

*Journey School
A California Public Charter School*

March 26, 2020

***REGULAR MEETING MINUTES
Approved April 23, 2020***

6:00 p.m.

Via Teleconference

www.journeyschool.net

NOTE: Board members conducted the meeting via teleconference. Members of the public wishing to participate had access to call in to the teleconference number.

BOARD MEMBERS:

Anna Brown, Council President: Present
Julie Chiaverini, Council Vice President: Present, arrived at 6:06 pm
VACANT, Council Treasurer
Richard Martin, Council Secretary: Present
Jeannie Lee, Educational Trustee Member: Present
Meggan Bunce, Parent Cabinet Member: Present, arrived at 6:20 pm

Executive Director Gavin Keller and Administrative consultant Franci Sassin were present.

Larry Tamayo joined the conference call to present his item around 7 pm.

Journey parent Jessica Monroe attended the meeting as a member of the public, and left the call prior to closed session.

NOTE: This meeting was noticed and held in accordance with the guidelines and flexibility from the Governor's Executive Order #N-25-20, due to a statewide public health emergency.

AGENDA ITEM	
1	<i>Call to Order and Roll Call</i> The meeting was called to order at 6:04. Roll call was taken to confirm all those present on the

	teleconference line.
2	<p><i>Inspirational Passage</i></p> <p>Jeannie Lee read a passage from one of Torin Finser’s books regarding the relationship of teachers and parents in a Waldorf school which has teacher looping.</p>
3	<p><i>Approval of Agenda*</i></p> <p><i>NOTE: The order of the agenda may be changed without prior notice to the public.</i></p> <p>There was a motion to approve the agenda, which was seconded and approved unanimously via a roll call vote.</p>
4	<p><i>PUBLIC COMMENT: Reminder: See policy above for guidelines</i></p> <p>Parent Jessica Monroe was on the conference call and asked to speak during public comment. She thanked the staff and administration for all the hard work that has taken place over the past week to be able to provide work for students at home during the public health emergency. She is grateful to be part of a wonderful school community.</p>
5	<p><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></p> <p><i>A. Approval of Minutes*:</i> Minutes from regular and special meeting of February 27, 2020 and Special Meeting of March 14, 2020.</p> <p><i>B. Engagement letter for tax preparation for 2019-20 tax returns*:</i> Approval of CliftonLarsonAllen to prepare tax returns as part of the audit engagement.</p> <p><i>C. School Calendar*:</i> Approval of changes to school calendar approved at Special Meeting.</p> <p><i>D. Staffing Plan 2019-20*:</i> Approval of changes to the staffing plan, including changes to job duties as a result of COVID 19 situation.</p> <p>There was a motion to approve the consent agenda items, which was seconded and approved unanimously via a roll call vote.</p>

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

Jeannie Lee provided the faculty update. There was a meeting with all faculty regarding distance learning on Monday. Google Classroom was set up for all grades. Middle School already uses it. Administration did a good job setting up the training and emphasizing that the social emotional well-being for students is the first priority. Staff were on campus Tuesday to prepare materials using social distancing and hygiene techniques. Teachers are being flexible and resilient and helping each other in this difficult time. Parents picked up materials on Wednesday. The general feeling is positive, especially considering the situation.

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

Meggan Bunce reported that parents are taking the transition in stride but it is chaotic. Parents are working hard to balance what they need to, but the message from the school is to do the best they can and prioritize the well-being of the children first. The auction has been postponed.

C. Administrative Update: *Report from School Director, including update on school closure and provision of educational services, school bond outcome, virtual lottery results, facilities, CAASPP and other state testing, certification training program, etc.*

Gavin Keller provided the administrative update. The Charter was renewed last week with some relatively easy conditions imposed by CUSD. The approval was by a unanimous vote. Administration is very grateful to all the staff for flexibility, innovation, and creativity. They have to re-create their teaching style and re-think everything. Parents and students are also transitioning well, and parents must pick up a lot and juggle many personal and professional duties. Spring break was last week. Monday was the training for distance learning. Wednesday parents picked up supplies, and a Chromebook if needed. Times were staggered over the day. CUSD is offering meal service to Journey students at 8 CUSD school sites. They are also providing the Special Education services for Journey. The guidance for Special Education is still vague and training is still taking place by CUSD for SpED providers. Assessments are "on hold" during school closure, for both initial and triennial IEPs. Annual IEPs were scheduled in the spring and are being rescheduled in later April. Services through variety of methods will be starting up. This may include some one on one face to face services if needed. CDE has suspended all testing, including ELPAC for English Language Learners and Physical Fitness Testing, which has had its deadline extended. It is unclear how the Dashboard and other metrics will be affected. Regarding facilities, remediation for mold is still taking place on schedule. The local school bond measure did NOT pass, and so additional funding to repair the Journey campus will not be available. The annual enrollment lottery was postponed due to technical issues with the software provider, in particular, with coding the enrollment preferences correctly. It should be ready to go next week. Gavin may be looking into using a different company in the future.

D. *Financial Report:** *Review of February financials and discussion of current year budget as well as 20-21 financial implications to state budget. Review of P2 ADA implications due to COVID 19 and school closure.*

Larry Tamayo reviewed the financial information provided. The ADA for 2019-20 will be cut off as of Month 6 and so there will not be any ADA losses starting in the month of March and it will only require a simple certification form that the school closed due to COVID 19. Therefore, the draft P2 is available, and it looks like it will be approximately 556. This will help the school financially because the actual ADA has been decreasing somewhat the last few months so there will be more funding than was originally projected. He will be working with Gavin to project the expenditures for the rest of the year to take into account the school closure and the distance learning. The projection for the end of the year is approximately 60K positive now.

The fundraising commitments for the rest of the year may need to be revisited due to the economic situation.

The cash position is healthy and represents a good reserve percent.

For next fiscal year, there has been a lot of funding put into the state's 'rainy day fund' so that may help to buffer the negative effect of the economy, so there may not be huge changes for next year compared to the January proposal by the governor. However, there is still a lot of uncertainty in the economy and public schools rely heavily on the state economy for funding. The school's reserve will also help buffer negative impacts. Updates will be needed regularly and in particular, for the May revise effect on the budget.

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

A. *Charter Renewal Update:** *Update on approval of charter renewal, conditions from CUSD, and next steps for renewal MOU to address the conditions and an operational MOU.*

Gavin Keller reviewed the list of conditions, and noted that CUSD agreed to an extension of the timeline to resolve the conditions by May 20. Next steps will be to provide documents to CUSD and work through the more complex items with the CUSD charter liaison. In particular, he wants to be sure to discuss how the charter's attendance policy mirrors CUSD's policy for school of choice and so hopes to leave some language in, even if modified. There will also need to be some further discussion about the discipline policies and consequences for certain behaviors. Journey's legal counsel reviewed that section of the charter and Gavin believes that it is legally compliant, so more information is needed from CUSD regarding the specific language they are concerned about. He believes the conditions will not materially affect the school's program and approach. The renewal MOU should be available for board review and ratification soon.

There was a motion to delegate Gavin to make the appropriate changes as recommended, which was seconded and approved unanimously by a roll call vote.

B. *Distance Learning Plan: Review of plans to implement distance learning during school closure, as well as flexibility regarding attendance.*

Gavin Keller reviewed the efforts so far to implement distance learning. The first priority is that teachers help families to develop a healthy rhythm through this time, and the next priority is provide educational resources to continue academic progress. The current plan in place will go through the 2 ½ week period until the previously scheduled spring break.

Gavin summarized teacher expectations, including setting up Google classroom, Zoom account or Google Meet. Teachers are setting aside time to meet one on one for students needing support. It is not an attempt to re-create a full school day virtually but rather to balance out family and school responsibilities for both families and staff.

Support staff will be used by assigning various staff members to a grade levels to either work with individual students, or work with small groups of students to provide direct instruction, intervention and/or differentiated instruction on an “as needed” basis. Some of the structure of this still needs to be worked out.

The Care Stream meetings are continuing on schedule virtually and will be able to support students who show challenges in this new educational setting. Plans are being developed which can be implemented at home and then in school, once school resumes.

For work completed during distance learning, teachers will not be assigning grades but rather giving feedback. Further scenarios will be developed if the closure extends past the expected date. Curriculum will mainly be through access to online math and ELA curriculum, which is available and has interactive content, and the lessons can be embedded into Google Classroom. In addition, main lesson books and materials were sent home. There are challenges due to the fact that, especially in the lower grades, the school encourages a “low tech” environment, however, solutions are being developed as feasible.

Assistive technology is being used for students in the upper grades successfully for SpED students. Teachers are providing supplemental materials and there is a lot of recorded content to access. The breakout rooms within the online platforms will also be used.

Jeannie Lee commented that the leadership from Administration has been excellent. There was a discussion regarding the longer term needs if the school closure extends, regarding the best delivery of educational content, including how to measure the amount of student engagement. Input will be gathered in the next couple of weeks regarding what is working well. The Board expressed gratitude to

Administration for all the work to put this program in place in such a short time frame.

There is no board action needed at this time, but in the future there may need to be some formal policies or programs for board approval.

*C. **COVID 19 Response:** Discussion and Actions related to response to COVID 19 public health situation, including but not limited to school closure, staff issues, scheduling, etc.*

Gavin Keller reviewed the school's response so far, which was outlined in the back up document. He went over the major points, which follow the guidance from the Governor's executive order. The janitorial service is doing more deep cleaning and disinfection across campus. This will be reviewed as the closure continues. He commented on the ability to use Strategic Kids to provide day care on campus, however, so far the minimum number has not been reached so Gavin is helping coordinate with other resources for child care options that are still open in the community currently. He went over the guidance from the California Department of Public Health that was received earlier this month, and noted that if decisions were being made only based on that guidance most schools would not be closed, but that the closure is to keep the virus from spreading. This guidance may come into play later if school re-opens and there are still any cases.

The potential extension of the school closure was discussed. CUSD has extended theirs to May 1, as have others. There are considerations regarding how the intersection with CUSD SpED staff would work if Journey returned to school before CUSD did, as well as the challenges for families if Journey does not follow the same schedule as CUSD. He commented that a decision would need to be made no later than April 3. Various options for board action were discussed.

Board members expressed that it would be in best interests of community to not have to do TWO extensions if possible, but that may not be possible based on what the public health facts are. Gavin will know more about the comfort level of the community with the distance learning after another week of implementation. Regardless, he will be attempting to match up the Journey closure with what other districts are doing to the greatest extent possible. There was a strong opinion that April 14 is not a reasonable date, and that parents and teachers would actually prefer to know about May 1. Having the information now may actually be helpful because the community would be able to set up for a longer term when setting up the distance learning.

There was a motion to extend the school closure to May 1, with further closure decisions to be determined at a later date based on the public health situation at the end of April. There was second and the decision was unanimous with a roll call vote.

8	<p>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</p> <p>A. Council Positions: Discussion of Council positions and composition for 2020</p> <p>Franci Sassin provided an update about the bylaws, which were reviewed by CUSD during the charter renewal process.</p> <p>It was noted that any current board members may stay on next year as continuing board members, regardless of the new structure.</p> <p>Meggan Bunce has some parent candidates, one who might be the new parent advisory position, and another who would may be able to go forward as a candidate for a board member position and in that case, she would be stepping down from her position. Julie Chiaverini will be leaving at the end of her term, and commented that having someone with the perspective of education world at large would be an asset to the board. Someone with legal experience is also valuable. Financial expertise would be very important as well, especially with the Treasurer position open.</p> <p>The Council gave input to the President regarding activating the ad hoc Nominating Committee and starting the process to seek out additional board members, with the goal of having some candidates by June.</p> <p>B. Conflict of Interest and Conflict of Interest Code*: Review of Conflict of Interest Code and reminder about upcoming deadline to file annual Form 700s online.</p> <p>Franci Sassin reminded the board that the deadline for the Form 700s was April 1 and filing can be done electronically. She reviewed the charter renewal condition related to the Conflict of Interest Code, which has been provided to CUSD. The code was approved in 2010 and then has had a biennial review every two years through fall of 2018. If CUSD, following review, asks for any amendments, those will need to come back to the Council and then be also approved by Orange County as the code reviewing body.</p>
9	<p>CLOSED SESSION:</p> <p>There was a motion to move into closed session at 8 pm, which was seconded and approved unanimously via roll call vote. The board went into closed session at 8:15 pm by hanging up from the public conference call line and calling back in again to a separate phone line for closed session. Gavin Keller and Franci Sassin were invited into closed session based on their work on the item.</p> <p>A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code section 54956.8.) Property: 27102 Foxborough Aliso Viejo, California 92656 Agency negotiator: Gavin Keller Negotiating parties: Capistrano Unified School District Under negotiation: Terms of Facilities Use Agreement for Foxborough Site</p> <p>B. Adjourn from closed session at 8:44 pm</p> <p>The public conference call line was opened back up.</p>

	<p>C. REPORT FROM CLOSED SESSION</p> <p>There was no reportable action taken during closed session.</p>
10	<p>Adjournment</p> <p>The meeting was adjourned at 8:47 pm</p>

Agenda publicly posted on the school website at www.journeyschool.net on March 23, 2020.

**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.*