

Journey School - A California Public Charter School

Thursday, April 25, 2024

REGULAR MEETING MINUTES

Approved May 23, 2024

6:00 p.m.

*At Journey School, 27102 Foxborough, Aliso Viejo, CA 92656
(949) 448-7232 www.journeyschool.net*

This meeting was held in person on the Journey School campus and was live streamed via Zoom. A Zoom link was shared on the agenda.

| | AGENDA ITEM |
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| 1 | <p>Call to Order and Roll Call: The meeting was called to order at 6:14 p.m.</p> <p>BOARD MEMBERS: Amy Capelle, Council President - Present Melissa Dahlin, Council Vice President - Present Margaret Moodian, Council Secretary - Present Jeannie Lee, Board Member - Present Michael Allbee, Board Treasurer - Absent</p> <p>ADVISORY POSITIONS: Cassie Kawling, Parent Cabinet Advisor - Present</p> |
| 2 | <p>Inspirational Passage : Amy Capelle shared two inspirational quotes by Albert Einstein. A student is not a container you have to fill, but a torch you have to light up." "I never teach my pupils. I only create the conditions in which they can learn."</p> |
| 3 | <p>Approval of Agenda* : Melissa made a motion to approve the agenda with item 6E stuck from the agenda. Margaret seconded and it was unanimously approved.</p> |
| 4 | <p>PUBLIC COMMENT: Alicia Cordova participated via Zoom. She shared gratitude for the formation of the Parent Advisory Committee. She shared concerns regarding changes to the field trip guidelines and the loss of some trips or a change in quality of trips. She is grateful for the updated UCP plan in regards to the discrimination, harassment and intimidation policy.</p> |
| 5 | <p>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</p> <p>A. Potential Reschedule of May Council Meeting: The board discussed rescheduling the May 2024 meeting. Melissa made a motion to reschedule the May meeting to 4:00 p.m. on May 23, 2024. Jeannie seconded and it was unanimously approved.</p> |

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| | <p>B. Executive Performance Feedback Survey* - Amy noted that this annual survey will be shared with council members, PedCo, the Parent Cabinet Executive Team, and administrative staff.</p> |
| 6 | <p>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.</p> <p>A. Approval of Minutes*: Minutes from regular meeting March 28, 2024.</p> <p>B. Tax Returns*: Review of draft tax returns - 2023 990s</p> <p>C. Uniform Complaint Procedure (UCP) Update*: Annual review of UCP</p> <p>D. Homeless Policy Review*: Annual review of Homeless Policy</p> <p>E. Suicide Prevention Policy*: Annual review of policy</p> <p>Melissa made a motion to approve the Consent Agenda items. Margaret seconded the motion and it was unanimously approved.</p> |
| 7 | <p>INFORMATION ITEMS: Reports</p> <p>A. Financial Update*: Larry Tamayo arrived at 7:02 p.m. and shared a report on March financials and P2 ADA as detailed in the backup materials. Amy asked for clarification on our net income. Larry explained that certain income is deferred and therefore is not included in net income. He explained that it will show as deferred revenue at year end, which will increase the net income. Larry departed at 7:26 p.m.</p> <p>B. Faculty Update: Shelley shared that all classes are preparing for May Faire. Jeannie shared that some teachers will be switching classes next year. There is a staff gathering planned for May. 7th and 8th grade track and field meet is tomorrow. Middle school dance took place last week. Teachers are preparing their students for state testing.</p> <p>C. Parent Cabinet Update: Cassie shared an update on Parent Cabinet activities. The auction was a success in spite of pouring rain. Upcoming events include the bake sale for May Faire, and the teacher appreciation luncheon. PC members have expressed the desire to incorporate more community service in our curriculum, with a suggestion of combining this with field trip opportunities.</p> <p>D. Administrative Update: Gavin that Journey School has been admitted into the El Dorado Charter SELPA. Journey's administrative team will be traveling to Sacramento for an in-person meeting with El Dorado tomorrow. Hiring for the special education team is going well. Universal Transitional Kindergarten will be called the Poppies and will be a small class of around 14 students. The schedule will most likely match that of the current kindergarten schedule. Facilities solutions are being explored. Our Extended Learning Opportunities Program for summer has good enrollment. Fee based enrichment classes are also being offered by Journey School teachers this summer. A recess volunteer program has begun, with a training session for parent volunteers who will supplement staff on recess supervision. LCAP update: Input from parents, faculty and staff is being gathered. Goals in the initial draft are being aligned with our charter school outcomes stated in our charter. PedCo is still working</p> |

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| | <p><i>on field trip guidelines and will invite parent community input. Our former 8th grade trip provider has resumed operations and we have made a reservation for 2025.</i></p> |
| 8 | <p>SCHOOL OPERATIONS: Discussion/Action</p> <p>A. Records Retention Policies*: Gavin shared the Journey School Records Retention and Disposal policy and a Student Records Retention policy prepared by YM&C attorneys. The school currently stores all records indefinitely. Melissa made a motion to approve both policies. Margaret seconded the motion and it was unanimously approved.</p> <p>B. Parent Advisory Committee*: <i>Public Comment on Item 8B from Alicia Cordova: Alicia requested that in Article 3, "Foster Youth Representative" be modified to "Homeless/McKinney Vento Youth representative" so that unduplicated pupils are representative. She expressed concerns about the appointment of representatives by the Executive Director. She asked that the council consider making the appointment themselves.</i></p> <p><i>Council members reviewed and discussed the Parent Advisory Committee (PAC) bylaws. They discussed how the committee will be formed and how best to describe the process of selecting members. They also discussed which students/groups are considered unduplicated. The board agreed on the following two changes to the bylaws:</i></p> <p style="padding-left: 40px;"><i>Change 1: Change "Parent Cabinet Executive team", to "Journey School Parent Cabinet Board of Directors."</i></p> <p style="padding-left: 40px;"><i>Change 2: Change wording to read "after soliciting interested parties, the director shall appoint..."</i></p> <p><i>Margaret made a motion to approve the formation of a PAC with the two changes noted above, to be formed at the beginning of the 2024-25 school year. Melissa seconded the motion and it was unanimously approved.</i></p> <p>C. 2024-2025 Staffing Plan*: Gavin reviewed the 2024-25 staffing plan and related contracts, including a proposal from Strategic Kids to provide paraprofessionals to support our special education services. Strategic Kids already provides paraprofessionals for this type of role for other local school districts. He outlined the benefits of continuing our partnership with Strategic Kids and utilizing Strategic Kids staff who have been assigned to the Journey School campus for a year or more, and know our program and student body. The board discussed training requirements for paraprofessionals to fill these roles, and reviewed the cost of using Strategic Kids vs. hiring our own staff. The board recommended allocating adequate funding for proper training of all paraprofessionals hired to work at Journey School. Melissa made a motion to approve the Strategic Kids proposal to include a minimum of two days of training, with ongoing training, on an as-needed basis. Margaret seconded the motion and it was unanimously approved.</p> <p><i>Gavin shared that the current lower grades Movement teacher will not be returning next year. Administrators and council members discussed the possibility of having main class teachers assist</i></p> |

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| | <p><i>with Movement classes once per week. Gavin stated that the staffing plan and corresponding budget will be brought to the May meeting.</i></p> <p><i>Melissa made a motion to move into Closed Session. Margaret seconded and the motion was approved by all. The Zoom recording was paused at 8:45 p.m. Cassie Kawling and Gaylen Corbett departed from the meeting at this time.</i></p> |
| 9 | <p>CLOSED SESSION</p> <p><i>Council entered closed session at 8:45 p.m.</i></p> <p>A. Pursuant to Government Code § 54957: Public Employee Compensation, Administrative Support Staff</p> <p>B. Potential Litigation § 54956.9(d): Facts and circumstances to be discussed in closed session.</p> <p><i>Open session resumed at 9:05 p.m. The board approved the memorandum from administration to award a one time bonus for administrative support staff recognizing their efforts working beyond their job descriptions through the pandemic and in the years following to re-establish Journey School. The motion was made by Amy Capelle and seconded by Margaret Moodian.</i></p> <p><i>There was no action taken on item 9B.</i></p> |
| 10 | <p>Adjournment: <i>Melissa made a motion to adjourn the meeting. Margaret seconded the motion and it was unanimously approved. The meeting was adjourned at 9:07 p.m.</i></p> |

Agenda publicly posted at Journey School on April 22, 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 indicate with an asterisk. Other items may also have back up materials provided.