

Journey School
A California Public Charter School

Thursday, March 28, 2024 @ 6:00 p.m.

REGULAR MEETING MINUTES
Approved April 25, 2024

*This meeting was held at Journey School, 27102 Foxborough, Aliso Viejo, CA 92656
(949) 448-7232 www.journeyschool.net*

This meeting was live streamed via Zoom with the link posted on the meeting agenda.

	AGENDA ITEM
1	<p>Call to Order and Roll Call: The meeting was called to order at 6:05</p> <p>BOARD MEMBERS: Amy Capelle, Council President - Present Melissa Dahlin, Council Vice President - Present Margaret Moodian, Council Secretary - Present Jeannie Lee, Board Member - Absent Michael Allbee, Board Treasurer - Present</p> <p>Also present: Gavin Keller, Executive Director Shelly Kelly, Education Director Kelly Larson, Faculty Member Cassie Kauwling, Parent Cabinet Advisor Gaylen Corbett, Clerical Support</p>
2	<p>Inspirational Passage: Gavin shared inspirational passages by education transformer and author Ken Robinson.</p>
3	<p>Approval of Agenda* Melissa made a motion to approve the agenda. Margaret seconded the motion and it was unanimously approved.</p>
4	<p>PUBLIC COMMENT: There were no members of the public in attendance.</p>
5	<p>CONSENT AGENDA ITEMS:</p> <p>A. Approval of Minutes*: Minutes from regular meeting February 27, 2024.</p> <p>B. Updates to 2023-24 Staffing Plan* to meet current needs.</p>

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	<p>C. <i>Journey School Council Bylaws*</i>: Review and approval of previously approved bylaws. There are no changes at this time.</p> <p><i>Melissa made a motion to approve all items on the consent agenda. Mike seconded the motion and it was unanimously approved.</i></p>
6.	<p>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</p> <p>A. Report out from CCSA Conference: Amy, Gavin, Margaret and Gaylen shared summaries of the sessions they attended at the CCSA conference.</p>
7	<p>INFORMATION ITEMS: Reports</p> <p>A. Financial Update*: Gavin shared the report on February financials submitted by Larry Tamayo. Mike asked about how much funds might be available from the unencumbered block grant. Gavin will inquire with Larry Tamayo regarding that question. Gavin stated that the rate of chronic absenteeism has declined.</p> <p>B. Faculty Update: Kelly shared an update on faculty activities including her experiences in a variety of schools before she came to Journey School, and her views on the positive state of Journey's cohesive faculty and well balanced administration. She also shared updates on work being done by PEDCO for the Alliance self-study, the Waldorf Foundations training program offered by Journey, and a proposed mentoring program for teachers.</p> <p>C. Parent Cabinet Update: Cassie shared an update on Parent Cabinet activities including the upcoming auction, May Faire clothing sale, Mendocino Farms restaurant fundraiser, and Community Social feedback.</p> <p>D. Administrative Update: Gavin reported on enrollment lotteries, projected enrollment for 2024-25, El Dorado Charter SELPA approval process, CAASPP testing, and Moulton Niguel Water District partnership to install water efficient fixtures at no cost. Regarding the Employee Retention Credit, audits of other schools indicate that Journey School is in compliance. Following up regarding the audit engagement/contract cost, Gavin clarified that the cost specified in last month's meeting is one charge, not two. Gavin also explained that all Journey teachers use curriculum standards and assessment rubrics to measure student progress.</p>
8	<p>SCHOOL OPERATIONS: Discussion/Action</p> <p>A. Expanded Learning Opportunities Program*: Board members reviewed a proposal from Strategic Kids to coordinate a summer program for kindergarteners. Margaret made a motion to approve the proposal by Strategic Kids. Melissa seconded the motion and it was unanimously approved.</p> <p>B. Staffing Plan 2024-25*: Gavin shared an initial draft of the Staffing Plan for the upcoming school year, including plans for hiring for our Special Education department.</p> <p>C. Special Education Job Descriptions 2024-25*: Board members reviewed Special Education job descriptions including Special Education Program Director, Special Education Teacher and Speech Pathologist. Amy suggested adding the requirement of Waldorf training and annual professional</p>

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	<p><i>development training. Melissa made a motion to approve the job descriptions as amended. Mike seconded the motion and it was unanimously approved.</i></p> <p>D. <i>Material Revision to Charter*</i>: <i>Gavin reviewed the proposed material revisions to the Charter document, in anticipation that Journey becomes a member school of the El Dorado Charter SELPA and exits the CUSD SELPA. Gavin stated that he would like to submit the revision on April 12th. Mike made a motion to approve the material revisions to the charter. Melissa seconded the motion and it was unanimously approved.</i></p> <p>E. <i>Charter Performance Category*</i>: <i>Gavin reviewed and explained Journey’s 2023 performance categorization completed by the CDE. This yearly classification will be considered by CUSD for charter renewal purposes in 2028.</i></p> <p>F. <i>Parent Advisory Committee Formation*</i>: <i>Board Members reviewed a proposal to establish a Parent Advisory Committee (PAC) for incorporation of parent input on Journey’s School Plan for Student Achievement (SPSA). Cassie, Gavin and board members discussed changing the committee size from "not to exceed 11" to wording that specifies a minimum number of members as well as a maximum. Rewording suggested included "...Additionally an election will be held and voted on by the parent body to fill any remaining positions." Remove "which will be no less than two seats." Specify that no single person may hold the position of president and secretary. Add wording to indicate that if there are not enough people to meet the requirements of the PAC then the input on SPSA will revert back to PC. Gavin will review these changes with our attorney and report back to the board.</i></p> <p>G. <i>School Director Evaluation</i>: <i>Board members reviewed the timing of the current process and discussed revisiting the 2024-25 school year survey questions to reflect any changes that may need to be made.</i></p>
9	<p>Adjournment <i>Margaret made a motion to adjourn the meeting. Melissa seconded the motion and it was unanimously approved. The meeting was adjourned at 9:23 p.m.</i></p>

Agenda publicly posted at Journey School on March 25, 2024, 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.*