

Journey School
A California Public Charter School

Thursday, August 22, 2024

6:00 p.m.

REGULAR MEETING MINUTES

Approved 9/26/24

NOTE: This meeting was held in person on the Journey School campus and will be live streamed via Zoom. Members of the public are welcome to attend in person or online. Join Zoom Meeting:
<https://us06web.zoom.us/j/86025029240?pwd=3Ww1qZ3nZAbuPqWnlC6wnsvu9uqK8j.1>

Meeting ID: 860 2502 9240 Passcode: 92629
One tap mobile +16694449171,,86025029240#,,,,*92629# US

BOARD MEMBERS:

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

ADVISORY POSITIONS:

Cassie Kawling, Parent Cabinet Advisor **Present**
Faculty Advisor, TBD **Not Present**

INSTRUCTIONS FOR PRESENTATIONS TO THE COUNCIL BY PARENTS AND CITIZENS

Journey School welcomes your participation at the school's Council meetings. The purpose of a public meeting of the Council is to conduct the affairs of Journey School in public. We are pleased that you are in attendance. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. *Agendas are available to audience members during the meeting and on the school website.*
2. *“Request to Speak” cards are available for all audience members who wish to speak prior to an agenda item or under the general category of “Public Comment.” “Public Comment” time is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Council can only listen to your issue, not discuss your issue, respond in substance or take action. These presentations are limited to five (5) minutes (ten (10) minutes if a translator is needed) and total time allotted to non-agenda items will not exceed thirty (30) minutes. The Council may give direction to staff to respond to your concern.*
3. *With regard to items that are on the agenda, you may specify that agenda item on your “Request to Speak” card and submit the card prior to an agenda item. The public comment period precedes presentations on that agenda item by staff and/or school committees, Council*

Journey School
A California Public Charter School

- discussion, and deliberation. You will be given an opportunity to speak for up to five (5) minutes (ten (10) minutes if a translator is needed).
4. When addressing the Council, speakers are requested to state their name and adhere to the time limits set forth.
 5. Audience members attending a meeting virtually are required to follow the guidelines specified in points 1 through 4 with the following exception noted: In lieu of a “Request to Speak” card, an audience member may utilize the chat function to indicate their name and a request to speak under the general category of “Public Comment” or at a specific agenda item. All other comments, questions, and dialogue entered into the chat will not be entered into public record and will not be responded to/addressed.

Notices: Journey does not discriminate on the basis of disability in the admission or access to, or treatment in employment in its programs or activities. Please notify the office at (949) 448-7232 twenty-four (24) hours prior to the date of the meeting for disability accommodations necessary in order to participate. Per California Government Code section 54957.5(b), Journey shall make materials that are part of the regular agenda packet available in the office and/or on the school’s website www.journeyschool.net, without delay and at the same time, they are distributed to the Council.

	AGENDA ITEM	SPONSOR	EST. TIME
1	Call to Order <i>Meeting was called to order at 6:10</i>	Amy Capelle	6:00
2	Inspirational Passage <i>Margaret Moodian read two quotes, one from Jane Goodall and one from Louisa May Alcott</i>	Margaret Moodian	6:05
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public. <i>The agenda was revised to remove item 5F, ConApp which was previously approved in June 2024 and there are no changes. Secondly, there are no changes/updates to the master agreement, item 7A. That agenda item will solely focus on the Independent Study Policy. Margaret Moodian made a motion to approve the agenda as revised, the motion was seconded by Melissa Dahlin, and all Council Members approved.</i>	Amy Capelle	6:10
4	PUBLIC COMMENT: Members of the public may contribute public comment. <i>Reminder: See policy above for time guidelines.</i> <i>No members of the public contributed to public comment.</i>	Amy Capelle	6:15
5	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.	Gavin Keller	6:30

Journey School
A California Public Charter School

	<p>A. Approval of Minutes*: Minutes from regular meeting of June 25, 2024.</p> <p>B. Earthroots Contract*: Renewal of contract with Earthroots for 24-25 school year for EcoLiteracy program</p> <p>C. Recurring Expenses*: Approval of list of recurring vendors for payment in 2024-25 in accordance with fiscal policies.</p> <p>D. CUSD Food Services Contract*: Ratification of contract with CUSD for 2024-25 school year.</p> <p>E. Limited Use Agreement with AVCA for park space*: Ratification of agreement to use Aliso Viejo community spaces</p> <p>F. Consolidated Application*: Ratification of Con App and application for Title funding for 24-25.</p> <p>G. 2023-2024 Education Protection Account*: Ratification of 2023-2024 EPA Expenditure Report</p> <p>H. Instructional Minutes*: Adjustment to bell schedule to adjust timing of breaks/classes. Start and end time remains the same and total instructional minutes through the year remains compliant with State requirements.</p> <p>I. Title IX policy: Ratification of Title IX policy, YM&C suggested new verbiage/document to match current legislation and requirements, this will replace the existing Title IX policy.</p> <p>J. Harassment, Intimidation, Discrimination, and Bullying Policy: Ratification of policy, YM&C suggested new verbiage/document to match current legislation and requirements, this will replace the existing policy.</p> <p>Michael Allbee made a motion to approve the consent agenda items, the motion was seconded by Margaret Moodian, and all Council Members approved.</p>		
6at	<p>INFORMATION ITEMS: Reports</p> <p>A. Faculty Update: Update on Faculty activities.</p> <p>Gavin and Jeannie provided a brief update. Teacher contract begins on Monday, August 26th. Faculty are excited about the upcoming year!</p> <p>B. Parent Cabinet Update: Update on Parent Cabinet activities</p>	<p>TBD</p> <p>Cassie Kawling</p> <p>Gavin Keller</p>	6:35

Journey School
A California Public Charter School

	<p>Cassie Kauwling shared that auction plans are already underway for 2026. Cassie shared that the 8th grade trip at the end of the 2023-2024 school year was a profound experience for her daughter, she was deeply moved by Journey and the many experiences provided by the program.</p> <p>C. <i>Administrative Update:</i> <i>Report from School Director, including summer projects, Facilities Use Agreement with CUSD, ELOP summer programming, staff professional development over summer, adjusted schedule rotation for middle school, and start of school activities.</i></p> <p>A lot of projects have been completed around campus and yet there is more to do before Sept 4 (first day of school). The team has created a TK classroom, a handwork center using a storage container, rebuilt the hearth space, and created an outdoor art center/classroom.</p> <p>Conversations have begun around a facilities use agreement with CUSD, which expires June 2025. District leadership is not open to a long term lease, land lease, at this time. The District is open to extending the current FUA to match the term of our charter and so extending to June 2028 – same terms.</p> <p>ELOP summer programming for Kindergarten and for grades 1-8 was very successful. This was a 6 week program, daily from 8-5pm. 80-120 attendees depending on the day/week. Students participate in academics, arts, sports, social activities, puzzles, water fun and nature activities.</p> <p>Staff Professional Development over summer was busy! We ran our own “art of teaching” for faculty and it was a great success, a lot of positive feedback from teachers and we feel we can market this to other schools confidently moving forward. This was a cost savings for the school as well. All teachers in grades 1-3 and the IS team attended Orton Gillingham training at the IMSE (Institute Multisensory Education). This was an in-depth training over several weeks focused on teaching reading. Amanda Simmons, who is our IS director and also our Student Study Team leader, attended MTSS (Multi Tiered System of Supports) training at the Anaheim convention center. Gavin attended a 4 day leadership conference in Long Beach, organized by El Dorado Charter SELPA.</p> <p>Along with PEDCO, administration adjusted the middle school schedule so that classes will attend main lesson together, core classes will continue to be differentiated/leveled, and then 7/8 graders will rotate as different cohorts through specialty classes. Those cohorts will initially be formed by music elective selection, but will move through games, farming/Spanish, music, handwork, woodwork, etc.</p>	<p>Larry Tamayo</p>	
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Journey School
A California Public Charter School

Upcoming Calendar

- Work Day scheduled for August 25th
- Teacher in-service begins Monday August 26th
- School starts Sept 4th
- Back to School Night for K and middle school on Sept 11th at 5pm
- Back to School Night for grades 1-5 on Sept 18th at 5pm

Gavin encouraged the board to speak at both events and to reach out to him if interested.

D. ***Financial Update****: Report on 2023-2024 year end close of financial statements, plus any budget updates for 2024-2025 school year.

Larry reviewed the 23-24 budget year end budget. These were unaudited numbers and are subject to change. Attendance was very strong, 93.9% through Month 10. Enrollment remained high at 585 through Month 10. Reviewed budget updates 24-25. Journey School had a net income of \$94,314 in FY23-24 compared to \$30,334 in the board- approved budget. This is \$63,980 more than the board-approved budget. As of June 30, the school's cash balance was \$2,817,148. As of June 30, 2024, the Accounts Receivable balance was \$835,276. The balance consists of the following: LCFF - \$371,012, Lottery - \$41,953, and the Employee Retention Credit - \$368,584. As of June 30, 2024, the Accounts Payable balance, including payroll liabilities, totaled \$544,620.

On June 22, 2024 the Legislature and Governor announced agreement on a final package of Budget Legislation for the 2024-25 fiscal year. The package of budget bills passed the Legislature and has been signed into law by the Governor. K-12 Education Highlights: The budget largely protects schools from any operational cuts. It provides a cost-of-living adjustment (COLA) of 1.07 percent for various programs, including the Local Control Funding Formula (LCFF), Special Education, Child Nutrition, the SB 740 Charter School Facility Grant Program, K-12 Mandate Block Grant, and other programs, as included in May Revision. LCFF per-pupil rates should be the same as reported at May Revision.

K-12 Reserves: The budget reduces the projected Proposition 98 "Rainy Day" fund, the Public School System Stabilization Account, to \$1.1 B through the 2024-25 budget year and includes a \$8.4 B in one-time withdrawals to support 2023-24 school expenditures, consistent with the enacted budget. Depleting the reserve to only \$1.1 B will reduce the potential for a safety net in the future. However, we note that the May Revision proposal would have completely depleted this reserve.

Journey School
A California Public Charter School

	<p>School Apportionment Deferrals: A smaller deferral of \$245.6 million (M) is scheduled from June 2025 to be paid in July of 2025.</p>		
7	<p>SCHOOL OPERATIONS: Discussion/Action</p> <p>A. Independent Study Policy and Master Agreement: Review of changes and updates to the Independent Study Policy and Master Agreement.</p> <p>Gavin Keller reviewed changes and updates to the independent study policy based on legislative change. There was one small revision to increase the number of days a student can be placed in temporary independent study from 14 to 15 days in a given school year. Melissa Dahlin made the motion to approve the Independent Study policy as revised, Michael Allbee seconded the motion, all Council members were in favor.</p> <p>B. Proposition 28 Arts and Music School Funding Annual Report: Revision of 2023-2024 annual report previously approved by the board.</p> <p>Gavin Keller reviewed the Prop 28 Annual Report - This annual report came to the board in June and was previously approved, however revisions are needed. The State provided more guidance as to expenses that are eligible and unfortunately using these funds towards the storage container would not be permitted given these guidelines. Previously it was understood that 80% of the fund be used towards salary to create new programming and 20% of prop 28 funds could be used towards materials, supplies, facility enhancement, again for new programming. The recent guidance adjusts this to 20% of the actual expenditures on salaries may be used towards materials. We had zero expenditures on salaries last year to create new arts programming and so an expenditure on materials, supplies, equipment, etc cannot be approved. The expenditure report is revised to indicate zero dollars for the 23-24 school year. The report will be reported to the State accordingly and there is still time to make changes. Melissa Dahlin made a motion to approve the revised Prop 28 Annual Report, Jeannie Lee seconded the motion, all Council members were in favor.</p> <p>C. Staffing Plan 2024-25*: Updates to Staffing Plan needed for the start of school</p> <p>Gavin Keller reviewed the staffing plan, including recent hires and vacancies that the school is still seeking to fill. Michael Allbee made a</p>	Gavin Keller	7:15

Journey School
A California Public Charter School

motion to approve the staffing plan, Melissa Dahlin seconded the motion, all Council members in favor.

- D. *Employee Handbook:*** *Review of changes and updates to the Employee Handbook.*

Gavin Keller reviewed updates to the handbook, two main changes. First to incorporate the WVPP that was approved in June as an Exhibit to the handbook and strike existing language. Second, adjust paid time off for the various terms of contracts. Previously, the handbook took into account just 10 and 12 month contracts and doesn't account for 11 month contracts. Language was also added for our Education Specialists/interventionists. The Council asked why vacation leave was inserted for Personal leave. Gavin explained that personal leave and sick leave are interchangeable and so having both in the previous handbook was confusing and duplicitous. It is the recommendation of legal counsel to adjust personal leave to vacation leave. The Council suggested a thorough review to ensure that all references to personal be removed, there were still some left in the handbook that were not changed to vacation leave. Michael Allbee made a motion to approve the Employee Handbook as revised, Margaret Moodian seconded the motion, all Council members were in favor.

- E. *Expanded Learning Opportunities Program Plan:*** *Review of plan last approved in 2022, approval required once every 3 years.*

The ELOP plan was last approved in May of 2022, and updates/approval are required every 3 years. Gavin Keller reviewed the plan, adjusting language for Little Acorns, now that Journey School will be running the program directly and detailed programming that is provided by Strategic Kids and Little Acorns during the 175 day school year and the 6 week summer program funded by ELOP. Margaret Moodian asked for details regarding diversity efforts and Gavin shared that those efforts are a priority of the program, including literature, story, experiences and staff involvement are rich and diverse. This opens windows and mirrors for students with diverse backgrounds to feel seen and heard. Amy Capelle suggested that ELOP funds be used to help students who are struggling academically. Gavin discussed plans for providing tutoring should there be ELOP funds remaining after summer programming and aftercare provided to unduplicated students.

Jeannie Lee made a motion to approve the ELOP plan, the motion was seconded by Melissa Dahlin, all Council members approved.

- F. *Executive Director Review Cycle:*** *Presentation and discussion of goals for the 2024-2025 school year*

Gavin Keller reviewed three goals for the school and administration this coming school year. There was no action taken as this was an information-only item.

Journey School
A California Public Charter School

8	<p>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</p> <p>A. Board Roster & Calendar of Meetings*</p> <p>The board reviewed the calendar of meetings and adjusted the board retreat in November from 11/13 to 11/20 at 2pm. The board reviewed the board roster and approved the changes to officers. The board discussed upcoming vacancies and expiring terms and indicated a need to grow the board.</p> <p>Margaret Moodian made a motion to approve the calendar and board roster, Melissa Dahlin seconded the motion, all council members were in favor.</p>	Amy Capelle	7:45
9	<p>CLOSED SESSION: The meeting will now convene to closed session to discuss the matter described below:</p> <p>1. Pursuant to Government Code §54953: Public Employee Compensation, Title: School Executive Director</p>	Amy Capelle	8:00
10	<p>Adjournment</p>	Amy Capelle	8:45

Agenda publicly posted on the school website at www.journeyschool.net on August 19, 2024.

**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.*