

***Journey School
A California Public Charter School***

***Thursday, October 24, 2024
REGULAR MEETING AGENDA***

6:00 p.m.

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

NOTE: This meeting will be 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=3Ww1qZ3nZAbuPqWnIC6wnsvu9uqK8j.1>

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

BOARD MEMBERS:

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

ADVISORY POSITIONS:

Cassie Kauwling, Parent Cabinet Advisor
Faculty Advisor, TBD

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 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 and Roll Call	Amy Capelle	6:00
2	Inspirational Passage	Michael Allbee	6:05
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public.	Amy Capelle	6:08
4	PUBLIC COMMENT: Members of the public may contribute public comment. Reminder: See policy above for time guidelines.	Amy Capelle	6:10
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. A. Recurring Expenses*: Updates to 2024-25 expenses B. Approval of Minutes*: Minutes from Council Meeting held September 26, 2024.	Gavin Keller	6:15

	C. 2024-2025 Staffing Plan*: Updates to staffing plan		
6	BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action): A. Board Strategic Planning*: Draft agenda for Board Retreat B. Parent Cabinet Advisory Role*: Review of candidate(s) and discussion of nomination process C. Board Terms and Officers*: Review of board roster and officers.	Amy Capelle	6:25
7	INFORMATION ITEMS: Reports A. Financial Update*: Report on September financials B. Faculty Update: Update on Faculty activities. C. Parent Cabinet Update: Update on Parent Cabinet activities D. Administrative Update: Update on school operations including but not limited to school programming/events, immunization compliance, annual giving campaign, field trips, and Parent Advisory Committee (PAC) formation.	Larry Tamayo TBD Cassie Kawling Gavin Keller	7:10
8	SCHOOL OPERATIONS: Discussion/Action A. Approval of Minutes*: Discuss possible revision of minutes. B. Fiscal Policy*: Discussion of contract approval process.	Gavin Keller	7:50
8	CLOSED SESSION A. Pursuant to Government Code 54957.6 - Executive Director Compensation B. Pursuant to Government Code 54956.9 - Potential Litigation	Amy Capelle	8:30
9	Adjournment	Amy Capelle	9:00

*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.*

Journey School
A California Public Charter School

Thursday, September 26, 2024

6:00 p.m.

REGULAR MEETING AGENDA MINUTES - DRAFT

	AGENDA ITEM
1	<p>Call to Order and Roll Call: The meeting was called to order at 6:04 p.m.</p> <p>Amy Capelle, Council President - Present Melissa Dahlin, Board Member - Absent Margaret Moodian, Board Member - Present Jeannie Lee, Council Secretary - Present Michael Allbee, Board Treasurer - Present</p> <p>Cassie Kawling, PC Representative - Present Renalani Moodley, PC Member - Present Nicola Wellner, Faculty Representative - Present</p> <p>Jeannie departed at 6:06 p.m. to retrieve notes from her classroom. Jeannie returned at 6:08 p.m.</p>
2	<p>Inspirational Passage - Jeannie shared a passage by the Hopi Elders.</p>
3	<p>Approval of Agenda* - Gavin stated that he will present the financial update instead of Larry. Mike made a motion to approve the agenda as amended. Margaret seconded and it was unanimously approved.</p>
4	<p>PUBLIC COMMENT: Alicia Cordova submitted a public comment which was read aloud at the meeting. A copy of her comment is attached to these minutes.</p>
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>Amy requested to pull Item B from Consent. Jeannie requested to remove Item A from Consent.</p> <p>A. Approval of Minutes*: Minutes from regular meeting of August 22, 2024</p> <p>B. MOU with Concordia University*: Ratification of agreement to serve as a school site for counselors seeking fieldwork hours.</p>

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	<p>C. Revised Oversight Assurances for Charter (CUSD)*: Ratification of revisions to charter oversight assurances with CUSD. Changes are required due to the new special education SELPA and arrangement.</p> <p><i>Margaret made a motion to approve the Consent agenda as amended. Mike seconded the motion and it was unanimously approved.</i></p> <p>Discussion on Item A: Jeannie stated that she should not be listed as secretary. Jeannie made a motion to approve Item A. Margaret seconded the motion and it was unanimously approved.</p> <p>Discussion on Item B: Amy asked if the agreement will cost the school anything or require additional insurance. She also asked if the school has space to accommodate student teachers. Gavin stated that there is no cost and additional insurance is not required. Mike made a motion to approve the MOU. Mike seconded the motion and it was unanimously approved.</p>
6	<p>INFORMATION ITEMS: Reports</p> <p>A. Faculty Update: Nicola shared an update on the Handwork specialty classes. She explained the circular nature of the handwork curriculum as it moves through the grades. She shared how complicated and challenging handwork projects help to build the will forces of students. She is hopeful for a larger teaching space in the future, for handwork and other specialties.</p> <p>B. Parent Cabinet Update: Cassie shared an update on Parent Cabinet activities. She reported on Harvest Faire preparation, school calendars made from student art, and volunteerism. Renalani (Renal) Moodley was also present and is considering taking over the position as Parent Cabinet Representative.</p> <p>C. Administrative Update: Gavin and Shelley reported on school events, the Rose Ceremony, bonds formed through the buddies program, the RESPECT Tour, first weeks of school, Parent Advisory Council formation, enrollment, Special Education, Little Acorns programming, and Alliance for Public Waldorf Education accreditation.</p> <p><i>Enrollment of 619 is slightly lower than anticipated, but higher than what was calculated into the budget. Wait lists are shorter than usual. 19% of the student body have IEP's, including many new students. We have several McKinney Vento students this year. Administration has been assisting with housing and transportation resources such as EverDriven. Amy will share a resource that she knows of with Gavin. The board discussed various resources for transportation for McKinney Vento families. Gavin also shared an update on the Parent Advisory Committee that will help direct the school's LCAP.</i></p> <p><i>For accreditation, the Alliance site visit may happen on October 24th or 25th. Accreditation may be complete before the end of December 2024. Shelley noted that the Alliance conference is in Los Angeles this year.</i></p>

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	<p>D. Financial Update*: Gavin shared a report on budget updates for the 2024-2025 school year. Attendance has been strong so far this month. Our school counselors are helping with attendance follow up. There have been additional costs related to staffing including contracted healthcare professionals needed to assist with special needs of students, Little Acorns staffing, and additional paraprofessionals from Strategic Kids. Some funds that had been set aside were moved into the operating budget to assist with staffing costs. The State budget update includes a new requirement for the Learning Recovery Block Grant. Journey saved approximately \$160,000 of those funds, and the state has set new requirements for spending of this grant.</p>
7	<p>SCHOOL OPERATIONS: Discussion/Action</p> <p>A. Updates to Staffing Plan 2024-25*: Gavin reviewed updates to the Staffing Plan which includes a new contract with BrightStar Care for special education purposes and assistance with school nurse coverage. This contract was entered into in order to immediately comply with IEP requirements, including IEP students who need a 1:1 caregiver. The contract was reviewed by our attorneys. Gavin stated that the hiring committee is still seeking to employ an LVN directly, which would provide a cost savings. If we hire an LVN, then we could discontinue use of BrightStar staff.</p> <p>Gavin suggested bringing the Fiscal Policy to the next council meeting, in order to discuss if the policy should be revised to allow the administrator to enter into a contract without board approval in order to meet time-sensitive IEP needs.</p> <p>Jeannie made a motion to ratify the BrightStar Care contract. Mike seconded and the contract was unanimously ratified.</p> <p>Gavin explained that our caseloads for education specialists exceeds the ratio allowed by the state, so the school is seeking to hire another speech language pathologist. Caseloads for paraprofessionals were also too high, which is why the Strategic Kids staff has been increased. Gavin explained that our paraprofessionals have completed training by El Dorado SELPA. Special Education Director Caryn Kaufman has also been providing training and support to our paraprofessionals. We are still seeking a Games teacher, although Sergio Huerta has been filling this role. For additional Little Acorns staff recently hired, there is no effect on the budget because ELOP funds may be used for this cost. Estimated impact to the budget for these staffing costs are: Classified staff \$58k, certificated staff \$27k, and benefits \$17k.</p> <p>Margaret made a motion to approve the revised Staffing Plan for 2024-25. Mike seconded and it was unanimously approved.</p> <p>B. Amendment to Facilities Use Agreement with CUSD*: Ratification of Facilities Use Agreement (FUA) with CUSD. The three year extension of our FUA means that it will expire in June 2028, with no rent increase.</p> <p>Mike made a motion to approve the FUA. Margaret seconded and it was unanimously approved.</p>

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	<p>C. Arts, Music, Instructional Materials Block Grant*: Discussion and approval of plan for expenditure of AMIM funds received. Gavin recommended using \$134,671 of this grant to assist with retirement costs for our teachers, who provide arts and music instruction, which is in direct alignment with expenditure terms of the grant. Our total allotment for this grant is \$308k, to be used up by 2028-29. Margaret made a motion to approve the expenditure of \$134,671 for retirement costs. Jeannie seconded the motion and it was unanimously approved.</p>
8	<p>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</p> <p>A. Board Strategic Planning: Create agenda and prep materials needed ahead of November’s strategic planning session. Attendees: Council members, Gavin, Shelley, the JTA Board President, SPED Director Caryn Kaufman, representatives from Early Childhood, Independent Study, Specialties, Parent Cabinet, and possibly Strategic Kids.</p> <p>A draft agenda for the retreat will be included in the October council meeting.</p> <p>B. Schedule of Meetings*: Review & discuss schedule of regular meetings. The board changed the date of the April 24th meeting to May 1st, with April 30th as a backup date. The June meeting was changed to June 16th. Jeannie approved the meeting schedule as described. Margaret seconded the motion and it was unanimously approved.</p> <p>C. Annual Brown Act Training*: Review and discussion of Brown Act - Prior to the board meeting, please review the slides and webinar at this site https://www.ca-ilg.org/webinar/brown-act.</p>
9	<p>CLOSED SESSION: Jeannie made a motion to enter Closed Session. Margaret seconded the motion and it was unanimously approved. The audio recording was muted for Closed Session which convened at 8:13 p.m. to discuss the matter described below:</p> <p>1. Pursuant to Government Code 54957.6 - Executive Director Compensation -</p> <p>Report from Closed Session: The Council agreed on compensation, terms of the contract, and a term of 3 years for the Executive Director. The contract will be ratified at the next Council Meeting.</p>
10	<p>Adjournment: Margaret made a motion to adjourn the meeting. Mike seconded the motion and it was unanimously approved. The meeting was adjourned at 8:29 p.m.</p>

PUBLIC COMMENT APPENDICE:

Alicia Cordova

September 26, 2024

Journey School Council
27102 Foxborough

Journey School
A California Public Charter School

Aliso Viejo, CA 92656

Re: Public Comment

Dear 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 grade 3 and grade 7. 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 Charter School in Huntington Beach. I am presently in service of the school and parent body as a Parent Cabinet Rep for the last two years and present year.

PUBLIC COMMENT:

Brown Act

Today's meeting materials were made not made available to the public until 1pm. It is unclear if this is the same time the materials were made available to the Board itself but in any case, please be aware that it is not feasible for the public to review the materials and prepare comments in such a short period of time. I would encourage the Board to direct Mr. Keller, as Secretary to the Board, to ensure that our public meetings are supportive of public participation in the future.

Institute for Multi-sensory Education: Comprehensive Orton-Gillingham Training

I would like to express gratitude to the Administrative Team for being responsive to expressed public concern regarding the inconsistent quality of instruction and assessment. As it relates to literacy, it is expected that credentialed educators should understand the structure and foundation of the English Language as well as the research behind the Science of Reading however it is apparent that professional practices vary widely at Journey School.

Teacher effectiveness will continue to be a variable in the success of this highly proven program, and it bears mentioning that there remains serious public concern regarding the reasonable consistency of teacher quality at Journey School.

I would encourage the administration to take a closer look at teacher effectiveness, considering this and other trainings, early and often; to collect start of year baseline assessments and compare these to ongoing assessments to monitor teacher effectiveness and utilize this information to evaluate teachers' performance, implement support and inform retention.

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It is also my hope that this training will continue annually, particularly to prepare the incoming first grade teachers to build continuity and capacity.

Thank you, again, for your governance. Please include a copy of my letter and the Board's response, if any, in the minutes of your next meeting.

With gratitude,
Alicia Cordova

Agenda publicly posted on the school website at www.journeyschool.net on September 23, 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.*

DRAFT JOURNEY SCHOOL STAFFING PLAN 2024-25

NAME	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO/NOTES
ADMINISTRATION and STUDENT SUPPORT			
Gavin Keller	Executive Director	Salary/Exempt BENEFITS	
Shelley Kelley	Education Director	Salary/Exempt BENEFITS	
Amanda Simmons	Independent Study Director	0.25 FTE (.5 Teacher) Salary/Exempt BENEFITS	
Grace LaHatt	Office Manager and HR Specialist	Salary/Exempt BENEFITS	
Kris Reynolds	Admin Asst: Enrollment, Communication, After School Programs Coordinator	Salary/Exempt BENEFITS	
Shoon O'Neill	Admin Asst: Registrar, Attendance, Reception	Salary/Exempt BENEFITS	
Janet Gates	Information Technology Specialist and Office Support	Salary/Exempt BENEFITS	
Gaylen Corbett	Admin Assistant: Business Specialist/Accounts Payable	Salary/Exempt BENEFITS	
Tia Manushree	Admin. Assistant: School Nurse	Hourly/Non-Exempt	Agreed to 3 days a week through December
Jenny Wilkes	Admin. Assistant: School Nurse	Hourly/Non-Exempt	2 Days/Week SHARED
TBD	Admin Assistant: School Nurse	Salary/Exempt BENEFITS	Still Seeking FT nurse...would replace Tia and Nurse Contract with Agency (BELOW). Ideally 5 days a week/FT position

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Cadence Lusinsky	Counselor	Salary/Exempt BENEFITS	
Emily Landrum	Counselor	FTE Salary/Exempt BENEFITS	New Hire
Jaime Lloyd	Receptionist/Communication Support	Hourly /Non-Exempt BENEFITS	
Vivienne Benjamin	Social Media and Event Support	Hourly /Non-Exempt/Part time	

MAIN CLASS TEACHERS	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
April Martin	Main Class Teacher	F/T, Salary/Exempt	
Hellene Brodsky-Blake	Main Class Teacher	F/T, Salary/Exempt	
Jill Murphy	Main Class Teacher	F/T, Salary/Exempt	
Fiona Kephart	Main Class Teacher	F/T, Salary/Exempt	
Amanda Simmons	Independent Study Teacher	.5 F/T, Salary/Exempt	At employee request, reduced role to .75 FTE including admin duties
Lindsey Ponzo	Independent Study Teacher	F/T, Salary/Exempt	
Kayla Pennington	Main Class Teacher	F/T, Salary/Exempt	
Kelli Garcia	Independent Study Teacher	F/T Salary/Exempt	
Lisa O’Neill	Independent Study Teacher	F/T, Salary/Exempt	
Kelly Larson	Main Class Teacher	F/T, Salary/Exempt	
Dennis Kephart	Main Class Teacher	F/T, Salary/Exempt	

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Stacy Kinney	Main Class Teacher	F/T, Salary/Exempt	
Jeannie Lee	Main Class Teacher	F/T, Salary/Exempt	
Andrew Goetz	Main Class Teacher	F/T, Salary/Exempt	
Julia Cameron	Main Class Teacher	F/T, Salary/Exempt	
Rita Kandel	Main Class Teacher	F/T, Salary/Exempt	
Kristi Kilcollins	Main Class Teacher	F/T, Salary/Exempt	
Jennifer Tarr	Main Class Teacher	F/T, Salary/Exempt	
Chandler Boyer	Main Class Teacher	F/T, Salary/Exempt	
Paul Breazeale	Main Class Teacher	F/T, Salary/Exempt	Paternity Leave – Likely January -June
Heather Boley	Main Class Teacher	F/T, Salary/Exempt	
Jess Johnston	Main Class Teacher	F/T, Salary/Exempt	
Katie Blacker	Main Class Teacher	F/T, Salary/Exempt	Maternity Leave – Likely January -June
Adam Kilcollins	Main Class Teacher	F/T, Salary/Exempt	
Maisony Schendel	Main Class Teacher	F/T, Salary/Exempt	

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CERTIFICATED INSTRUCTIONAL SUPPORT	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Suzanna Bortz	Remedial Support Lower Grades	16 periods contact 5 prep HOURS DEPENDENT ON TITLE I FUNDING	
Erin O’Neill	Middle School Academic Specialist (TOSA)	F/T, Salary/Exempt (Teacher Salary Schedule)	
Lindsey LaFleur	Middle School Academic Specialist (TOSA)	F/T, Salary/Exempt (Teacher Salary Schedule)	
Pam Klevit	Elementary Academic Specialist (TOSA)	F/T, Salary/Exempt (Teacher Salary Schedule)	New Position/New Role for Teacher
Miscellaneous	Guest Teachers/Subs.	As needed EXEMPT	

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Special Education	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Caryn Kaufman	Special Education Program Specialist (Administrator)	Salary/Exempt BENEFITS	
Alyson Wunderlich	Education Specialist	Salary/Exempt BENEFITS	
Grace Stewart	Education Specialist	Salary/Exempt BENEFITS	
Ashley Grey	Education Specialist	Salary/Exempt BENEFITS	
TBD	Education Specialist	Salary/Exempt – PART TIME BENEFITS	Seeking (Due to Increase in # of anticipated IEPs – new enrollment)
Alyse Eckstrom	Speech Language Pathologist	Salary/Exempt BENEFITS	
Savannah Diasdado	Speech Language Pathologist Assistant	Salary/Exempt – PART TIME BENEFITS	New Hire
Dee Marzal	Occupational Therapist	Salary/Exempt – Part Time (16-20 hours)	New Hire – Started 9/23/24
Veronica Odonohue	Paraprofessional	NA – Full time (30 hours)	Contract with Strategic Kids
Rosa Boynton	Paraprofessional	NA – Full time (30 hours)	Contract with Strategic Kids
Donna Bill	Paraprofessional	NA – Full time (30 hours)	Contract with Strategic Kids
Jonathan Vargas	Paraprofessional	NA – Full time (30 hours)	Contract with Strategic Kids
Nate Bunce	Paraprofessional	NA – Full time (30 hours)	Contract with Strategic Kids
Hannah Milner	Paraprofessional	NA – Full time (30 hours)	New Addition to Contract with Strategic Kids (Due to Increase in # of anticipated

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			IEPs – new enrollment)
Iryna Getto	Paraprofessional	NA – Full time (30 hours)	New Addition to Contract with Strategic Kids (Due to Increase in # of anticipated IEPs – new enrollment)
Lisa Ryan	School Psychologist	NA – Part Time	Contracted Service with Effectual Education
Various	Specialized Services (Vision Therapy, Audiology, Assistive Technology, etc)	NA – Part Time	Contracted Services with Effectual Education and BrightStar Care

SPECIALTY Teachers	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Lindsay Fredrickson	Festival support and music teacher mentor	20 hours for 9 weeks of school year	New Role: Music and dancing support for Mayfaire and other festivals as needed. Mentorship and training of new music teacher
Samira Kasraie	Music Teacher Grades 1-3 and 7 th /8 th music elective	16 classes 8 prep 8 hours music support in main lesson BENEFITS	New Hire
Brandon Wilkes	Garden Instructor	12 classes 6 prep 12 hours maintaining gardens BENEFITS	
Devan Steele	Strings	14 classes 7 prep 3 hours music dept. coordination	
Billy Alexander	Music Elective: Guitar	2 classes 1 prep	
Nicola Wellner	Handwork Grades 5-8	18 classes 9 prep 3 hours specialty program coordination 2 hours assisting Independent Study BENEFITS	

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		50-75 hours annually to work with Parent Cabinet to plan Harvest Faire – reimbursed by PC through their general/annual contribution to the school budget.	
Amanda Hammond	Handwork Grades 1-4	18 classes 9 prep 2 hours assisting Independent Study BENEFITS	
Tania Marquez	Lower Grades Art Enrichment and 7 th /8 th Grade Visual Arts	16 classes 8 prep BENEFITS	
Peter Kelley (DML Team)	Digital Media Literacy (DML)	2 classes 1 prep	
Joy Halverson	Games/ Movement	18 classes 9 hours prep BENEFITS	
TBD	Games/ Movement	17 classes 8.5 hours prep BENEFITS	Still Seeking...
Sergio Huerta	Temporary Games/ Movement Teacher	16 classes 8 hours prep BENEFITS	Temporary role assigned to current employee
Joshua Crawford	Woodwork	16 classes 8 hours prep BENEFITS	
Janet Caballero	Spanish (Grades 1-8)	20 classes 10 hours prep BENEFITS	

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CLASSIFIED/INSTRUCTIONAL SUPPORT	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Jahtziry Hernandez	Kindergarten Assistant	NON EXEMPT 25 hours per week BENEFITS	Potentially eligible for benefits with additional Little Acorns hours
Karen Dillingham	Kindergarten Assistant	NON EXEMPT 25 hours per week	Potentially eligible for benefits with additional Little Acorns hours
Erin Warrack	Kindergarten Assistant	NON EXEMPT 25 hours per week	Potentially eligible for benefits with additional Little Acorns hours
Isabella Ortiz	Kindergarten Assistant	NON EXEMPT 25 hours per week	Potentially eligible for benefits with additional Little Acorns hours
Summer Jones	TK Kindergarten Assistant	NON EXEMPT 25 hours per week BENEFITS	
Laura Valle	Kindergarten Assistant Independent Study and 1 st Grade Assistant	NON EXEMPT 30 hours per week BENEFITS	New Hire for 24-25 3 days per week – Wildflower kindergarten 2 Days per week – Seat based 1 st grade
Lily Shaw	ISP First Grade Assistant	NON EXEMPT 12 hours per week	
Josiah Adams	First Grade Assistant	NON EXEMPT 18 hours per week	3 Days per week
Raz Allen	First Grade Assistant	NON EXEMPT 30 hours per week BENEFITS	
Rachel Verbeek	Violin Assistant	NON EXEMPT 16 hours per week	
Vianney Figueroa	Handwork Assistant	NON EXEMPT 16 hours per week	

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Sergio Huertas	Campus Supervision and Custodial Support	NON EXEMPT 35- 11 hours per week BENEFITS	Reduced hours due to Games commitment
Carmen Paez	Campus Supervision Lead And Campus Support	NON EXEMPT 35 hours per week BENEFITS	New Hire for 24-25
Tania Marquez	SE and Behavior Support Provider (Hearth Keeper)	NON EXEMPT 12 hours per week BENEFITS	
Sarah Kandel	SE and Behavior Support Provider (Hearth Keeper)	NON EXEMPT 28 hours per week	
Darren Utterback	Elementary School Interventionist, Substitute Teacher, and Campus Support	NON EXEMPT 40 hours per week BENEFITS	
Joshua Crawford	Construction/ Maintenance	NON EXEMPT 5 hours per week BENEFITS	
Other Misc Campus Supervisor support: Hourly Staff	Campus Supervisor -Before School -After School -Lunch -Recess	NON EXEMPT Approximately 20-25 hours per week of paid support	
Specialty Teacher Meetings/Performances	Specialty Teachers	NON EXEMPT Approximately 8-10 hours per week of collaborative meetings	

DRAFT JOURNEY SCHOOL STAFFING PLAN 2024-25

Little Acorns Staffing*	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Kris Reynolds	Coordinator	EXEMPT – Salary BENEFITS	Responsibilities and duties added to a current administrative assistant. Conversations are underway
Jahtziry Hernandez, Erin Warrack,	Little Acorns Leads	NON EXEMPT up to 15 hours per week*	New Role for employee in addition to assistant hours during kindergarten day
Lily Shaw, Summer Jones, Laura Valle, Issy Ortiz, Anna Whitney, Zephyr Reynolds	Little Acorns Assistants	NON EXEMPT up to 15 hours per week*	New Role for employee in addition to assistant hours during independent study school day
Lucas Marquez/Various	Little Acorns Assistant	15-25 hours per week	ELOP Contract with Strategic Kids

*Little Acorns is a fee-based aftercare program for kindergarten and transitional kindergarten students. Staffing needs/scheduled hours will ultimately depend on enrollment

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CONTRACTORS	TITLE/GRADE	Description/Duration	OTHER INFO
ExED	Business Services	See Contract	See Contract
Earth Roots	Eco-Literacy/Gardening	See Contract	Estimate \$25,750 annually
Black Tiger	IT Consultant	Special projects and complex diagnostics	Estimate \$10,000 annually
David Bocanegra – OC Janitorial Services	Janitorial Service	See contract	Estimate \$60,000 annually
Various	Waldorf Consultants	Provide professional development opportunities and Parent Education on campus	Estimate \$7,000 annually
Effectual Education	Special Education	Psychologist, Assistive Technology, Vision/Hearing Testing, Physical Therapist, Assistive PE, Speech Language Pathologist Assistant	Estimate \$250,000
BrightStar Care	Special Education	1:1 Nurse, 1:1 Caretaker	Estimate \$85,000
BrightStar Care	School Nurse	Nurse on Thursdays and ½ day Friday	Estimate \$25,000
STRATEGIC KIDS	Staffing	Special Education Paraeducators/Substitutes	Estimate \$211,055 annually Increased estimate to \$275,000 – more staffing needed to support increase IEP minutes and services.
STRATEGIC KIDS	Staffing	ELOP	Estimate \$180,000 annually

ADDITIONAL HOUR AGREEMENTS PER CBA	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Up to 5 Main Class Teachers (Admin and mentoring services for Certification Program)	Extra Duty Stipend	Hourly Stipend per CBA	8 hours monthly EACH
1 Main Class Teacher (mentoring for new Main Class Teacher hire)	Extra Duty Stipend	Hourly Stipend per CBA	5 hours monthly TOTAL

Renalani Moodley

207 Summit Vista
Lake Forest
CA, 92630
renred63@gmail.com

7 October 2024

Dear Gavin,

I am Renal Moodley, a dedicated Occupational Therapist and Neurodivergent Parenting Consultant. I hold a BHSc(OT) and a MHPrac (Rehabilitation) and have qualifications as an ADHD-SP, ASD Clinical Specialist, and Level 2 Advanced Concepts in Collaborative Problem Solving from Think Kids. Additionally, I have completed Level 2 PDA North America training and am currently pursuing an ASI certification through CLASI (Collaborative for Leadership in Ayres Sensory Integration).

With my extensive experience in advocating for neurodivergent children and families, I believe I would be a valuable candidate for the Parent Advisory Committee (PAC) to review the school's Local Control and Accountability Plan (LCAP). My background in Collaborative Problem Solving and neurodiversity advocacy gives me a deep understanding of how to ensure that educational policies reflect the needs of all children, particularly those who are neurodivergent. I am committed to ensuring that the school's goals and funding allocations promote inclusivity, accessibility, and support for diverse learning profiles, based on the latest neuroscience and best practices in education.

I founded **NDPSS (Neurodivergent Parent Support Services) LLC** and also the Neurodivergent Parent Support Group at Journey School, where I've been an integral part of the community for the past 3 years going on 4 years. I provide support to the neurodivergent community across the U.S., working closely with parents, educators, caregivers, and professionals to help them move beyond conventional approaches and embrace neurodiversity. I also serve as a consultant at **HBCC**, where I teach parents and professionals and educators how to advocate for neurodivergent children, leveraging insights from neuroscience and child development. I also participate in speaking engagements locally and provide parent training in Social Emotional Learning and Executive Functioning across the U.S.

In addition, I hosted the first Neurodivergent Parenting Support Conference in South Orange County, creating a platform for critical conversations about supporting neurodivergent children across all environments.

As a parent of a child currently in 2nd grade at Journey School, I am personally invested in ensuring that our school's policies and practices support every student's unique learning journey. My professional expertise, combined with my commitment to advocacy and inclusion, positions me well to contribute to the PAC's work in shaping an LCAP that promotes success for all students.

Sincerely,

Renalani Moodley OTR/L

JOURNEY SCHOOL COUNCIL ROSTER and TERMS

As of June 25, 2024

Council Members - Voting

NAME	TITLE	START	END TERM	CONTACT INFORMATION
Amy Capelle	President	July, 2020	June, 2025	amy@journeyschool.net
Melissa Dahlin	Board Member	October, 2020	June, 2024 (willing to stay on month to month until replacement)	melissa.dahlin@gmail.com
Mike Allbee	Treasurer	September, 2022	June, 2026	michael.allbee@journeyschool.net
Margaret Moodian	Board Member	July, 2021	June, 2026	mminni100@hotmail.com
Jeannie Lee	Secretary	July, 2017	June, 2025	jeannie@journeyschool.net

Staff Members/Consultants - Non-Voting

NAME	TITLE	PHONE	EMAIL
Gavin Keller	School Executive Director	949-448-7232 JS office	gavin@journeyschool.net
Shelley Kelley	Educational Program Administrator	949-448-7232 JS office	shelley@journeyschool.net
Amanda Simmons	Independent Study Administrator	949-448-7232 JS office	amandas@journeyschool.net
Larry Tamayo	Journey Account Manager with ExED	619-266-3239 office	ltamayo@exed.org

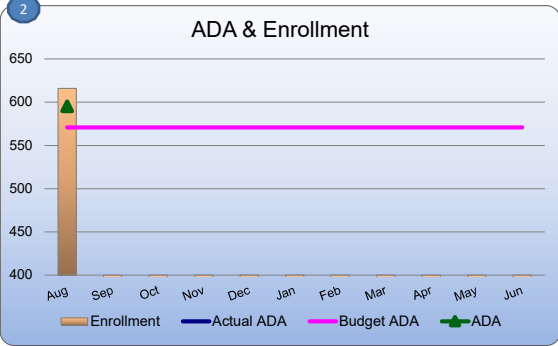
Advisory Positions - Non-Voting

NAME	TITLE	EMAIL
Cassie Kauwling	Parent Cabinet Advisory	ckauwling@gmail.com
ROTATING	Faculty Advisory	
Heidi Crowley	CUSD representative/advisor	hacrowley@capoused.org 949-234-9220 office

JOURNEY SCHOOL - Financial Dashboard (September 2024)

1 Key Performance Indicators

ADA vs. Budget ● Cash on Hand ●
 Net Income / (Loss) ● Year-End Cash ●



State Budget Update

Per School Services of CA: General Fund Revenues Exceed DOF Projections

The Department of Finance (DOF) published its September 2024 Finance Bulletin (Bulletin), reflecting California economic data through August 2024. Total state General Fund revenues for the month of August exceeded Budget Act projections by \$710 million, or 5.5%. Of the "Big Three" tax revenues, both sales tax and personal income tax exceeded forecasted figures for August. While Corporation taxes fell short of projections by \$1 million, or 0.4% (essentially flat), for the month of August, 2024-25 year-to-date actual collections are well above the forecasted amount by \$846 million, or 105.8%. Fiscal year-to-date "Big Three" tax collections are \$1.7 billion, or 7.5%, above forecasted figures.

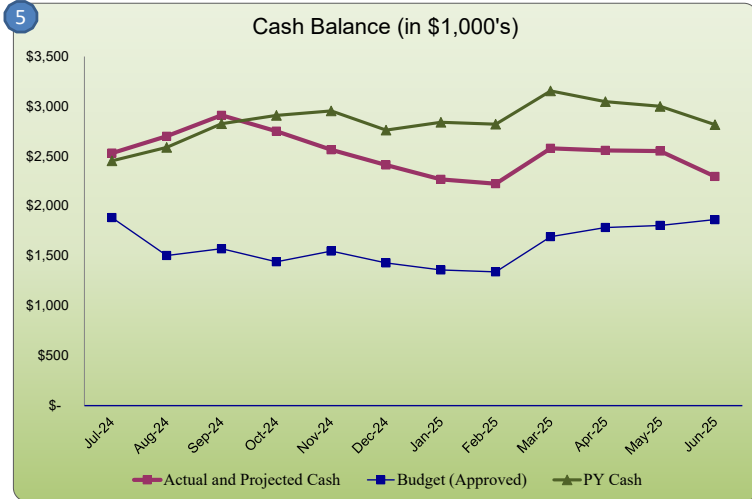
We will be eager to see if and how the Federal Reserve's recent interest rate cut affects California's economic outlook this fall and into the 2025-26 State Budget development season.

3 Attendance Analysis

	Actual through Month 1	Forecasted P2	Budgeted P2	Budget Variance B/(W)	FY 23-24	FY 22-23
Enrollment	616	613	613	0	587	571
Attendance %	96.6%	94.4%	93.1%	1.2%	93.3%	92.1%
Avg Daily Attendance (ADA)	595.11	578.84	570.84	8.00	549.71	533.24

4 Income Statement

	Actual through 09/30/24	Forecast as of 09/30/24	FY 24-25 Budget	Budget Variance B/(W)	FY 23-24	FY 22-23
Local Control Funding Formula	1,179,235	6,646,603	6,553,021	93,582	6,138,343	5,503,044
Federal Revenue	-	146,243	145,815	428	148,993	127,380
State Revenue	887,490	967,093	866,698	100,396	505,447	979,037
Other Local Revenue	42,564	777,745	687,715	90,030	85,124	47,713
Grants/Fundraising	20,633	255,000	255,000	0	243,600	293,886
TOTAL REVENUE	2,129,922	8,792,684	8,508,248	284,436	7,121,507	6,951,059
<i>Total per ADA</i>		15,190	14,905	285	12,955	13,036
<i>w/o Grants/Fundraising</i>		14,750	14,458	292	12,512	12,484
Certificated Salaries	546,069	3,176,120	3,131,581	(44,539)	2,358,174	2,091,898
Classified Salaries	233,758	1,420,033	1,354,562	(65,471)	1,267,994	1,161,891
Benefits	401,952	1,733,700	1,714,319	(19,381)	1,257,924	1,230,170
Student Supplies	83,206	284,967	283,950	(1,017)	259,102	395,837
Operating Expenses	427,401	1,977,676	1,834,454	(143,222)	1,776,809	1,619,604
Other	32,303	133,214	128,615	(4,599)	107,190	26,002
TOTAL EXPENSES	1,724,689	8,725,709	8,447,481	(278,229)	7,027,193	6,525,402
<i>Total per ADA</i>		15,074	14,798	(276)	12,783	12,237
NET INCOME / (LOSS)	405,233	66,974	60,767	6,207	94,314	425,657
OPERATING INCOME	437,536	200,188	189,382	10,806	201,504	451,659



Year-End Cash Balance

Projected	Budget	Variance
2,297,154	1,864,867	432,288

6 Balance Sheet

	6/30/2024	9/30/2024	6/30/2025 FC
Assets			
Cash, Operating	2,817,148	2,910,872	2,297,154
Accounts Receivable	835,276	471,037	1,202,967
Due From Others	452	452	452
Other Assets	190,350	105,229	24,757
Net Fixed Assets	315,760	283,456	197,546
Total Assets	4,158,986	3,771,047	3,722,877
Liabilities			
A/P & Payroll	314,789	359,519	479,615
Due to Others	229,831	227,283	397,818
Deferred Revenue	835,353	0	0
Other Liabilities	2,615	2,615	2,615
Total Debt	0	0	0
Total Liabilities	1,382,588	589,416	880,047
Equity			
Beginning Fund Bal.	2,682,084	2,776,398	2,776,398
Net Income/(Loss)	94,314	405,233	66,974
Total Equity	2,776,398	3,181,631	2,843,373
Total Liabilities & Equity	4,158,986	3,771,047	3,723,420

Days Cash on Hand	149	124	98
Cash Reserve %	40.7%	33.9%	26.7%

Actuals as of 9/30/2024

	ACTUAL	ACTUAL	ACTUAL	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	FORECAST	Budget Variance
	Jul-24	Aug-24	Sep-24											Jul-24 - Jun-25	Better / (Worse)
Income															
8011-8098 - Local Control Funding Formula Sources															
8011 Local Control Funding Formula	61,314	61,314	110,365	110,365	110,365	110,365	110,365	132,931	132,931	132,931	132,931	-	132,931	1,339,110	8,382
8012 Education Protection Account	-	-	27,486	-	-	28,008	-	-	30,423	-	-	-	30,423	116,340	-
8019 Local Control Funding Formula - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8096 In Lieu of Property Taxes	-	306,252	612,504	394,393	394,393	394,393	394,393	394,393	773,717	386,858	386,858	386,858	366,142	5,191,153	85,200
8098 In Lieu of Property Taxes, Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 8011-8098 - Local Control Funding Formula Sources	61,314	367,566	750,355	504,758	504,758	532,766	504,758	527,324	937,071	519,790	519,790	386,858	529,496	6,646,603	93,582
8100-8299 - Federal Revenue															
8181 Special Education - Federal (IDEA)	-	-	-	-	-	-	-	-	-	-	-	-	95,009	95,009	-
8291 Title I	-	-	-	-	-	-	8,209	-	-	8,209	-	-	16,417	32,834	254
8292 Title II	-	-	-	-	-	-	2,100	-	-	2,100	-	-	4,200	8,400	174
8295 Title IV, SSAFE	-	-	-	-	-	-	2,500	-	-	2,500	-	-	5,000	10,000	-
8299 All Other Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 8100-8299 - Other Federal Income	-	-	-	-	-	-	12,809	-	-	12,809	-	-	120,626	146,243	428
8300-8599 - Other State Revenue															
8550 Mandate Block Grant	-	-	-	-	-	11,028	-	-	-	-	-	-	-	11,028	53
8561 State Lottery - Non Prop 20	-	-	-	-	-	-	28,833	-	-	28,833	-	-	57,666	115,332	9,801
8562 State Lottery - Prop 20	-	-	333	-	-	-	-	-	-	-	-	-	49,181	49,514	6,587
8560 Lottery Revenue	-	-	-	-	-	-	28,833	-	-	28,833	-	-	106,848	164,847	16,388
8587 State Grant Pass-Through	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8591 SB740	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8592 State Mental Health	2,283	2,283	4,109	4,216	4,216	4,216	4,216	4,216	4,216	4,216	4,216	-	4,440	46,840	647
8595 Expanded Learning Opportunity Program	144,243	7,713	13,883	13,883	13,883	13,883	13,883	16,557	16,557	16,557	16,557	-	(103,631)	183,969	-
8596 Prop 28 Arts & Music	77,127	3,637	6,546	6,546	6,546	6,546	6,546	7,211	7,211	7,211	7,211	-	(62,216)	80,122	6,356
8599 State Revenue - Other	625,333	-	-	-	-	-	-	-	-	-	-	-	(145,045)	480,288	76,951
Total 8300-8599 - Other State Income	848,986	13,633	24,871	24,645	24,645	35,673	53,478	27,984	27,984	56,817	27,984	-	(199,605)	967,093	100,396
8600-8799 - Other Local Revenue															
8660 Interest & Dividend Income	1	1,580	2,930	5,054	5,054	5,054	5,054	5,054	5,054	5,054	5,054	5,054	-	50,000	0
8662 Net Increase (Decrease) in Fair Value of Investments	2,556	4,667	2,991	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	-	20,000	-
8682 Childcare & Enrichment Program Fees	-	-	17,443	17,506	17,506	17,506	17,506	17,506	17,506	17,506	17,506	17,506	-	175,000	67,000
8689 All Other Fees & Contracts	-	-	-	259	230	287	273	259	201	216	287	259	230	2,500	-
8692 Grants	-	-	-	-	-	-	-	13,126	-	965	57,909	-	-	72,000	-
8695 Contributions & Events	3,263	1,331	2,015	7,599	7,599	7,599	7,599	7,599	7,599	7,599	7,599	7,599	-	75,000	-
8696 Other Fundraising	85	3,255	10,684	10,442	10,442	10,442	10,442	10,442	10,442	10,442	10,442	-	108,000	0	
8697 E-Rate	77	10,241	77	77	77	77	77	77	77	77	77	77	-	11,089	10,438
8699 All Other Local Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8792 Transfers of Apportionments - Special Education	-	-	-	-	-	-	-	104,246	104,246	104,246	104,246	102,174	-	519,156	12,592
Total 8600-8799 - Other Income-Local	5,982	21,075	36,140	42,024	41,996	42,053	42,039	159,396	146,212	147,192	204,207	144,198	230	1,032,745	90,030
TOTAL INCOME	916,282	402,274	811,366	571,427	571,398	610,492	613,083	714,704	1,111,267	736,607	751,981	531,057	450,747	8,792,684	284,436
Expense															
Total 1000 - Certificated Salaries	35,528	219,416	291,125	292,228	292,228	292,228	292,228	292,228	292,228	292,228	292,228	292,228	292,228	3,176,120	(44,539)
Total 2000 - Classified Salaries	40,573	54,295	138,889	131,808	131,808	131,808	131,808	131,808	131,808	131,808	131,808	131,808	131,808	1,420,033	(65,471)
Total 1000-2000 - Salaries	76,101	273,712	430,015	424,036	424,036	424,036	424,036	424,036	424,036	424,036	424,036	424,036	424,036	4,596,153	(110,010)
3000 - Employee Benefits															
3111 STRS - State Teachers Retirement System	6,906	42,843	61,000	58,739	58,739	58,739	58,739	58,739	58,739	58,739	58,739	58,739	58,739	639,403	1,272
3212 PERS - Public Employee Retirement System	9,845	12,552	25,563	35,654	35,654	35,654	35,654	35,654	35,654	35,654	35,654	35,654	35,654	368,848	(2,439)
3213 PARS - Public Agency Retirement System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3311 OASDI - Social Security	2,415	3,002	6,242	7,223	7,223	7,223	7,223	7,223	7,223	7,223	7,223	7,223	-	76,667	(6,493)
3331 MED - Medicare	1,089	3,954	6,066	6,149	6,149	6,149	6,149	6,149	6,149	6,149	6,149	6,149	-	66,446	(1,397)
3401 H&W - Health & Welfare	85,965	48,660	64,388	39,252	39,252	39,252	39,252	39,252	39,252	39,252	39,252	(11,796)	501,229	(5,032)	
3501 SUJ - State Unemployment Insurance	38	136	209	212	212	212	212	212	212	212	212	-	212	2,291	(48)
3601 Workers' Compensation Insurance	242	1,541	19,297	3,913	3,913	3,913	3,913	3,913	3,913	3,913	3,913	-	48,471	(5,244)	
3902 Other Benefits	-	-	-	-	-	-	-	-	-	-	-	-	30,345	30,345	-
Total 3000 - Employee Benefits	106,500	112,688	182,764	151,142	151,142	151,142	151,142	151,142	151,142	151,142	147,229	126,526	-	1,733,700	(19,381)
Total 1000-3000 - Salaries & Benefits	182,601	386,400	612,779	575,178	575,178	575,178	575,178	575,178	575,178	575,178	571,265	550,563	-	6,329,853	(129,391)
4000 - Supplies															
4111 Core Curricula Materials	3,493	10,134	4,081	3,055	3,055	3,055	3,055	3,055	3,055	3,055	3,055	3,055	-	45,207	-
4211 Books & Other Reference Materials	-	-	1,212	648	648	648	648	648	648	648	648	648	-	7,040	-
4311 Student Materials	-	13,168	7,831	5,859	5,859	5,859	5,859	5,859	5,859	5,859	5,859	5,859	-	73,728	-

	ACTUAL	ACTUAL	ACTUAL	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	FORECAST	Budget Variance
	Jul-24	Aug-24	Sep-24											Jul-24 - Jun-25	Better / (Worse)
4351 Office Supplies	2,158	474	1,772	1,880	1,880	1,880	1,880	1,880	1,880	1,880	1,880	1,880	1,880	21,322	(129)
4371 Custodial Supplies	1,359	2,802	5,362	1,275	1,275	1,275	1,275	1,275	1,275	1,275	1,275	1,275	1,275	21,000	-
4391 Food (Non Nutrition Program)	204	519	947	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	1,092	11,500	-
4392 Uniforms	-	-	261	749	749	749	749	749	749	749	749	749	749	7,000	-
4393 PE & Sports Equipment	-	-	-	294	294	294	294	294	294	294	294	294	294	2,646	(888)
4395 Before & After School Program Supplies	-	-	-	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	15,000	-
4399 All Other Supplies	-	651	842	3,804	3,804	3,804	3,804	3,804	3,804	3,804	3,804	3,804	3,804	35,725	-
4390 Other Supplies	204	1,170	2,050	7,605	7,605	7,605	7,605	7,605	7,605	7,605	7,605	7,605	7,605	71,871	(888)
4411 Non Capitalized Equipment	3,777	14,208	7,951	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	2,096	44,800	-
Total 4000 - Supplies	10,990	41,956	30,259	22,418	22,418	22,418	22,418	22,418	22,418	22,418	22,418	22,418	-	284,967	(1,017)
5000 - Operating Services															
5211 Travel & Conferences	1,404	1,279	-	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	25,950	-
5311 Dues & Memberships	9,161	-	4,300	772	772	772	772	772	772	772	772	772	772	20,410	465
5451 General Insurance	41,548	20,843	11	11	11	11	11	11	11	11	5,396	5,396	5,396	73,276	-
5511 Utilities	4,464	6,890	11,286	6,962	6,962	6,962	6,962	6,962	6,962	6,962	6,962	6,962	6,962	85,300	-
5521 Security Services	141	-	141	-	-	-	-	-	-	-	-	-	-	564	(411)
5531 Housekeeping Services	5,644	11,896	9,108	8,831	8,831	8,831	8,831	8,831	8,831	8,831	8,831	8,831	8,831	106,130	-
5599 Other Facility Operations & Utilities	784	3,127	519	367	367	367	367	367	367	367	367	367	367	7,730	(1,980)
5611 School Rent - Private Facility	-	-	-	2	2	2	2	2	2	2	2	2	2	17	-
5613 School Rent - Prop 39	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5619 Other Facility Rentals	10,670	10,495	18,224	16,975	16,975	16,975	16,975	16,975	16,975	16,975	16,975	16,975	16,975	192,162	(7,600)
5621 Equipment Lease	1,048	812	4,565	1,968	1,968	1,968	1,968	1,968	1,968	1,968	1,968	1,968	1,968	24,136	-
5631 Vendor Repairs	5,480	3,929	14,250	465	465	465	465	465	465	465	465	465	465	27,845	(16,345)
5812 Field Trips & Pupil Transportation	15,808	-	1,665	14,015	14,015	14,015	14,015	14,015	14,015	14,015	14,015	14,015	14,015	143,607	-
5821 Legal	-	135	2,210	10,851	10,851	10,851	10,851	10,851	10,851	10,851	10,851	10,851	10,851	100,000	-
5823 Audit	-	696	6,747	1,340	1,340	1,340	1,340	1,340	1,340	1,340	1,340	1,340	1,340	19,500	-
5831 Advertisement & Recruitment	-	-	-	280	280	280	280	280	280	280	280	280	280	2,516	(350)
5841 Contracted Substitute Teachers	-	-	1,663	2,405	2,405	2,405	2,405	2,405	2,405	2,405	2,405	2,405	2,405	23,309	-
5842 Special Education Services	-	-	-	56,528	56,528	56,528	56,528	56,528	56,528	56,528	56,528	56,528	56,528	508,750	(98,750)
5849 Other Student Instructional Services	30,000	60,000	4,840	9,241	9,241	9,241	9,241	9,241	9,241	9,241	9,241	9,241	9,241	178,011	-
5852 PD Consultants & Tuition	2,353	500	-	1,606	1,606	1,606	1,606	1,606	1,606	1,606	1,606	1,606	1,606	22,116	(1,629)
5854 Nursing & Medical (Non-IEP)	-	-	7,055	(2,970)	2,552	2,552	2,552	2,552	2,552	2,552	2,552	2,552	2,552	24,500	(24,500)
5859 All Other Consultants & Services	31,642	13,442	13,442	16,820	16,820	16,820	16,820	16,820	16,820	16,820	16,820	16,820	16,820	209,908	-
5861 Non Instructional Software	19,846	870	2,812	2,577	2,577	2,577	2,577	2,577	2,577	2,577	2,577	2,577	2,577	46,725	-
5865 Fundraising Cost	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5871 District Oversight Fees	-	-	-	-	-	-	-	-	-	-	-	-	66,466	66,466	(936)
5872 Special Education Fees (SELPA)	-	-	-	-	-	-	-	-	-	-	-	-	41,015	41,015	(793)
5899 All Other Expenses	801	1,010	1,546	1,957	1,957	1,957	1,957	1,957	1,957	1,957	1,957	1,957	1,957	20,975	-
5911 Office Phone	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,916
5913 Mobile Phone	48	58	58	65	65	65	65	65	65	65	65	65	65	752	1,636
5921 Internet	399	330	330	253	253	253	253	253	253	253	253	253	253	3,340	904
5923 Website Hosting	145	10	-	26	26	26	26	26	26	26	26	26	26	385	354
5931 Postage & Shipping	-	57	-	236	236	236	236	236	236	236	236	236	236	2,178	(357)
5999 Other Communications	50	-	-	6	6	6	6	6	6	6	6	6	6	103	155
Total 5000 - Operating Services	181,438	136,379	109,584	154,175	159,696	159,696	159,837	159,696	159,696	159,696	165,222	272,561	-	1,977,676	(143,222)
6000 - Capital Outlay															
6901 Depreciation Expense	10,768	10,768	10,768	11,018	11,018	11,268	11,268	11,268	11,268	11,268	11,268	11,268	11,268	133,214	(4,599)
Total 6000 - Capital Outlay	10,768	10,768	10,768	11,018	11,018	11,268	11,268	11,268	11,268	11,268	11,268	11,268	-	133,214	(4,599)
7000 - Other Outgo															
7438 Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 7000 - Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSE	385,797	575,503	763,390	762,788	768,310	768,560	768,701	768,560	768,560	768,560	770,173	856,810	-	8,725,709	(278,229)
NET INCOME	530,486	(173,229)	47,977	(191,362)	(196,912)	(158,067)	(155,618)	(53,856)	342,707	(31,953)	(18,192)	(325,753)	450,747	66,974	6,207
Operating Income														200,188	-
Operating Income Excluding Non-cash Lease Expenses														200,205	-
EBITDA														200,188	-
Beginning Cash Balance	2,817,148	2,531,017	2,700,535	2,910,872	2,751,504	2,565,609	2,412,542	2,268,191	2,225,603	2,579,578	2,558,893	2,551,969	2,297,154	2,817,148	232,993
Cash Flow from Operating Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Income	530,486	(173,229)	47,977	(191,362)	(196,912)	(158,067)	(155,618)	(53,856)	342,707	(31,953)	(18,192)	(325,753)	450,747	66,974	6,207

Actuals as of 9/30/2024

	ACTUAL	ACTUAL	ACTUAL	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	FORECAST	Budget Variance
	Jul-24	Aug-24	Sep-24											Jul-24 - Jun-25	Better / (Worse)
Change in Accounts Receivable															
Prior Year Accounts Receivable	28,515	297,345	38,379	20,977	-	8,733	-	-	-	-	-	-	-	393,948	(393,948)
Current Year Accounts Receivable	-	-	-										(761,640)	(761,640)	(127,222)
Change in Due from	-	-	-											-	-
Change in Accounts Payable	(8,280)	(15,945)	26,157									120,096	-	122,027	128,921
Change in Due to	(875)	(894)	(780)	(15,652)	(15,657)	(15,640)	(15,645)	(15,651)	(15,656)	(15,661)	(15,667)	(15,672)	311,436	167,987	961,891
Change in Accrued Vacation	-	-	-											-	-
Change in Payroll Liabilities	(77,526)	42,658	77,667											42,799	42,799
Change in Prepaid Expenditures	55,464	(1,860)	(514)									(60,426)		(7,336)	56,502
Change in Deposits	-	-	-											-	-
Change in Deferred Revenue	(835,353)	-	-											(835,353)	(835,353)
Change in Other Long Term Assets	10,671	10,677	10,683	15,651	15,656	15,640	15,645	15,651	15,656	15,661	15,667	15,672		172,929	
Change in Other Long Term Liabilities	-	-	-											(543)	(543)
Depreciation Expense	10,768	10,768	10,768	11,018	11,018	11,268	11,268	11,268	11,268	11,268	11,268	11,268		133,214	4,599
Cash Flow from Investing Activities	-	-	-												
Capital Expenditures	-	-	-	-	-	(15,000)	-	-	-	-	-	-	-	(15,000)	-
Ending Cash Balance	2,531,017	2,700,535	2,910,872	2,751,504	2,565,609	2,412,542	2,268,191	2,225,603	2,579,578	2,558,893	2,551,969	2,297,154	2,297,154	2,297,154	432,288

Journey School Financial Analysis September 2024

Net Income

Journey School is projected to achieve a net income of \$66,974 in FY24-25 compared to \$60,767 in the board-approved budget. This is \$6,207 more than the board-approved budget.

Balance Sheet

As of September 30, the school's cash balance was \$2,910,872. By June 30, 2025, the school's cash balance is projected to be \$2,297,154.

As of September 31, 2024, the Accounts Receivable balance was \$471,037.

As of September 31, 2024, the Accounts Payable balance, including payroll liabilities, totaled \$359,519.

Income Statement

Revenue

Total revenue for FY24-25 is projected to be \$8,792,684 which is \$284,436 more than the budgeted amount.

- LCFF is projected to be \$93,582 over budget based on the projected higher ADA for the school.
- State Revenue Other is projected to be \$76,951 over budget as the school will recognize additional Learning Recovery Emergency Block Grant Funds.
- Childcare and Enrichment Fees are projected to be \$67,000 over budget based on higher expected participation rates.

Expenses

Total expenses for FY24-25 are projected to be \$8,725,709 which is \$278,229 more than the budgeted amount.

- Classified Salaries are projected to be \$65,471 over budget based on the updated staffing plan.
- Special Education Services are projected to be \$98,750 over budget due to additional student needs.

ADA

The budgeted P2 ADA is 570.84 based on an enrollment of 613 and a 93.1% attendance rate.

Month 1 ADA: 595.11

Note- Forecast variances of \$40,000 and 10% of budget will be discussed in this report.

Journey School
Check Register
For the Month Ending September 30, 2024

Check #	Vendor Name	Date Description	Amount
	INSTITUTE OF MULTI-SENSORY		
2602M	EDUCATION	9/3/2024 09/24 - ORTHON-GILLINGHAM TRAINING	2,528.78
A018766	KAISER PERMANENTE (3383)	9/3/2024 10/24 - HEALTH PREMIUM & RETRO ADJ	23,943.16
E016971	WESTERN EXTERMINATOR COMPANY	9/3/2024 08/24 - PEST CONTROL MAINTENANCE	176.00
E016972	HEGGERTY PHONEMIC AWARENESS	9/3/2024 FY24-25 - SPED CURRICULUM LICENSE	401.48
E016973	SCHOOLMATE	9/3/2024 MIDDLE SCHOOL PLANNERS	1,008.54
P059138	MOULTON NIGUEL WATER 3586	9/3/2024 07/15/24-08/19/24 - WATER SERVICES MARKERS, SHEET PROTECTORS, TRASH	239.43
P059139	STAPLES (DET 27100234)	9/3/2024 CANS, ETC	153.07
P059140	CAPISTRANO UNIFIED SCHOOL	9/3/2024 06/17/24-07/15/24 - WATER USE HOME DEPOT - LUMBER, HARDWARE, HOOKS,	670.05
P059141	DENNIS KEPHART	9/3/2024 ETC	277.36
P059142	MOULTON NIGUEL WATER 3587	9/3/2024 07/15/24-08/19/24 - WATER SERVICES	207.31
P059143	JAHTZIRY HERNANDEZ	9/3/2024 IKEA - CUTTING BOARDS & JOANN - DYE MULTIPLE VENDORS - FABRICS, CONTAINERS,	43.08
P059144	APRIL MARTIN	9/3/2024 STORAGE ORGANIZER	210.49
1006558	SOUTHERN CALIFORNIA EDISON	9/9/2024 07/31/24-08/28/24 - ELECTRIC	5,421.47
1006559	GREAT AMERICAN INSURANCE CO	9/9/2024 09/24 - INSURANCE PREMIUM	10,548.03
A018869	OC DAVOC ENTERPRISES, INC.	9/9/2024 08/24 - JANITORIAL SERVICE	9,559.36
A018870	GOTO COMMUNICATIONS, INC	9/9/2024 09/24 - PHONES 10/01/24-12/31/24 - SECURITY SYSTEM	1,036.38
E017085	JMG SECURITY SYSTEMS, INC.	9/9/2024 SUPPORT	141.00
E017086	MERCURIUS	9/9/2024 COLORED PENCILS	536.69
P059426	EMPIRE PARKING LOT SERVICES INC	9/9/2024 08/24 - PARKING LOT STRIPING	3,125.00
P059427	STRATEGIC KIDS, LLC	9/9/2024 08/24 - INSTRUCTIONAL AIDES	2,448.00
P059428	CHANDLER BOYER	9/9/2024 STAPLES - LAMINATING	112.74
P059429	NICOLA WELLNER	9/9/2024 MULTIPLE VENDORS - FABRIC, THREAD	1,227.04
P059430	MARSH & MCLENNAN AGENCY LLC	9/9/2024 09/01/24-09/01/25 - INSURANCE PREMIUM	1,849.00
2603M	ALISO VIEJO COMMUNITY	9/10/2024 FY24-25 - AVCA FIELD USE 09/24 - FURNITURE ASSEMBLY, MOVING &	7,600.00
2604M	CONTRERAS CONSTRUCTION	9/10/2024 REPAIRS	1,854.00
2605M	NATE BUNCE	9/10/2024 09/24 - BUILD TK DECK PLATFORM FOR TK	2,388.42
2606M	UNITED HEALTHCARE	9/12/2024 09/24 - HEALTH PREMIUM	21,742.89
	PHANTOM PROJECTS EDUCATIONAL		
2607M	THEATRE GROUP	9/12/2024 GRADE 7 & 8	1,665.00
2608M	FIRST NATIONAL BANK OF OMAHA	9/12/2024 08/24 - CREDIT CARD PURCHASES	20,585.13
2609M	WELLS FARGO	9/12/2024 08/24 - CREDIT CARD PURCHASES	3,159.18
2610M	CR&R INCORPORATED	9/12/2024 09/24 - WASTE & RECYCLING SERVICES FY24-25 - WORKERS COMPENSATION	1,122.13
1006560	MARSH & MCLENNAN AGENCY LLC	9/16/2024 PREMIUM (1 OF 10)	11,471.00
	EXCELLENT EDUCATION		
1006561	DEVELOPMENT	9/16/2024 CALPADS, SIS SUPPORT & FEES 09/24 - BASEBOARD, BUILDING PROJECTS &	13,785.70
2611M	CONTRERAS CONSTRUCTION	9/16/2024 REPAIRS 07/26/24-08/25/24 - PHONE & HOTSPOT FOR	1,782.00
A019018	VERIZON WIRELESS	9/16/2024 FACULTY USE	79.15
A019019	PARENTSQUARE INC.	9/16/2024 09/01/24-08/31/25 - PLATFORM SUBSCRIPTION	3,025.00
A019020	YOUNG, MINNEY & CORR, LLP	9/16/2024 08/24 - LEGAL	2,210.00
E017219	ALPINE FRESH USA	9/16/2024 08/24 - BOTTLED WATER SERVICE	519.00
E017220	ULINE	9/16/2024 (1)UMBRELLA, (1) BASE, PADLOCK	562.29
E017221	MERCURIUS	9/16/2024 COLORED PENCILS	460.96
P059801	HELLENE BRODSKY	9/16/2024 FRANCOS FLOWERS - FLOWERS FY24-25 - WORKERS COMPENSATION	62.50
P059802	MARSH & MCLENNAN AGENCY LLC	9/16/2024 PREMIUM (2 OF 10)	3,913.00
	INSTITUTE OF MULTI-SENSORY		
P059803	EDUCATION	9/16/2024 09/24 - VIRTUAL TRAINING, BOOKLETS, SENSATIONAL SANDS JOANN - FABRIC, NEEDLES, HOME DEPOT -	2,528.78
P059804	NICOLA WELLNER	9/16/2024 HOOKS	164.52
P059805	CADENCE LUSINSKY	9/16/2024 AMAZON - BOARD GAME	35.54
P059806	LILIPOH PUBLISHING INC	9/16/2024 SHIPPING CHARGES	12.00

**Journey School
Check Register
For the Month Ending September 30, 2024**

Check #	Vendor Name	Date Description	Amount
2612M	DOYLE FOWLER	9/18/2024 09/24 - PIANO TUNING	580.00
2613M	BO TITOS WELLNER	9/19/2024 09/24 - FURNITURE ASSEMBLY	173.25
2614M	BEE BUSTERS, INC.	9/19/2024 09/24 - BEEHIVE REMOVAL	185.00
2615M	EARTHROOTS FIELD SCHOOL, INC.	9/23/2024 09/24 - ECO-LITERACY INSTRUCTION 08/08/24-10/07/24 - INTERNET & TELECONNECT	2,391.67
E017356	COX COMMUNICATIONS	9/23/2024 FUND KELLY'S DONUTS - DONUTS FOR TEACHER	231.75
P060153	JAMIE LLOYD	9/23/2024 MEETING	86.36
P060154	CAPISTRANO UNIFIED SCHOOL	9/23/2024 07/15/24-08/19/24 - WATER USE	843.82
P060155	REVOLUTION OFFICE	9/23/2024 08/12/24-09/11/24 - COPIER LEASE TARGET - STORAGE BINS, TOWELS, FOLDERS, ETC	630.34
P060156	KRISTINE L REYNOLDS ORANGE COUNTY DEPT OF EDUCATION	9/23/2024 SERVICES 04/24-06/24 - Q4 PAYROLL/RETIREMENT	282.38
P060157	REI SHADE SYSTEMS	9/23/2024 SERVICES	1,702.10
2616M	COLONIAL LIFE	9/24/2024 09/24 - SHADE SAIL INSTALLATION - DEPOSIT	2,236.00
2617M	GUARDIAN	9/24/2024 10/24 - INSURANCE PREMIUM	655.52
2618M	STAPLES (DET 27100234)	9/24/2024 10/24 - HEALTH PREMIUM	3,096.19
2619M	CLIFTON LARSON ALLEN LLP	9/27/2024 COPY PAPER, DESK STAPLER, BINDERS, ETC	183.20
1006562	NATE BUNCE	9/30/2024 FY23-24 - AUDIT SERVICES	6,747.30
2620M	MCGRAW HILL LLC	9/30/2024 09/24 - BUILD HEARTH SHADED STRUCTURE	4,006.73
E017462	WESTERN EXTERMINATOR COMPANY	9/30/2024 MATH TEACHERS MANUAL	341.11
E017463	DEPARTMENT OF JUSTICE	9/30/2024 09/24 - PEST CONTROL MAINTENANCE	334.48
E017464	DBA BRIGHTSTAR CARE OF SOUTH ORANCE COUNTY	9/30/2024 08/24 - FINGERPRINTS	130.00
E017465	DBA BRIGHTSTAR CARE OF SOUTH ORANCE COUNTY	9/30/2024 09/09/24-09/13/24 - NURSE	1,319.20
E017475	ORANCE COUNTY	9/30/2024 09/03/24-09/06/24 - NURSE	1,430.24
P060491	REVOLUTION OFFICE	9/30/2024 07/12/24-08/11/24 - COPIER LEASE FY24-25 - WORKERS COMPENSATION PREMIUM (3 OF 10)	630.34
P060492	MARSH & MCLENNAN AGENCY LLC	9/30/2024 PREMIUM (3 OF 10)	3,913.00
P060493	KAYLA PENNINGTON	9/30/2024 SPROUTS - STUDENT SNACKS	97.72
P060494	DEE MARSZAL	9/30/2024 SECUR LIVE SCAN - FINGERPRINTS MULTIPLE VENDORS - FABRIC, SHOE RACKS,	35.00
P060495	MAISONY SCHENDEL	9/30/2024 CURTAIN ROD	199.69
P060496	VIVIENE BENJAMIN	9/30/2024 AMAZON - FESTIVAL CROWNS	33.75
Total			199,087.79

Journey School
A California Public Charter School

Tuesday, June 25, 2024
REGULAR (and ANNUAL) MEETING MINUTES
Approved 8/22/24

6:00 p.m.

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

	AGENDA ITEM		
1	<p>Call to Order and Roll Call</p> <p>Meeting was called to order at 6:08</p> <p>BOARD MEMBERS: <i>Amy Capelle, Council President - Present</i> <i>Melissa Dahlin, Council Vice President- Present</i> <i>Margaret Moodian, Council Secretary – Absent</i> <i>Jeannie Lee, Board Member - Present</i> <i>Michael Allbee, Board Treasurer - Present</i></p> <p>ADVISORY POSITIONS: <i>Cassie Kauwling, Parent Cabinet Advisor - Absent</i> <i>Faculty Advisor, Absent</i></p>		
2	<p>Inspirational Passage</p> <p>Michael Allbee shared two quotes, one by Arthur Ash and the other by James Baldwin.</p>		
3	<p>Approval of Agenda*</p> <p>NOTE: The order of the agenda may be changed without prior notice to the public.</p> <p>Amy made a motion to approve the agenda with flexible timing around items that Larry Tamayo will be co-presenting. Michael seconded the motion and it was unanimously approved.</p>		
4	<p>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</p> <p>A. Board Strategic Planning:</p> <p>Amy suggested the board develop a list of books and share it with one another. A google link to a folder of board resources will also be shared with the board. The board was encouraged to review the self-study that was recently completed by school staff/pedagogical council. Retreat and strategic planning have been tabled</p>		

	<p>while we are waiting on the accreditation with the Alliance for Public Waldorf Education. Amy shared that she would like to see the strategic planning process restarted. The board agreed to schedule a retreat.</p> <p>B. Board Meeting Schedule*:</p> <p>The board discussed the schedule of board meetings for the 24-25 school year and added the Retreat for November 13th at 2:00pm.</p> <p>The May meeting was shifted from May 22nd to May 29th.</p> <p>Shelley and Jeannie swapped meetings for inspirational passages.</p> <p>A motion to approve the board meeting schedule was made by Jeannie and seconded by Melissa and approved unanimously.</p> <p>C. Board Terms and Officers*:</p> <p>Amy committed to an additional 1-year term, Jeannie committed to an additional 1 year term. Michael committed to an additional 2-year term. Margaret shared by email that she is interested in continuing for a 2-year term. Melissa mentioned that her schedule is quite busy at work and decided to not renew her term for a year or two, but indicated that she is willing to stay on the board on a month to month basis if needed for quorum purposes and until a replacement is located.</p> <p>Amy encouraged board members to recruit potential candidates.</p> <p>The following offices were accepted for the 24-25 school year</p> <p>Amy Capelle, Council President Melissa Dahlin, Board Member Margaret Moodian, Board Member Jeannie Lee, Council Secretary Michael Allbee, Board Treasurer</p> <p>Melissa made a motion to approve the terms and officers, seconded by Michael and approved unanimously.</p>
5	<p>PUBLIC COMMENT: There was no public comment</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 May 23, 2024</p> <p>B. Education Protection Account*: Approval of report on EPA spending for the 2023-24 school year</p> <p>C. Contract with OCDE for retirement reporting/contributions*: Annual approval for CalSTRS/PERS employees.</p>

	<p>D. Consolidated Application*: Annual approval of the spring Consolidated Application (ConApp), used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to direct-funded charter schools throughout California.</p> <p>Melissa made a motion to approve the consent agenda items. Jeannie seconded the motion and it was unanimously approved.</p>
7	<p>INFORMATION ITEMS: Reports</p> <p>A. Financial Update*:</p> <p>Larry reviewed the May financials and state budget update. ADA and enrollment remained positive through the remainder of the school year. Prop 28 funds were largely deferred to the 24-25 school year. Depreciation costs due to fence and shade installs came in a bit higher than budgeted and a projected positive net income of \$49,068 that will be added to cash reserves. Total cash reserves are now in the amount of 3M.</p> <p>Amy Capelle asked that the Executive Director to look into investing a portion of the 3M. (\$1.53 of it is already invested) and Michael suggested that a 1-year treasury bill would make sense given the high rates.</p> <p>B. Faculty Update:</p> <p>Jeannie Lee shared on behalf of faculty noting that the graduation and the reverse rose was one of the most beautiful graduations to date. The year ended on a high note with the 8th graders. Teachers have been working on grades and report cards this week. Art of Teaching will be hosted on campus this year.</p> <p>C. Parent Cabinet Update: Update on Parent Cabinet activities</p> <p>Parent cabinet rep. shared some sentiments with the board president, who passed along the sentiments at the board meeting, sharing how special 8th grade graduation was and shared gratitude with school staff and board members.</p> <p>D. Administrative Update: Gavin Keller provided an update on the approval of the material revision of the charter at the June 12 CUSD Board of Trustees meeting and also updated the board on facilities projects, employee benefits, audit progress, summer programming, and professional development.</p>
8	<p>SCHOOL OPERATIONS: Discussion/Action</p> <p>A. School Handbook*: Gavin reviewed updates to the 24-25 School Handbook, inclusive of adjustments to related policies. It was suggested to separate the PAC from PC in the language of the handbook.</p> <p>Jeannie shared that classroom observation lengths needs clarity and suggested that page 11 field trips permission slips timelines should be removed. She suggested that the school should add</p>

language regarding “additional forms for field trips that may be required by a third party”. Jeannie asked that the order of descriptors on page 5 be reordered, transformative should be the top word and accountable as the last. On page 4, a comma is needed after sincerely to close the administrative welcome letter. Jeannie asked administration to look into cell phone laws and ensure those are reflected in the cell phone guidelines on page 21.

Amy asked that the vision statement be added to page 5. What’s listed there doesn’t match what is one the website and what’s in the charter and needs to be updated.

Jeannie suggested FAQs on website with links to the handbook; Administration will look into this.

Jeannie made a motion to approve the Handbook with the edits highlighted in the discussion and minutes. Michael seconded the motion and it was unanimously approved.

B. ***Workplace Violence and Prevention Policy****: Gavin reviewed the workplace violence prevention plan, or WVPP, a new plan required for California employers to comply with Senate Bill 533. Amy discussed safe gun storage/safety laws called Gun Violence Restraining Orders – which are temporary restraining orders/removal orders for weapons and are in place and available for individuals to protect loved ones and themselves. Melissa makes a motion to approve the WVPP, the motion was seconded by Jeannie, and unanimously approved by board.

C. ***CUSD Food and Nutrition Services****: Gavin reviewed EC Section 49501.5, which requires charters to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility. Gavin reviewed agreement that Journey has had in place with CUSD since 2019-2020 and highlighted some challenges that will occur given that Journey will exit the CUSD Aeries account and begin our own iteration of Aeries, namely that there will be an administrative burden placed on CUSD staff to pull data from Journey’s Aeries, as our School Food Authority, for claiming reimbursement for school lunches from the NSLP. Additionally, there will be a point-of-sale interface that Journey will need to purchase called Primero Edge that will be required to communicate with Journey’s Aeries account. There will be added costs to an MOU that is currently being finalized, the cost of Primero Edge is roughly \$2500 and an administrative fee for CUSD at \$1500 per month. Gavin recommends that the board enter the MOU with CUSD for food and nutrition services for the 24-25 school year and that time be allocated to researching the process of becoming our own school food authority for the 25-26 school year.

Jeannie made a motion to authorize Gavin Keller the ability to enter into an MOU with CUSD for food and nutrition services for the 24-25 school year, so long as the terms presented are not significantly different than what was discussed at the meeting. The motion was seconded by Michael, and unanimously approved by board.

D. ***Memorandum of Understanding by and between Capistrano Unified School District and Journey School****: Gavin reviewed the MOU with CUSD for special education records. CUSD may need access to special education records for the next three years, in the case of litigation for past services/support

and a variety of other reasons. Journey will store all records here on site for current attending students and language in the MOU is needed regarding storage and maintenance of these records along with language regarding CUSD ability to access to the records. Legal review has been completed and the MOU is recommended for approval.

Melissa made a motion to authorize Gavin Keller to sign the MOU with CUSD. The motion was seconded by Michael, and unanimously approved by the board.

- E. **Declaration of Need***: Gavin reviewed the Declaration of Need, a process developed by CDE and CTC to allow flexibility when a limited assignment permit or an emergency permit may be required by the school in the case that a fully qualified educator cannot be located and properly assigned. Anticipated needs at Journey school – 2 multiple subjects Limited Assignment Permits and 1 English Language authorization.

Melissa noted a typo on the DON, that indicated 4 Limited Assignment Permits...not 2. Gavin Keller will adjust the DON to reflect the 2 permits that are needed.

Michael made a motion to approve the Declaration of Need with the adjustment noted. Jeannie seconded the motion and it was unanimously approved.

- F. **Prop 28 Arts and Music School Funding***: Gavin reviewed the annual Prop 28 arts and music school funding report and highlighted expenses this year which were allocated to creating a new outdoor art/handwork area – a total of \$14,687.80 of Prop 28 funding was used towards the project.

Michael made a motion to approve the Prop 28 report. Jeannie seconded the motion and it was unanimously approved.

- G. **Local Indicator Report***: Gavin reviewed Journey's performance and progress on CDE Local Indicators – the school has met all local indicators, this determination was made using an analysis of a variety of results and data at the local level.

Melissa made a motion to approve the Local Indicator Report. Michael seconded the motion and it was unanimously approved.

- H. **Substitute Teacher Contracts***: Gavin reviewed the need for contracting with a substitute teacher agency to support teacher vacancies and filling those vacancies with highly qualified teachers.

The school interviewed a variety of agencies, including Kelly Services, Scoot, Sub Teacher Source, Zen and Swing and compared the agencies using a variety of factors, detailed below

- # of subs available in our area
- Vacancy fill rate
- Flexibility re: hourly, half day, full day
- Request process/apps/website
- Rates
- Fees/contract minimums, etc.
- User reviews/references of local charters

Swing Education was the standout agency and recommended for approval for contracting with to support substitute needs/filling temp. teacher vacancies for the 24-25 school year.

Jeannie suggested inviting subs from Swing Ed on campus to see the campus – Gavin will look into this.

Jeannie made a motion to authorize Gavin Keller to enter into a contract on behalf with Swing Education on behalf of Journey School. Michael seconded the motion and it was unanimously approved.

- I. **Staffing Plan 2024-25***: Gavin reviewed the staffing plan and highlighted the various positions including 6 open positions. All proposed roles are accounted for in the 2024-2025 school budget.

Gavin Keller indicated that this is an information only item at this point and that the approval of the draft budget will essentially adopt the staffing plan (and related costs) as detailed.

- J. **Local Control and Accountability Plan (LCAP)***: Gavin reviewed the 2024-2025 Budget overview for parents, the 2024-2025 LCAP, the 2024-2025 Expenditure Tables for actions listed in the LCAP, the Annual Update of the 2023-2024 LCAP, and Expenditure tables for actions that occurred this past year. Gavin highlighted the 5 goals in the 24-25 LCAP and related actions that will help the school improve.

Melissa made a motion to approve the LCAP. Michael seconded the motion and it was unanimously approved.

- K. **Preliminary Budget 2024-25***: Larry Tamayo and Gavin Keller presented the 2024-2025 draft budget, highlights as follows:

- Enrollment: 613
- ADA: 570.84; 93.12% ADA Rate
- 1.07% revenue COLA
- Arts Music & Instructional Materials Block Grant: \$197,064
- Learning Recovery Emergency Block Grant: \$113,310
- ELOG, Educator Effectiveness, TK Planning Grants: \$92,963
- Teachers salary table increases; 3% increase for rest of staff
- Addition of Special Education revenue, staff, supplies and services
- PERS rate increase from to 26.68% to 27.05%
- 6 open positions

Melissa made a motion to approve the preliminary 24-25 budget. Michael seconded the motion and it was unanimously approved.

	<p>1. Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: School Executive Director</p> <p>RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at 9:17pm</p> <p>PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION: There was no action taken in closed session</p>
10	<p>Adjournment. The meeting was adjourned at 9:18</p>

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

Fiscal Policies and Administrative Procedures

JOURNEY SCHOOL

Approved by Journey School Council on June 23, 2011

Revision approved November 29, 2012

Revision approved Aug 29, 2013

Revision approved Feb 27, 2014

Revision approved Aug 25, 2016

Revisions approved June 22, 2021

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JOURNEY SCHOOL

FISCAL CONTROL POLICIES AND PROCEDURES

OVERVIEW (BOARD POLICY SECTION)

The Governing Board , also known as the Journey School Council (Council) of JOURNEY SCHOOL has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of JOURNEY SCHOOL to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

1. The Council formulates financial policies, delegate's administration of the policies and development of administrative procedures to the Administrator, and reviews operations and activities on a regular basis.
2. These policies assume that the lead administrator or director of the school is the Administrator for purposes of these policies. The Administrator's title is currently "Executive Director" but this title may be changed at the discretion of the Council.
3. The Administrator has responsibility for all operations and activities related to financial management. The Administrator will develop and update the fiscal procedures and carry out operations in a manner that allows the broader policies, as outlined in this Overview section, to be carried out in a legal and ethical manner and in a manner that insures adequate internal controls.
4. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
5. To insure that no one person has sole access to certain fiscal processes, all full time administrative employees are required to take annual vacations of at least five (5) consecutive days. Part time administrative employees will have the number of required vacation days prorated.
6. All documentation related to financial matters will be completed by computer, word processor, typewriter, or ink.
7. The Council will commission an annual financial audit by an independent third party auditor who will report directly to them. The Council will approve the final audit report, and a copy will be provided to the charter-granting agency. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Council and the charter-granting agency.
8. The Council can appoint someone else to perform the Administrator's responsibilities in the case of absence.
9. The Council has engaged Excellent Education's (ExED) services for various accounting, compliance and fiscal matters

Annual Financial Audit

1. The Council will annually appoint an Audit Committee by January 1 to select an auditor by March 30 prior to year end (June 30th). The full Council may act as the Audit Committee, so long as any member with a conflict of interest does not participate. If the full Council acts as the Audit Committee, there will be a record of the Audit Committee responsibilities kept as a separate portion of the Council meeting.
2. Any persons with expenditure authorization or recording responsibilities within the school, or any other conflict of interest, may not serve on the committee.

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3. The committee will annually contract for the services of an independent certified public accountant to perform an annual fiscal audit.
4. The audit shall include, but not be limited to:
 - a. An audit of the accuracy of the financial statements
 - b. An audit of the attendance accounting and revenue accuracy practices
 - c. An audit of the internal control practices

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

PURCHASING

1. The Administrator may authorize expenditures and may sign related contracts within the approved budget. The Council must review all expenditures. This will be done via review of a check register which lists all checks written during a set period of time and includes check #, payee, date, and amount. The Council must also approve contracts over \$7,500.
2. The Administrator or designee must approve purchases. Purchase requisitions, authorizing the purchase of items greater than two hundred dollars (\$200), must be signed by the Administrator and submitted to ExED with the related invoice or expense report. Purchases less than two hundred dollars (\$200) do not require a purchase requisition.
3. When approving purchases over two hundred dollars (\$200), no matter the form of payment, the Administrator or designee must:
 - a. Determine if the expenditure is budgeted
 - b. Determine if funds are currently available for expenditures (i.e. cash flow)
 - c. Determine if the expenditure is allowable under the appropriate revenue source
 - d. Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations
 - e. Determine if the price is competitive and prudent. All purchases over \$10,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services
4. Any individual making an authorized purchase on behalf of the school must provide ExED with appropriate documentation of the purchase.
5. Individuals other than those specified above are not authorized to make purchases without pre-approval.
6. Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be reimbursed by a bank check upon receipt of appropriate documentation of the purchase and completion of ExED check disbursement procedures.
7. The Administrator may use, or may authorize an individual to obtain and/or use a school credit card to make an authorized purchase on behalf of the school, consistent with any guidelines provided by the Administrator and/or Council.
 - a. When not in use, all school credit cards will be kept under locked supervision in the office of the holder of the card, or in the possession of the holder of the card at all times.
 - b. Authorized individuals must use the credit card in the office or, with Administrator authorization, may sign the credit card out and must return the credit card and related documentation of all purchases within 24 hours of the purchases, unless otherwise authorized by the Administrator.
 - c. If receipts are not available or are “missing”, the individual making the charge may be held responsible for payment.
 - d. Credit cards will bear the names of both JOURNEY SCHOOL and the Administrator. The Executive Director and up to two designated staff members, with approval of the Journey School Council, are authorized to obtain a school

JOURNEY SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

credit card, which will bear the names of both JOURNEY SCHOOL and the appropriate administrator.

- e. Use of Debit cards is not allowed.
- f. School credit card may be used for school related purchases as necessary and when consistent with the guidelines in Section 3 above.
- g. The credit card limit will be set no higher than \$25,000.
- h. A Council officer or an administrator whose name is not on the credit card will review and approve all credit card expense reports regularly.

Petty Cash

1. The Administrative Assistant for Business will manage the petty cash fund.
2. The petty cash fund will be capped at \$100.
3. All petty cash will be kept in a locked petty cash box in a secure locked area such as a drawer, file cabinet or safe. Only the Administrative Assistant for Business and Administrator will have keys to the petty cash box.
4. All disbursements will be logged on the petty cash log and will be coded to the appropriate expenditure category. A register receipt for all purchases must be attached to the petty cash log.
5. Journey School will insure that the petty cash log is properly completed and that a proper receipt is attached.
6. At all times the petty cash box will contain receipts and cash totaling \$100. A register receipt must support the petty cash log. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash log to the Administrative Assistant for Business within 48 hours of withdrawing the petty cash.
7. When expenditures total \$75 (when cash balance is reduced to \$25), the Administrative Assistant for Business will total the disbursements, complete a petty cash reimbursement form or check request form, and obtain the approval of the Administrator. A reconciliation should also be done at least a quarterly basis. The petty cash logs and supporting receipts will be attached to the reimbursement request form and forwarded to ExED.
8. Petty cash fund reimbursement checks will be made payable to the Administrative Assistant for Business. Unless otherwise required by the bank.
9. Any irregularities in the petty cash fund will be immediately reported in writing to the Administrator.
10. Loans will not be made from the petty cash fund.
11. ExED and/or the school auditor will conduct surprise counts of the petty cash fund.

Contracts

1. Consideration will be made of in-house capabilities to accomplish services before contracting for them.
2. Office staff will keep and maintain a contract file evidencing the competitive bids or estimates obtained (if any) and the justification of need for any contracts over \$10,000.

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- a. Competitive bids or multiple estimates will be obtained where required by law or otherwise deemed appropriate and in the best interests of the school.
- b. The Council will approve or ratify all contracts over \$7,500.
3. Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).
 - a. Contract service providers should show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect, if applicable. The Administrator may also require that contract service providers list the school as an additional insured.
4. The Administrative Assistant for Business will obtain a W-9 from the contract service provider prior to submitting any requests for payments to ExED.
5. The Administrator will approve proposed contracts and modifications in writing.
6. Contract service providers will be paid in accordance with approved contracts as work is performed.
7. The Administrator will be responsible for ensuring the terms of the contracts are fulfilled.
8. Potential conflicts of interest will be disclosed up front, and the Administrator and/or Member(s) of the Council with the conflict will excuse themselves from discussions and from voting on the contract in accordance with the school's Conflict of Interest policies and the Political Reform Act.

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

ACCOUNTS PAYABLE

Bank Check Authorization

1. All original invoices, with the supporting documents, if any, attached will be forwarded to the Administrator or designee for approval in a timely manner, typically on a weekly basis. Electronic submission of invoices to the Administrator via the ExED's online payment system is an acceptable alternative.
2. The Administrative Assistant for Business will carefully review each invoice, and all supporting documentation, and the verification that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were not in the shipment. The packing list should be submitted to ExED with the invoice. Administrative Assistant for Business will adjust the invoice for any missing items noted on the packing list before processing for payment.
3. The Administrative Assistant for Business will stamp a check authorization on the invoice and complete the required information, including noting the specific budget line item that is to be charged for the specified expenditures. Alternatively, submission of the invoice through ExED's online payment system may be used to process the invoice for approval.
4. The Administrator or designee will review all of the above prior to approval and sign and date the check authorization stamp where indicated. Electronic approval by the Administrator via ExED's online payment system is also an acceptable method to indicate Administrator approval.
5. The invoice and supporting documentation will be sent to ExED in a timely manner, which would be on a weekly basis during the school year. (Administrative Assistant for Business should be aware of invoice due dates to avoid late payments). If the online payment system is used, invoices and supporting documentation may be submitted on a rolling basis and paid weekly. ExED will then process the invoices with sufficient supporting documentation.
6. ExED employs two methods for issuing vendor payments: Bank Checks and/or Automated Clearing House (ACH) bank to bank transfers.
7. The Administrator may authorize ExED to pay regular recurring expenses (e.g. utilities) without the Administrator's formal approval (signature) on the invoice when dollar amounts fall within a predetermined range that has been approved by the Council. A list of the vendors and the approved dollar range for each vendor must be provided to ExED in writing and updated on an annual basis. These types of recurring regular expense, as described in this section, will only require one signature on the check, an exception to the dual signature requirement described below.

Nvoicepay (outsourced payment provider) for ACH Bank to Bank Transfers

1. Once an invoice is approved by the Administrator for payment, the ExED Accounting Analyst will submit the invoice to Nvoicepay for payment. The ExED AM or VP will

JOURNEY SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

- review the payments submitted to Nvoicepay and will approve or reject each vendor payment.
2. After ExED has approved a vendor payment, Nvoicepay will electronically withdraw funds from the organization's bank account and transfer the funds to a Nvoicepay trust account. Each vendor payment will be a separate bank withdrawal and a separate line on the bank statement. Nvoicepay will then issue payments to the organization's vendor. The payments are disbursed from Nvoicepay's trust account via one of three payment methods: Check, ACH, or payment card. The payments will include a Reference ID that ExED will record as the transaction number in ExED's accounting system. The Reference ID will not be in sequence as it is based on Nvoicepay's numbering system.
 3. Nvoicepay will save an electronic check copy for any paper checks issued and Nvoicepay will save vendor remittances for any ACH or payment card payments issued.
 4. Nvoicepay will stale date payments after 60 days. When this situation happens, Nvoicepay will void the payment and credit the funds back to the organization's bank account. ExED may also direct Nvoicepay to reissue a payment prior to the 60-day deadline. In this case, Nvoicepay will void the original payment and issue a new payment. The new payment will be recorded as a payment modification and will be linked to the original payment in Nvoicepay. The new payment will have a new Reference ID for tracking purposes, however, the new Reference ID will not be updated in ExED's accounting system where the original Reference ID is recorded as the new transaction is only impacting Nvoicepay's account.
 5. Two signers will be required for initiation any ACH payment in excess of \$5,000 for all non-recurring items.

Bank Checks

1. The Council Officers and the Executive Director, ex officio, plus up to two designated staff members who receive Journey Council approval, will be approved as authorized signers on the school bank accounts. Any other signers must be approved in advance by the Council.
2. The Administrator and any other employee authorized by the Council may sign bank checks within established limitations.
3. The Council will be authorized to open and close bank accounts.
4. The Administrator or designee will be responsible for all blank checks and will keep them under lock and key or in a secure location such as a safe.
5. When there is a need to generate a bank check, the Administrator or designee will send appropriate approved documentation to ExED.
6. Once approved by the Administrator, ExED types/writes the check based on the check authorization prior to obtaining the appropriate signature(s).
7. Two signers will co-sign checks in excess of \$5,000 for all non-recurring items. All checks less than \$5,000 require only the signature of one account signer. To allow for oversight of large expenditures, a Council member will review and provide approval of all non-recurring checks over \$5,000.
8. Checks may not be written to 'cash', 'bearer', or 'petty cash'. Under no circumstance will any individual sign a blank check.

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9. ExED will record the check transaction(s) into the appropriate check register and in the general ledger.
10. ExED will distribute the checks and vouchers as follows:
 - a. Original – mailed or delivered to payee
 - b. Duplicate or voucher – attached to the invoice and filed by vendor name by an ExED accountant or stored electronically.
 - c. Cancelled Checks – if these are received from the bank, they will be filed numerically with bank statements by an ExED accountant.
 - d. Voided checks will have the signature line cut out and will have VOID written in ink. The original check will be attached to the duplicate and forwarded to ExED who will attach any other related documentation as appropriate.
 - e. Checks sent to the school for double signature will be sent out by the Administrative Assistant for Business for disbursement after obtaining the required signatures. A copy of the check showing the second signature will be made and retained in the vendor file for verification.

Bank Reconciliation

1. Bank statements will be received directly by the Administrative Assistant for Business , opened, and forwarded to ExED. Alternatively, ExED staff may access the account statement online with “view only” access.
2. ExED will examine all paid checks for date, name, and amount. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.
3. An ExED accountant will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
4. The ExED accountant will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any material discrepancies to the ExED representative assigned to the school and the Administrator.
5. The ExED accountant will prepare a monthly summary report to be approved by the ExED representative assigned to the school.

School Credit Card Transactions (see also Purchasing section above)

1. Transactions on the credit card statement should have an approved Authorization form and an original itemized receipt presented.
2. Documentation is submitted by the approved purchaser to the Administrative Assistant for Business within 48 hours of the purchase.
3. Credit card bill will be paid monthly in a timely manner.
4. All expenses from the monthly credit card statement will be summarized on the Credit Card Recap form (or ExED’s approved substitute) and submitted to ExED for payment with all appropriate backup documents as part of the weekly AP submission.
5. No alcohol purchases may be reimbursed under any circumstances.
6. A Council Officer or an administrator or check signor whose name is not on the credit card will review and approve all credit card expense reports regularly.

**JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

ACCOUNTS RECEIVABLE

1. Documentation will be collected for accounts receivable and forwarded to ExED.
2. Accounts receivable will be recorded by ExED in the general ledger and collected on a timely basis.

Cash Receipts (Cash and Checks)

1. For each fundraising or other event in which cash or checks will be collected, a Volunteer Coordinator (or staff member) will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
 - a. The Volunteer Coordinator will record each transaction on a Cash Log as the check or cash is received, in a timely manner.
 - b. If requested, a copy of a receipt will be provided to the donor.
 - c. The cash, checks, Cash Log, and deposit summary must be given to the school Administrative Assistant for Business in a timely manner, and at least weekly, who will immediately put the funds in a secure, locked location. This is currently a safe in the school office.
 - d. Both the Volunteer Coordinator and the Administrative Assistant for Business will count the deposit and verify the amount of the funds in writing on the Cash Log.
2. Cash/checks dropped off at the school office will given to an office staff member and then will be placed directly into a secure, locked location (currently the safe in the school office) by the staff member who receives them.
 - a. All funds are deposited into the safe in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.
 - b. The Administrative Assistant for Business will open the safe to verify the cash/check amounts, sign off on the amounts received on a Cash Log, and if a second verification signature has not been already recorded, will obtain a second verifier's signature on the Cash Log.
 - c. The safe will be emptied at least two times per month, corresponding to days when deposits are made.
3. Cash/checks dropped off in the classroom will forwarded immediately to the Volunteer Coordinator or appropriate staff member in charge the fundraiser or the event the check is for.
4. For any cash or checks received in the mail, the Administrative Assistant for Business will log the amount, source and purpose on a Cash Log, with a second office staff member or other verifier also counting the funds and verifying this in writing using the Cash Log. This will then be processed as above for Cash Collections.
5. Twice a month, the Administrative Assistant for Business will log cash or checks received into the Deposit Recap Log (or ExED's approved substitute). The Deposit Recap Log will be initialed by the Administrator. This packet will be scanned and emailed to ExEd as soon as possible. Alternatively, the Deposit Recap logs could be sent to ExED with that week's mailing of invoices/AP.

JOURNEY SCHOOL
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6. All checks will be immediately endorsed with the school deposit stamp, containing the following information: “For Deposit Only; JOURNEY SCHOOL; Bank Name; Bank Account Number”
7. A deposit slip will be completed by the Administrative Assistant for Business. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.
8. Single checks and deposits of more than \$15,000.00 will be deposited within 10 business days. Deposits totaling less than \$15,000 will be made at least twice monthly by the designated school employee. All cash will be immediately put into a lock box. The duplicate deposit slip and deposit receipt will be attached to the deposit documentation and forwarded to ExED to be filed and recorded as received or weekly.

Returned Check Policy

1. A returned-check processing fee may be charged for checks returned as non-sufficient funds (NSF). Unless otherwise pre-approved by ExED or the Administrator, payment of the NSF check and processing fee must be made by money order or certified check. The amount of the fee will be determined based on the bank’s charges to the school for the NSF processing.
2. In the event that a second NSF check is received for any individual, in addition to the processing fee, the individual will lose check-writing privileges. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.
3. If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action at the discretion of the Administrator and/or Council.

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

PERSONNEL

1. The Administrator or designee will be responsible for all new employees completing or providing all of the items on the school's current Personnel File Checklist.
2. The Administrator or designee will be responsible for maintaining this information in the format as shown on the Personnel File Checklist.
3. An employee's hiring is not completely effective until the employment application (if applicable), form W-4, form I-9, fingerprint clearance form and payroll forms including applicable health insurance forms have been completed.
4. A staffing plan will be developed during budget season. ExED will notify the board of any variances to the staffing configuration throughout the year.

**JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

PAYROLL

Timesheets

1. All classified or certificated hourly or daily employees will be responsible for completing a timesheet including vacation, sick, and holiday time (if applicable). The employee and the appropriate supervisor will sign the completed timesheet.
2. The completed timesheets will be submitted to ExED on the last working day of the designated payroll period.
3. Incomplete timesheets will be returned to the signatory supervisor and late timesheets may be held until the next pay period. No employee will be paid until a correctly completed timesheet is submitted or other written verification of hours is received.
4. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or turning in the timesheet (such as an employee calling in sick), the employee is responsible for notifying the signatory supervisor or for making other arrangements for the timesheet to be submitted. However, the employee must still complete and submit the timesheet upon return.

Overtime

1. Advanced approval in writing by the authorized supervisor is required for compensatory time and overtime, and only as allowable by current school policy.
2. Overtime only applies to classified employees who hold non-exempt positions, and is defined as hours worked in excess of forty (40) hours within a five-day period of time. Any hours worked in excess of an employee's regular work schedule must be pre-approved by the supervisor, unless it is prompted by an emergency. No overtime will be paid without the approval of the employee's supervisor. Overtime will not be granted on a routine basis and is only reserved for extraordinary or unforeseen circumstances. If a supervisor identifies a recurring need for overtime in any given position, the supervisor should immediately consult with the Administrator for further guidance.

Payroll Processing

1. For hourly employees, employees must sign timesheets to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. The Administrator or designee will approve these timesheets. No overtime hours should be listed on timesheets without the supervisor's initials next to the day on which overtime was worked. The signatory supervisor will submit a summary report of timesheets to ExED who will verify the calculations for accuracy.
2. For salaried employees, employees must sign the appropriate forms to verify any days taken off from the approved work calendar for accuracy. The Administrative Assistant for Business or Human Resources Manager will provide the designated school employee

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.

3. For substitute teachers, the Administrative Assistant for Business will maintain a record of teacher absences and the respective substitutes that work for them. The Administrative Assistant for Business will verify that the substitutes sign their timesheets to verify days worked, and that teachers, upon returning back to work, verify their absences. These records will be kept with the payroll records.
4. The Administrator will notify ExED of all authorizations for approved stipends.
5. ExED will prepare the payroll worksheet based on the summary report from the designated school employee.
6. The payroll checks (if applicable) will be delivered to the school. The Administrator will document receipt of the paychecks and review the payroll checks prior to distribution. Arrangements for mailing paychecks may be made.

Payroll Taxes and Filings

1. ExED will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries.
2. ExED will prepare the state and federal quarterly and annual payroll tax forms, review the forms with the Administrator, and submit the forms to the respective agencies in a timely manner.

Record Keeping

1. The designated school employee will maintain written records of all full time employees' use of sick leave, vacation pay, and any other unpaid time.
 - a. The designated school employee will immediately notify the Administrator if an employee exceeds the accrued sick leave or vacation pay, or has any other unpaid absences.
 - b. Records will be reconciled when requested by the employee. Each employee must maintain personal contemporaneous records.

**JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

EXPENSES

Expense Reports

1. Employees will be reimbursed for expenditures within three weeks of presentation of complete and appropriate documentation.
2. Employees will use expense reports for all expenses to be reimbursed.
3. Employees will complete expense reports monthly, as necessary, to be submitted to Administrative Assistant for Business who will in turn submit to ExED for payment.
4. Original itemized receipts or other appropriate documentation will be required for all expenses over five dollars to be reimbursed.
5. The employee and the Administrator (or designee) must sign or electronically approve expense reports.
6. Administrator expense reports should be approved by an officer of the board and always be submitted to ExED for processing and payment.
7. Expenses greater than two months old may not be reimbursed.
8. At the end of the fiscal year, if an expense report has not been turned in for expenses incurred during the previous fiscal year, the expense will not be able to be reimbursed after July 30.

Travel, including for School Activities

1. Employees will be reimbursed for mileage when pre-approved by an administrator. Mileage will be reimbursed at the government-mandated rate for the distance traveled, with the following parameters:
 - a. Mileage will be recorded from whichever is shorter: the distance from the employee's residence OR the distance from the school site, UNLESS the employee is required to come to the school site first.
 - b. If the employee is required to come to the school site, mileage will be reimbursed from the school site.
 - c. For incidental travel, mileage will only be reimbursed if the one-way mileage exceeds five miles.
2. The Administrator must pre-approve all out of town travel.
3. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than 50 miles from the employee's residence. Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available. Employees will be reimbursed at the actual cost, up to a maximum of an established per diem rate for any breakfast, lunch, or dinner that is not included as part of the related event.
4. No alcohol related expenses may be reimbursed by the school. Itemized food and beverage receipts must be included in order to verify no alcohol is being reimbursed.
5. All advances, travel or otherwise require written approval from the Administrator using the Authorization form.

JOURNEY SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

6. Advances require original itemized receipts to be provided immediately upon return from travel for all advanced funds.
7. After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Administrator for approval and then on to ExED for processing. Original receipts are attached to the expense report. If the expense report is approved electronically, the original receipts may be scanned for review, and then kept on file with the year's fiscal records.
8. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check or cash.
9. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report process.
10. Advances will only be used in extreme situations where other options are not available.

Volunteer Expenses

1. All volunteers will submit a complete Authorization form to the Administrator for all potential expenses.
 - a. Only items with written authorization from the Administrator will be paid/reimbursed.
 - b. Volunteers (non-employees) will submit an invoice and original receipts in order to be reimbursed for any approved expense incurred.
 - c. If an expense is incurred without Administrative approval PRIOR to the purchase, the Administrator reserves the right to deny reimbursement because preauthorization was not obtained.

Council Expenses

1. The individual incurring authorized expenses while carrying out the duties of the Council will complete and sign an expense report.
2. The Administrator will approve and sign (or electronically approve) the expense report, and submit it to the ExED for payment.
3. All other procedures for expense reports and parameters for approved travel expenses as listed above for employees also apply.
4. Advances are not available for Council expenses.

Telephone Usage

1. Employees will not make personal long distance calls on the telephones without prior approval from a supervisor.
2. Employees will reimburse the school for all charges related to personal telephone calls.

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

FINANCIAL REPORTING

1. In consultation with the Administrator, ExED will prepare the annual financial budget for approval by the Council.
2. ExED will submit a monthly balance sheet and monthly revenue and expense summaries to the Administrator including a review of the discretionary accounts and any line items that are substantially over or under budget. The report will be reviewed at the scheduled board meeting and action will be taken, if appropriate.
3. ExED will provide the Administrator and/or Council with additional financial reports, as needed.

Loans

1. The Administrator and the Council will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.
2. Once approved, a promissory note will be prepared and signed by the Administrator or designee before funds are borrowed.
3. Employee or Council member loans are not allowed.

Financial Institutions

1. All funds will be maintained at a high quality financial institution.
2. All funds will be maintained or invested in high quality, short maturity, and liquid funds.
3. Physical or electronic evidence will be maintained on-site for all financial institution transactions with backup of such evidence as is prudent.

Retention of Records

1. Financial records, such as transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documentation will be retained for a minimum of seven (7) years. At the discretion of the Council or Administrator, certain documentation may be maintained for a longer period of time. Some financial records, such as petty cash, will be maintained for three (3) years. (See also Records Retention Policy)
2. ExED will retain records at their site for a minimum of two (2) years; after which, the remaining five years will be the responsibility of the School.
3. Financial records will be shredded at the end of their retention period in accordance with the Records Retention Policy. Documentation of what was shredded will be kept.
4. Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure off-site location, separate from the school. ExEd may serve as this off-site location. (See also Records Retention Policy)

**JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

RESERVES /INSURANCE/LIABILITIES/ASSETS

Funds Balance Reserve

1. An annual fund balance reserve of at least 15% of the total unrestricted General Funds expenditures will be maintained.
2. The target cumulative fund balance reserve will be 20% of the total unrestricted general fund expenditures.
3. If the school drops below the minimum reserve, the Council will approve a plan to incrementally increase the reserve back to the target over time, based on the budgetary constraints, and in accordance with the direction laid out in the school's Strategic Plan and following the mission of the school as stated in the school's charter.
4. ExED will provide the Administrator with balance sheets on a monthly basis. It is the responsibility of the Administrator and the Council to understand the school's cash situation. It is the responsibility of the Administrator to prioritize payments as needed. The Administrator has responsibility for all operations and activities related to financial management.

Insurance

1. ExED will work with the Administrator to ensure that appropriate insurance is maintained at all times with a high quality insurance agency.
2. The Administrator (or designee) and ExED will maintain the files of insurance policies, including an up-to-date copy of all certificates of insurance, insurance policies and procedures, and related claim forms.
3. The Administrator (or designee) and ExED will carefully review insurance policies on an annual basis, prior to renewal.
4. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the school's approved charter petition or Memorandum of Understanding with the authorizing district.

JOURNEY SCHOOL

FISCAL CONTROL POLICIES AND PROCEDURES

Asset Inventory

1. An asset is defined as all items, purchased or donated, with a value for the individual item of \$5,000 or more and with a useful life of more than one year. The cost of any furniture or equipment which does not meet this threshold will be recorded as an expense for the year purchased.
2. ExED will maintain a sub ledger of all capitalized assets. The ledger will include the original purchase price, date, life, and value of each asset.
3. The School will take a physical inventory of all assets before the end of each fiscal year, indicating the condition and location of the asset.
4. ExED will immediately be notified of all cases of theft, loss, damage or destruction of assets.
5. The Administrator will submit to ExED written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

Parking Lot Liability

1. Parking lot related incidences are not covered under any insurance policy. The school assumes no liability for damage to cars:
 - a. Parked in the parking lot during school hours
 - b. Parked in the parking lot after school hours
2. The only exception to this policy will be when a student is observed by an adult accidentally causing damage to a vehicle while engaged in a school activity, such as physical education equipment breaking a window (e.g. a ball)
3. Otherwise, liability is as follows:
 - a. If a student willfully causes damage (i.e. not an accident as described above), the student's parent or guardian is responsible.
 - b. If a parent or other visitor causes damage, that individual is responsible.
 - c. If an employee causes damage, the employee is responsible.
 - d. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.

Recurring Expenses - Updated Annually

VENDOR	Suggested Revisions 10/24/24	2024-25 MAX MONTHLY	2023-24 MAX MONTHLY	2022-23 MAX MONTHLY	FREQUENCY	DESCRIPTION	
BrightStar Care	\$12,000.00	NA	NA	NA		Nurses for special needs students and office	
CUSD - Meals	\$1,500.00						
CUSD - Rent		\$16,506.00	\$16,506.00	\$16,506.00	monthly	Facility rental	max. amt. amt.
CUSD - SPED Encroachment		NA	\$36,131.00	\$16,934.00	monthly		
Effectual Staffing		\$10,000.00	-	-	monthly	Special education staffing	New Contract
ExED		\$14,000.00	\$10,000-\$12,000	\$10,000-\$12,000	monthly	contract for financial services	
Great American		\$6,500.00	\$6,500.00	\$6,050.60	monthly	Umbrella policies	
Guardian		\$1,800.00	\$1,800.00	\$1,800.00	monthly	vision/dental	est.- increase ir
Kaiser Permanente	\$29,000.00	\$25,000.00	\$25,000.00	\$25,000.00	monthly	Healthcare plans	
Little Acorns		NA	\$2,000	na	monthly	Expanded Learning Opportunity Program	
Marsh & McLennan		\$10,000.00	\$9,165.00	\$9,296.00	10/yr	Worker's Comp-Nova (Max. monthly reflects initial deposit. T	
OC Janitorial		\$9,000.00	\$8,000.00	\$7,500.00	monthly	janitorial service & supplies	
OCDE		\$1,800.00	\$1,800.00	\$1,800.00	4/year	contract-retirement services	est. based on \$
So. Calif. Edison	\$9,000.00	\$8,000.00	\$8,000.00	\$3,300 to \$5,500	monthly	utilities	
Strategic Kids - ELOP		\$6,000	\$6,000	\$6,000	monthly	Expanded Learning Opportunity Program	
Strategic Kids - Paraprofessionals	\$30,000	\$18,500	\$18,500	\$25,000	monthly	Instructional Aides and Subs	
Swing Education		\$7,000.00	-	-	monthly	Substitute Teachers	New Contract
United Healthcare	\$24,000.00	\$13,000.00	\$13,000.00	\$9,000.00	monthly	Healthcare plans	

**BYLAWS
OF
JOURNEY SCHOOL**

ARTICLE I
Purposes

The corporation is organized for the public purposes specified in its Articles of Incorporation.

ARTICLE II
Offices

Section 1. Principal Office.

The corporation's principal office shall be located at such place within the County of Orange, State of California as the Journey School Council ("Council") shall determine. The Council has full power and authority to change the principal office from one location to another within Journey School's attendance boundaries in the County of Orange, California.

Section 2. Other Offices.

Branch or subordinate offices may at any time be established by the Council at any place or places where the corporation is qualified to do business.

ARTICLE III
Membership

Section 1. No Members.

The corporation shall have no members as that term is defined in Section 5056 of the California Nonprofit Corporation Law.

Section 2. Associates.

Nothing in this Article shall be construed to limit the corporation's right to refer to persons associated with it as "members" even though such persons are not members, and no such reference by the corporation shall render anyone a member within the meaning of Section 5056 of the California Nonprofit Corporation Law. Such individuals may originate and take part in the discussion of any subject that may properly come before any meeting of the Council, but such individuals may not vote. The corporation may confer, by amendment of its Articles of Incorporation or these Bylaws, some or all of a member's rights, as set forth in the California Nonprofit Corporation Law, upon any person who does not have the right to vote for the election of Council members, on a disposition of substantially all of the corporation's assets, on a merger, on a dissolution, or on changes to the corporation's Articles of Incorporation or Bylaws, but no such person shall be a member within the meaning of Section 5056.

ARTICLE IV
Journey School Council

Section 1. Powers.

Subject to the limitations of the California Nonprofit Public Benefit Corporation Law, the corporation's Articles of Incorporation, these Bylaws, and such California local public agency laws of general application as may be applicable to the corporation, the activities and affairs of the corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Council, with the individual members of the Council being generically referred to as Trustees. The Council may delegate the management of the corporation's activities to any person(s), management company, or committees, however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Council. No assignment, referral, or delegation of authority by the Council or anyone acting under such delegation shall preclude the Council from exercising full authority over the conduct of the corporation's activities, and the Council may rescind any such assignment, referral, or delegation at any time.

Without prejudice to its general powers, but subject to the same limitations set forth above, the Council shall have the following powers in addition to any other powers enumerated in these Bylaws and permitted by law:

i. To select and remove all of the officers, agents, and employees of the corporation; to prescribe powers and duties for them that are not inconsistent with law, the corporation's Articles of Incorporation, or these Bylaws; and to fix their compensation;

ii. To conduct, manage, and control the affairs and activities of the corporation and to make such rules and regulations therefore that are not inconsistent with law, the corporation's Articles of Incorporation, or these Bylaws;

iii. To adopt, make, and use a corporate seal and to alter the form of the seal from time to time;

iv. To borrow money and incur indebtedness for the purposes of the corporation, and to cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities therefore;

v. To carry on a business and apply any revenues in excess of expenses that result from the business activity to any activity in which it may lawfully engage;

vi. To act as trustee under any trust incidental to the principal object of the corporation, and receive, hold, administer, exchange, and expend funds and property subject to such trust;

vii. To acquire by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, transfer in trust, encumber, convey, or otherwise dispose of real and personal property;

viii. To assume any obligations, enter into any contracts or other instruments, and do any and all other things incidental or expedient to the attainment of any corporate purpose; and,

ix. To carry out such other duties as are described in the Charter of Journey School as approved by the Capistrano Unified School District (“District”) or other authorizer.

Section 2. Number and Qualifications of Trustees Comprising the Council.

a. The number of Trustees on the Council shall not be less than four (4) nor more than eleven (11) unless changed by amendment to these Bylaws. The exact number of Trustees shall be fixed, within these limits, by a resolution adopted by the Council.

b. The qualifications for Trustees are generally the ability to attend Council meetings, a willingness to actively support and promote Journey School, and a dedication to its educational philosophy and goals. In addition, Trustees should demonstrate leadership, initiative and a high level of professionalism. Trustees must be able to work effectively as a member of a team and to put aside all personal agendas so that the best interests of the school as a whole are put foremost.

Section 3. Appointment or Election of Trustees.

a. Trustees shall be elected by the vote of a majority of Trustees then in office. At its option, the District, or other charter authorizer, shall have the ability to appoint one (1) Council Trustee, known as the Authorizer Trustee.

b. The corporation’s president may form, on an ad hoc and as needed basis, a nominating committee consisting of, at the discretion of the president, Faculty, Parents and less than a quorum of Trustees, to assist the Council with locating and reviewing candidates for election to the Council. If formed by the president, said committee may identify possible Trustee candidates, as well as review and/or nominate individuals to be brought forward as potential Trustees. Parent Cabinet will work to provide a candidate for consideration by the nominating committee if formed by the president. It is the intention of the Council to have Trustees who have relevant background and experience in various areas important to the school community, including the parent and staff perspectives, and in addition, to actively recruit Trustees from outside the school community who are neither parents nor staff members. If formed by the president, the nominating committee will take these priorities into consideration, as well as the current composition of the Council, when recruiting Trustee candidates.

Section 4. Terms of Office of Trustees.

a. In accordance with Section 5220(d) of the California Nonprofit Public Benefit Corporation Law, the Authorizer Trustee, if appointed, shall hold office until the District (or other authorizer) removes or appoints a new Authorizer Trustee, or until these bylaws are amended to provide otherwise or are repealed.

b. Trustees shall have a term of office of two (2) years, and there shall be no limitation on the number of consecutive terms to which a Trustee may be re-elected. The Council may decide to occasionally designate vacancies with a term of one year in order to allow staggering of Council terms.

Section 5. Resignation and Removal.

Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any Trustee may resign effective upon giving written notice to the chairman, the president, the secretary, or the Council, unless the notice specifies a later effective time. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes effective. Trustees may be removed at any time upon the vote of a majority of the Trustees then in office.

Section 6. Vacancies.

i. A Council vacancy or vacancies shall be deemed to exist if any Trustee dies, resigns, is removed, or otherwise becomes ineligible, or if the authorized number of Trustees is increased.

ii. Notwithstanding Section 5, the Council may declare vacant the office of any Trustee who has been convicted of a felony, or has been found to have breached any duty arising under the California Nonprofit Public Benefit Corporation Law or to be of unsound mind by any court of competent jurisdiction.

iii. A vacancy on the Council may be filled by a vote of a majority of the Trustees then in office. Each Trustee so elected, appointed, or designated shall hold office until the expiration of the term of the replaced Trustee.

iv. No reduction of the authorized number of Trustees shall have the effect of removing any Trustee prior to the expiration of the Trustee's term of office.

Section 7. Place of Meeting.

Meetings of the Council shall be held at the principal office of the corporation or at any other place within or without the State of California allowable by law and that has been designated in the notice of the meeting, or, if there is no such notice, by resolution of the Council.

Section 8. Meetings; Annual Meeting.

Notwithstanding any other provision of these bylaws, all meetings of the Council and its standing committees shall be called, noticed, and held in compliance with the provisions of the Ralph M. Brown Act ("Brown Act") and California Education Code Section 47604.1, as added by California Senate Bill No. 126 (2019).

The Council shall meet annually for the purpose of organization, appointment of officers, and the transaction of such other business as may properly be brought before the

meeting. This meeting shall be held at a time, date, and place as may be specified and noticed by resolution of the Council.

Section 9. Regular Meetings.

Regular meetings of the Council, including annual meetings, shall be held at such times and places as may from time to time be fixed by the Council.

Section 10. Special Meetings.

Special meetings of the Council for any purpose may be called at any time by the chairman of the Council, or the president if a chairman has not been designated, or by a majority of Trustees. The party calling a special meeting shall determine the place, date, and time thereof.

Section 11. Notice of Special Meetings.

i. Special meetings of the Council may be held only after each Trustee has received notice given personally or by email, telephone, telegraph, facsimile, telex, or other similar means of communication.

ii. Any such notice shall be addressed or delivered to each Trustee at the Trustee's address or email address as it is shown on the records of the corporation or as may have been given to the corporation by the Trustee for purposes of notice or, if an address or email address is not shown on the corporation's records or is not readily ascertainable, at the place at which the meetings of the Trustees are regularly held.

iii. Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.

iv. The notice of special meeting shall state the time of the meeting, and the place if the place is other than the principal office of the corporation, and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

Section 12. Quorum.

A majority of the voting Trustees then in office shall constitute a quorum. Every act or decision done or made by a majority of the voting Trustees present at a meeting duly held at which a quorum is present is an act of the Council, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law or other applicable laws. A meeting at which a quorum is initially present may continue to transact business notwithstanding the

withdrawal of voting Trustees, if any action taken is approved by at least a majority of the required quorum for such meeting. Trustees may not vote by proxy.

Section 13. Consent to Meetings.

Except as otherwise provided in the Brown Act, the transactions of the Council at any meeting, however called and noticed or wherever held, shall be as valid as though done at a meeting duly held after regular call and notice if a quorum be present, and if, either before or after the meeting, each Trustee entitled to vote, not present in person signs a written waiver of notice, or a consent to the holding of such meeting, or approval of the minutes thereof. All such waivers, consents, or approvals shall be filed with the corporate records and made a part of the minutes of the meeting. Notice of a meeting need not be given to any Trustee who attends the meeting without protesting prior to or at the commencement of the meeting, the lack of notice to such Trustee.

Section 14. Telephonic and Electronic Video Meetings.

Except as otherwise provided in the Brown Act, members of the Council may participate in a meeting through the use of conference telephone, electronic video screen communication, or other communications equipment, to the extent permitted by applicable open meeting laws, if any. Participation in a meeting through use of conference telephone constitutes presence in person at that meeting as long as all members participating in the meeting are able to hear one another and so long as all other applicable legal requirements are followed. Participation in a meeting through the use of electronic video screen communication or other communications equipment (other than conference telephone) constitutes presence in person at that meeting if, in addition to following all other applicable legal requirements, (i) each member participating can communicate with all other members concurrently, (ii) each member is provided the means of participating in all matters before the Council including, without limitation, the capacity to propose, or to interpose an objection to, specific action to be taken, and (iii) the corporation has adopted and implemented some means of verifying both that the person participating in the meeting is a trustee or other person entitled to participate in the meeting and that all actions of, or votes by, the Council are taken or cast only by the Trustees and not by persons who are not Trustees.

Section 15. Adjournment.

A majority of the Trustees present, whether or not a quorum is present, may adjourn any Council meeting to another time or place in accordance with applicable legal requirements.

Section 16. Rights of Inspection.

Every Trustee has the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the corporation, to the full extent permitted under applicable federal and state laws regarding pupil confidentiality.

Section 17. Council Committees.

The Council may appoint an executive committee and one or more other committees each consisting of two (2) or more Trustees to serve at the pleasure of the Council, and delegate to such committee any of the authority of the Council, except with respect to:

- a. The approval of any action for which the California Nonprofit Public Benefit corporation Law requires the approval of the Council;
- b. The filling of vacancies on the Council or on any committee that has the authority of the Council;
- c. The amendment or repeal of bylaws or the adoption of new bylaws;
- d. The amendment or repeal of any resolution of the Council that by its express terms is not so amendable or repealable; or
- e. The appointment of other committees having the authority of the Council.

Any such committee must be created, and the members thereof appointed, by resolution adopted by a majority of the number of Trustees then in office, and any such committee may be designated as an executive committee or by such other name as the Council shall specify. The Council may appoint, in the same manner, alternate members to a committee who may replace any absent member at any meeting of the committee. The Council shall have the power to prescribe the manner in which proceedings of any such committee shall be conducted. In the absence of any such prescription, such committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless the Council, such committee, or these bylaws shall otherwise provide, the regular and special meetings and other actions of any such committee shall be governed by the provisions of this Article applicable to meetings and actions of the Council. Minutes shall be kept of each meeting of each committee.

Section 18. Other Committees.

- a. The chairman of the Council (if there is such a position) or the president, subject to the limitations imposed by the Council, or the Council, may create other committees, either standing or special, to serve the Council that do not have the powers of the Council. The president, with the approval of the Council, shall appoint members to serve on such committees, and shall designate the committee chairman. If a Trustee is on a committee, he or she shall be the chairman. Each member of a committee shall continue as such until the next annual election of officers and until his or her successor is appointed, unless the member sooner resigns or is removed from the committee.
- b. Meetings of a committee may be called by the chairman of the Council (if there is such a position), the chairman of the committee or a majority of the committee's voting members. Each committee shall meet as often as is necessary to perform its duties. Notice of a meeting of a committee may be given at any time and in any manner reasonably designed to inform the committee members of the time and place of the meeting. A majority of the voting members of

a committee shall constitute a quorum for the transaction of business at any meeting of the committee. Each committee may keep minutes of its proceedings and shall report periodically to the Council. A committee may take action by majority vote.

c. Any member of a committee may resign at any time by giving written notice to the chairman of the committee or to the president. Such resignation, which may or may not be made contingent upon formal acceptance, shall take effect upon the date of receipt or at any later time specified in the notice. The chairman may, with prior approval of the Council, remove any appointed member of a committee. The president, with the Council's approval, shall appoint a member to fill a vacancy in any committee or any position created by an increase in the membership for the unexpired portion of the term.

Section 19. Reimbursement.

Trustees and members of committees shall not receive any compensation for their services; however, the Council may approve reimbursement of a Trustee's actual and necessary expenses incurred in the conduct of the corporation's business.

Section 20. Nonliability of Trustees.

To the fullest extent permitted by law, no Trustee shall be personally liable for the debts, liabilities, or other obligations of this corporation.

Section 21. Interested Persons.

Not more than forty-nine percent (49%) of the Trustees serving on the Council may be "interested persons." An "interested person" for purposes of this provision, is (i) any person compensated by the corporation for services rendered to it within the previous twelve (12) months whether as a full- or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a Trustee as Trustee, and (ii) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person. However, any violation of the provisions of this Section shall not affect the validity or enforceability of any transaction entered into by the corporation.

Section 22. Standard of Care.

A Trustee shall perform the duties of a Trustee, including duties as a member of any committee of the Council upon which the Trustee may serve, in good faith, in a manner such Trustee believes to be in the best interests of the corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. In performing the duties of a Trustee, a Trustee shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:

i. One or more officers or employees of the corporation whom the trustee believes to be reliable and competent in the matters presented;

ii. Counsel, independent accountants, or other persons as to matters that the Trustee believes to be within such person's professional or expert competence; or

iii. A committee of the Council upon which the Trustee does not serve as to matters within its designated authority, provided that the Trustee reasonably believes that such information merits confidence and the Trustee acts in good faith, after reasonable inquiry when the need therefore is indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

Section 23. Conflicts of Interest.

The corporation shall comply with all applicable laws regarding conflicts of interest, including the California Nonprofit Public Benefit Corporation Law. For so long as the Corporation is authorized to and operates a California charter school, the Corporation shall adhere to the conflict of interest requirements set forth in Education Code Section 47604.1, as added by California Senate Bill No. 126 (2019).

Section 24. Annual Report.

Pursuant to Section 6321 of the California Nonprofit Public Benefit Corporation Law, the chief financial officer shall cause an annual report to be prepared and sent to each Trustee not later than 120 days after the close of the fiscal or calendar year. Such annual report shall be prepared in conformity with the requirements of the California Nonprofit Public Benefit Corporation Law as it may be in effect from time to time.

Section 25. Annual Statement of Certain Transactions and Indemnifications.

If required by applicable law, the corporation shall furnish an annual statement of certain transactions and indemnifications to each of the Trustees no later than 120 days after the close of the fiscal year that includes any information required by Corporation Code Section 6322.

ARTICLE V
Officers

Section 1. Officers.

The officers of this corporation shall be a president, one or more vice presidents, a secretary, and a chief financial officer (Treasurer). The corporation may also have, at the discretion of the Council, a chairman of the Council, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be elected or appointed by the Council. Any number of offices may be held by the same person, except that neither the secretary nor the treasurer may serve concurrently as the president or chairman of the Council.

Section 2. Appointment of Officers.

Except as otherwise specified in Sections 3 and 10 of this Article, the officers of the corporation shall be chosen annually by the Council and each shall hold office until he or she shall resign or shall be removed or otherwise disqualified to serve, or his or her successor shall be elected and qualified.

Section 3. Subordinate Officers.

The Council may appoint and may empower the president to appoint such other officers as the business of the corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in the bylaws or as the Council may from time to time determine.

Section 4. Chairman of the Council.

The chairman of the Council, if one is designated, shall preside at all meetings of the Council and exercise and perform such other powers and duties as may from time to time be assigned by the Council.

Section 5. President.

The president (as well as the chief executive officer, who may be referred to as the School Executive Director) of the corporation have, subject to the control of the Council, general supervision, direction, and control of the day-to-day business and affairs of the corporation. The president has the general management powers and duties usually vested in the office of president of a corporation, as well as such other powers and duties as may be prescribed from time to time by the Council. In the absence or nonexistence of a chairman of the Council, the president shall preside at all meetings of the Council.

Section 6. Vice President.

In the absence or disability of the president, the vice president (or if more than one (1) vice president is appointed, in order of their rank as fixed by the Council or if not ranked, the vice president designated by the Council) shall perform all the duties of the president and when so acting shall have all the powers of, and be subject to all of the restrictions upon, the president. The vice presidents shall have such other powers and perform such other duties as the Council may prescribe from time to time.

Section 7. Secretary.

The Secretary shall keep or cause to be kept, at the principal office of the corporation in the State of California, the original or a copy of the corporation's Articles of Incorporation and bylaws, as amended to date, and a register showing the names of all Trustees and their respective email addresses. The secretary shall cause the seal of the corporation to be affixed to such papers and instruments as may be required in the regular course of business, but failure to affix it shall not affect the validity of any instrument. The secretary also shall keep or cause to be kept at the principal office, or at such other place as the Council may order, including

digital storage, a record of minutes of all meetings of the Council and its committees, with the time and place of holding; whether regular or special; if special how authorized; the notice thereof given; the names of those present and absent; and the proceedings thereof. The Secretary shall give, or cause to be given, notice of all the meetings of the Council required by these bylaws or by law.; The Secretary shall cause all reports, statements and other documents required by law to be properly kept or filed, except to the extent the same are to be kept or filed by the treasurer. The Secretary shall have such other powers and perform such other duties as may be prescribed from time to time by the Council.

Section 8. Chief Financial Officer/Treasurer

The chief financial officer shall keep and maintain or cause to be kept and maintained adequate and correct accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The records of account shall at all times be open to inspection by any Trustee. The chief financial officer shall deposit or cause to be deposited all monies and other valuables in the name and to the credit of the corporation in such depositories as may be designated by the Council. The chief financial officer shall disburse, or cause to be disbursed, the funds of the corporation as shall be ordered by the Council or designated chief executive officer (who may be known as the School Executive Director). The chief financial officer shall render, or cause to be rendered, to the president and the Trustees, upon request, an account of all transactions as chief financial officer. The chief financial officer shall present , or cause to be presented, an operating statement and report, since the last preceding board meeting, to the Council at all regular meetings. The chief financial officer shall have such other powers and perform such other duties as may be prescribed from time to time by the Council.

Notwithstanding anything to the contrary contained herein, the funds of the corporation shall be held on behalf of the corporation by the Treasurer of the County of Orange and shall be disbursed upon the direction of the chief financial officer of the corporation and in accordance with the policies of the County of Orange. Funds of the corporation may also be held in other accounts as needed for the business of the corporation.

Section 9. Removal and Resignation.

Any officer may be removed, either with or without cause, by the Council at any time by a majority vote of a quorum of the Council. In the case of an officer appointed by the president, the president shall also have the power of removal. Any such removal shall be without prejudice to the rights, if any, of the officer under any contract of employment. Any officer may resign at any time by giving written notice to the corporation, but without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 10. Vacancies.

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause, shall be filled in the manner prescribed in the bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

ARTICLE VI
Indemnification

Section 1. Definitions.

For the purposes of this Article, “agent” means any person who is or was a Trustee, director, officer, or employee of this corporation, or is or was serving at the request of the corporation as a trustee, director, officer, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, or was a trustee, director, officer, employee or agent of a foreign or domestic corporation which was a predecessor corporation of this corporation or of another enterprise at the request of such predecessor corporation; and “proceeding” means any threatened, pending completed action or proceeding, whether civil, criminal, administrative or investigative; and “expenses” includes, without limitation, attorneys’ fees and any expenses of establishing a right to indemnification under Sections 4 or 5.b. of this Article.

Section 2. Indemnification in Actions by Third Parties.

This corporation may indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of this corporation to procure a judgment in its favor, an action brought under Section 5233 of the California Nonprofit Public Benefit corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of this corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of this corporation, and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of *nolo contendere* or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of this corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

Section 3. Indemnification in Actions by or in the Right of the Corporation.

This corporation may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action by or in the right of this corporation, or brought under Section 5233 of the California Nonprofit Public Benefit corporation Law, or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment

in its favor by reason of the fact that such person is or was an agent of the corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of the corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section:

i. In respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to this corporation in the performance of such person's duty to the corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;

ii. Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

iii. Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval, unless it is settled with the approval of the Attorney General.

Section 4. Indemnification Against Expenses.

To the extent that an agent of this corporation has been successful on the merits in defense of any proceeding referred to in Sections 2 or 3 of this Article or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

Section 5. Required Determinations.

Except as provided in Section 4 of this Article, any indemnification under this Article shall be made by this corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Sections 2 or 3 of this Article by:

a. A majority vote of a quorum consisting of Trustees who are not parties to such proceeding; or

b. The court in which such proceeding is or was pending upon application made by this corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by this corporation.

Section 6. Advance of Expenses.

Expenses incurred in defending any proceeding may be advanced by this corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article.

Section 7. Other Indemnification.

No provision made by this corporation to indemnify its or its subsidiary's trustees, directors, or officers for the defense of any proceeding, whether contained in the Articles of Incorporation, bylaws, a resolution of trustees/directors, an agreement, or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Section 7 shall affect any right to indemnification to which persons other than such trustees/directors and officers may be entitled by contract or otherwise.

Section 8. Forms of Indemnification Not Permitted.

No indemnification or advance shall be made under this Article, except as provided in Sections 4 or 5.b., in any circumstances where it appears:

a. That it would be inconsistent with a provision of the Articles of Incorporation, these bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

b. That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

Section 9. Insurance.

The corporation shall have the power to purchase and maintain insurance on behalf of any agent of this corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not this corporation would have the power to indemnify the agent against such liability under the provisions of this Article; provided, however, that this corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the corporation for a violation of Section 5233 of the California Nonprofit Public Benefit corporation Law.

Section 10. Nonapplicability to Fiduciaries of Employee Benefit Plans.

This Article does not apply to any proceeding against any trustee, investment manager, or other fiduciary of an employee benefit plan in such person's capacity as such, even though such person may also be an agent of the corporation as defined in Section 1 of this Article. The corporation shall have power to indemnify such Trustee, investment manager, or other fiduciary to the extent permitted by subdivision (f) of Section 5140 of the California Nonprofit Public Benefit Corporation Law.

ARTICLE VII
Miscellaneous

Section 1. Fiscal Year.

The fiscal year end of the corporation shall be determined by the Council.

Section 2. Checks, Drafts, Etc.

All checks, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the corporation and any and all securities owned by or held by the corporation requiring signature for transfer shall be signed or endorsed by such person or persons and in such manner as from time to time shall be determined by the Council or the president.

Section 3. Endorsement or Execution of Documents and Contracts.

Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance, or other instrument in writing and any assignment or endorsement thereof executed or entered into between the corporation and any other person, when signed by the chairman of the Council, the president, certain designated vice-presidents, the secretary or the chief financial officer of the corporation, shall be valid and binding on the corporation in the absence of actual knowledge on the part of the other person that the signing officer(s) had no authority to execute the same. Additionally, by resolution of the Council, general signatory authority may be granted and delegated to other persons on behalf of the corporation. Any such instruments may be signed by any other person or persons and in such manner as from time to time shall be determined by the Council, or the chairman of the Council, or the president. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation to any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

ARTICLE VIII
Amendments

These bylaws shall be reviewed at least once every three (3) years and such review shall be documented in the minutes of the Council meetings. These bylaws may be amended or repealed and/or new bylaws adopted only by approval of a majority of the number of Trustees then in office.

CERTIFICATE OF ADOPTION

I, the undersigned, do hereby certify:

1. That I am the Secretary of Journey School.

2. That the foregoing Bylaws constitute the Bylaws of said school as duly adopted by the school's Council on **December 5, 2019**. The revised bylaws shall go into effect on December 6, 2019.

Date: December 5, 2019



Richard Martin, Board Secretary

RESTATED BYLAWS

JOURNEY SCHOOL

Revised

Approved December 5, 2019

JOURNEY SCHOOL COUNCIL COMPOSITION POLICY

APPROVED Dec.5, 2019

BACKGROUND:

The Journey School Council is the governing body for Journey School, a California public charter school. Journey School is organized as a California public benefit corporation and in addition has 501c3 status from the IRS. The Journey School Council is the Board of Directors for the corporation. Those seated on the Council are referred to as Council members. The Council follows a Policy Governance model.

DESIRED COUNCIL COMPOSITION:

The Council believes that it is in the best interest of the school for the Council to represent a balance of the following stakeholders, while also meeting all legal requirements for California corporations:

PARENTS or FORMER PARENTS

TEACHERS

COMMUNITY AT LARGE

AUTHORIZING DISTRICT

ALUMNI

In addition, it is also in the best interest of the school to have members of the Council with expertise in the following areas:

LEGAL

FINANCIAL and FUNDRAISING

EDUCATION

WALDORF METHODS

FACILITIES/OPERATIONS

BOARD LEADERSHIP

REAL ESTATE

The Council recognizes that having members who are paid staff members or consultants of the school, in any capacity in which the school provides compensation, creates financial conflicts of interest that must be carefully addressed in order to follow the law and also to avoid a perception of any conflicts. In addition, spouses or other immediate family members of school staff also have a financial conflict of interest if seated on the Council.

The Council also recognizes that parents of former students or former students (alumni) are especially able to provide the broad perspective, the detachment from day to day operations, and deep experience that are such desired attributes for visionary board members.

COUNCIL COMPOSITION GOALS and GUIDELINES:

In order to allow the Council to be composed of the desired balance of members, the following guidelines are hereby adopted as policy. These guidelines are to be used when recruiting, nominating and electing Council members. The figures below are based on a total number of Council members of five. If there are greater or less than five Council members, the relative percentage of each category would apply.

- ① From one to two of the Council members may be parents of a child currently enrolled at the school.
- ① The Council may have one but not more than two “interested parties”. The definition of an “interested person”, using the legal definition, includes all employees of the school, anyone who receives any type of compensation by the school within the previous 12 month, and any immediate family member of anyone who received such compensation from the school. Nothing in this policy is intended to contradict any legal guidelines for charter school or non-profit boards. The Council may choose not to have any “interested parties” on the Council.
- ① Three to five of the Council members will be community members at large, who are neither current parents, staff members nor family members of staff. Parents of former students and alumni of Journey School may be particularly well suited to fill this role as they understand the student and parent perspective but have more distance from the day to day operations after graduating from Journey.
- ① CUSD, the authorizing district of Journey School, may, at its discretion, appoint one voting member to the Council. If CUSD does not choose to seat a member on the Council, it may designate a liaison in an advisory capacity instead.

- Ⓢ The school Administrator will serve as advisor, designee and support to the Council and has the responsibility to carry out School operations in accordance with Board policy, the charter and the law.

The expertise of each member will be examined and new members from every category will be selected or elected with the goal of balancing types of professional expertise on the Council. At the annual meeting and/or the meeting at which the Council performs its self evaluation, the composition of the Council will be reviewed and analyzed for how closely it aligns to this policy, and strategies will be developed to attain a close match between the actual Council composition and the desired composition as stated in this policy.

COUNCIL ADVISORY POSITIONS

In order to expand the input from stakeholder groups the Council will make use of Advisors , who will act in an advisory capacity rather than a voting capacity. The following Advisory positions will be regular positions. Additional advisory positions may be created on an as- needed and temporary basis.

Parent Cabinet: Parent Cabinet, in consultation with the Administration and Council, may select a representative to serve in an advisory capacity to the Council.

Faculty: The instructional staff of Journey School, in consultation with the Administration and Council, may select a representative to serve in an advisory capacity to the Council.

Administration: A school Administrator will serve as advisor, designee and support to the Council and has the responsibility to carry out School operations in accordance with Board policy, the charter and the law.

Authorizer: If CUSD does not choose to seat a member on the Council, it may designate a liaison in an advisory capacity instead.

RESTATED BYLAWS OF JOURNEY SCHOOL PARENT CABINET

A CALIFORNIA NONPROFIT CORPORATION

APPROVED ON JUNE 9, 2021

ARTICLE I

NAME

The name of this corporation shall be Journey School Parent Cabinet, hereinafter “Corporation.”

ARTICLE II

OFFICES

The principal office of the Corporation is in the State of California and shall be located in the City of Aliso Viejo, in the County of Orange. The Corporation may have such other offices, within the State of CA, as the Board of Directors (hereinafter “Board of Directors”) may designate or as the business of the Corporation may require from time to time.

ARTICLE III

POLICY AND PURPOSES

A. CHARITABLE PURPOSE

The Corporation has been formed for charitable purposes to support the students, parents, and teachers of Journey School. In addition, this Corporation is formed for the purposes of performing all things incidental to, or appropriate in, the achievement of the foregoing specific and primary purposes. However, the Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its primary charitable purposes. This Corporation shall hold and may exercise all such powers as may be conferred upon a nonprofit corporation by the laws of the State of California and as may be necessary or expedient for the administration of the affairs and attainment of the purposes of the Corporation. In no event shall the Corporation engage in activities which are not permitted to be carried on by a corporation exempt under Section 501(c)(3) of the Internal Revenue Code.

B. SECTION 501(c)(3) STATUS

Notwithstanding any other provision of these Bylaws, the purposes for which the Corporation is organized are exclusively for charitable, religious, and educational purposes

within the meaning of Section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its members, trustees, Directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions.

C. NONPARTISAN ACTIVITIES

The Corporation has been formed for the charitable purposes described above, and it shall be nonprofit and nonpartisan. No substantial part of the activities of the Corporation shall consist of attempting to influence legislation and the Corporation shall not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

D. DEDICATION OF ASSETS

The properties and assets of this nonprofit Corporation are irrevocably dedicated to charitable purposes. No part of the net earnings, properties, or assets of this Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual or any member, Director or officer of this Corporation. On liquidation or dissolution, all remaining properties and assets of the Corporation shall be distributed and paid over to Journey School or an organization dedicated to similar charitable purposes which has established its tax-exempt status under Internal Revenue Code Section 501(c)(3).

E. STANDING RULES

The governing rules of the Organization, the Standing Rules, shall be decided upon by a two-thirds vote of all Voting Members present and voting.

ARTICLE IV

MEMBERS

A. QUALIFICATION OF MEMBERS

All parents and/or guardians of a child enrolled in Journey School are automatically members of the Corporation.

B. MEMBERSHIP DUES

There are no membership dues, assessments or fees for which a member may become liable to the Corporation.

C. TERMINATION OF MEMBERSHIP

No member may be expelled or suspended, and no membership or memberships may be terminated or suspended except when the member fails to meet the qualifications of membership as provided in Article IV Section A of these bylaws.

D. VOTING MEMBERS

One representative from each class, including both seat based and independent study classes, and each of the board members shall be "Voting Members" of the Corporation as described in the Standing Rules.

ARTICLE V

MEETINGS OF MEMBERS

A. REGULAR MEETINGS

Regular meetings of the members shall be held monthly, while school is in session, at a time and place determined by the Board of Directors. All members are welcome to attend all meetings.

B. SPECIAL MEETINGS

Special meetings of members, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the President (hereinafter "President") or by the Board of Directors, and shall be called by the President at the request of not less than Fifty-One percent (51%) of Voting Members of the Corporation.

C. PLACE OF MEETING

The Board of Directors may designate any place, within the County of Orange, unless otherwise prescribed by statute, as the place of meeting for any regular meeting or for any special meeting.

D. NOTICE OF MEETING

Written notice stating the place, day and hour of regular meetings and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall unless otherwise prescribed by statute, be delivered not less than 7 days before the date of the meeting, to each member entitled to vote at such meeting. For purposes of written notice, electronic delivery such as email or text shall be deemed acceptable.

E. QUORUM

A majority of the Voting Members of the Corporation, then serving as representative for their class or as a board member and represented in person, shall constitute a quorum at a meeting of members. If less than a majority of the Voting Members are present at a meeting, a majority of the present Voting Members may adjourn the meeting from time to time without further notice. At such adjourned meeting at which a quorum shall be present or represented, any business may be transacted which might have been transacted at the meeting as originally noticed. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

F. VOTING

Except for the election of Board Members as outlined in Article VI Section C and in the Standing Rules, the affirmative vote of two-thirds majority of Voting Members present at a members meeting at which a quorum is present shall be the act of the members of the Corporation. Each member entitled to vote shall be entitled to the number of votes upon each matter submitted to a vote at a meeting of members as described in the Standing Rules.

G. PARLIMENTARY PROCEDURE

Meetings will follow Roberts Rules of Order for parliamentary procedure.

ARTICLE VI

BOARD OF DIRECTORS

A. GENERAL POWERS

The business and affairs of the Corporation shall be managed by its Board of Directors, except as otherwise herein provided.

B. NUMBER

The number of Directors of the Corporation shall be no more than nine, but shall not be less than 3.

C. ELECTION

The Directors of the Corporation to be elected by the Voting Members shall be elected annually by the Voting Members at the regular May meeting of the members as described in the Corporations Standing Rules. If the election of Directors shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be.

D. VACANCIES

Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a majority of the Voting Members. A Director elected to fill a vacancy shall be elected for the unexpired term of her predecessor in office. Any directorship to be filled by reason of an increase in the number of Directors may be filled by election by the Voting Members for a term of office continuing only until the next election of Directors by the members.

E. REMOVAL

Any Director may be removed by a 2/3rds vote of the Board of Directors whenever, in its judgment, the best interests of the Corporation will be served thereby.

F. TERM

The term of office for Board Members shall be two years, with a maximum of one term in the same position, unless the position remains unfilled. Each term begins on July 1 and ends on June 30.

G. QUALIFICATIONS A Director must be a member of the Corporation. Additionally, a director must have the ability to attend monthly general meetings of the Parent Cabinet, monthly Board meetings, and a willingness to actively support and promote Parent Cabinet and its activities. Directors must be able to work effectively as a member of a team and to put aside all personal agendas so that the best interests of the school as a whole are put foremost.

H. COMPENSATION

The Corporation is a volunteer run organization. No Director is entitled to any compensation or reimbursement of expenses for his/her attendance at meetings or payment for services provided in the course of his or her role as a Director of the Corporation.

ARTICLE VII

BOARD MEETINGS

A. REGULAR MEETINGS Regular meetings of the Board of Directors shall be held monthly, while school is in session, at a time and place established by the Board.

B. SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by or at the request of the President or any 2 Directors. The person or persons authorized to call special meetings of the Board of Directors may fix the place for holding any special meeting of the Board of Directors called by them.

C. NOTICE

Notice of any special meeting shall be given at least 3 days previous thereto by written notice delivered personally or by electronic means such as email or text. Any Director may waive notice of any meeting. The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

D. QUORUM

A majority of the number of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but if less than such majority is present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

E. MANNER OF ACTING

The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

F. ACTION WITHOUT A MEETING

Any action that may be taken by the Board of Directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so to be taken, shall be signed before such action by all of the Directors.

G. PARLIMENTARY PROCEDURE

Meetings will follow Roberts Rules of Order for parliamentary procedure.

ARTICLE VIII

BOARD DIRECTORS AND OFFICERS

A. BOARD MEMBERS

The Officers of the Corporation shall be a President, Vice President, Treasurer, and Secretary. The balance of the Board of Directors shall be elected as School Council Representative and four Directors at large as needed and defined in the Standing Rules. Each Director shall be elected by the Voting Members of the Corporation. In its discretion, the Board of Directors may leave unfilled for any such period as it may determine any office except those of President and Secretary. Any two or more offices may be held by the same person, except for the offices of President and Secretary, which may not be held by the same person.

B. FUNCTIONS OF BOARD MEMBERS

1. PRESIDENT

The President shall be the principal executive officer of the Corporation, shall in general supervise and control all of the business and affairs of the Corporation. He or she shall, when present, preside at all meetings of the members and of the Board of Directors. He or she may sign, with the Secretary or any other proper officer of the Corporation thereunto authorized by the Board of Directors, , contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

2. VICE PRESIDENT

In the absence of the President or in event of his or her death, inability, or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors. .

3. SECRETARY

The Secretary shall:

- a. Keep the minutes of the proceedings of the members and of the Board of Directors in one or more minute books provided for that purpose;

- b. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
- c. Be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized;
- d. Keep a list of names and contact information for all voting members of the corporation;
- e. In general perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned to her by the President or by the Board of Directors.

4. TREASURER

The Treasurer shall:

- a. Have charge and custody of and be responsible for all funds and securities of the Corporation;
- b. Receive and give receipts for moneys due and payable to the Corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these Bylaws; and
- c. In general, perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors.

5. SCHOOL COUNCIL REPRESENTATIVE

The School Council Representative shall:

- a. Join the Journey School Council as a non-voting representative of Parent Cabinet. The School Council Representative shall apply and/or conduct interviews as part of the vetting process as required by the Journey School Council to be added as a member of the Journey School Council.
- b. Attend all School Council meetings and represent the voices of the parents and the Parent Cabinet.
- c. Attend all Parent Cabinet meetings to provide a report out of the items discussed at the School Council meeting.
- d. Provide an avenue for parents to share information with the Journey School Council as needed.

ARTICLE IX

INDEMNITY

The Corporation shall indemnify its Directors and Officers, as follows:

- A. Every Director or Officer, of the Corporation shall be indemnified by the Corporation against all expenses and liabilities, including counsel fees, reasonably incurred by or imposed upon him or her in connection with any proceeding to which he or she may be made a party, or in which he or she may become involved, by reason of his or her being or having been a Director, officer, , or agent of the Corporation or any settlement thereof, whether or not he or she is a Director, officer, or agent at the time such expenses are incurred, except in such cases wherein the Director, or officer, is adjudged guilty of willful nonfeasance, misfeasance, or malfeasance in the performance of his or her duties; provided that in the event of a settlement the indemnification herein shall apply only when the Board of Directors approves such settlement and reimbursement as being for the best interests of the Corporation.

- B. The Corporation shall provide to any person who is or was a Director, officer, or agent of the Corporation or is or was serving at the request of the Corporation as a Director, officer, or agent of the Corporation, partnership, joint venture, trust, or enterprise, the indemnity against expenses of suit, litigation, or other proceedings which is specifically permissible under applicable law.

- C. The Board of Directors shall, in its discretion, direct the purchase of liability insurance by way of implementing the provisions of these Bylaws.

ARTICLE X

FINANCES

A. CHECKS

All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

B. DEPOSITS

All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

C. CONTRACTS

The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

D. LOANS

No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority must be confined to specific instances.

E. BUDGET COMMITTEE

The budget committee shall be made up of the Treasurer, the President and at least one additional Voting Member. The Budget Committee shall present a budget for the upcoming fiscal year for approval to the membership no later than the June general meeting.

ARTICLE XI

FISCAL YEAR

The fiscal year of the Corporation shall begin on July 1st and end on June 30th each year.

ARTICLE XII

CORPORATE SEAL

At the discretion of the Board of Directors, the Corporation may adopt a corporate seal, circular in form, and shall have inscribed thereon the name of the Corporation and the state of incorporation and the words, "Corporate Seal." No seal shall be necessary to make any contract or undertaking valid.

ARTICLE XIII

AMENDMENTS

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a two-thirds majority vote of Voting Members present and voting at any regular or special meeting of the Corporation's members.

ARTICLE XIV

WAIVER OF NOTICE

Unless otherwise provided by law, whenever any notice is required to be given to any member or Director of the Corporation under the provisions of these Bylaws or under the provisions of the Articles of Incorporation, or under applicable law, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Standing Rules of Journey School Parent Cabinet

Approved by Parent Cabinet on June 9, 2021

1. Parent Cabinet Purpose

- Create and foster community among Journey School Families
- Support teachers and school wide festivals
- Fundraise for school wide needs
- Organize and solicit volunteers for school wide needs
- Act as liaison between administration and parents

2. Parent Cabinet Meetings

All parents are invited and encouraged to attend monthly PC meetings. It is expected that at least one PC Rep per classroom will attend the meetings. In addition, a representative from administration and a representative from PedCo (pedagogical committee) are invited to attend each meeting to share with parents and answer any questions.

3. PC Meeting Culture & Habits

(These can be passed out or read aloud at the beginning of meetings)

Meeting Culture

We strive to:

- Equalize power by valuing the contributions of each member
- Have interest in each other and work together
- Cultivate an environment of respect for others' opinions and mutual trust and healthy conflict
- Speak out truth even if it is not popular
- Have a willingness and flexibility to give enough time to listen and work with issues thoroughly
- Listen for what lies behind another's words
- Listen for what is truly needed by letting go of our own agendas, lobbying techniques, attachments, grievances, etc.
- Look for creative alternatives that go beyond compromise
- Believe that we can find a positive solution together
- View meetings as works of art
- Share responsibility and accountability
- Help each other improve our meeting Habits
- Start and end most meetings with a verse

Meeting Habits

One person speaks at a time
Listen with an open mind
Stay on point, on topic and on time
Speak kindly and respectfully
Address the issue not the person
Give other the benefit of the doubt

4. Voting at PC Meetings

Each class shall elect one or more representative to the PC from among the parents in their class. Two PC representatives may serve in the role, with a primary and a backup, but there is only one vote allowed per class. Classes include all seat based and independent study classes as determined by the Parent Cabinet.

If a classroom has no volunteers to serve as a PC Rep, a member who already serves as a PC Rep for another class may act as a PC Rep for more than one class or as a Board Member and a PC Rep. In this case the member would receive one vote per class and/or board position they represent.

Quorum is defined as 51% of the board positions and the PC Rep positions that are currently filled. There are 9 available board positions and 23 available PC Rep positions. If a class has no PC Rep signed up to represent their class then their class is not part of the equation. For example: if 7 board positions are filled and 20 PC Rep positions are filled, quorum would be 51% of 27, not 51% of 31.

5. Role of PC Rep

A PC Rep's job is as follows

- Attends monthly PC meetings and reports back to parents.
- Coordinates volunteers from the class for school wide events.
- Provides classroom updates to PC and shares school-wide issues with class.
- Shares opinions with PC from parents who are unable to attend PC meetings
- Votes on PC budget, executive team members and various issues with the best interest of the entire school (not the specific class representing) in mind

Once a parent signs up to be a PC Rep they will be given special access within Parent Square to post and communicate with their class. By acting as PC Rep they will agree to the following:

I hereby agree that I will only use ParentSquare to communicate information that is in compliance with Journey School Policies, Procedures and Philosophies per the Journey School Handbook and is directly related to Journey School or a sub group of the school (eg. class, group). If these terms and conditions are not met, it is at the discretion of the ParentSquare Administrators to remove any special access that I have been granted.

6. Election of PC Reps

PC Rep is a volunteer position. 2 PC Reps may serve at the same time per classroom, usually a primary and a backup. If there are more than 2 people interested in volunteering for this role an anonymous poll will be taken within the class and the top two candidates will be the PC Reps. Sign ups and anonymous poll may be done through ParentSquare.

7. Composition of the PC Board

Per PC Bylaws there are the following board members: President, Vice-President, Treasurer, Secretary and **School Council Representative**. There are four remaining positions for Directors at large. Two will be designated as outlined below and the last two will remain as floating positions to be filled to shadow an existing position as needed.

The description and roles of Board Members are below:

The President shall:

- a) be the principal executive officer of the Corporation, shall in general supervise and control all of the business and affairs of the Corporation.
- b) she shall, when present, preside at all meetings of the members and of the Board of Directors.
- c) she may sign, with the Secretary or any other proper officer of the Corporation thereunto authorized by the Board of Directors, , contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed;
- d) and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

The Vice President shall:

- a) In the absence of the President or in event of his or her death, inability, or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.
- b) The Vice President shall perform such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors. .

The Secretary will

- a) keep the minutes of the proceedings of the members and of the Board of Directors in one or more minute books provided for that purpose;
- b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
- c) be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized;
- d) keep a list of names and contact information for all voting members of the corporation;
- e) in general perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned to her by the President or by the Board of Directors.

The Treasurer shall:

- a) have charge and custody of and be responsible for all funds and securities of the Corporation;
- b) receive and give receipts for moneys due and payable to the Corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these Bylaws;
- c) in general, perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors;
- d) check the Corporations mailbox;

- e) ensure that corporate insurance is maintained and renewed annually;
- f) ensure that all corporate filings are completed and filed accurately and on time.

The School Council Representative shall:

- a. Join the Journey School Council as a non-voting representative of Parent Cabinet. The School Council Representative shall apply and/or conduct interviews as part of the vetting process as required by the Journey School Council to be added as a member of the Journey School Council.
- b. Attend all School Council meetings and represent the voices of the parents and the Parent Cabinet.
- c. Attend all Parent Cabinet meetings to provide a report out of the items discussed at the School Council meeting.
- d. Provide an avenue for parents to share information with the Journey School Council as needed.

The Events Coordinator shall:

- a) keep upcoming events on the agenda at general and board meetings
- b) work to obtain volunteer leads for PC events;
- c) guide new event leads in terms of gaining school approvals; location approvals; budget; handling payments; reimbursements and deposits; volunteer needs; teacher assistance and communications to school.
- d) provide new event leads with Volunteer Resources document to provide guidance in running an event at Journey.

The Communications Chair shall:

- a) coordinate with event leads and board members to send out important and timely information about events
- b) maintain current event information on ParentSquare calendar.

8. Nomination and Election of PC Board

It is the goal of Parent Cabinet to maintain a dedicated and experienced board while at the same time bringing new people to the role. To accomplish this, positions are intended to be for a 2 year term with half of the board rotating off each year and new members rotating on. Board members may remain in their current position after their term expires if that position is vacant, ie: no one is willing to fill that position.

It is strongly encouraged, but not required, that anyone serving on the board have previously served as PC Rep or been a regular attender of PC meetings. It is also strongly encouraged, but not required, that the President have previously served on the board.

Each year the open positions on the board will be announced school wide no later than 1 month prior to the general meeting at which the election will take place. This will open the nomination period. A person may nominate or volunteer themselves for any open position. The nomination period will close one week prior to the general meeting at which elections will be held. Elections will be held at the May general meeting or if that is not possible at the June general meeting.

If there are no contested positions, the slate will go to the general meeting for election. When there are no contested positions only affirmative votes are allowed and only one aye vote is required to approve the slate and elect the directors.

If there are contested positions voting will be done by anonymous ballot. Nominees will be provided an opportunity to make a written or oral statement introducing themselves and their desire to serve on the board.

As per the PC bylaws, Roberts Rules of Order will apply in terms of parliamentary procedure.

9. Finances

The Treasurer and the President have signing rights on the bank account.

No debit card nor credit card shall be used by Parent Cabinet.

To maintain proper checks and balances neither the Treasurer nor the President shall process cash or checks for deposit. Instead, whichever volunteer leads the event will gather the cash and checks, prepare a deposit form and drop together in the PC safe. Volunteers handling cash are encouraged to complete the deposit form with a second volunteer. Another volunteer, not the President or Treasurer, will review the deposit form, take copies of checks and deposit the funds in the PC bank account. The volunteer will then provide the copies of the checks, deposit form and deposit receipt from the bank for the Treasurer.

All reimbursement or payment requests will be submitted to the Treasurer who will review and process payments.

Treasurer will coordinate with bookkeeper and CPA to achieve monthly budget to actual and balance sheet reports, and annual filing of taxes. Monthly budget to actual reports and balance sheets shall be presented at general meetings.

The budget for the upcoming year is put together by the budget committee, which is the Treasurer, President and at least one other voting member. It will be presented to Parent Cabinet at the May general meeting, or June meeting if May is not feasible.

10. Corporate Filings

As a corporation, each year Parent Cabinet is required to file the following:

Taxes: Due November 15th annually

Statement of Information: every even numbered year between the months of February and July and/or when any of the following three officers change: President, Treasurer or Secretary. Statement of Information can be submitted through California Secretary of State online.

Application to Hold a Raffle: a CT-NRP-1 form must be filed with registry of charitable trusts at least 60 days prior to any raffle. One form can cover all raffles done between Sept 1 and August 31 so best practices is that this would be done every June 1st to cover raffles at Harvest Faire and the Auction. Dates can be estimates with actual dates reported on the CT-NRP2 referenced below.

Raffle Report: a CT-NRP-2 form must be filed with registry of charitable trusts before Oct 1. This form reports on raffles held the previous year.

RRF-1: annual renewal of charitable status through the Registry of Charitable Trusts. This is done at the same time as filing taxes.

**FAILURE TO FILE THESE FORMS IN A TIMELY MANNER CAN IMPACT THE
TAX EXEMPT STATUS OF JOURNEY SCHOOL PARENT CABINET.**

11. Insurance

PC maintains corporate insurance including Directors and Officers insurance to cover the board members, which is renewed annually in April. The Treasurer is responsible for ensuring that insurance is renewed and paid for. Renewal information will come via postal service and email to the treasurers email.

12. Volunteer Resources

See below Volunteer Resources flier to be provided to event leads.

JOURNEY SCHOOL PARENT CABINET

VOLUNTEER RESOURCES

Have you agreed to spearhead a fundraiser or event for Journey School Parent Cabinet? See below for a list of information and resources to help you. And **thank you** so much for your dedication!

Budget: Contact the PC treasurer at pctreasurer@journeyschool.net to find out what your budget for expenses is or to find out how much was spent in previous years. Also, please try to keep track of the cost of all donated materials so that the true cost of the event can be determined. This helps with future budgeting.

Advertising: If you want to get information out to the whole school via Parent Square contact the PC Communications Director at pcnews@journeyschool.net or through Parent Square to have your information included in the PC email Newsletter.

Printing: You can get a great low price for printing by putting in orders for printing through CUSD. It takes a least one-week. Tuesdays and Thursdays are the pickup/drop off days. Ask in the office at the front desk for assistance.

Parent Square Posts: PC can make a post for you to advertise your event, ask for RSVP's and sign ups. You will be added as an admin for that post so that you can edit the post and view and respond to comments. Please be certain to keep an eye on these comments, as Parent Cabinet will not be reading or responding to them.

Sign Up Volunteers: In addition to posting in Parent Square, don't forget to come to the PC meetings to plug your project and spread the word. Word of mouth and a personal invitation is still the best way to get volunteers!

Accepting Payments: Do you want to accept payment using Square, Venmo, PayPal, or Stripe? We can set that up too. We can also set up and provide you with a credit card reader and add your item to the online store if needed. Just talk to the PC Treasurer pctreasurer@journeyschool.net in advance to figure out the details.

Depositing Cash/Checks: There is a Deposit Form in the office on the front desk. You should complete the form as the "Preparer" (read the instructions at the bottom of the form). Then put the form with the cash/checks in the PC safe – there is a slot in the safe to drop the deposits; the safe is located in teachers kitchen under the counter to right of

sink. If you want to track different types of income for your project you must outline this on the Deposit Form. For example: ticket sales versus food sales.

Reimbursements: Reimbursement forms are located on the PC website and hard copies are in a folder on the front desk. Reimbursement forms must be fully completed with all receipts attached and a hard copy put in the PC mailbox in the office. Reimbursements are typically processed within one week.

Selling on Campus: If you are selling tickets on campus here are a few suggestions: Wednesdays are the days when most people are on campus. Setting up a table by the lunch tables, next to the office ramp, during Kindy and Grades pick up and/or drop off can be a good time. Also, walking the drive through pick up line can be a good spot to grab people's attention. Don't forget the back lot, particularly if it is for older grades, as they are often picked up in back.

Need Tables or Easy Ups: Parent Cabinet has Easy Ups in the back storage shed (the front office will have a key for this shed) and a few tables in the community space shed (code to shed is 1978). Please coordinate in advance with Events Coordinator if you need assistance and please return all of the items where you found them.

PC Shed: There are also lots of materials and supplies available in the PC Shed (the shed between the Kindy Yard and Little Toy play structures) and/or the community space shed. If a box is labeled with an event please do not rummage through those boxes unless this is the event you are heading up. Code to community space shed is 1978. Keys to the PC Shed are in the front office. Ask at front desk. Please return everything to the sheds and keep the sheds tidy.

Need to Use the MPR?: Check in with Shelley Kelley (and copy the Events Coordinator or PC President) to check availability and reserve the use of the space.

Journey Culture: When planning your event please keep the following in mind:

- Journey strives to foster community. Fundraisers are always additional opportunities to create and foster community. Please be sure to include this perspective when planning and advertising your event. Remember: "Working together creates community."
- Journey strives to be inclusive. Please think about this when promoting events, for example creating an event just for kids and their grandparents might leave some people feeling left out. Try a broader approach such as kids and a special adult.
- Journey strives to be green. Please encourage families to bring their mess kits and reusable water bottles; and minimize the amount of paper and paper goods used.

- Journey has many families with food allergies. Please encourage nut free, gluten free, vegetarian and vegan options and ask for foods to be labeled. You can even provide labels when people drop off foods.
- Journey strives to be healthy. Please limit the amount of sugary treats that are offered.
- Journey celebrates nature and beauty. Consider removing foods from store containers and displaying items in a simple but beautiful manner.
- Journey limits media and TV Talk. Please keep these at a minimum.

Any other questions email parentcabinet@journeyschool.net or parent cabinet through Parent Square and someone will get back to you.

And please remember to keep the office staff informed of your event details, as they are often the go to place for people with questions.

Journey School - A California Public Charter School

Thursday, November 20, 2024

DRAFT BOARD RETREAT AGENDA

2:00 p.m.

*Journey School
27102 Foxborough
Aliso Viejo, CA 92656*

(949) 448-7232

www.journeyschool.net

BOARD MEMBERS: UPDATE

Amy Capelle, Council President

Melissa Dahlin, Council Vice President

Margaret Moodian, Council Secretary

Jeannie Lee, Board Member

Michael Allbee, Board Treasurer

ADVISORY POSITIONS: LIST ALL ATTENDEES

Cassie Kauwling, Parent Cabinet Advisor

Faculty Advisor, TBD

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 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).*

Journey School - A California Public Charter School

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 and Roll Call	Amy Capelle	2:00
2	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public.	Amy Capelle	2:05
3	Public Comment	Amy Capelle	2:10
4	BOARD RETREAT: A. Tour of Campus B. Review of Data (alumni input, charter outcomes, standardized test scores, student demographics, enrollment, attendance, etc.) C. Review of SWOT Analysis from Previous Strategic Planning Session D. Strategic Plan Development	Gavin Keller Gavin Keller Amy Capelle Margaret Moodian	2:20 2:40 3:10 3:30
5	Adjournment	Amy Capelle	5:00

Agenda publicly posted at Journey School on <Enter Date> 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.

Fiscal Policies and Administrative Procedures

JOURNEY SCHOOL

Approved by Journey School Council on June 23, 2011

Revision approved November 29, 2012

Revision approved Aug 29, 2013

Revision approved Feb 27, 2014

Revision approved Aug 25, 2016

Revision approved June 22, 2021

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JOURNEY SCHOOL

FISCAL CONTROL POLICIES AND PROCEDURES

OVERVIEW (BOARD POLICY SECTION)

The Governing Board , also known as the Journey School Council (Council) of JOURNEY SCHOOL has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of JOURNEY SCHOOL to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

1. The Council formulates financial policies, delegate's administration of the policies and development of administrative procedures to the Administrator, and reviews operations and activities on a regular basis.
2. These policies assume that the lead administrator or director of the school is the Administrator for purposes of these policies. The Administrator's title is currently "Executive Director" but this title may be changed at the discretion of the Council.
3. The Administrator has responsibility for all operations and activities related to financial management. The Administrator will develop and update the fiscal procedures and carry out operations in a manner that allows the broader policies, as outlined in this Overview section, to be carried out in a legal and ethical manner and in a manner that insures adequate internal controls.
4. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
5. To insure that no one person has sole access to certain fiscal processes, all full time administrative employees are required to take annual vacations of at least five (5) consecutive days. Part time administrative employees will have the number of required vacation days prorated.
6. All documentation related to financial matters will be completed by computer, word processor, typewriter, or ink.
7. The Council will commission an annual financial audit by an independent third party auditor who will report directly to them. The Council will approve the final audit report, and a copy will be provided to the charter-granting agency. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Council and the charter-granting agency.
8. The Council can appoint someone else to perform the Administrator's responsibilities in the case of absence.
9. The Council has engaged Excellent Education's (ExED) services for various accounting, compliance and fiscal matters

Annual Financial Audit

1. The Council will annually appoint an Audit Committee by January 1 to select an auditor by March 30 prior to year end (June 30th). The full Council may act as the Audit Committee, so long as any member with a conflict of interest does not participate. If the full Council acts as the Audit Committee, there will be a record of the Audit Committee responsibilities kept as a separate portion of the Council meeting.
2. Any persons with expenditure authorization or recording responsibilities within the school, or any other conflict of interest, may not serve on the committee.

Approved by Journey School Council on June 23, 2011
and Revised Nov 29, 2012 and Aug 29, 2013 and Feb 27, 2014, Aug 25, 2016, and June 22, 2021

**JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

3. The committee will annually contract for the services of an independent certified public accountant to perform an annual fiscal audit.
4. The audit shall include, but not be limited to:
 - a. An audit of the accuracy of the financial statements
 - b. An audit of the attendance accounting and revenue accuracy practices
 - c. An audit of the internal control practices

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

PURCHASING

1. The Administrator may authorize expenditures and may sign related contracts within the approved budget. The Council must review all expenditures. This will be done via review of a check register which lists all checks written during a set period of time and includes check #, payee, date, and amount. The Council must also approve contracts over ~~\$7,500.~~ \$10,000.
2. The Administrator or designee must approve purchases. Purchase requisitions, authorizing the purchase of items greater than two hundred dollars (\$200), must be signed by the Administrator and submitted to ExED with the related invoice or expense report. Purchases less than two hundred dollars (\$200) do not require a purchase requisition.
3. When approving purchases over two hundred dollars (\$200), no matter the form of payment, the Administrator or designee must:
 - a. Determine if the expenditure is budgeted
 - b. Determine if funds are currently available for expenditures (i.e. cash flow)
 - c. Determine if the expenditure is allowable under the appropriate revenue source
 - d. Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations
 - e. Determine if the price is competitive and prudent. All purchases over \$10,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services
4. Any individual making an authorized purchase on behalf of the school must provide ExED with appropriate documentation of the purchase.
5. Individuals other than those specified above are not authorized to make purchases without pre-approval.
6. Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be reimbursed by a bank check upon receipt of appropriate documentation of the purchase and completion of ExED check disbursement procedures.
7. The Administrator may use, or may authorize an individual to obtain and/or use a school credit card (including an Amazon line of credit) –to make an authorized purchase on behalf of the school, consistent with any guidelines provided by the Administrator and/or Council.
 - a. When not in use, all school credit cards will be kept under locked supervision in the office of the holder of the card, or in the possession of the holder of the card at all times.
 - b. Authorized individuals must use the credit card in the office or, with Administrator authorization, may sign the credit card out and must return the credit card and related documentation of all purchases within 24 hours of the purchases, unless otherwise authorized by the Administrator.
 - c. If receipts are not available or are “missing”, the individual making the charge may be held responsible for payment.
 - d. Credit cards will bear the names of both JOURNEY SCHOOL and the Administrator. The Executive Director and up to two designated staff members,

JOURNEY SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

with approval of the Journey School Council, are authorized to obtain a school credit card, which will bear the names of both JOURNEY SCHOOL and the appropriate administrator.

- e. Use of Debit cards is not allowed.
- f. School credit card may be used for school related purchases as necessary and when consistent with the guidelines in Section 3 above.
- g. The credit card limit will be set no higher than \$25,000.
- h. A Council officer or an administrator whose name is not on the credit card will review and approve all credit card expense reports regularly.

Petty Cash

1. The Administrative Assistant for Business will manage the petty cash fund.
2. The petty cash fund will be capped at \$100.
3. All petty cash will be kept in a locked petty cash box in a secure locked area such as a drawer, file cabinet or safe. Only the Administrative Assistant for Business and Administrator will have keys to the petty cash box.
4. All disbursements will be logged on the petty cash log and will be coded to the appropriate expenditure category. A register receipt for all purchases must be attached to the petty cash log.
5. Journey School will insure that the petty cash log is properly completed and that a proper receipt is attached.
6. At all times the petty cash box will contain receipts and cash totaling \$100. A register receipt must support the petty cash log. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash log to the Administrative Assistant for Business within 48 hours of withdrawing the petty cash.
7. When expenditures total \$75 (when cash balance is reduced to \$25), the Administrative Assistant for Business will total the disbursements, complete a petty cash reimbursement form or check request form, and obtain the approval of the Administrator. A reconciliation should also be done at least a quarterly basis. The petty cash logs and supporting receipts will be attached to the reimbursement request form and forwarded to ExED.
8. Petty cash fund reimbursement checks will be made payable to the Administrative Assistant for Business. Unless otherwise required by the bank.
9. Any irregularities in the petty cash fund will be immediately reported in writing to the Administrator.
10. Loans will not be made from the petty cash fund.
11. ExED and/or the school auditor will conduct surprise counts of the petty cash fund.

Contracts

1. Consideration will be made of in-house capabilities to accomplish services before contracting for them.

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2. Office staff will keep and maintain a contract file evidencing the competitive bids or estimates obtained (if any) and the justification of need for any contracts over \$10,000.
 - a. Competitive bids or multiple estimates will be obtained where required by law or otherwise deemed appropriate and in the best interests of the school.
 - b. The Council will approve or ratify all contracts over ~~\$7,500.~~ \$10,000.
Ratification of contracts for special education and related services may be necessary to ensure support services are provided as soon as possible to remain compliant in the provision of a Free and Appropriate Education for Journey School students.
3. Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).
 - a. Contract service providers should show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect, if applicable. The Administrator may also require that contract service providers list the school as an additional insured.
4. The Administrative Assistant for Business will obtain a W-9 from the contract service provider prior to submitting any requests for payments to ExED.
5. The Administrator will approve proposed contracts and modifications in writing.
6. Contract service providers will be paid in accordance with approved contracts as work is performed.
7. The Administrator will be responsible for ensuring the terms of the contracts are fulfilled.
8. Potential conflicts of interest will be disclosed up front, and the Administrator and/or Member(s) of the Council with the conflict will excuse themselves from discussions and from voting on the contract in accordance with the school's Conflict of Interest policies and the Political Reform Act.

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ACCOUNTS PAYABLE

Bank Check Authorization

1. All original invoices, with the supporting documents, if any, attached will be forwarded to the Administrator or designee for approval in a timely manner, typically on a weekly basis. Electronic submission of invoices to the Administrator via the ExED's online payment system is an acceptable alternative.
2. The Administrative Assistant for Business will carefully review each invoice, and all supporting documentation, and the verification that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were not in the shipment. The packing list should be submitted to ExED with the invoice. Administrative Assistant for Business will adjust the invoice for any missing items noted on the packing list before processing for payment.
3. The Administrative Assistant for Business will stamp a check authorization on the invoice and complete the required information, including noting the specific budget line item that is to be charged for the specified expenditures. Alternatively, submission of the invoice through ExED's online payment system may be used to process the invoice for approval.
4. The Administrator or designee will review all of the above prior to approval and sign and date the check authorization stamp where indicated. Electronic approval by the Administrator via ExED's online payment system is also an acceptable method to indicate Administrator approval.
5. The invoice and supporting documentation will be sent to ExED in a timely manner, which would be on a weekly basis during the school year. (Administrative Assistant for Business should be aware of invoice due dates to avoid late payments). If the online payment system is used, invoices and supporting documentation may be submitted on a rolling basis and paid weekly. ExED will then process the invoices with sufficient supporting documentation.
6. ExED employs two methods for issuing vendor payments: Bank Checks and/or Automated Clearing House (ACH) bank to bank transfers.
7. The Administrator may authorize ExED to pay regular recurring expenses (e.g. utilities) without the Administrator's formal approval (signature) on the invoice when dollar amounts fall within a predetermined range that has been approved by the Council. A list of the vendors and the approved dollar range for each vendor must be provided to ExED in writing and updated on an annual basis. These types of recurring regular expense, as described in this section, will only require one signature on the check, an exception to the dual signature requirement described below.

Nvoicepay (outsourced payment provider) for ACH Bank to Bank Transfers

1. Once an invoice is approved by the Administrator for payment, the ExED Accounting Analyst will submit the invoice to Nvoicepay for payment. The ExED AM or VP will

Approved by Journey School Council on June 23, 2011
and Revised Nov 29, 2012 and Aug 29, 2013 and Feb 27, 2014, Aug 25, 2016, and June 22, 2021

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- review the payments submitted to Nvoicepay and will approve or reject each vendor payment.
2. After ExED has approved a vendor payment, Nvoicepay will electronically withdraw funds from the organization's bank account and transfer the funds to a Nvoicepay trust account. Each vendor payment will be a separate bank withdrawal and a separate line on the bank statement. Nvoicepay will then issue payments to the organization's vendor. The payments are disbursed from Nvoicepay's trust account via one of three payment methods: Check, ACH, or payment card. The payments will include a Reference ID that ExED will record as the transaction number in ExED's accounting system. The Reference ID will not be in sequence as it is based on Nvoicepay's numbering system.
 3. Nvoicepay will save an electronic check copy for any paper checks issued and Nvoicepay will save vendor remittances for any ACH or payment card payments issued.
 4. Nvoicepay will stale date payments after 60 days. When this situation happens, Nvoicepay will void the payment and credit the funds back to the organization's bank account. ExED may also direct Nvoicepay to reissue a payment prior to the 60-day deadline. In this case, Nvoicepay will void the original payment and issue a new payment. The new payment will be recorded as a payment modification and will be linked to the original payment in Nvoicepay. The new payment will have a new Reference ID for tracking purposes, however, the new Reference ID will not be updated in ExED's accounting system where the original Reference ID is recorded as the new transaction is only impacting Nvoicepay's account.
 5. Two signers will be required for initiation any ACH payment in excess of \$5,000 for all non-recurring items.

Bank Checks

1. The Council Officers and the Executive Director, ex officio, plus up to two designated staff members who receive Journey Council approval, will be approved as authorized signers on the school bank accounts. Any other signers must be approved in advance by the Council.
2. The Administrator and any other employee authorized by the Council may sign bank checks within established limitations.
3. The Council will be authorized to open and close bank accounts.
4. The Administrator or designee will be responsible for all blank checks and will keep them under lock and key or in a secure location such as a safe.
5. When there is a need to generate a bank check, the Administrator or designee will send appropriate approved documentation to ExED.
6. Once approved by the Administrator, ExED types/writes the check based on the check authorization prior to obtaining the appropriate signature(s).
7. Two signers will co-sign checks in excess of \$5,000 for all non-recurring items. All checks less than \$5,000 require only the signature of one account signer. To allow for oversight of large expenditures, a Council member will review and provide approval of all non-recurring checks over ~~\$5,000-~~ \$10,000.
8. Checks may not be written to 'cash', 'bearer', or 'petty cash'. Under no circumstance will any individual sign a blank check.

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FISCAL CONTROL POLICIES AND PROCEDURES

9. ExED will record the check transaction(s) into the appropriate check register and in the general ledger.
10. ExED will distribute the checks and vouchers as follows:
 - a. Original – mailed or delivered to payee
 - b. Duplicate or voucher – attached to the invoice and filed by vendor name by an ExED accountant or stored electronically.
 - c. Cancelled Checks – if these are received from the bank, they will be filed numerically with bank statements by an ExED accountant.
 - d. Voided checks will have the signature line cut out and will have VOID written in ink. The original check will be attached to the duplicate and forwarded to ExED who will attach any other related documentation as appropriate.
 - e. Checks sent to the school for double signature will be sent out by the Administrative Assistant for Business for disbursement after obtaining the required signatures. A copy of the check showing the second signature will be made and retained in the vendor file for verification.

Bank Reconciliation

1. Bank statements will be received directly by the Administrative Assistant for Business , opened, and forwarded to ExED. Alternatively, ExED staff may access the account statement online with “view only” access.
2. ExED will examine all paid checks for date, name, and amount. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.
3. An ExED accountant will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
4. The ExED accountant will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any material discrepancies to the ExED representative assigned to the school and the Administrator.
5. The ExED accountant will prepare a monthly summary report to be approved by the ExED representative assigned to the school.

School Credit Card Transactions (see also Purchasing section above)

1. Transactions on the credit card statement should have an approved Authorization form and an original itemized receipt presented.
2. Documentation is submitted by the approved purchaser to the Administrative Assistant for Business within 48 hours of the purchase.
3. Credit card bill will be paid monthly in a timely manner.
4. All expenses from the monthly credit card statement will be summarized on the Credit Card Recap form (or ExED’s approved substitute) and submitted to ExED for payment with all appropriate backup documents as part of the weekly AP submission.
5. No alcohol purchases may be reimbursed under any circumstances.
6. A Council Officer or an administrator or check signor whose name is not on the credit card will review and approve all credit card expense reports regularly.

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FISCAL CONTROL POLICIES AND PROCEDURES**

ACCOUNTS RECEIVABLE

1. Documentation will be collected for accounts receivable and forwarded to ExED.
2. Accounts receivable will be recorded by ExED in the general ledger and collected on a timely basis.

Cash Receipts (Cash and Checks)

1. For each fundraising or other event in which cash or checks will be collected, a Volunteer Coordinator (or staff member) will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
 - a. The Volunteer Coordinator will record each transaction on a Cash Log as the check or cash is received, in a timely manner.
 - b. If requested, a copy of a receipt will be provided to the donor.
 - c. The cash, checks, Cash Log, and deposit summary must be given to the school Administrative Assistant for Business in a timely manner, and at least weekly, who will immediately put the funds in a secure, locked location. This is currently a safe in the school office.
 - d. Both the Volunteer Coordinator and the Administrative Assistant for Business will count the deposit and verify the amount of the funds in writing on the Cash Log.
2. Cash/checks dropped off at the school office will given to an office staff member and then will be placed directly into a secure, locked location (currently the safe in the school office) by the staff member who receives them.
 - a. All funds are deposited into the safe in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.
 - b. The Administrative Assistant for Business will open the safe to verify the cash/check amounts, sign off on the amounts received on a Cash Log, and if a second verification signature has not been already recorded, will obtain a second verifier's signature on the Cash Log.
 - c. The safe will be emptied at least two times per month, corresponding to days when deposits are made.
3. Cash/checks dropped off in the classroom will forwarded immediately to the Volunteer Coordinator or appropriate staff member in charge the fundraiser or the event the check is for.
4. For any cash or checks received in the mail, the Administrative Assistant for Business will log the amount, source and purpose on a Cash Log, with a second office staff member or other verifier also counting the funds and verifying this in writing using the Cash Log. This will then be processed as above for Cash Collections.
5. Twice a month, the Administrative Assistant for Business will log cash or checks received into the Deposit Recap Log (or ExED's approved substitute). The Deposit Recap Log will be initialed by the Administrator. This packet will be scanned and emailed to ExEd as soon as possible. Alternatively, the Deposit Recap logs could be sent to ExED with that week's mailing of invoices/AP.

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6. All checks will be immediately endorsed with the school deposit stamp, containing the following information: “For Deposit Only; JOURNEY SCHOOL; Bank Name; Bank Account Number”
7. A deposit slip will be completed by the Administrative Assistant for Business. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.
8. Single checks and deposits of more than \$15,000.00 will be deposited within 10 business days. Deposits totaling less than \$15,000 will be made at least twice monthly by the designated school employee. All cash will be immediately put into a lock box. The duplicate deposit slip and deposit receipt will be attached to the deposit documentation and forwarded to ExED to be filed and recorded as received or weekly.

Returned Check Policy

1. A returned-check processing fee may be charged for checks returned as non-sufficient funds (NSF). Unless otherwise pre-approved by ExED or the Administrator, payment of the NSF check and processing fee must be made by money order or certified check. The amount of the fee will be determined based on the bank’s charges to the school for the NSF processing.
2. In the event that a second NSF check is received for any individual, in addition to the processing fee, the individual will lose check-writing privileges. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.
3. If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action at the discretion of the Administrator and/or Council.

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PERSONNEL

1. The Administrator or designee will be responsible for all new employees completing or providing all of the items on the school's current Personnel File Checklist.
2. The Administrator or designee will be responsible for maintaining this information in the format as shown on the Personnel File Checklist.
3. An employee's hiring is not completely effective until the employment application (if applicable), form W-4, form I-9, fingerprint clearance form and payroll forms including applicable health insurance forms have been completed.
4. A staffing plan will be developed during budget season. ExED will notify the board of any variances to the staffing configuration throughout the year.

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PAYROLL

Timesheets

1. All classified or certificated hourly or daily employees will be responsible for completing a timesheet including vacation, sick, and holiday time (if applicable). The employee and the appropriate supervisor will sign the completed timesheet.
2. The completed timesheets will be submitted to ExED on the last working day of the designated payroll period.
3. Incomplete timesheets will be returned to the signatory supervisor and late timesheets may be held until the next pay period. No employee will be paid until a correctly completed timesheet is submitted or other written verification of hours is received.
4. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or turning in the timesheet (such as an employee calling in sick), the employee is responsible for notifying the signatory supervisor or for making other arrangements for the timesheet to be submitted. However, the employee must still complete and submit the timesheet upon return.

Overtime

1. Advanced approval in writing by the authorized supervisor is required for compensatory time and overtime, and only as allowable by current school policy.
2. Overtime only applies to classified employees who hold non-exempt positions, and is defined as hours works in excess of forty (40) hours within a five-day period of time. Any hours worked in excess of an employee's regular work schedule must be pre-approved by the supervisor, unless it is prompted by an emergency. No overtime will be paid without the approval of the employee's supervisor. Overtime will not be granted on a routine basis and is only reserved for extraordinary or unforeseen circumstances. If a supervisor identifies a recurring need for overtime in any given position, the supervisor should immediately consult with the Administrator for further guidance.

Payroll Processing

1. For hourly employees, employees must sign timesheets to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. The Administrator or designee will approve these timesheets. No overtime hours should be listed on timesheets without the supervisor's initials next to the day on which overtime was worked. The signatory supervisor will submit a summary report of timesheets to ExED who will verify the calculations for accuracy.
2. For salaried employees, employees must sign the appropriate forms to verify any days taken off from the approved work calendar for accuracy. The Administrative Assistant for Business or Human Resources Manager will provide the designated school employee

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with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.

3. For substitute teachers, the Administrative Assistant for Business will maintain a record of teacher absences and the respective substitutes that work for them. The Administrative Assistant for Business will verify that the substitutes sign their timesheets to verify days worked, and that teachers, upon returning back to work, verify their absences. These records will be kept with the payroll records.
4. The Administrator will notify ExED of all authorizations for approved stipends.
5. ExED will prepare the payroll worksheet based on the summary report from the designated school employee.
6. The payroll checks (if applicable) will be delivered to the school. The Administrator will document receipt of the paychecks and review the payroll checks prior to distribution. Arrangements for mailing paychecks may be made.

Payroll Taxes and Filings

1. ExED will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries.
2. ExED will prepare the state and federal quarterly and annual payroll tax forms, review the forms with the Administrator, and submit the forms to the respective agencies in a timely manner.

Record Keeping

1. The designated school employee will maintain written records of all full time employees' use of sick leave, vacation pay, and any other unpaid time.
 - a. The designated school employee will immediately notify the Administrator if an employee exceeds the accrued sick leave or vacation pay, or has any other unpaid absences.
 - b. Records will be reconciled when requested by the employee. Each employee must maintain personal contemporaneous records.

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FISCAL CONTROL POLICIES AND PROCEDURES**

EXPENSES

Expense Reports

1. Employees will be reimbursed for expenditures within three weeks of presentation of complete and appropriate documentation.
2. Employees will use expense reports for all expenses to be reimbursed.
3. Employees will complete expense reports monthly, as necessary, to be submitted to Administrative Assistant for Business who will in turn submit to ExED for payment.
4. Original itemized receipts or other appropriate documentation will be required for all expenses over five dollars to be reimbursed.
5. The employee and the Administrator (or designee) must sign or electronically approve expense reports.
6. Administrator expense reports should be approved by an officer of the board and always be submitted to ExED for processing and payment.
7. Expenses greater than two months old may not be reimbursed.
8. At the end of the fiscal year, if an expense report has not been turned in for expenses incurred during the previous fiscal year, the expense will not be able to be reimbursed after July 30.

Travel, including for School Activities

1. Employees will be reimbursed for mileage when pre-approved by an administrator. Mileage will be reimbursed at the government-mandated rate for the distance traveled, with the following parameters:
 - a. Mileage will be recorded from whichever is shorter: the distance from the employee's residence OR the distance from the school site, UNLESS the employee is required to come to the school site first.
 - b. If the employee is required to come to the school site, mileage will be reimbursed from the school site.
 - c. For incidental travel, mileage will only be reimbursed if the one-way mileage exceeds five miles.
2. The Administrator must pre-approve all out of town travel.
3. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than 50 miles from the employee's residence. Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available. Employees will be reimbursed at the actual cost, up to a maximum of an established per diem rate for any breakfast, lunch, or dinner that is not included as part of the related event.
4. No alcohol related expenses may be reimbursed by the school. Itemized food and beverage receipts must be included in order to verify no alcohol is being reimbursed.
5. All advances, travel or otherwise require written approval from the Administrator using the Authorization form.

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6. Advances require original itemized receipts to be provided immediately upon return from travel for all advanced funds.
7. After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Administrator for approval and then on to ExED for processing. Original receipts are attached to the expense report. If the expense report is approved electronically, the original receipts may be scanned for review, and then kept on file with the year's fiscal records.
8. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check or cash.
9. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report process.
10. Advances will only be used in extreme situations where other options are not available.

Volunteer Expenses

1. All volunteers will submit a complete Authorization form to the Administrator for all potential expenses.
 - a. Only items with written authorization from the Administrator will be paid/reimbursed.
 - b. Volunteers (non-employees) will submit an invoice and original receipts in order to be reimbursed for any approved expense incurred.
 - c. If an expense is incurred without Administrative approval PRIOR to the purchase, the Administrator reserves the right to deny reimbursement because preauthorization was not obtained.

Council Expenses

1. The individual incurring authorized expenses while carrying out the duties of the Council will complete and sign an expense report.
2. The Administrator will approve and sign (or electronically approve) the expense report, and submit it to the ExED for payment.
3. All other procedures for expense reports and parameters for approved travel expenses as listed above for employees also apply.
4. Advances are not available for Council expenses.

Telephone Usage

1. Employees will not make personal long distance calls on the telephones without prior approval from a supervisor.
 2. Employees will reimburse the school for all charges related to personal telephone calls.
- Financial Reporting
1. In consultation with the Administrator, ExED will prepare the annual financial budget for approval by the Council.

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2. ExED will submit a monthly balance sheet and monthly revenue and expense summaries to the Administrator including a review of the discretionary accounts and any line items that are substantially over or under budget. The report will be reviewed at the scheduled board meeting and action will be taken, if appropriate.
3. ExED will provide the Administrator and/or Council with additional financial reports, as needed.

Loans

1. The Administrator and the Council will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.
2. Once approved, a promissory note will be prepared and signed by the Administrator or designee before funds are borrowed.
3. Employee or Council member loans are not allowed.

Financial Institutions

1. All funds will be maintained at a high quality financial institution.
2. All funds will be maintained or invested in high quality, short maturity, and liquid funds.
3. Physical or electronic evidence will be maintained on-site for all financial institution transactions with backup of such evidence as is prudent.

Retention of Records

1. Financial records, such as transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documentation will be retained for a minimum of seven (7) years. At the discretion of the Council or Administrator, certain documentation may be maintained for a longer period of time. Some financial records, such as petty cash, will be maintained for three (3) years. (See also Records Retention Policy)
2. ExED will retain records at their site for a minimum of two (2) years; after which, the remaining five years will be the responsibility of the School.
3. Financial records will be shredded at the end of their retention period in accordance with the Records Retention Policy. Documentation of what was shredded will be kept.
4. Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure off-site location, separate from the school. ExEd may serve as this off-site location. (See also Records Retention Policy)

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RESERVES /INSURANCE/LIABILITIES/ASSETS

Funds Balance Reserve

1. An annual fund balance reserve of at least 15% of the total unrestricted General Funds expenditures will be maintained.
2. The target cumulative fund balance reserve will be 20% of the total unrestricted general fund expenditures.
3. If the school drops below the minimum reserve, the Council will approve a plan to incrementally increase the reserve back to the target over time, based on the budgetary constraints, and in accordance with the direction laid out in the school's Strategic Plan and following the mission of the school as stated in the school's charter.
4. ExED will provide the Administrator with balance sheets on a monthly basis. It is the responsibility of the Administrator and the Council to understand the school's cash situation. It is the responsibility of the Administrator to prioritize payments as needed. The Administrator has responsibility for all operations and activities related to financial management.

Insurance

1. ExED will work with the Administrator to ensure that appropriate insurance is maintained at all times with a high quality insurance agency.
2. The Administrator (or designee) and ExED will maintain the files of insurance policies, including an up-to-date copy of all certificates of insurance, insurance policies and procedures, and related claim forms.
3. The Administrator (or designee) and ExED will carefully review insurance policies on an annual basis, prior to renewal.
4. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the school's approved charter petition or Memorandum of Understanding with the authorizing district.

JOURNEY SCHOOL

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Asset Inventory

1. An asset is defined as all items, purchased or donated, with a value for the individual item of \$5,000 or more and with a useful life of more than one year. The cost of any furniture or equipment which does not meet this threshold will be recorded as an expense for the year purchased.
2. ExED will maintain a sub ledger of all capitalized assets. The ledger will include the original purchase price, date, life, and value of each asset.
3. The School will take a physical inventory of all assets before the end of each fiscal year, indicating the condition and location of the asset.
4. ExED will immediately be notified of all cases of theft, loss, damage or destruction of assets.
5. The Administrator will submit to ExED written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

Parking Lot Liability

1. Parking lot related incidences are not covered under any insurance policy. The school assumes no liability for damage to cars:
 - a. Parked in the parking lot during school hours
 - b. Parked in the parking lot after school hours
2. The only exception to this policy will be when a student is observed by an adult accidentally causing damage to a vehicle while engaged in a school activity, such as physical education equipment breaking a window (e.g. a ball)
3. Otherwise, liability is as follows:
 - a. If a student willfully causes damage (i.e. not an accident as described above), the student's parent or guardian is responsible.
 - b. If a parent or other visitor causes damage, that individual is responsible.
 - c. If an employee causes damage, the employee is responsible.
 - d. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.