

*Journey School
A California Public Charter School*

Thursday, October 27, 2022

REGULAR MEETING MINUTES

Approved December 15, 2022

6:00 p.m.

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

(949) 448-7232

www.journeyschool.net

This meeting was noticed and held in accordance with the guidelines and flexibility of Governor's Executive Orders N-25-20, N-29-20, N-08-21 and N-1-22, as well as AB 361, due to a statewide public health emergency and in accordance with the rules for Regular Meetings. Journey School assists anyone wishing to observe or participate in the meeting, including making any needed reasonable modification or accommodations, upon request by any person with a disability.

BOARD MEMBERS:

*Amy Capelle, Council President - Present
Melissa Dahlin, Council Vice President - Absent
Margaret Moodian, Council Secretary - Present
Jeannie Lee, Board Member - Present
Michael Allbee, Treasurer - Present*

ADVISORY POSITIONS:

*Alanna Hayde, Faculty Advisor - Present
Frances Sassin*

ALSO PRESENT:

Gaylen Corbett, Clerical Support

	AGENDA ITEM		
1	<i>Call to Order and Roll Call - Meeting was called to order by Amy Capelle at 6:08 p.m.</i>		

2	Inspirational Passage - Margaret Moodian read an inspirational passage from <i>Starry Messenger</i> by Neil deGrasse Tyson: "The very nature of science is discoveries, and the best of those discoveries are the ones you don't expect."
3	Approval of Agenda* - Jeannie made a motion to approve the agenda. Margaret seconded the motion. The agenda was unanimously approved.
4	<p>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</p> <p>A. Board Strategic Planning*:</p> <p>Amy Capelle shared that she is still in the process of getting a proposal from a board development consultant. She expects to have it available by the December meeting. Amy will send board members information from the Non-Profit Leadership Lab. They work with nonprofits throughout the country and they are a great resource for learning what makes a good and healthy board. An example of what she will share in December includes the Lab's direction that the board has three areas to focus on - a fiduciary responsibility, being strategic in order to best accomplish our mission, and how we bring resources to our organization to drive our mission. Resources refer to financial resources, personnel, etc. She also mentioned information on the potential of creating board committees. Amy will also send reading assignments to board members.</p> <p>Alumni Survey and Outreach: Amy shared that enrollment director Kris Reynolds provided her with a list of around 200 alumni parent emails. The board discussed what they want to learn from alumni and how this feedback will be important for our Enrollment Director. The following questions were suggested by Amy and other board members:</p> <p style="padding-left: 40px;"> What year did you graduate? Who was your teacher? How was your transition to high school? How do you feel academically and socially? Do you feel you are adjusting well? Where did you go to high school? College? What career paths are you taking? What did you wish you learned before going into high school? Would you send your child to a Waldorf school? How many years did you attend Journey School? Did Journey School prepare you for high school and beyond? The board would also like to know if students were part of the school when it was single tracked or double tracked. Also, how do children fare in high school and beyond if they had one teacher or multiple teachers while at Journey? </p> <p>Margaret will inquire about data collection sources. Franci suggested signing up for National Clearinghouse, a very well recognized data source who would provide a broader range of national data including private schools. She added that we can also look at CALPADS, but it is only for public schools.</p> <p>Michael noted that the framing of the questions is important. He asked if we will create the survey or have an outside source to create it. Amy suggested an outside source. Franci pointed out that an outside source will have insight into the best way to frame each question.</p>

	<p><i>Amy shared the idea of selecting one alumni from each class as the designated person to contact classmates. Margaret suggested creating an "alumni board," a board made up of alumni and faculty representatives who would reach out to the alumni community. She states that at Chapman University their focus is fund raising.</i></p> <p>B. Board Meeting Location/Method of meeting*: <i>There is no change to AB 361. Margaret made a motion to approve a virtual meeting, if desired, for December. Jeannie seconded the motion and it was unanimously approved by the board.</i></p> <p>C. Election of Board Officers: <i>Amy made a motion to elect Michael Allbee as Board Treasurer. Margaret seconded the motion. The motion was unanimously approved by the board.</i></p> <p><i>Alanna shared that she will need to transition out of being Faculty Adviser. She will bring a different faculty member each month to find someone interested in the board who would like to be the next Faculty Adviser.</i></p> <p><i>Amy shared that Parent Cabinet (PC) has not found a permanent PC adviser. Instead they will rotate PC members to attend the meeting, starting in December. Franci noted that the person attending will need to have the materials in advance of the meeting, so some advance planning will be required. Alanna was to be the inspiration passage for December, but Jeannie will deliver the passage instead.</i></p> <p><i>Due to schedule conflicts, the board discussed moving the February meeting to March 2nd, and the March meeting to March 30th. There will be no meeting in February. Gaylen will send an updated schedule to all board members and advisers.</i></p> <p><i>Jeannie made a motion to approve the calendar with changes noted above. Margaret seconded the motion. The motion was unanimously approved.</i></p> <p><i>Franci shared suggestions regarding board development, such as changing the way board materials are distributed. Amy stated that working with the Nonprofit Leadership Lab will likely result in some changes of this nature, so the board will revisit the topic at a later date. Franci reminded the board that establishing committees is a big decision with Brown Act requirements. Each committee would be subject to all of the requirements of the board as a whole, such as taking minutes. It will be important to weigh the pros and cons of having committees vs. taking on tasks as a whole board.</i></p>
5	<p>PUBLIC COMMENT: <i>There were no members of the public in attendance.</i></p>
6	<p>CONSENT AGENDA ITEMS: <i>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>A. Approval of Minutes*: <i>Minutes from regular meeting September 22, 2022.</i></p> <p>B. Updates to 2022-23 Staffing Plan*: <i>Ratification of changes to the Staffing Plan to meet current needs. Update to Business Assistant job description.</i></p> <p><i>A motion was made by Margaret to approve items A and B from the consent agenda. The motion was seconded by Michael and the motion was approved unanimously.</i></p>
7	<p>INFORMATION ITEMS: Reports</p>

A. **Financial Update***: Larry Tamayo shared a report on September financials . Month 1 ended 9/30 and enrollment was at 587 students, two students higher than our forecast of 585. ADA is higher than expected. We budgeted for 93% and we are currently at 94%. This is a good start to the year.

Larry stated that the Arts, Music, and Instructional Materials Discretionary Block Grant template will be released by the state soon, so it has not been included in our budget yet. Hold Harmless ADA is an adjustment factor, so \$59k will be added to last year's budget post-audit. This year an additional \$615k will be added as an adjustment at the end of the year. The state has not officially released those funds, so this has not been included in our budget forecast yet. Franci said that the state is expected to release it in February. Larry stated that we do not have any cash flow issues. Additional ADA means \$440k in additional funding. He noted that additional state funds may need to be applied to this year, which can have a negative impact on future years.

Larry added that some expenses are trending higher, but the additional funds are enough to cover the extra costs. Amy asked why certificated salaries are running higher than what was projected in the budget. Larry explained that the forecast was conservative and the cost may be lower than expected. Gavin stated that the first months of the school year reflect the extra cost of meetings attended by classified staff. Gavin will follow up with Larry to make sure that all staff are included in the budget forecast. Also the budget was forecast in June, and some salaries ended up being higher than the original forecast.

It was asked if our reserves will soon be as much as they were pre-COVID? Larry will research this question. He stated that 90 days of funds is a good goal. That cash will come in from the grants expected and ADA. We are currently at 84 days of reserves. The state provided a 13% increase in COLA due to the year of zero COLA during COVID. Larry stated that the audit is almost complete and will be ready by the December meeting.

Margaret asked if charter schools can receive endowments. Amy stated that LBUSD Schoolpower has a large endowment. Margaret suggested keeping the reserves up as part of our strategic plan. Amy asked about the possibility of having enough reserves so that we won't have to worry if state funding fails someday.

B. **Faculty Update: Alanna Hayde provided an update on Faculty activities.**

Alanna shared feedback from teachers on their overnight class trips and how the honors program is going. She shared that the 9 year change happens during 3rd grade. The 3rd grade did not have their overnight campout due to thunderstorms on the scheduled date, however they had a potluck in the evening which was a lovely bonding event. The 4th grades went to Rawhide Ranch for two nights. Upon arrival, students were apprehensive and unsure, but they overcame their apprehension and all had an amazing time. The rock climbing wall was a great way for students to overcome their fears. Our 6th grade classes did an overnight camping trip to observe the stars for their astronomy block. Jeannie brought a main lesson book to share. Alanna shared that we have a new outdoor stage and her class loved using it. 8th grades attended a performance of Hamilton at Segerstrom Center for the Arts.

Alanna explained that Journey School's honors program is an independent study program that gives students assignments to do independently at home. They will share a presentation for each assignment. In 7th grade

we have 17 students in the honors program. 8th grade has around 15 students in the honors program. Ms. O'Neil and Ms. LaFleur are doing a great job working with the honor students. Students are finding the work challenging and rewarding. Faculty is still fine tuning the honors program, such as how a student can drop if needed. The program is being well received. Students will receive the H designation on their report cards.

Amy asked, "How is faculty moral?" Alanna shared that it's very busy with fall festivals, etc. They are preparing for parent conferences. Jeannie shared that it feels more friendly and cohesive than it has felt since she has worked at Journey. Teachers are continuing to bond and build relationships. Having last year's 8th grade teachers loop around to 1st grade, and having the two classes be 'buddies' is creating great relationships between teachers and students. Alanna shared that staff retention has added to the sense of community among teachers. Amy stated that this is amazing because many people have left the teaching profession, including in our own school district. Margaret stated that this reflects good leadership, resulting in teachers wanting to stay at Journey. Amy asked, "What can we do to keep this going?" Michael asked, "How is parent involvement?" Jeannie stated that parent involvement has not reached the level of involvement as before COVID.

Margaret asked Alanna if there is anything she needs as a teacher. Alanna said that time is her biggest request and appreciates any additional help in the classroom. She suggests adding more full time staff if possible, as the TOSA's are so helpful. She stated that we now have two counselors and that is a big help because it allows teachers to focus on teaching instead of dealing with conflicts. Jeannie mentioned that Journey is ahead of the curve by having two counselors to help with mental health needs of students. Margaret asked if Journey teachers incorporate meditation. Jeannie and Alanna provided examples of teachers offering things of this nature such as mindful movements and yoga stretches.

It was asked if behavioral issues have settled down. Gavin stated that behavioral issues have not settled down, and perhaps this is the new normal. Jeannie stated that in SST meetings it is often discussed how hard it was for students during COVID, especially students who already had academic or social challenges. Counselors are helping with these issues. Amy asked if we can use some of the additional funding to help provide support for these issues. Gavin stated that it's difficult to use grant funds for ongoing salaries.

C. **Parent Cabinet Update:** Gavin Keller provided a verbal update on Parent Cabinet activities. He met with the PC executive team this week. They are "all hands on deck" in preparation for Harvest Faire on November 5th. PC meetings are happening on campus. There is a good new community forming. Volunteerism is not at pre-pandemic levels yet. New families are trying to figure out how to get involved.

Michael stated that pre-pandemic there were parents on campus more often. Gavin replied that it's been nice having parents back on campus this year. The "coffee talk" admin/parent meeting last month was well attended by parents. Amy mentioned that St. Margarets engages parents by having storytelling meetings instead of meetings that are all about finding volunteers. At those meetings they tell stories about all of the great things going on at school. Gavin stated does share something like that, but this idea would be good to share with PC. Alanna has provided her parents with experiences such as doing a drawing before her parent meetings to help parents gain an appreciation for what their students are doing.

Jeannie stated that Lee Sturgeon Day will be on campus offering a parent workshop called Nurturing the Nurturers.

D. **Administrative Update:**

Gavin Keller provided an update on school operations as follows: This week the 1st grade team met with a teacher from Sycamore Creek. She was referred by board member Melissa Dahlin. The teacher is interested in studying how our school prepares students. Our 1st graders will be participating in an 8 year study focusing on executive function, inhibition control, and cognitive ability.

We are supporting 20 children in the aftercare program thanks to Expanded Learning Opportunities Program funding. There will be a free day camp for free & reduced families on our in-service day. It is coming in under budget. Extra funds can be rolled over to next year. There will not be an audit this year, but there will be one next year.

Eco-Literacy Update: Eric Katzmeier has retired so he is not supporting our garden any longer. We have partnered with Shane Brown from Earthroots to repair and upgrade our garden at a cost of around \$5k to improve composting, planter boxes, plants, irrigation, etc. The board discussed that a higher amount may be needed, especially to make up for projects that were not able to be completed during school COVID closure.

Middle School Beautification Projects: Shade Sails are now being installed for grades 1-5. Hopefully they will be in place by Harvest Faire. Middle school parents and staff are working on ideas for shade solutions for those upper grades. Possibilities include shade sails, foliage, and heat reducing asphalt paint.

Middle school beautification ideas include installing a tile mural, adding seating to the amphitheater area, purchasing new lunch tables, and more. The next steps will be to allocate costs. An update will be provided at the December meeting.

Enrollment: Current enrollment is 583. ADA is at 94%. There are a lot of absences due to illness and travel plans that were put on hold during COVID.

Achievement Data: The state of CA finally released their achievement data, but they finally released the records to the public late last week. We are comparing that data with help from Multiple Measures and will present data to the board in the December meeting. Journey fared very well in comparison to other schools and districts. Gavin said he attributes this to the exceptional efforts of our teachers. The decision of the board to have synchronous learning during COVID lockdowns was a key to this success.

8	<p>SCHOOL OPERATIONS: Discussion/Action</p> <p>A. Indoor Air Quality: The board conducted a followup discussion on recent concerns of air quality. Gavin stated that testing was done in rooms 201, 212, and 228. CUSD found good air quality in all and no mold. CUSD will provide a detailed analysis soon. The air quality tests came back very good with virus</p>
---	--

detection at the lowest level possible in all rooms tested. CUSD is continuing to change out their hospital grade filters regularly. Journey has air scrubbers running in all rooms 24/7.

- B. **Opioid Board Policy***: The overdose antagonist Naloxone is being made available to all schools. The district requires an Opioid Board Policy be in place in order for Journey to have a prescription for Naloxone. The school will offer training for our school nurse and any staff members interested. Michael asked who would be responsible for determining if an individual was overdosing. Gavin stated that the school nurse would have that responsibility, and that the overdose medication would not harm someone if it turned out they were not overdosing. Amy asked why not train all staff members? Gavin stated that the district gives staff members the option to choose whether or not they want to take this training. Gavin stated that the district recommends that people in a variety of school roles take the training such as teachers, office staff, and maintenance staff. This policy was provided by CDPH and has been reviewed by our legal firm. He adds that a guest speaker will be coming to speak to Journey parents about opioids in the near future.

Margaret made a motion to approve the Opioid Board Policy. Michael seconded and the policy was unanimously approved.

- C. **Staffing Support - School Nurse***: Gavin informed the board that our school nurse, Amanda Girard, will be out on maternity leave for 16 weeks, and will return part-time for the remainder of the year. The position will be offered on EdJoin, and he will send out a notice to our school community as well. Amy suggests also reaching out to an alumni parent who is a nurse. The position should be filled by mid-November so that the replacement personnel can shadow Amanda before she takes her leave. A temp agency replacement may be needed, so Gavin has submitted three temp agency proposals for board review in case the need arises. Gavin recommended the proposal from Cross Country due to their rate and their preferable cancellation window of 15 days. Amy asked if we had any referrals to Cross Country. Gavin stated that they have worked with private schools in our area and Community Roots. Gavin stated that the contract for four months would cost approximately \$32,000. (600 hours x \$54). 30 hours/week for 4 months, then 15 hours/week for the remainder of the year. 9 a.m. - 3:30 p.m. four days per week, and 9 a.m. to 1:30 p.m. on Wednesdays. The net cost to the school would be less than \$32,000 because Amanda would not be paid by the school during her leave, as she would receive state disability. The net cost would actually be a savings.

Margaret made a motion to approve the contract with Cross Country. Michael seconded and it was unanimously approved.

- D. **COVID 19 Response**: The board agreed that there was no need for discussion and any necessary Actions related to response to COVID 19 public health situation.

9 **Adjournment** - The meeting was adjourned at 8:10 p.m.

Agenda publicly posted at Journey School on October 27, 2022.

And on the school website at www.journeyschool.net

**Items that are expected to have back up materials provided prior to or at the meeting are indicated with an asterisk. Other items may also have back up materials provided.*