

**Journey School**  
**A California Public Charter School**  
**December 9, 2020**  
**SPECIAL MEETING MINUTES**  
**Approved January 28, 2021**

**6:00 p.m.**  
*Via Zoom Webinar*

*This meeting was noticed and was 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](http://www.journeyschool.net)

***NOTE: Board members conducted the meeting via Zoom using the Webinar format. Members of the public were able to participate in the Zoom meeting by accessing the webinar.***

**BOARD MEMBERS:**

*Julie Chiaverini, Council President: Present*  
*Amy Capelle, Council Treasurer: Present*  
*Richard Martin, Council Secretary: Present*  
*Jeannie Lee, Board Member: Present*  
*Melissa Dahlin, Board Member: Present*

**ADVISORY POSITIONS:**

*Alanna Hayde, Faculty Advisor: Present*  
*Vivienne Benjamin, Parent Cabinet Advisor: Present, arrived at 6:10 pm*

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

<b>AGENDA ITEM</b>	
<b>1</b>	<b><i>Call to Order and Roll Call and review of Webinar processes</i></b>  <i>The meeting was called to order at 6:03 pm. The webinar functions were reviewed.</i>

2	<p><b><i>Inspirational Passage</i></b>  Julie Chiaverini shared a website called “Becoming Unbusy” which can help with slowing down the pace of life, especially in unusual times like these. The website has 3 documentaries to watch with your family. One is on kindness, one on minimalism and the third is on surviving on \$1 per day. She encouraged others to watch to be inspired, especially during the holiday season.</p>
3	<p><b><i>Approval of Agenda*</i></b>  <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 COMMENT: Members of the public may contribute public comment via Zoom Webinar.</i></b></p> <p>Jessica Monroe, a parent at Journey wanted the Council to know that she is grateful for the K-2, 4 full days on campus. She is hoping the school will be able to bring the upper grades back as soon as possible. She knows the students are really looking forward to that. When students are on campus she is asking that the teachers would also return to campus because the students really want to have their teachers in person as well. The same level of learning is not being achieved with the current model, because the teacher is still on a screen, even if it is a bigger screen.</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 October 22, 2020.</li> <li><b><i>B. School Staffing Plan 2020-21*:</i></b> Updates for the Staffing Plan.</li> <li><b><i>C. Job Descriptions*:</i></b> Approval of updates to various job descriptions.</li> <li><b><i>D. First Interim Financial Report*:</i></b> Approval of first interim report for submission prior to December 15 due date.</li> <li><b><i>E. Master Agreement Updates*:</i></b> Updates to the 2020-21 Independent Study Master Agreement</li> <li><b><i>F. Workplace Safety Procedures*:</i></b> Approval of procedures and guidelines, particularly for COVID related workplace issues.</li> </ul> <p>There was a motion to approve consent agenda items A-F, which was seconded and approved unanimously via roll call vote.</p>

**INFORMATION ITEMS: Reports****A. Faculty Update:** *Update on Faculty activities.*

Faculty advisor Alanna Hayde shared that faculty is adjusting to the schedule. Teachers are focused on the community and trying to keep that strong during this season. There have been creative ways to do the music/strings program but challenges are internet connectivity and the lack of ability for students to hear each other play together. There is still work being done on how the hybrid would work for music. The music team has made themselves available on campus to help parent tune instruments. Routine supply pickups are happening to send out supplies regularly to families, even if there are some challenges, such as some families who can't pick up supplies on the designated day. They are finding creative solutions for these. Faculty is trying to keep winter traditions alive, such as finding a way to do the Spiral Walk virtually using some of the ceremony at home and possibly some via Zoom. The site support staff have been really great and a wonderful support for the teachers. The grade bands are meeting together regularly and there is an allocation of time for planning and meeting. Plans are being made for the upcoming months, such as Black History month. The buddy program is not yet up and running and staff is still trying to figure out how it will work in breakout rooms on Zoom with students of different ages. Alanna reported that overall faculty is doing a good job making things work, however there is some anxiety and mixed emotions about what the next steps of reopening and the workload overall is high. December is usually a difficult month even in a regular year.

**B. Parent Cabinet Update:** *Update on Parent Cabinet activities, including parent survey results regarding reopening*

Parent advisor Vivienne Benjamin reported that PC met today. Updates were provided on the upcoming events. Harvest Faire brought in over \$3K which exceeded expectations. Fairy Market is underway and orders are being accepted through Dec 16. They need another 20-30 orders to help out, and a reminder will go out to make a voluntary donation. They are working on a way to creatively provide incentives to students to participate, such as a local bakery to provide treats. April 17 is the date set for the annual, which is planned as a virtual event. PC approved a motion to support a holiday offering for the specialty staff. PC received an update on the Race and Culture Committee. The Spiral walk preparation took place with PC support, and kits are going home to families.

**C. Administrative Update\*:** *Report from School Director, including update on school reopening, CalSAAS reporting, ELPAC testing, school community building efforts, race and culture working group, enrollment, etc.*

Gavin Keller provided a verbal update. He expressed gratitude for all staff who are working above and beyond and taking on tasks that are new in order to meet the school's needs. These efforts are paying off with the quality of the program given the current situation.

The state reporting on teacher credentials is taking place now via CalSAAS. He gave a brief summary of how the system works. Any exceptions are reported and an explanation is provided back to the monitoring agency, which is CUSD. The 19-20 year was a trial year and the first operational year will be 20-21 and data will be reported publicly for that year. He commented on the challenges for the assignments for many of the charter's program. At Journey the middle school model is more like a "self-contained" classroom. It was noted that even if the charter uses the flexibility for charter teachers it may be reported as a misassignment.

Gavin reported on the state testing system which will include science testing. They are still scheduled to take place this spring and there is no guidance yet on administering testing to students who are doing remote learning. ELPAC testing has been taking place.

There are 504 students enrolled currently, with 64 of those in independent study. Enrollment is low as some students have left. Administration will be evaluating the current policy to have enrollment closed during COVID. There is the possibility of overallocation fees from CUSD if enrollment drops too low, per the Facility Use Agreement with CUSD.

72 students in hybrid in K-2 came back to campus on Nov 12. There was a lot of excitement. The plan was to have the other grades come back on Nov 18, but that was not able to be implemented because on November 16 the new orders from the public health department were put into place due to the pandemic surge. Gavin sought guidance from CUSD and also received legal guidance that in order to continue with reopening a request needed to be made to OCHCA for partially reopened school. Therefore the rest of the reopening was postponed until further notice from OCHCA. There are 136 students in grades 3-8, plus the Independent Study K who wish to return and are not able to do so. With the COVID 19 rates continuing to rise OCHCA will not be considering any waivers or requests to continue reopening until the county returns to a lower case rate.

The health and temperature screenings are taking place for all students coming to campus. Handwashing takes place throughout the day and new stations are very helpful. The campus sanitation is going well. The school has mask and handwashing and social distancing guidelines. Students are following these well, although it is difficult to maintain social distancing during recess outside. The technology has been working well overall. 22 of the 72 are on campus 2 days a week and the other 50 are on campus 4 days a week. When the return first started the numbers were opposite, so over time, many have decided to switch over to be on campus for 4 days. The on campus numbers are very manageable. There has been a need to quarantine some students who have had exposure but no closures have been needed. The site support staff (Site Instructors) are supervising their assigned classes and also drop off/pick up and recess. The Strategic Kids staff has been doing a great job. The K and 1 Journey aides support those grade as Site Instructors.

There is a COVID Dashboard on the school website. One metric displayed is the number of students who have tested positive, but all of those so far have been in remote learning. 296 students K-8 chose to remain remote.

Regarding the students who have withdrawn, about 25% have moved out of state, about 25% have gone to private school, about 25% are doing homeschool on their own and the others have gone to other public schools with on campus options. There is also some exit due to state immunization rules and some normal attrition at middle school that happens every year. Some who have withdrawn still have a sibling in the school. Anyone who wants to return would need to go through the application and lottery process.

There is an interest from the Council to see the enrollment changes each month and any patterns that might be seen.

*D. **Financial Update**\*: Report on October financials and first interim financial reporting*

Larry Tamayo presented a review of the financial information, including a reminder that funding will be based on last year, so declining enrollment this year won't effect this year, however it could create an effect in the future. The deadline for counting 'unduplicated students' was extended. On the budget forecast, the expenses are actually projected lower than budgeted. The cash reserve is healthy, but this will be needed for the significant spring deferrals, including one that won't be paid until Nov 2021. However, the majority of the LCFF funds come via CUSD for in lieu property taxes, which are not subject to deferrals. The budget process for the next fiscal year will start in January when the state releases it preliminary budget plan. There were some questions from the Council about the cash reserve and the cash on hand projections.

7 **SCHOOL OPERATIONS (Discussion/Action):**

*A. **Budget Overview for Parents**\*: Review and approval of required document, including 19-20 and 20-21 budget information.*

This is the second year of this required report. It is supposed to be included in the LCAP but since that was suspended, it is not linked to the Learning Continuity Plan and First Interim. The budget info is in the state required template. It includes 20-21 information and has information about funds in the LCP and funds for the unduplicated students with high needs. There is also a report on the 19-20 spending. This is all fiscal info that has been presented but now is just put into the state's format for this particular report. It is due December 15 to the authorizer and must also be posted on the website.

There was a motion to approve the BOP, which was seconded and approved unanimously via a roll call vote.

The Board took a 10 minute break at 7:26.

*B. **School Re-opening**\*: Update on school reopening and additional plans for the 2020-21.*

Gavin Keller updated the board on the changes to the plan which is currently underway. The changes were based on the reopening committee work of the past weeks. There has been a

discussion about the teachers coming back to be on campus with students, but this is a vision for when the time is right, since currently the pandemic surge will mean that the current model will stay in place for the immediate future. The biggest challenge is how the school can maintain the same rigorous structured classes throughout the school day, rather than an asynchronous model for the students who are off campus. Synchronous learning helps move students through the state standards more efficiently and effectively. Another challenge is keeping the relationship strong for students choosing remote learning and not removing students from their usual teacher. To accomplish this the best option seems to be a livestream option from the classroom. The school would also use the same technology for specialty programs, where the teacher will zoom into the classroom. Many remote learners would return to campus if the teachers are present. Therefore there would be more than 14 students attending so there would be 2 cohorts needed, with rotation in and out of the classroom. In the proposed model there will need to be a limit on the time in the classroom with the teacher to 2 days, and the outdoor classroom would be used for students who are on campus 4 days a week, while other students would be home the other days. With these logistics, the teachers would be in contact with 2 different cohorts of 14 or less. If there was an exposure both cohorts would need to quarantine. The outdoor tents could be placed outside each classroom so they would be physically close together. The scheduling would remain the same and program the same. The main difference is where and how main class teacher is interacting with students and adjusting to the increased number on campus. It may be possible that teachers work in the outdoor classroom areas. Details still need to be worked out such as the way the middle school schedule would work in order to keep the cohorts siloed. The guidelines for teachers would follow agreements made with JTA. Some enhancements to the campus would be needed to implement. The proposal for teacher return to campus will be brought back at a future meeting. There was a discussion about the challenges for the students working outside and for the students at home when the teacher is livestreaming from inside a classroom with masks on. Another concern was for how singing would work. There was a discussion about the state guidelines for when and if schools would need to close based on case rates. Gavin commented how valuable the school nurse position has been.

*C. **COVID 19 Response\***: Discussion and any necessary Actions related to response to COVID 19 public health situation, if any.*

There are no actions needed at this time, so this item was tabled.

*D. **Internet Network Upgrade Project\***: Review and approval of network upgrades to the school facility to accommodate additional bandwidth.*

This project could be funded in part by the CARES Act LLMF funds that must be spent this year. The infrastructure is very old and unreliable and this has become more obvious with the

current situation. If the school goes to a livestream situation the burden will be severe. The challenge is to install upgraded equipment in old portable buildings. Most of the equipment can be moved from one location to another or one building to another. One part of the proposal is to have the ability to turn off the internet signal when not being used in each classroom. Gavin reviewed the proposal and different bids. He is recommending moving forward with the Black Tiger proposal and the work would take place in January and can take place outside of school hours and would not interrupt the current internet service.

There was a motion to approve Black Tiger proposal for fiber network installation, which was seconded and approved unanimously by roll call vote.

The board took a 5 minute break at 9:17 pm.

*E. Strategic Kids Contract and Journey payments for child care\*: Update and discussion regarding after school care and/or child care partnership including any necessary actions regarding ongoing service agreement and scholarship funding for Journey students.*

This item was heard before item D. Adam Brody of SK was present to participate. He provided an update on the aftercare. 23 students have received scholarships, about a \$8K value, some full and many partial. The weekly needs have been reduced due to the on campus options. There are some students with SK 5 days a week. The estimated cost is \$600 per week to cover the need based scholarships. SK is providing 14 Site instructors and they are very excited to work with Journey. The staff are often used to take a few students aside OR take the majority of the class while the teacher pulls a few students aside. They are interested in feedback and they will be as flexible as possible.

Gavin reported that some of the SK staff are also supporting students remotely. Because of the delay with in person return for grades 3-8, when the SK staff are able to sub elsewhere it does create a cost savings, however there may be some concerns about the stable cohort model. There are funds budgeted for partial year for all 14 staff 4 days a week. Additional funds would be needed to add additional days/hours. If the Site Instructors are needed through the end of the school year then that would affect the overall ending balance for the year. If the 3-8 grade return to campus is delayed then the staffing would not be needed. However, the school is interested in the extra support at least for the next several school weeks. SK needs additional direction on when the school wants to use those who do NOT have in person students, since it is a cost savings to have those instructors subbing elsewhere. It was noted that the teachers need more communication about when they will have site instructors. Gavin can work on a rotation to make things more consistent.

There was a motion to approve expenditures for all 14 Strategic Kids site instructors through the

end of January, and to approve additional funds for support for site instructors to work for Journey on Mondays if needed. The motion was seconded, and approved unanimously by a roll call vote.

There was a discussion about continuing the scholarship funding for day care at \$600 per week for Monday care, plus the 3-8 grade students who need care T-F. If students are back on campus only \$400 per week would be needed and Adam is willing to prorate the billing as soon as all students are able to return.

There was a motion to approve up to \$600 per school week to pay for childcare with SK, through the end of January, which was seconded and approved unanimously by a roll call vote.

***F. Memorandum of Understanding with Journey Teachers' Association for COVID***

***related work issues\****: *Approval of final version of agreement on COVID MOU with JTA.*

Gavin reported to the board on the negotiations over the past months. Tentative agreement on the MOU was reached a few weeks ago, the JTA has already ratified this and so the last step is for the Council to ratify it. This is in addition to the current CBA to specifically address issues due to the pandemic. Much of the MOU is capturing things that have already happened or are in place now. This was an equitable compromise agreement. There was a question regarding section 2.13 on teacher reimbursement and that this amount should cover any employer required expenses. There will be flexibility regarding the timeline to submit receipts due to the delay in approval. The workplace safety procedures are a companion to this.

There was a motion to approve the MOU with JTA, which was seconded and approved with a vote of 4 ayes and one abstention from Jeannie Lee, who abstained due to a potential conflict of interest as a member of JTA.

***G. Race and Culture Working Group proposal\****: *Update from R&C working group and review of partnership agreement with OC Human Relations*

Gavin Keller reported that the Working Group has been meeting monthly but because there are no experts in this area within the school community, progress has been slow despite the eagerness of the group to make changes. He noted that the organization can provide support in different phases and bill on an hourly basis. Because the proposal is very detailed, the school could use certain services that will have the most benefit. The Bridges program could be useful as it is already well respected in other organizations. Data analysis could also be very helpful. The group meets again tomorrow night. There are other groups which also provide some of this same work. There is some money budgeted for this type of work under the instructional consultant line. It



	<p>might be helpful to have this group start on some of the smaller tasks and decide later on a bigger proposal if needed. However, the group is interested in doing portions of the project, such as 40 hours or \$10K for the minimal work the school had expressed is the most important. Journey’s goal is to contribute to the larger goal of reducing systemic racism. The recommendation is to approve some initial funding and allow the working group to decide how to best spend those funds.</p> <p>There was a motion to approve up to \$10,000 for the Race and Culture working group to partner with the group or groups best suited to support their work. The motion was seconded and approved unanimously.</p>
8	<p><b>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</b></p> <p><b><i>A. Board Composition and Board Officers: Discussion regarding upcoming board openings</i></b></p> <p>Julie Chiaverini expressed that she is willing to stay on the board through June to support the school through the additional challenges of this school year. The Council will continue to look for potential new board members to serve starting next July when some board members terms will end. Anna Brown has volunteered to help with that process and to support the Nominating Committee’s ongoing work. There was a discussion about the qualifications needed on the board. Some commented that teachers and educational experts are well represented now, but those with expertise in finance and legal are needed. Both parents and teachers are well represented, therefore someone from outside the JS immediate community would be preferred. There was a brief discussion as to whether the board should select a VP officer, but at this time it was felt it is not needed.</p> <p>There was a motion to extend the term for Julie Chiaverini through June 30, 2021, which was seconded and approved unanimously by a roll call vote.</p>
9	<p><b><i>Adjournment</i></b></p> <p>The meeting was adjourned at 10:03 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.***