

*Journey School
A California Public Charter School*

Thursday, October 24, 2024

***REGULAR MEETING MINUTES
Approved December 12, 2024***

6:00 p.m.

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

NOTE: This meeting was held in person on the Journey School campus and was 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
Margaret Moodian, Council Secretary - PRESENT
Jeannie Lee, Board Member - PRESENT
Melissa Dahlin, Board Member - PRESENT

ADVISORY POSITIONS:

Cassie Kawling, Parent Cabinet Advisor - ABSENT
Renalani Moodley, Parent Cabinet Advisor - PRESENT
Faculty Advisor, Kelly Larson - PRESENT

	AGENDA ITEM	SPONSOR	EST. TIME
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1	Call to Order and Roll Call - The meeting was called to order at 6:07 p.m.
2	Inspirational Passage - Mike shared an inspirational passage by John Wooden on the topic of growth mindset.
3	Approval of Agenda* Melissa made a motion to approve the agenda. Jeannie seconded the motion and it was unanimously approved.
4	PUBLIC COMMENT: There were no members of the public in attendance.
5	<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. Recurring Expenses*: Updates to 2024-25 expenses</p> <p>B. Approval of Minutes*: Minutes from Council Meeting held September 26, 2024.</p> <p>C. 2024-2025 Staffing Plan*: Updates to staffing plan</p> <p>Jeannie made a motion to approve the consent agenda items. Mike seconded the motion and all items were unanimously approved.</p>
6	<p>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</p> <p>A. Board Strategic Planning*: The board discussed the draft agenda for Board Retreat scheduled for November 20th from 2:00-5:00 p.m. All attendees should be listed on the agenda. A review of the Journey School Bylaws and schedule of council meetings will also be included on the agenda. Representatives from the following stakeholders will be represented: Council members, the Administrative team, the JTA Board President, SPED Director Caryn Kaufman, representative(s) from Early Childhood, Independent Study, Specialties, and Parent Cabinet. Amy noted that the board's strategic plan will likely require work sessions in addition to the retreat. Kelly and Renalani offered suggestions for how to make the retreat work more efficient. Gaylen will take notes while Margaret facilitates the strategic planning session. It was agreed that a dinner will be offered following the meeting, and the board may choose to continue working into dinner time if desired.</p> <p>B. Parent Cabinet Advisory Role*: Gavin discussed the Parent Cabinet advisory role, the nomination and approval process. Renalani Moodley will now serve as a Parent Cabinet advisor to the board. Cassie Kawling may or may not continue serving, but is welcome to do so.</p> <p>C. Board Terms and Officers*: The board reviewed the board roster and officers. Amy stated that Jeannie cannot serve as an officer since she is a staff member. Mike made a motion to install Margaret as board secretary, retroactive to June 25, 2024. Jeannie seconded the motion and it was unanimously approved.</p>
7	<p>INFORMATION ITEMS: Reports</p> <p>A. Financial Update*: Larry shared a report on September financials as detailed on the materials shared in advance. Our attendance rate was very good for Month 1, making LCFF revenue higher. If we do not spend</p>

certain one-time funds such as the Learning Recovery Block Grant, their use will be more restricted in 2025-26, so Journey will start using those funds this year. Income from Little Acorns aftercare is higher than expected. Gavin noted that additional requests for "Annual Giving" will be shared with parents, such as for "Giving Tuesday" and end of year donations. Jeannie suggested sharing a message with parents regarding the financial benefits of September's excellent attendance. Margaret stated that her son's school offers rewards for good attendance. Gavin also noted that our counselors follow up with families who have poor attendance. Larry and the board discussed funding sources and how schools are funded regardless of how many IEP students any school has. Journey has \$2.9 million in cash and investments. The State budget update is more positive this month.

- B. **Faculty Update:** Kelly Larson shared an update on Faculty activities including a special event with 8th graders and kindergarteners, and a special upcoming field trip for 8th grade. Faculty members are getting along very well and the schedule changes are allowing for more collaboration. Our new Special Education team is considerate of Journey special events, and are providing reliable, consistent services to students. Lack of parking is a challenge for staff.
- C. **Parent Cabinet Update:** Renalani shared an update on Parent Cabinet activities including Harvest Faire preparations, volunteers, spirit wear sales, Cash for Clothes, and Fairy Market.
- D. **Administrative Update:** Gavin shared his gratitude to Parent Cabinet, as well as an update on school programming/events, immunization compliance, annual giving campaign, field trips, and the rigor of Journey School's program. Gavin suggested sending out the alumni survey again soon, possibly at Harvest Faire with a special reward offered. Gavin stated that we have received numerous applications to serve on the Parent Advisory Committee, and six applicants submitted biographies as requested. We are attempting to find representatives for each subgroup. Renalani asked if hard copies of the application could be shared at the next Parent Cabinet meeting.

- 8 **SCHOOL OPERATIONS: Discussion/Action**
- A. **Review of Minutes*:** The board agreed that there was no need to revise the minutes from past meetings.
 - B. **Fiscal Policy*:** Gavin and the board discussed the school's fiscal policy including increasing the dollar amount required for council approval, allowing for the use of vendor lines of credit, and a revision to the contract approval process to ensure compliance. Gaylen suggested changing the language under Purchasing item 7 to read: "The Administrator may use, or may authorize an individual to obtain and/or use a school credit card or a vendor line of credit..." Gavin stated that additional verbiage has been added to the fiscal policy to clarify that the Director may enter into contracts over \$10,000 to ensure regulatory compliance, subject to approval or ratification by the board. Amy requested to remove the reference to special education, so that it will apply to general compliance needs.

	<p><i>Margaret made a motion to approve the redline changes, including those noted above, to the Fiscal Policy. Melissa seconded the motion and it was unanimously approved.</i></p> <p><i>Melissa made a motion to enter Closed Session. Jeannie seconded the motion and it was unanimously approved. Closed session began at 7:54 p.m. Gaylen, Kelly and Renalani departed from the meeting prior to the start of the closed session.</i></p>
9	<p>CLOSED SESSION</p> <p>A. Pursuant to Government Code 54957.6 - Executive Director Compensation</p> <p>B. Pursuant to Government Code 54956.9 - Potential Litigation</p> <p>Report out from Closed Session: <i>The board re-entered open session at 8:30 p.m.</i></p> <p>Item A: <i>Amy read aloud the proposed salary increase of 6.965% for the Executive Director, retroactive to July 1, 2024, with an annual COLA defined by the Department of Finance published in the Governor's final budget, and a term of 4 years. Mike made a motion to approve the Executive Director contract. Margaret seconded the motion and it was unanimously approved.</i></p> <p>Item B: <i>No action was taken.</i></p>
10	<p>Adjournment - Jeannie <i>made a motion to adjourn the meeting. Margaret seconded the motion and it was approved by all. The meeting was adjourned at 8:33 p.m.</i></p>

*Agenda publicly posted at Journey School on October 21, 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.*