

Journey School
A California Public Charter School

June 24, 2020

REGULAR MEETING MINUTES

Approved July 23, 2020

6:00 p.m.

Via Zoom (including call in to Zoom Teleconference)

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 in the Zoom meeting by calling in to the Zoom teleconference number provided.

BOARD MEMBERS:

Anna Brown, Council President: Present
Julie Chiaverini, Council Vice President: Present
VACANT, Council Treasurer
Richard Martin, Council Secretary: Absent
Jeannie Lee, Educational Trustee Member: Present
Meggan Bunce, Parent Cabinet Member: Present

Staff members Gavin Keller, , Shelly Kelley, Amanda Snyder, Grace LaHatt were present. In addition, consultants Franci Sassin and Larry Tamayo (for his items) were present.

AGENDA ITEM	
1	<i>Call to Order and Roll Call</i> <i>At the beginning of the meeting, It was noted that the agenda had an incorrect listing for the zoom password for calling in, and so members of the public had difficulty getting in to listen and comment. A correction was sent out to all parents. The Board reviewed the norms for the meeting. The meeting was called to order at 6:25</i>

	pm.
2	<p>Inspirational Passage</p> <p>Gavin Keller presented the inspirational passage.</p>
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, which was seconded. The agenda was approved unanimously by 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>Parent Jessica Monroe had submitted a public comment for the board. She also gave the board some additional personal information about her experiences with COVID and wearing masks.</p> <p>A letter was also received by the board from parent A Duplopo regarding mask wearing at school.</p>
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 an Action Item immediately following the Consent Items.</p> <ul style="list-style-type: none"> A. Approval of Minutes*: Minutes from regular Meeting of May 28, 2020. B. Independent Study Policy Handbook for 2020-21*: Approval of changes for upcoming school year for the handbook supplement used for the Journey independent study program. C. Renewal of contract with OCDE*: Approval to renew contract with OCDE for STRS and PERS reporting. D. Ratification of Annual Charter Information Update*: Ratification of information provided to CDE annually. E. Renewal of contract with School Mint*: Approval to renew contract for enrollment and lottery software; the current vendor School Choice was purchased by School Mint. F. Food Services Agreement (MOU) with CUSD*: Approval of renewal of food services contract for 2020-21 school year. G. School Handbook*: Ratification of final changes to School Handbook for 2020-21 needed for charter renewal H. Charter Renewal*: Ratification of final changes to Charter Renewal document in alignment with Renewal MOU with CUSD for 2020-21 school year, including adding additional insurance coverage.

I. Collective Bargaining Agreement*: Ratification of final CBA between Journey Teachers' Association and Journey School

J. Administrative Consulting contract renewal*: Renewal of administrative consulting contract for 2020-21 school year.

Item 5E was tabled. There was a motion to approve all remaining items on the consent agenda, which was seconded and approved by a unanimous roll call vote.

6 **INFORMATION ITEMS: Reports**

A. Faculty Update: Update on Faculty activities.

Jeannie Lee reported that the 8th grade promotion ceremony went well, all teachers were present on their classroom ramps, families were very happy, the students came through in a car parade. Students received a special basket and looped through the campus. Teachers had a picnic after with social distancing as their end of year event. This ended the year on a positive note. Student reports have been completed. Now thoughts are turning to fall and admin is sending out info to the community as soon as decisions are made. The classrooms furniture has already all been moved.

B. Parent Cabinet Update: Update on Parent Cabinet activities\

It was reported that no Parent Cabinet meetings have taken place, but PC has been working on items such as auction results. Amy Capelle had some updates on current events but mostly on the volunteer appreciation event, there were teachers on the call for the meeting expressing gratitude. PC made \$22K on the auction, which exceeded the goal, especially given the circumstances of the online auction. PC still has a healthy reserve which will help, given the uncertainty of fundraising efforts next year. They are deferring some spending to be flexible and to see what the school's needs are coming into the fall when more is known about the school budget. There was a discussion at PC regarding systemic racial bias. PC is interested in engaging and leading in the work on this important area. The officers for next year will be Cassie, Lindsay and Clarabelle who are staying, and the other three positions are still open to fill in the fall.

C. Administrative Update: Report from School Director, including update on school closure and provision of educational services, enrollment update, update on PPP loan, commitment to anti-racism, 8th grade graduation, Waldorf certification training program, etc.

Gavin Keller reported that the end of the year was as positive as was possible given the cancellation of many special year end events that normally take place. He commented on the issues of racial disparity and efforts by the staff to take action to set an example. The staff is serious about making efforts to help end systemic racial discrimination. The school will be starting a group, posting resources, examining curriculum to look for hidden bias, organizing book studies, guest speakers, parent education opportunities, working

on lesson planning in certain classes like civics, offering middle school student clubs on diversity, with cultural learning incorporated regularly. The goal is for Journey School to be a model. The school wants to do more outreach to create a more diverse population of students and staff by adjusting hiring practices and outreach. This will benefit everyone.

The report cards were released, they used a pass/fail 'do no harm' approach. Teachers commented on what was completed and what might still be missing. Parents were informed of this and of access to Google classrooms which will be open with activities for summer, including teacher created work packets. Teachers may be able to address the unfinished learning and academic gaps to plan for reteaching. There will be an assessment in the fall also to see where each student is at the end of the summer.

School Mint was known as School Choice. Gavin wants to use School Mint because School Choice is not able to synch with Aeries, so he is looking at options to see if School Mint can take that over and take over customer service. If that is worked out, the contract will be brought back again.

Shelley Kelly shared an overview of the school's Waldorf certification program. Other staff members are working on it as well. It will be scheduled for three weeks in the summer, plus 5 to 6 practicums on weekends during the year, which will be very applicable to teachers. Some of the study work will be during faculty meetings. They have several Waldorf experts lined up to contribute as teachers/mentors. She reviewed in detail all the areas of study that will be included. Teachers are grateful for the opportunity and that PC is supporting it financially. Approximately 15 teachers will be participating in this cohort. They are working on an MOU similar to the one from the past that was used with teachers, which would ask for a year of service at the school if a year of training is paid for. There are two teachers who paid out of pocket for their tuition at the OC Waldorf school. The school is offering to reimburse those two since they did not have this opportunity.

Gavin reported further on the PPP loan, the time to expend the funds has been extended to 24 weeks so will allow the school to use all the PPP on payroll. This will help the budget significantly and will allow layoffs and program cuts to be avoided for now. There have been some attack articles about charters taking PPP funds in some counties, many of these articles seem to be based on misunderstandings of charter operations. The funds are being used exactly for what they were intended : to save jobs and protect programs.

AB 77 which is the budget trailer bill also establishes new laws on instruction and attendance. The school won't need to take attendance for funding, but only for academic and truancy reasons. These rules allow distance learning and hybrid combos. The school must meet the minimum of 175 school days. The instructional minutes would be waived, and the PE requirement is waived. There will be a new plan that needs to be adopted for learning continuity.

D. Financial Report*: Review of May financials and updates on state budget process.

The ADA was higher for the year than expected. Larry Tamayo reported that the earlier state cutoff for P2 was helpful to keep ADA high with a 95% attendance rate, which is above average. Larry reported that the forecast for rest of the year shows a projection of \$48K higher than originally projected. This will be put into reserves, especially for years with more uncertainty. The school did have COVID related expenses but also some savings from cancelled events. Additional funds from SB 117 were received of \$8K to help offset the COVID costs. Cash of \$1.39M is projected for June 30. The state payment deferrals have already started, so cash will be delayed.

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

A. School Staffing Plan 2020-21*: Review and consideration of the Staffing Plan for the upcoming school year.

Gavin Keller reported on the Staffing Plan developed for the upcoming school year. He reviewed the document. Some positions are funded but are open and will need to be filled. He commented on the needs of the front office, such as a first aid support person. He is considering looking for a school nurse to meet needs. He would prefer an RN but the person would not necessarily need a school nurse certification.

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

B. School Budget 2020-21*: Review and consideration of preliminary budget for 2020-21 fiscal year.

This item was moved and discussed right after the financial report. Larry Tamayo reported on the status of the state budget and the differences between the May revise proposal and the budget that has been very recently adopted by the state. The legislative version assumes federal funds and so does not have any decreases in funding. This week the governor and legislature came to agreement so that there will be no increased funding amounts, reflected as a zero COLA. There will be significant deferrals for a long time if no federal funds come through a stimulus. Also the school will be funded on 19-20 ADA rather than 20-21. Since the budget now is already showing a conservative enrollment and ADA, that change won't have a negative effect. The budget is based on enrollment of 585 with ADA of 556, which is essentially the same as 19-20. If enrollment was actually higher the school could be impacted negatively. There still could be increased revenue to come. There are some additional federal money already approved at federal, so that will help as well. At this time, they are assuming 80% of PPP will become a grant, so that will help as well. This can be moved over to 20-21 budget. The layoffs and potential cuts can be avoided. The state will still not know its tax revenue until August, so there could be additional changes to come once that is known. It will be a good idea to revisit the budget in the fall again.

The proposed budget includes the LCFF amounts and includes CARES and PPP funding as well. This

leads to a positive ending balance for 20-21. The cash balance will go down due to deferrals, but the school will be able to get through the year with its reserves. The next step after board approval is to submit to CUSD.

There was a motion to approve the proposed budget, which was seconded and passed unanimously by a roll call vote.

C. **Employee Benefits***: Review of health benefits options and costs for 2020-21 fiscal year.

Grace LaHatt presented the changes being proposed and the impact on the school budget. There were no changes to the dental vision and life insurance with Guardian in price, so her recommendation is to stay with them. For medical, Grace reviewed the options and how many employees are using what. The goal is to try to have as little disruption as possible to the employees, but also considering the cost to the school. No change from the current plans would lead to an increase of 6% in cost. This translates to about \$24K total. Of the prices quotes she obtained, Option 2 and 5 and 6 have too much disruption or other negative considerations to employees. Option 3 has Kaiser plus Aetna for anyone who does not choose Kaiser. That option would lead to only a 2% increase in cost or about \$7K. She is planning to do a 'disruption survey' which would check with the actual doctors used to see if that can be mitigated. Option 4 includes Kaiser plus UHC and cost is a 5% increase but minimal disruption. The budget that the board just adopted has a 5% increase which was included already.

There was a motion to adopt the staff recommendation for changes to the school's benefits plan, which was seconded and approved unanimously by a roll call vote.

D. **COVID Operations Written Report***: Review and approval of OWP for 2019-20 school year.

Gavin Keller informed the board about this report, which is required by the CDE and will be submitted to the authorizer following approval. It also needs to be posted on the school website. It is designed to be short and easy to read by the public.

There was a motion to approve the report, which was seconded. There was a roll call vote and the motion passed with three votes in favor and one abstention by Meggan Bunce because she was not able to vote due to technical difficulties.

E. **School Re-opening***: Update on school reopening plans for Fall 2020.

Gavin Keller reported that he has appreciated all the input, including public comments to the board, and is working to incorporate that along with all the state and local health care agency. There may still be changes needed as the COVID situation changes. This will be shared with families and staff to get responses and then he will work on budget and staff implications over the summer. There are several sections to the plan, including sections which show the data received to create the plan. He has various scenarios presented and a section on potential costs. There are three program options which would be available to parents. Option A, which is return to normal operations with social distancing, will only be available if state is in Stage 4 of its COVID roadmap. Option B and C could be available simultaneously for

families. It may be required of all students in a particular class, or of all students, if the state goes back into a shut down. The remote learning program will be more robust than the short term program put into place this spring. It will be more like the current independent study program used for grades K-4. For grades 5-8 there would be a video feed into the classroom to participate remotely and interact synchronously and do assignments at home through Google classroom. If there is a child care need for those using the hybrid option that would be provided. The class size at any time would be 11-14 and classes would be broken into two groups to rotate in and out of each classroom every other day. Wednesday would be every other week to balance out the instructional time. For K using technology is not possible for the Waldorf program. They are encouraging all K to come to campus with the rotating cohort model inside and outside. Teachers will be providing the direct instruction and the assignments will be done with remote learning time. For grades 5-8 students would be expected to attend the video sessions with the teacher. There will be additional support needed including specialty teachers and aides. The school day will be a bit shorter with a different bell schedule. Supervision for child care needs will be taken in to account. Face coverings for students and staff are being required by state order currently. This might change. If inside the classroom students are able to effectively social distance then face coverings might not be needed during instruction.

Grades 1-4 hours of instruction remains the same, but with longer blocks. The teachers crafted that design. Amanda Snyder reported that the independent study program will not be affected because they will use a smaller class size and will only accept more home based student and not increase the number of students on campus.

If a student in grades 5-8 attends campus on a remote learning day , then they will be able to use a video feed into the classroom with the staff support.

A lot of outdoor space will be used. Plans for weather will need to be addressed at that time.

The Council asked if the school's internet and laptop capacity will support the plan and Gavin responded that it should be OK, especially if the school is able to pay for some increased bandwidth.

Council members commented that this plan looks very similar to what other schools will be doing and is well thought out and detailed. There was a discussion of how services to Special Education students would be provided.

Gavin commented that 14 students in a portable will be very tight for social distancing but can be done carefully. There may be a need to use some clear partitions.

Parent Jessica Monroe and teacher Jill Murphy gave public input to the board on aspects of the re-opening plan.

The Council gave direction to Gavin to pursue these various options to include remote learning, hybrid and on campus learning. They asked that further updates to be brought back at future meetings. Changes to

the public health situation are happening rapidly still.

F. **COVID 19 Response***: Discussion and Actions related to response to COVID 19 public health situation, including but not limited to purchase/procurement of COVID related cleaning and PPE supplies and other equipment, office schedule and functions, etc.

Gavin Keller reported on the purchases he is considering in order to prepare for on-campus activity in the fall. One purchase is to install outdoor sinks on exterior of buildings where there is a water supply. Gavin recommends the Ferguson sinks as the least expensive and most durable regarding maintenance. With additional input he would also recommend the knee operated sinks, if funds are available. CUSD has approved the installation already, per the terms of the FUA. CUSD offered to do the install using district plumbers at the overtime rate if desired by the school. The knee pedal option is more than twice as expensive. A conversation with Parent Cabinet has taken place and there might be interest from PC to help fund a more expensive option. Gavin can get three quotes for installation and then select the best price and service.

Gavin reported on the technology to disinfect the campus, using fogging devices to do quick and thorough cleaning. Several options are under consideration. Gavin is recommending 1 backpack and 28 atomizers, one per classroom. Ten disinfectant generators would also be included to create ecofriendly non-toxic cleaners which are on the approved EPA list to address COVID. Gavin reviewed all the options he has researched. Other items are being purchased to respond to the COVID crisis, but these are a smaller cost, such as PPE, Plexiglas, and thermometers.

The board listened to public comment from parents Lindsay P(?), Jiuntow Lin and Jessica Monroe who all agreed that the knee pedal option was the best for students.

Parent Cabinet officer Amy Cappelle reported that PC has preapproved \$6K for handwashing stations so that can help, if the only concern is fiscal.

There was a motion to approve purchase of knee operated sinks with installation, based on getting quotes and selecting the best installation option. The motion was seconded and approved unanimously by a roll call vote.

There was a motion to approve staff recommendation on the purchase of a disinfecting system. The motion was seconded and approved unanimously by a roll call vote.

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

A. **Regular Meeting Schedule***: Consideration of schedule of regular board meetings for 2020-21 school year.

The Council discussed the meeting schedule and agreed that in August, the focus will be on the school reopening. While a board retreat is important, it may need to be shorter and optional. The Council will consider the time for the August board meeting at the July meeting. A July regular meeting is being added due to the unusual circumstances this year.

There was a motion to approve the regular board meeting schedule, which was seconded and approved unanimously by a roll call vote.

B. *Renewal of Board Terms: Review of expiring board member terms and Council Composition.**

There was some discussion of board terms and renewals, and then there was a motion to approve Anna Brown for a 2 year term, Julie Chiaverini for a six 6 month term, and Jeannie Lee for a 1 year term. The motion was seconded and approved unanimously.

C. *Board Officers: Review of Officer positions and nominations for new officers as needed.**

There was a discussion of the pros and cons of switching officers for the upcoming year. There was a nomination for Amy Capelle as the Treasurer, which is currently vacant. She accepted the nomination. The board wanted to wait to decide on the other officer positions.

There was a motion to approve Amy Capelle as Board Treasurer, which was seconded and approved unanimously through a roll call vote.

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

There was a motion to approve the resolution with the addition of Amy Capelle as Treasurer, which was seconded and approved unanimously by a roll call vote.

E. *Board Advisory Positions*: Discussion of Faculty and Parent Cabinet Advisory positions for 2020-21.

The board reviewed the changes to the bylaws and council composition which will go into effect July 1. There will now be a parent cabinet and faculty advisory position for the council. AT this time, there are no candidates from PC, so this position will stay vacant until further notice. There are several teachers who might be interested in the faculty position, but this needs to be discussed further by the faculty to see if the potential candidates are still interested. The Board requested that this topic be revisited in August and that they will discuss further whether the council will want to vote to accept those brought forward for advisory positions or if it will be more informal.

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

The Council adjourned into closed session at 10 pm. Consultant Franci Sassin was invited into closed session based on her work in the matter. Gavin Keller was invited into the end of the closed session time, following Council discussion.

1. ***Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: School Executive Director***
2. ***Pursuant to Government Code §54957: Public Employment, Title: School Executive Director***

RECONVENE TO OPEN SESSION: *The meeting was reconvened to open session at: 11:30 p.m.*

	<p><i>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION</i> (includes the vote or abstention of every member present)</p> <p>There was no action taken during closed session.</p>
10	<p>A. <i>Executive Director Compensation*</i>: Consideration of compensation package for Executive Director</p> <p>There was a motion to offer Gavin Keller a multi-year contract with pre-set increases each year and with some conditions set regarding participation in a formal Waldorf training program. The motion was seconded and approved unanimously.</p>
11	<p><i>Adjournment</i></p> <p>The meeting was adjourned at 11:35 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.***