b>RECONVENE TO OPEN SESSION:</b> The meeting was reconvened to open session at: 9:18 p.m.</p> <p><b>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION</b> (includes the vote or abstention of every member present) No action was taken during closed session.</p>
11	<p><b>Adjournment</b></p> <p>The meeting was adjourned at 9:20 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.*