

**Journey School**  
A California Public Charter School

**MINUTES for SPECIAL MEETING**

**Thursday, September 28, 2023 at 6:00 p.m.**

*Held at Journey School, 27102 Foxborough, Aliso Viejo, CA 92656*

*Approved: October 26, 2023*

	<b>AGENDA ITEM</b>
1	<p><b>Call to Order and Roll Call:</b> The meeting was called to order at 6:08 p.m. by Amy Capelle.</p> <p><b>BOARD MEMBERS:</b>  Amy Capelle, Council President PRESENT  Melissa Dahlin, Council Vice President NOT PRESENT  Margaret Moodian, Council Secretary PRESENT  Michael Allbee, Board Treasurer PRESENT  Jeannie Lee, Board Member PRESENT</p> <p><b>ADVISORY POSITIONS:</b>  Cassie Kauwling, Parent Cabinet Advisor NOT PRESENT  Faculty Advisor, TBD NOT PRESENT</p>
2	<p><b>Inspirational Passage:</b> Jeannie Lee shared 2 Rudolph Steiner quotes</p>
3	<p><b>Approval of Agenda*</b></p> <p>Margaret made a motion to approve the agenda. Jeannie seconded the motion. The agenda was unanimously approved with the following changes: Move 6D Financial Update to first item after public comment.</p>
4	<p><b>PUBLIC COMMENT:</b> There weren't any members of the public in attendance for comment. Amy Capelle mentions that there is a written public comment that will be read prior to the item 7B.</p>
5	<p><b>CONSENT AGENDA ITEMS:</b></p> <p>A. <b>Approval of Minutes*:</b> Minutes from regular meeting of August 31, 2023</p> <p>B. <b>Staffing Plan 2023-24*:</b> Updates to Staffing Plan</p> <p>C. <b>Limited Use Agreement with AVCA for park space*:</b> Renewal of agreement to use Aliso Viejo community spaces</p> <p>Margaret made a motion to approve the Consent Agenda, Mike seconded the motion. All approved.</p>

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6	<p><b>INFORMATION ITEMS: Reports</b></p> <p>A. <b>Faculty Update:</b> Shelley Kelley shared highlights from the Michaelmas Pageant held on campus and how we utilize the “taming of the dragon” as a disciplinary approach. She shared about several field trips and overnights. 7th grade visited Pali Institute, 5th grade visited Catalina, 8th grade went to Le Mis at the Pantages. It has been busy!</p> <p>B. <b>Parent Cabinet Update:</b> Cassie shared that Parent Cabinet has been busy planning Harvest Faire and had a very well attended meeting at their first PC meeting. Candice Reece spoke very well at Back to School Night. Pumpkin City Event coming up Monday.</p> <p>C. <b>Administrative Update:</b> Gavin and Shelley reviewed conscious discipline and professional development, the first few days of school, Back to School Nights, overnight trips in 7th, 5th, upcoming field trips, fence/gate renovations on campus. We are gearing up to apply for the Green Ribbon award; the deadline is late October. We assisted EarthRoots in their pursuit of a grant in partnership with the Laguna Canyon Foundation to revitalize and restore Aliso Creek</p> <p>D. <b>Financial Update*:</b> Report on budget updates for 2023-2024 school year.</p> <p>Larry Tamayo reviews financials, noting that enrollment is higher than budgeted. It is too early to see actuals and we have to wait until Census day to determine FRPM and unduplicated numbers. The largest change is in the “other category”, depreciation expenses due to shade sale and fencing project. Some of the block grants are fully available to be used and they are not budgeted and could be a source of funding when needed. COLA came in as budgeted, at 8.22%. Cash balance at \$2.5M, noting that the Employee Retention Credit won’t show up as revenue in 22-23, instead accrued as a liability.</p> <p>Larry reviews the cash balance history from 2009-2010 to current including the number of days of cash on hand, noting a great improvement over the course of the last decade plus.</p>
7	<p><b>SCHOOL OPERATIONS: Discussion/Action</b></p> <p>A. <b>Investment Policy*:</b> Discussion and Review of investment policy</p> <p>The board reviewed the investment policy and requested that administration engage Eric Sams in drafting a financial advisor agreement and bring the policy back to the board in October along with a financial advisor contract/agreement for review. The board requested that Eric Sams be available for the October meeting.</p> <p>No action was taken on the investment policy.</p> <p>B. <b>Volunteer Policy*:</b> Discussion and Review of changes to Volunteer Policy. Preceding this agenda item the following public comment was read aloud by Amy Capelle:</p> <p style="padding-left: 40px;">"Alicia Cordova November 28, 2023 Journey School Council 27102 Foxborough Aliso Viejo, CA 92656"</p>

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*"Re: Public Comment Regarding Agenda Item 7C, Volunteer Policy*

*"Dear President Esteemed Members of the Board,  
Thank you for the important work you do in governing our school.  
I am a parent of two children at Journey School. I am a K-8 California Credentialed Teacher holding a Master of Educational Psychology degree, a Certified Waldorf Educator and co-founder of Sycamore Creek Waldorf School in Huntington Beach. I am presently in service of the school and parent body as a Parent Cabinet Rep for the last and present year.*

*"Regarding Agenda Item 7C, Volunteer Policy: The proposed change to the policy adds the phrase: "Volunteers with Direct Student Contact (Unsupervised)" however Ed Code 51100 and 35021 only address employee supervision not the degree of student contact. Education Code 51100 provides for the rights of parents including:*

*"To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher."*

*"It is commonly understood that volunteers may have variable degrees of contact with students however the words 'Direct Contact' adds needless subjective specificity and does not clearly align with Ed Code.*

*"A simpler and more objective alternative is to clearly delineate Unsupervised Contact VS Supervised Contact which more clearly and conservatively addresses student safety regardless of any degree of contact.*

*"Our authorizing agency, Capco USD's Volunteer Policy, clearly defines Unsupervised Contact VS Supervised Contact and furthermore defines the specific roles volunteers may take and how each fits the definitions of Unsupervised and Supervised Contact within Board Policy 1240(a). I recommend the Board direct the school to look at the best practices of their Authorizing Agency and other Districts when formulating their volunteer policy.*

*"It is important that the Board adopt clear and objective policies they are certain, in practical application, will not inadvertently put children at risk or interfere with the rights of parents to participate in their child's education. Please include a copy of my letter and the Board's response in the minutes of your next meeting."*

*"With gratitude,  
Alicia Cordova"*

*The board was not familiar with the specific education code references noted in the public comment and directed administration to take the volunteer policy through legal counsel for additional review. No action was taken on the volunteer policy.*

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	<p><b>C. Universal Pre Kindergarten*:</b> Review of UPK Plan</p> <p>Administration provided the board a review of UPK requirements, age guidelines and reviewed impacts this will have on the Journey School kindergarten program. No action was necessary at this time, simply an informational item only.</p>
8	<p><b>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</b></p> <p><b>A. Board Strategic Planning:</b> There wasn't any additional information regarding alumni survey results and/or data. Administration reports that the pedagogical council is working on a written report for the Alliance for Public Waldorf Education accreditation visit and will present this data to the board in October.</p> <p><b>B. Council Nominating Committee:</b> Jeannie will speak with faculty about the board advisory role. A parent from the PC executive committee has expressed interest in joining the board and Amy Capelle will follow up with this parent. The board will continue to look for and engage interested parties.</p> <p><b>C. Schedule of Meetings*:</b> Review &amp; discuss schedule of regular meetings</p> <p>The board adjusted the calendar to reflect the addition of the 9/28 special meeting held in lieu of the 9/28 regularly scheduled meeting.</p> <p>The board adjusted the December 7 meeting to December 14.</p>
9	<p><b>CLOSED SESSION:</b> Mike made a motion to enter closed session. Jeannie seconded and it was approved by all. The entered closed session at 8:31 p.m. to discuss the matter described below:</p> <ol style="list-style-type: none"> <li>1. <b>Pursuant to Government Code § 54956.9(d)(2): Anticipated Litigation:</b> 2 matters</li> <li>2. <b>Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: School Executive Director</b></li> </ol> <p>The board exited closed session at 9:43 p.m. Report on board action in closed session:</p> <p>Item 1: The board took action to unanimously approve updates to the Independent Study policy to include a process for school removal from the independent study program for students who are not making adequate education progress.</p> <p>Item 2: No action was taken on Item 2.</p>
10	<p><b>Adjournment:</b> Margaret made a motion to adjourn the meeting. Mike seconded the motion, it was approved by all and the meeting was adjourned at 9:45 p.m.</p>

Agenda publicly posted on the school website at [www.journeyschool.net](http://www.journeyschool.net) on September 27, 2023.

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***\*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.***