

*Journey School  
A California Public Charter School*

**Thursday, Mar 28, 2024**

**REGULAR MEETING AGENDA**

**6:00 p.m.**

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

This meeting will be live streamed via Zoom. Join Zoom Meeting.  
<https://us06web.zoom.us/j/86025029240?pwd=3Ww1qZ3nZAbuPqWnlC6wnsvu9uqK8j.1>

Meeting ID: 860 2502 9240

Passcode: 92629

One tap mobile +16694449171,,86025029240#,,,92629# US

**BOARD MEMBERS:**

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

**ADVISORY POSITIONS:**

*Faculty Advisor - TBD  
Cassie Kawling, Parent Cabinet Advisor*

**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*

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- 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](http://www.journeyschool.net), without delay and at the same time, they are distributed to the Council.

	<b>AGENDA ITEM</b>	<b>SPONSOR</b>	<b>EST. TIME</b>
1	<b>Call to Order and Roll Call</b>	Amy Capelle	6:00
2	<b>Inspirational Passage</b>	Gavin Keller	6:05
3	<b>Approval of Agenda*</b> NOTE: Order of the agenda may be changed without prior notice to the public.	Amy Capelle	6:10
4	<b>PUBLIC COMMENT: Members of the public may contribute public comment.</b> Reminder: See policy above for time guidelines.	Amy Capelle	6:15
5	<b>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.</b>  A. <b>Approval of Minutes*:</b> Minutes from regular meeting February 27, 2024.  B. <b>Updates to 2023-24 Staffing Plan*:</b> Ratification of changes to the Staffing Plan to meet current needs.  C. <b>Journey School Council Bylaws*:</b> Review and approval of previously approved bylaws. There are no changes at this time.	Gavin Keller	6:25
6.	<b>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</b>  A. <b>Report out from CCSA conference</b> on items related to Board and governance.	Amy / Gavin / Margaret	6:30

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7	<p><b>INFORMATION ITEMS: Reports</b></p> <p>A. <b>Financial Update*</b>: Report on February financials</p> <p>B. <b>Faculty Update</b>: Update on Faculty activities</p> <p>C. <b>Parent Cabinet Update</b>: Update on Parent Cabinet activities</p> <p>D. <b>Administrative Update</b>: Report from School Director, including update on enrollment lottery, CAASPP testing, Special Education, Moulton Niguel Water District partnership, audit engagement/contract cost and Employee Retention Credit.</p>	<p>Larry Tamayo</p> <p>TBD</p> <p>Cassie Kawling</p> <p>Gavin Keller</p>	6:45
8	<p><b>SCHOOL OPERATIONS: Discussion/Action</b></p> <p>A. <b>Expanded Learning Opportunities Program*</b>: Review of proposal from Strategic Kids to coordinate a summer program for kindergarteners.</p> <p>B. <b>Staffing Plan 2024-25*</b>: Review of initial draft of Staffing Plan for upcoming school year.</p> <p>C. <b>Special Education Job Descriptions 2024-25*</b>: Review and approval of Special Education Job Descriptions</p> <p>D. <b>Material Revision to Charter*</b>: Review and approval of material revisions to the Charter document, in anticipation that Journey becomes a member school of the El Dorado Charter SELPA and exits the CUSD SELPA.</p> <p>E. <b>Charter Performance Category*</b>: Review of Journey's 2023 performance categorization completed by the CDE. This yearly classification is to be considered by CUSD for charter renewal purposes in 2028.</p> <p>F. <b>Parent Advisory Committee Formation*</b>: Establish a Parent Advisory Committee (PAC) for incorporation of parent input on Journey's School Plan for Student Achievement (SPSA).</p> <p>G. <b>School Director Evaluation</b>: Review the timing of the current process and discuss revisiting the 2024-25 school year survey questions to reflect any changes that may need to be made.</p>	<p>Gavin Keller</p>	7:30
9	<p><b>Adjournment</b></p>	<p>Amy Capelle</p>	9:00

**Agenda publicly posted at Journey School on March 25, 2024, and on the school website at [www.journeyschool.net](http://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.*

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*Tuesday, February 27, 2024*

***REGULAR MEETING MINUTES - DRAFT***

***6:00 p.m.***

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

<b>AGENDA ITEM</b>	
<b>1</b>	<p><b>Call to Order and Roll Call - 6:07 p.m.</b></p> <p>Amy Capelle, Council President - Present Melissa Dahlin, Council Vice President - Present Margaret Moodian, Council Secretary - Present Michael Allbee, Board Treasurer - Present Jeannie Lee, Board Member - Participating via audio/visual teleconference</p> <p><b>Additional Participants:</b> Executive Director - Gavin Keller - Present Parent Cabinet Advisor - Cassie Kawling - Present Clerical Support - Gaylen Corbett - Present Larry Tamayo was present from 7:07 p.m. to 7:22 p.m. Alicia Cordova joined the meeting via Zoom audio at 6:22 p.m.</p> <p>Jeannie Lee requested to participate in the meeting via video teleconference due to a contagious illness. Margaret made a motion to approve Jeannie's request. Melissa seconded the motion, and it was passed unanimously. Gaylen noted that the Zoom link has been posted on the school's website. Jeannie stated that there were no adults in the room with her.</p>
<b>2</b>	<p><b>Inspirational Passage:</b> Cassie shared an inspirational passage by Rudolf Steiner.</p>
<b>3</b>	<p><b>Approval of Agenda*</b></p> <p>Margaret made a motion to approve the agenda. Mike seconded the motion, and all council members approved it.</p>
<b>4</b>	<p><b>PUBLIC COMMENT:</b> Alicia Cordova has submitted the attached public comment via email prior to the meeting. Amy read the comment up to the 5-minute limit set by the council's public comments guidelines. Amy stated that the entire comment will be shared with board members. The complete text is attached to these minutes.</p>

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5	<p><b>CONSENT AGENDA ITEMS:</b></p> <p><b>A. <i>Approval of Minutes*</i>: Minutes from the regular meeting on January 25, 2024.</b></p> <p><b>B. <i>Amended Minutes*</i>: Minutes from the regular meeting on December 18, 2023.</b></p> <p><b>C. <i>Engagement Of Audit Services*</i>: Approval of Clifton Larson Allen to serve as independent auditor for the year ended June 30, 2024.</b></p> <p><b>D. <i>Statement of Work - Tax Exempt Returns and Filings*</i>: Approval of Clifton Larson Allen to prepare Journey’s federal and state returns and filings</b></p> <p><b>E. <i>Second Interim Financial Report*</i>: The approval of the second interim report, with fiscal information through January 2024, is due by March 15.</b></p> <p><b>F. <i>Consolidated Application*</i>: Approval of ConApp reports for the winter reporting cycle.</b></p> <p>Jeannie requested to remove Item B from the consent agenda, and Amy requested to remove Item C from the consent agenda. Jeannie made a motion to approve the consent agenda without items B and C. Melissa seconded the motion, and it was approved by all.</p> <p>Jeannie requested clarification regarding Item B. Gavin clarified what was changed from the original minutes. Mike motioned to approve the amended minutes from the December 18, 2023 meeting. Melissa seconded the motion, and it was unanimously approved.</p> <p>Regarding consent item 5C, Amy asked why an informational tax return is needed. Gavin will inquire and report back. Amy asked for clarification regarding which firm member(s) would complete our audit. Gavin explained who completed the audit last year and who is expected to do it this year. Margaret made a motion to approve item 5C. Melissa seconded the motion, and it was unanimously approved.</p>
6.	<p><b>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</b></p> <p><b>A. <i>California Charter School Conference</i>: Board members discussed who will attend the annual CCSA Conference and which conference sessions might be helpful to the board members. Gavin and Gaylen will work with individual board members to make the arrangements for attendance.</b></p> <p><b>B. <i>School Director Evaluation Cycle*</i>: Gavin reviewed his informal goals for 2023-24 and checked in regarding support needed to achieve goals. He reflected on his progress toward reaching those goals, which included encouraging volunteerism, annual giving, parent surveys, and parent education regarding Waldorf principles to help parents understand why things are done a certain way. For goal #2, he discussed various testing data that are being collected and how it will be utilized to plan instruction.</b></p> <p><b>C. <i>Conflict of Interest Form 700</i>: Gaylen reminded board members to complete their annual Conflict of Interest Form 700 filings by April 2nd.</b></p> <p><b>D. <i>Calendar of Annual Board Topics*</i>: Board members and Gavin discussed the proposed changes to the schedule of annual board topics and recurring action items. Gavin explained that he and Shelley Kelley reviewed the proposed monthly topics and placed each one in the most appropriate month. Jeannie shared her experiences in using the social/emotional data gathered from regular testing. Jeannie suggested adding that topic to the January schedule. The board and Gavin discussed adding the Brown</b></p>

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	<p>Act training to the September schedule. Mike suggested striking "five years" from the verbiage and rewording it to state "two years in advance of charter renewal" or a similar phrase. Amy suggested moving parent engagement to May. Amy suggested adding a time to work on the strategic plan, possibly in April, based on data from all areas of consideration. Gavin and board members discussed adding facilities enhancements to the month of April or June.</p>
7	<p><b><i>INFORMATION ITEMS: Reports</i></b></p> <p>A. <b><i>Financial Update*</i></b>: Larry Tamayo arrived at 7:07 p.m. and provided a report on January financials included in the council packet. Amy asked if any of our existing funds could be subject to "clawbacks." Larry stated that the ERC Funds that the school has not spent may be subject to a clawback. Larry will check on the amount received and will report back. Larry noted that the state's budget deficit is more than expected. Amy stated that the board should be sure to monitor the funds that have been placed in investments closely. Larry departed from the meeting at 7:22 p.m.</p> <p>B. <b><i>Faculty Update</i></b>: Jeannie shared an update on Faculty activities, including the 7th-grade Renaissance performance, parent-teacher conferences, parent meetings, middle school block rotations, the upcoming 7th and 8th-grade dance, and staff happenings. She noted there is also an upcoming middle school dance at another school that includes other Waldorf schools. She also talked about teacher staffing for next year and Journey's low turnover rate.</p> <p>C. <b><i>Parent Cabinet Update</i></b>: Cassie shared an update on Parent Cabinet activities, including the Read-a-Thon, the auction, Paddles Up suggestions, and the PC board.</p> <p>D. <b><i>Administrative Update</i></b>: Gavin shared a report that included an update on school events, including Medieval Games, parent-teacher conferences, report cards, coffee talks with parents, the free spring social next month, and the spring concert. The recent open house for prospective families was well attended. The seat-based lottery and independent study lotteries are coming up, and we have many applicants for both programs. He also provided an update regarding the Employee Retention Credit, attendance, student behavior, Conscious Discipline training, recess minutes required starting in Fall 2024, and Special Education. El Dorado has approved Phase One of our application. Gavin is working on phase two of the process. If El Dorado selects us on April 11th, then Journey School would proceed with submitting the material change to our charter to the Journey School council for approval, followed by the Capistrano Unified board. Gavin also discussed the timeline for teacher staffing for 2024-25.</p>
8	<p><b><i>SCHOOL OPERATIONS: Discussion/Action</i></b></p> <p>Amy read the attached public comment from Alicia Cordova regarding Item 8A. The complete text is attached to these minutes.</p> <p>A. <b><i>2024-2025 School Calendar and Instructional Minutes*</i></b>: Gavin and the board reviewed a draft of the school calendar and instructional minutes for the 2024-25 school year. They discussed the implications of having a week off in February as some other schools do. The draft calendar has been submitted to the teacher's union and Parent Cabinet. Gavin noted that the instructional minutes are compliant with</p>

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state minimums. Margaret motioned to approve the 2024-25 school calendar and instructional minutes. Mike seconded the motion, and it was unanimously approved.

Amy read the attached public comment from Alicia Cordova regarding Item 8B.

**B. 2023-2024 Local Control and Accountability Plan\*:** The board and Gavin reviewed the midyear update and reviewed progress toward goals, actions, and expenditures. He noted that on the backup materials shared with the board, the verbiage under Goal 1 Action 2 and Goal 1 Action 3, the amounts listed were transposed between those two columns. He spoke regarding our Care Streams referrals, ADA, and absenteeism. Amy inquired if additional staffing would help improve outcomes and if chronically absent students who were placed in independent study showed any academic change. Gavin explained the independent study process and stated that the data had not yet been captured. Amy requested that the wording for Goal 3, Item 7, be changed to clarify that PEDCO is working on this goal. The board and Gavin discussed the measures taken to improve campus safety and communications with the local sheriff's department and our designated school safety officer. Margaret made a motion to approve the mid-year update of the LCAP with a correction to Goal 3, Item 7. Mike seconded the motion, and it was unanimously approved.

**C. Comprehensive School Safety Plan\*:** The board and Gavin reviewed updates to the existing plan in response to recent updates to pertinent state requirements. Margaret made a motion to approve the Comprehensive School Safety Plan. Melissa seconded the motion, and it was unanimously approved.

**D. Expanded Learning Opportunities Program\*:** Gavin shared and the board reviewed a plan for a 6-week summer school/summer camp contract with Strategic Kids. Gavin stated that to be eligible for ELOP funding, a program must run for 6 weeks. Gavin explained that the board can decide how funds are distributed for the summer program and how much funding is reserved for ELOP-funded programs during the school year. Melissa made a motion to approve using ELOP funds for the summer proposal by Strategic Kids with funding for up to 100 students. Margaret seconded the motion, and it was unanimously approved.

9 **Adjournment** The meeting was adjourned by Amy Capelle at 8:57 p.m.

*Agenda publicly posted at Journey School on February 22, 2024, and on the school website at [www.journeyschool.net](http://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.*

Alicia Cordova

February 27, 2024

Journey School Council  
27102 Foxborough  
Aliso Viejo, CA 92656

Re: Public Comment (General) and Regarding Agenda Items 8A & 8B

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 2 and grade 6. 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 and present year.

**PUBLIC COMMENT:**

**NEED FOR PARENT EDUCATION IN WALDORF EDUCATION (NOT JUST DISCIPLINE)**

I have noted just how little parents are informed of the intentional design of the Waldorf curriculum. More parent education could help parents feel more confidence in the depth and beauty of the Waldorf curriculum.

I would like to encourage the Board to direct Mr. Keller and Mrs. Kelley to find speakers or provide opportunities for parents to experience book studies, etc. to deepen parents' awareness of the curriculum.

**NEED FOR CONSISTENT PARENT MEETINGS THAT ARE SPECIFIC TO PUBLIC WALDORF EDUCATION AND CHILD DEVELOPMENT BASED ON STEINER AND OTHER ESTABLISHED VIEWPOINTS**

I have noted that Mrs. Kelley has stated parents should be invited to four teacher-led parent meetings a year yet my daughter's teacher had provided only one last year upon parent demand and again one this year upon parents demand.

I would like to encourage the Board to direct Mr. Keller and Mrs. Kelley to hold staff accountable for scheduling these meetings and ensuring that the content of the meetings is in alignment with the schools' objectives to build community and supports parents' knowledge of child development as it relates to the curriculum.

**ART OF TEACHING PLANS**



I have noted concerns regarding effectiveness of in-house training as evidence by lack of some 'in house trained' teacher's knowledge of Waldorf Education. At the recent PC meeting it was also discussed that specialized teachers for the week-long trainings were not being brought in for this summer but that the program would be entirely staffed from within Journey School. Moving forward, I hope the program will consider bringing in Waldorf Speech Arts specialists, Art specialists, etc. from the broader community.

I would like to encourage the Board to direct Mr. Keller and Mrs. Kelley to share with the board the Art of Teaching plans so the board may review if the program design developed will meet the goals of providing high quality ongoing professional development.

#### SELF-STUDY REVEALS DISCONNECTION BETWEEN SPECIALTY SUBJECTS & MAIN LESSON TEACHERS

I have noted that the Main Lesson teachers and Specialty Subjects teachers are having separate staff meetings and that this may be exacerbating the disconnection between the teachers. In a Waldorf school those teachers that are developing the Will (handwork & woodwork) and integrating the body with Movement (games & Eurythmy teachers) are highly valued and compensated for their time to attend school-wide meetings. These teachers are also integral to any student study and pedagogical decisions that are being made.

I would like to encourage the Board to direct Mr. Keller to evaluate funding options towards including the Specialty Subject teachers in staff meetings at least twice monthly if not more.

#### FIELD TRIP ALIGNMENT

It was stated in the previous board meeting that the presented field trip plan was created to ensure equitable experiences for each grade levels and co-curricular alignment which is highly valuable. While first and second grade were omitted from this document since they do not take overnight trips, I have observed that the classes need this type of plan for day trips as well. For example, our second-grade class has a trip planned to UCI for a Water Festival that is geared towards NGSS (Next Generation Science Standards) for grades 3-5. It is unclear why this trip was chosen for a second-grade class as the NGSS (Next Generation Science Standards) that inform the UCI Water Festival are far above our grade level standards since the NGSS standards for 3-5 grade will not be met by our Waldorf School until grade the upper grades (sixth and above!). In second grade Waldorf science/nature studies children are introduced to natural phenomenon through stories and firsthand nature experiences.

I would like to encourage the Board to direct Mr. Keller and Mrs. Kelley to provide more oversight in the first and second grade field trip selection process and evaluate the merit of this trip based on curricular co-alignment. Based on my training and experience as a Waldorf teacher, first and second grade classes typically take a trip to a farm and visit natural habitats. They may hear imaginative stories about the habitats perhaps from their teacher or even native storytellers so it's unclear why abstract science concepts geared to non-Waldorf third – fifth graders were selected for our second graders apart from the fact that it has free admission. In addition, parents were informed that there is no longer a bus available for the trip, so parents

are being asked to drive multiple children to and from the trip. This is less than ideal as some parents who are unable to transport their own child are handing over trust to other parents to drive their child.

## **PROP 28 ARTS, MUSIC & INSTRUCTIONAL MATERIALS BLOCK GRANT AS IT RELATES TO EURYTHMY, MAIN LESSON MUSIC, ORCHESTRA, DRAWING, PAINTING & MODELING**

### **EURYTHMY**

Our Charter indicates that Eurythmy is a most unique element of our program yet when I have reached out to Mr. Keller about the status of this assured Charter element, he has stated he has 'no plans' to include Eurythmy. Indeed, parents are informed to read the Charter petition to make an informed decision about enrolling so it's unclear why there is a discrepancy between the Charter and planned reality. In addition, after speaking to Mrs. Lee regarding Pedagogical Council's involvement in the decision to preclude Eurythmy, she stated they were not consulted.

The contrast in stated Charter outcomes and administration's decision to unilaterally omit an essential pedagogical element of Waldorf education which is intended to unfold barriers to learning is concerning. While the obstacles of recruiting the right teacher are clear they are not impossible to overcome especially in consideration of the increased budgetary funding available for arts and music and our locality to other Waldorf schools.

For those unfamiliar with Eurythmy and how it educates the whole child I will share a brief overview: Eurythmy is a movement art that creates a visual expression of the sounds, words and rhythms in poetry, stories, and music.

The benefits of Eurythmy, which serves as a form of Occupational Therapy, (in conventional terms), cannot be underestimated especially since more and more students are entering school with retained primitive reflexes:

Primitive Reflexes are the first part of the brain to develop and should only remain active for the first few months of life. In typical development, these reflexes naturally inhibit in sequential order during the first year, and replacement reflexes, called postural reflexes, emerge. Postural reflexes are more mature patterns of response that control balance, coordination, and sensory-motor development.

Retained primitive reflexes can lead to struggles related to disorders like ADHD, sensory processing disorder, autism, and learning disabilities. The persistence of primitive reflexes contributes to issues such as coordination, balance, sensory perceptions, fine motor skills, sleep, immunity, energy levels, impulse control, concentration, and all levels of social, emotional, and academic learning.

The good news is, we know that connections, or information pathways, in the brain can change and develop in a way that may lead to improvements in these symptoms.

Eurythmy is a key element of Waldorf education that focuses on improving the foundation of development and brain connectivity, rather than masking symptoms or coping with them for life. In conventional terms, Eurythmists are key to the Child Find process in Public Waldorf schools quickly identifying children with retained reflexes and developing plans to integrate a child's retained primitive reflexes along with many other key exercises for improvement.

In addition, the Eurythmy serves as a form of Social and Emotional Learning. More and more students are lacking confidence and the ability to interact effectively in group social settings. Eurythmy naturally lends to increased confidence, social communication and cohesion amongst students who are moving as one in verse and time to create beauty thereby reducing conflict and promoting deep healthy connections.

For your information I have included a chart below listing reflexes and signs of retention which can be addressed through Eurythmy which complements mainstream general and special education methods.

Primitive Reflex	Purpose of Reflex	Appears	Should Integrate By:	Signs of Retention
<b>Moro Reflex</b>	Primitive Fight or Flight Reaction	Birth	2 to 4 Months	Hyper Sensitivity, Hyper Reactivity, Poor Impulse Control, Sensory Overload, Social & Emotional Immaturity
<b>Rooting Reflex</b>	Automatic Response to Turn Towards Food	Birth	3 to 4 Months	Fussing Eating, Thumb Sucking, Dribbling, Speech and Articulation Problems
<b>Palmer Reflex</b>	Automatic Flexing of Fingers to Grab	Birth	5 to 6 Months	Difficulty with Fine Motor Skills, Poor Manual Dexterity, Messy Handwriting
<b>ATNR</b>	To Assist Baby Through Birth Canal and Develop Cross Pattern Movements	Birth	6 Months	Poor Eye-Hand Coordination, Difficulty with Handwriting, Trouble Crossing Vertical Mid-line, Poor Visual Tracking for Reading and Writing
<b>Spinal Gallant Reflex</b>	Assist Baby with Birth Process	Birth	3 to 9 Months	Unilateral or Bilateral Postural Issues, Fidgeting, Bedwetting, Poor Concentration, Poor Short Term Memory
<b>TLR</b>	Basis for Head Management and Postural Stability Using Major Muscle Groups	In Utero	3 1/2 Years	Poor Muscle Tone, Tendency to Walk on Toes, Poor Balance, Motion Sickness, Spatial Orientation Issues
<b>Landau Reflex</b>	Assist with Posture Development	4 to 5 Months	1 Year	Poor Motor Development
<b>STNR</b>	Preparation for Crawling	6 to 9 Months	9 to 11 Months	Tendency to Slump While Sitting, Poor Muscle Tone, Poor Eye-Hand Coordination, Inability to Sit Still and Concentrate

It is clear how essential Eurythmists are in the General and Special Education program at Waldorf schools.

I would like to encourage the Board to direct Mr. Keller to collaborate more closely with the Pedagogical Council in making pedagogical decisions as indicated by Alliance for Public Waldorf Education Core Principle 6, particularly because the Executive Director is not trained by an accredited Waldorf institution.

I would like to encourage the Board to direct Mr. Keller to evaluate the arts and music grant funding along with other funding options to make a concerted effort to implement Eurythmy as indicated in our charter by continuing the search for the right Eurythmist by, for example, posting the position on Waldorf Today jobs board and, if funding is limited, collaborate to create a position with Sycamore Creek Community Charter, Maple Village and/or Sanderling Waldorf School. You may even find that Waldorf School of Orange County and/or WSOC Adult Education Director: Chris Bennet can make recommendations or share staff with our school.

If Journey cannot afford a full-time Eurythmist to reach all the children all year long then Blocks of Eurythmy should be considered that rotates so all students are reached across time, with more time devoted to lower grades for the reasons noted above. It should also be considered how gardening fits in with our stated Scope and Sequence as it has also been stated that Gardening has replaced Eurythmy. In general Waldorf schools offer gardening to grade 3 exclusively and retain a gardener exclusively for this purpose but it is clearly of much greater educational value to have a Eurythmist in our program than gardening every school year.

## MUSIC

Singing is less and less prevalent in the upper grades depending on teacher experience and confidence with music. For example, my sons sixth grade class has singing with Mrs. Lindsay at the election of the teacher but the other sixth grade class does not at the election of the teacher. Therefore, access to singing instruction is not equitable.

The benefits of singing, to name a few, particularly in rounds, with two- and three-part choral works, cannot be underestimated. It is through singing that children further develop in social and emotional learning. Rounds allow children to sing their individual part in the whole group and by singing just their part, discover, (subconsciously), the power of their own voice to create group harmony.

I would like to encourage the Board to direct Mr. Keller to schedule singing teaching with all the classes and to develop the staff's capacity to lead singing on their own, as is typically done in Waldorf schools, ensure that singing instruction is an ongoing part of the staff meetings and staff development to build capacity and to reduce expenditures for a specialized teacher.

Recorder is also less and less prevalent in the upper grades yet there was a time at Journey School before the present administration wherein children not only mastered the recorder but began to play the descant, alto and tenor recorders through eighth grade. In my son's class for example, there is no recorder playing yet in the grade above, Mrs. Larson plays the recorder with her class. Therefore, access to recorder instruction is not equitable.

I would like to encourage the Board to direct Mr. Keller to schedule recorder with all the classes and to develop the staff's capacity to lead recorder on their own, as is typically done in Waldorf schools by ensuring recorder instruction is an ongoing part of the staff development to build capacity, reduce expenditures and reduce scheduling difficulties for a specialized teacher. It could also be required that teachers play-along with their class when Ms. Lindsay is leading instruction to build staff capacity. It should also be an intensive part of Art of Teaching which, it appears, may serve as ongoing staff development for teachers although it is unclear if all teachers are required to attend. I would encourage the Board to look closely at this requirement for teachers to attend since those who do not attend are certainly at a deficit of professional preparations for teaching their new class if they are looping grades.

#### ORCHESTRA

Orchestra needs evaluation and investment. After a year of violin instruction, I added private music lessons for my son. The private teacher noted the many poor habits my son had developed at Journey School such as posture (which can lead to injury), bow hold on the right hand and wrist straightness of the left hand (which can also lead to injury). It took months for my son to break these postural and positioning habits. My son has informed, the lead teacher unfortunately models these positions, and the children adopt them. The assistant however, a professional violinist, does not but she is not leading instruction. In addition, after a year of violin at Journey school, my son could not read musical notation nor understand theory. The sheet music sent home has, above the notes, strings lettered and finger position numbered thereby habituating the children to an over reliance on the numbers and letters rather than developing mastery of reading music. Unfortunately, this has continued through sixth grade violin with no positive change in the direction of teaching children to read music. It is noteworthy to mention that this is not done at other Waldorf schools and sight reading begins with the first piece of music on the first day of violin. It also begins even earlier in third grade recorder instruction for ease in transition to violin.

I would like to encourage the Board to direct Mr. Keller to evaluate the effectiveness of the instruction as it currently stands.

#### DRAWING, PAINTING & MODELING

Painting, drawing and modeling is less and less prevalent in the upper grades depending on teacher experience and confidence with applied arts. Some teachers paint and draw on the board for their students to copy and others do not paint or draw at all. Others just project other Waldorf teacher's art to copy. Therefore, access to art instruction is not equitable.

In addition, the current art teacher needs evaluation and/or investment. As an educator who has been training in Waldorf wet-on-wet watercolor painting it is hard to understand what is being worked on in the classroom during art time. For example, my daughter is in second grade and seldom paints. The class often goes on walks. The main lesson teacher also takes the class

on a weekly walk. They also have Earthroots classes, so more walks. When they do paint, the paintings turn out muddy with little color saturation. The paintings are not dried on proper newsprint, so the edges weep out causing a loss of color and design as a result. There is little connection to the curriculum and what is painted since the teacher is not the main teacher bringing the painting lesson nor informing the art teacher of what they could paint to support the curriculum.

I would like to encourage the Board to direct Mr. Keller to schedule art instruction with all the classes and to develop the staff's capacity to lead art on their own, as is typically done in Waldorf schools by ensuring art instruction is an ongoing part of the staff development to build capacity, reduce expenditures and reduce scheduling difficulties for a specialized teacher. It could also be required that teachers paint along with their class when the art teacher is leading instruction to build staff capacity. It should also be an intensive part of Art of Teaching.

Furthermore, since the implementation is so inconsistent depending on the teacher or whether the actual art teacher wishes to lead painting or take a walk, it should be evaluated if more walks should be an option or if weekly painting or modeling experiences should be required. I have asked Shelly what art experiences should be ongoing in the classroom and she indicated that weekly the children should be painting, modeling, or crafting and this is not taking place. I would encourage the Board to direct Mr. Keller and Mrs. Kelley to provide more oversight and accountability of the staff to ensure that this is taking place.

#### AGENDIZED COMMENT:

#### 8A: SCHOOL CALENDAR

Presidents Week is an important week in the Waldorf Community with conferences, trainings and renewal course options offered. It is an opportunity for teachers to collaborate with peers from other schools and all So. Cal schools except for Journey have the week off to pursue professional development or just have a week to rest and rejuvenate. Since we are planning to offer Art of Teaching on campus, these opportunities to have outside training are limited.

I would like to encourage the Board to direct Mr. Keller to schedule this week off so professionals have this wonderful opportunity to connect to the boarder community.

#### 8B: LCAP

It is deeply concerning that all students and particularly our subgroup students are not meeting or exceeding SBAC proficiencies and have plummeted significantly. This would indicate that a higher degree of accountability for teaching outcomes and ongoing assessment of the effectiveness of the educators is needed. Based on my personal experience with my children this is not taking place and even our own self-study reflects a lack of teacher observation and feedback cycling.

I would like to encourage the Board to direct Mr. Keller and Ms. Kelley to provide a higher degree of accountability for teaching outcomes and ongoing assessment of the effectiveness of the educators

With gratitude,  
Alicia Cordova

Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

NAME	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO/NOTES
<b>ADMINISTRATION and STUDENT SUPPORT</b>			
Gavin Keller	Executive Director	Salary/Exempt <b>BENEFITS</b>	
Shelley Kelley	Education Director	Salary/Exempt <b>BENEFITS</b>	
Mary Luhrs	Director of Student Supports	Salary/Exempt <b>BENEFITS</b>	
Amanda Simmons	Independent Study Director	0.25 FTE (.5 Teacher) Salary/Exempt <b>BENEFITS</b>	
Grace LaHatt	Office Manager and HR Specialist	Salary/Exempt <b>BENEFITS</b>	
Kris Reynolds	Admin Asst: Enrollment, Communication, After School Programs Coordinator	Salary/Exempt <b>BENEFITS</b>	
Shoon Ortiz	Admin Asst: Registrar, Attendance, Reception	Salary/Exempt <b>BENEFITS</b>	
Janet Gates	Information Technology Specialist and Office Support	Salary/Exempt <b>BENEFITS</b>	
Gaylen Corbett	Admin Assistant: Business Specialist/Accounts Payable	Salary/Exempt <b>BENEFITS</b>	
Tia Manushree	Admin. Assistant: School Nurse	Hourly/Non-Exempt	3 Days/Week SHARED
Jenny Wilkes	Admin. Assistant: School Nurse	Hourly/Non-Exempt	2 Days/Week SHARED
Cadence Lusinsky	Counselor	Salary/Exempt <b>BENEFITS</b>	
Rachel Hauser	Counselor	Salary/Exempt <b>BENEFITS</b>	.60 FTE
Jaime Lloyd	Receptionist/Communication Support	Hourly /Non-Exempt <b>BENEFITS</b>	



Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

Vivienne Benjamin	Social Media and Event Support	Hourly /Non-Exempt/Part time	
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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	Returned
Alison Keaney	Long Term Sub	F/T, Daily Per Diem @ Sub Rate Salary/Exempt	October through February March 18 – June 14 in 7 <sup>th</sup> grade classroom
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 TOSA K-8 – substitute on call and intervention support	F/T, Salary/Exempt	Returning from leave April 8 <sup>th</sup> . Temporary role until 24-25 school year and in response to substitute credential needs
Kayla Pennington	Main Class Teacher	F/T, Salary/Exempt	Long term sub role in Wildflower and then for several Main Class Teachers through long portions of the school year (anticipated leaves). Teacher will continue in her role to complete the school year with students
Kelli Garcia	Independent Study Teacher	F/T Salary/Exempt	
Lisa O’Niell	Independent Study Teacher	F/T, Salary/Exempt	

Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

Kelly Larson	Main Class Teacher	F/T, Salary/Exempt	
Dennis Kephart	Main Class Teacher	F/T, Salary/Exempt	Leave – February to April March 25 – June 14
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	
Pam Klevit	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	
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	
Adam Kilcollins	Main Class Teacher	F/T, Salary/Exempt	
Maisony Schendel	Main Class Teacher	F/T, Salary/Exempt	

Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

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 <b>HOURS DEPENDENT ON TITLE I FUNDING</b>	
Erin O’Niell	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)	
Miscellaneous	Guest Teachers/Subs.	As needed EXEMPT	

Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

<b>SPECIALTY Teachers</b>	<b>TITLE/GRADE</b>	<b>SALARY or CONTRACTED HOURS PER WEEK &amp; EXEMPT STATUS</b>	<b>OTHER INFO</b>
Lindsay Fredrickson	Music Teacher Grades 1-3 and 7 <sup>th</sup> /8 <sup>th</sup> music elective: ukulele	16 classes 8 prep 4 hours music support in main lesson <b>BENEFITS</b>	
Brandon Wilkes	Garden Instructor	12 classes 6 prep 12 hours maintaining gardens <b>BENEFITS</b>	
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 <b>BENEFITS</b>  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 <b>BENEFITS</b>	

Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

Tania Marquez	Lower Grades Art Enrichment and 7 <sup>th</sup> /8 <sup>th</sup> Grade Visual Arts	16 classes 8 prep <b>BENEFITS</b>	
Peter Kelley (DML Team)	Digital Media Literacy (DML)	2 classes 1 prep	
Joy Halverson	Games/ Movement	18 classes 9 hours prep <b>BENEFITS</b>	
Eric Deutsch	Games/ Movement	17 classes 8.5 hours prep <b>BENEFITS</b>	Hours include middle school club.
Joshua Crawford	Woodwork	16 classes 8 hours prep <b>BENEFITS</b>	
Janet Caballero	Spanish (Grades 1-8)	20 classes 10 hours prep <b>BENEFITS</b>	

DRAFT

Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

CLASSIFIED/INSTRUCTIONAL SUPPORT	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Jahtziry Hernandez	Kindergarten Assistant	NON EXEMPT 28 hours per week <b>BENEFITS</b>	Adjust to Salary during Fiona Kephart Leave (Oct-Feb) Return to hourly rate on 3/25
Karen Dillingham	Kindergarten Assistant	NON EXEMPT 28 hours per week	
Erin Warrack	Kindergarten Assistant	NON EXEMPT 28 hours per week	
Isabella Ortiz	Kindergarten Assistant	NON EXEMPT 28 hours per week	New Role
Summer Jones	Kindergarten Assistant Independent Study	NON EXEMPT 16 hours per week	New Hire
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
Rosa Boynton	First Grade Assistant	NON EXEMPT 12 hours per week	2 Days per week
Raz Allen	First Grade Assistant	NON EXEMPT 30 hours per week <b>BENEFITS</b>	
Rachel Verbeek	Violin Assistant	NON EXEMPT 16 hours per week	
Vianney Figueroa	Handwork Assistant	NON EXEMPT 16 hours per week	
Sergio Huertas	Campus Supervision and Custodial Support	NON EXEMPT 35 hours per week <b>BENEFITS</b>	
Tania Marquez	SE and Behavior Support Provider (Hearth Keeper)	NON EXEMPT 12 hours per week <b>BENEFITS</b>	
Jahtziry Hernandez	SE and Behavior	NON EXEMPT 8-4 hours per week	Long Term Sub — Alison

Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

	Support Provider (Hearth Keeper)	BENEFITS	Keaney to absorb hours October — February
Joshua Crawford	SE and Behavior Support Provider (Hearth Keeper)	NON EXEMPT 8 hours per week <b>BENEFITS</b>	
Sarah Kandel	SE and Behavior Support Provider (Hearth Keeper)	NON EXEMPT 20 hours per week	New Hire
Darren Utterback	Elementary School Interventionist and on campus Sub.	NON EXEMPT 32 hours per week <b>BENEFITS</b>	
Joshua Crawford	Construction/ Maintenance	NON EXEMPT 5 hours per week <b>BENEFITS</b>	
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	

Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

<b>CONTRACTORS</b>	<b>TITLE/GRADE</b>	<b>Description/Duration</b>	<b>OTHER INFO</b>
ExED	Business Services	See Contract	See Contract
Earth Roots	Eco-Literacy/Gardening	See Contract	Estimate \$25,000 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
STRATEGIC KIDS	Staffing	Paraeducators/Substitutes/On Call	Estimate \$120,000

<b>ADDITIONAL HOUR AGREEMENTS PER CBA</b>	<b>TITLE/GRADE</b>	<b>SALARY or CONTRACTED HOURS PER WEEK &amp; EXEMPT STATUS</b>	<b>OTHER INFO</b>
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



**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**

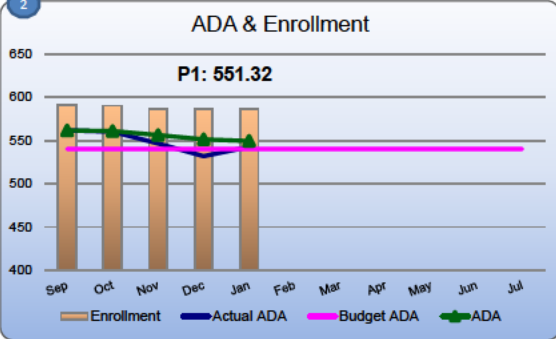
**Approved December 5, 2019**

# JOURNEY SCHOOL - Financial Dashboard (February 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:**

**LAO to Legislature: Deteriorating Budget Condition Ahead**  
 The LAO evaluates the Governor's January fiscal policy and spending proposals highlighting that, under its most recent revenue estimates, the State Budget and Proposition 98 deficits are likely to grow by May. Specifically, they estimate that the Proposition 98 minimum guarantee could drop by another \$7.7 billion from the Governor's Budget estimates in 2023-24 and 2024-25.

**Changes Proposed for Learning Recovery Emergency Block Grant**  
 Under Governor Gavin Newsom's current proposal, LEAs must develop a needs assessment for the use of any unencumbered block grant funds starting July 1, 2024. The needs assessment must identify students in the greatest need of learning recovery supports based on chronic absenteeism and performance on state standardized English language arts and mathematics assessments. The needs assessment also must include the interventions, aligned with the allowable uses of the LREBG, that the LEA will pursue to address the needs of the identified students. The California Department of Education will provide assistance for developing the needs assessment.

**3 Average Daily Attendance Analysis**

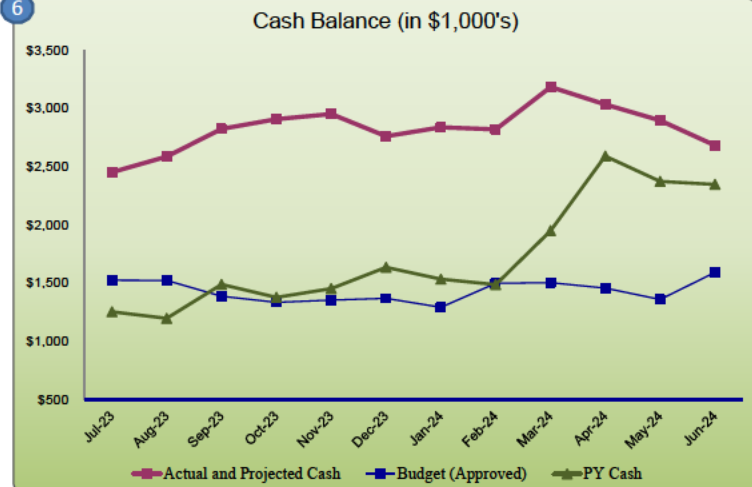
Category	Actual through Month 5	Forecasted P2	Budgeted P2	Better/ (Worse)	Prior Year P2
Enrollment	586	583	580	3	571
ADA %	93.5%	93.3%	93.1%	0.1%	92.1%
ADA	549.44	547.06	540.11	6.95	533.24

**4 LCF Supplemental & Concentration Grant Factors**

Category	Budget	Forecast	Variance	Prior Year
Unduplicated Pupil %	25.2%	26.1%	0.9%	25.3%
3-Year Average %	24.8%	25.1%	0.3%	22.6%
District UPP C. Grant Cap	30.1%	32.8%	2.7%	30.1%

**5 INCOME STATEMENT**

INCOME STATEMENT	Forecast	VS. Budget		FY 23-24 YTD			Historical	
	As of 02/29/24	FY 23-24 Budget	Variance B/(W)	Actual YTD	Budget YTD	Variance B/(W)	FY 22-23	FY 21-22
Local Control Funding Formula	6,095,034	6,090,208	4,825	3,607,478	4,167,623	(560,145)	5,503,044	4,289,194
Federal Revenue	147,033	124,124	22,909	90,866	94,559	(3,694)	127,380	323,588
State Revenue	547,569	548,460	(891)	1,078,919	251,822	827,097	979,037	491,993
Other Local Revenue	78,151	9,651	68,500	55,149	5,662	49,488	47,713	6,908
Grants/Fundraising	243,000	243,000	0	121,250	171,700	(50,450)	293,886	368,891
<b>TOTAL REVENUE</b>	<b>7,110,788</b>	<b>7,015,444</b>	<b>95,344</b>	<b>4,953,662</b>	<b>4,691,366</b>	<b>262,296</b>	<b>6,951,059</b>	<b>5,480,574</b>
<i>Total per ADA</i>	12,998	12,989	9				13,036	11,408
<i>w/o Grants/Fundraising</i>	12,554	12,539	15				12,484	10,640
Certificated Salaries	2,351,412	2,525,934	174,521	1,490,836	1,621,130	130,294	2,091,898	1,998,789
Classified Salaries	1,259,728	1,144,385	(115,343)	752,882	741,517	(11,365)	1,161,891	990,020
Benefits	1,352,133	1,391,653	39,520	873,219	912,142	38,923	1,230,170	1,040,791
Student Supplies	254,294	283,294	29,000	116,170	215,525	99,354	395,837	165,492
Operating Expenses	1,683,951	1,587,072	(96,879)	1,099,838	1,085,554	(14,284)	1,619,604	1,536,017
Other	107,744	52,772	(54,972)	65,456	33,471	(31,986)	26,002	19,469
<b>TOTAL EXPENSES</b>	<b>7,009,263</b>	<b>6,985,110</b>	<b>(24,153)</b>	<b>4,398,402</b>	<b>4,609,339</b>	<b>210,937</b>	<b>6,525,402</b>	<b>5,750,577</b>
<i>Total per ADA</i>	12,813	12,933	120				12,237	11,970
<b>NET INCOME / (LOSS)</b>	<b>101,525</b>	<b>30,334</b>	<b>71,191</b>	<b>555,260</b>	<b>82,027</b>	<b>473,233</b>	<b>425,657</b>	<b>(270,004)</b>
<b>OPERATING INCOME</b>	<b>209,269</b>	<b>83,106</b>	<b>126,163</b>	<b>620,717</b>	<b>148,969</b>	<b>471,748</b>	<b>451,659</b>	<b>(250,535)</b>



**7 Balance Sheet**

	6/30/2023	2/29/2024	6/30/2024 FC
<b>Assets</b>			
Cash, Operating	2,349,524	2,821,732	2,685,229
Accounts Receivable	1,369,526	428,410	818,657
Due From Others	299	0	0
Other Assets	426,847	260,674	311,666
Net Fixed Assets	306,393	330,749	288,461
<b>Total Assets</b>	<b>4,452,590</b>	<b>3,841,565</b>	<b>4,104,013</b>
<b>Liabilities</b>			
A/P & Payroll	525,112	303,872	335,460
Due to Others	280,114	111,982	796,577
Deferred Revenue	776,913	0	0
Other Liabilities	188,367	188,367	188,367
<b>Total Liabilities</b>	<b>1,770,506</b>	<b>604,221</b>	<b>1,320,404</b>
<b>Equity</b>			
Beginning Fund Bal.	1,377,081	2,682,084	2,682,084
Net Income/(Loss)	1,305,003	555,260	101,525
<b>Total Equity</b>	<b>2,682,084</b>	<b>3,237,344</b>	<b>2,783,609</b>
<b>Total Liabilities &amp; Equity</b>	<b>4,452,590</b>	<b>3,841,565</b>	<b>4,104,013</b>

**Year-End Cash Balance**

Projected	Budget	Variance
2,685,229	1,592,591	1,092,638

Days Cash on Hand	132	149	142
Cash Reserve %	36.1%	40.9%	38.9%



	ACTUAL								Actuals as of 2/29/2024					FORECAST	Budget Variance Better / (Worse)	
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	Jul-23 - Jun-24		
<b>8011-8098 - Local Control Funding Formula Sources</b>																
8011 Local Control Funding Formula	71,623	71,623	128,921	128,921	128,921	128,921	128,921	77,335	77,335	77,335	77,335	68,493		1,165,684	(343,702)	
8012 Education Protection Account	-	-	26,662	-	-	25,346	-	-	29,360	77,335	-	28,896		110,264	(27,598)	
8019 Local Control Funding Formula - Prior Year	-	-	-	-	-	(74,815)	-	-	7,039	7,039	7,039	7,039	7,038	(39,621)	(39,621)	
8096 In Lieu of Property Taxes	-	284,293	568,585	379,057	379,057	379,057	379,057	379,057	802,410	345,194	345,194	345,194	307,094	4,893,249	450,288	
8098 In Lieu of Property Taxes, Prior Year	-	-	-	-	-	16,935	1	-	-	-	-	-	(51,478)	(34,542)	(34,542)	
<b>Total 8011-8098 - Local Control Funding Formula Sources</b>	<b>71,623</b>	<b>355,916</b>	<b>724,168</b>	<b>507,978</b>	<b>507,978</b>	<b>475,444</b>	<b>507,979</b>	<b>456,392</b>	<b>916,144</b>	<b>429,568</b>	<b>429,568</b>	<b>449,622</b>	<b>262,654</b>	<b>6,095,034</b>	<b>4,825</b>	
<b>8100-8299 - Federal Revenue</b>																
8291 Title I	-	-	-	-	-	-	-	-	12,605	-	-	6,302	12,605	31,512	(0)	
8292 Title II	-	-	-	-	-	-	-	-	3,105	-	-	1,553	3,105	7,763	(0)	
8294 Title III	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8295 Title IV, SSAE	-	-	-	-	-	-	-	-	4,000	-	-	2,000	4,000	10,000	-	
8299 All Other Federal Revenue	-	-	-	56,090	-	-	-	34,776	-	-	-	-	6,893	97,758	22,909	
<b>Total 8100-8299 - Other Federal Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>56,090</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>34,776</b>	<b>19,710</b>	<b>-</b>	<b>-</b>	<b>9,855</b>	<b>26,603</b>	<b>147,033</b>	<b>22,909</b>	
<b>8300-8599 - Other State Revenue</b>																
8550 Mandate Block Grant	-	-	-	-	10,535	-	-	-	-	-	-	-	-	10,535	(49)	
8560 Lottery Revenue	-	-	-	-	-	-	-	-	10,236	-	-	25,164	48,817	141,603	13,597	
8592 State Mental Health	2,157	2,157	3,883	3,883	3,883	3,883	3,883	4,043	4,043	4,043	4,043	3,705	-	43,606	43,606	
8595 Expanded Learning Opportunity Program	45,127	(29,679)	13,903	163,082	13,903	13,903	13,903	13,908	13,908	13,908	13,908	13,908	(110,836)	192,846	16,940	
8596 Prop 28 Arts & Music	-	-	-	-	-	-	-	14,698	14,698	14,698	14,698	13,971	-	72,763	1,420	
8599 State Revenue - Other	-	-	-	720,479	-	-	-	-	-	-	-	-	(634,263)	86,216	(76,406)	
<b>Total 8300-8599 - Other State Income</b>	<b>47,284</b>	<b>(27,522)</b>	<b>19,750</b>	<b>887,444</b>	<b>28,321</b>	<b>17,786</b>	<b>73,207</b>	<b>32,649</b>	<b>42,885</b>	<b>32,649</b>	<b>32,649</b>	<b>56,749</b>	<b>(696,282)</b>	<b>547,569</b>	<b>(891)</b>	
<b>8600-8799 - Other Local Revenue</b>																
8660 Interest & Dividend Income	0	6,323	6,317	6,735	7,663	5,128	2,585	5,194	1,264	1,264	1,264	1,264	0	45,000	37,000	
8662 Net Increase (Decrease) in Fair Value of Investments	-	-	-	-	(379)	6,648	4,030	2,665	4,259	4,259	4,259	4,259	-	30,000	30,000	
8689 All Other Fees & Contracts	1,000	500	(500)	-	-	860	-	-	-	-	-	-	640	2,500	1,500	
8692 Grants	-	-	-	-	-	-	-	13,600	11,600	11,600	11,600	11,600	-	60,000	-	
8695 Contributions & Events	3,398	1,713	1,733	5,293	3,474	14,525	5,081	1,817	9,491	9,491	9,491	9,491	-	75,000	-	
8696 Other Fundraising	2,324	6,600	15,585	7,613	5,868	4,512	13,793	14,320	9,346	9,346	9,346	9,346	-	108,000	0	
8697 E-Rate	-	54	54	54	54	54	54	54	54	54	54	54	54	651	0	
<b>Total 8600-8799 - Other Income-Local</b>	<b>6,722</b>	<b>15,191</b>	<b>23,190</b>	<b>19,695</b>	<b>16,680</b>	<b>31,727</b>	<b>25,544</b>	<b>37,650</b>	<b>36,014</b>	<b>36,014</b>	<b>36,014</b>	<b>36,014</b>	<b>694</b>	<b>321,151</b>	<b>68,500</b>	
<b>Prior Year Adjustments</b>																
<b>TOTAL INCOME</b>	<b>125,629</b>	<b>343,585</b>	<b>767,108</b>	<b>1,471,207</b>	<b>552,979</b>	<b>524,957</b>	<b>606,730</b>	<b>561,467</b>	<b>1,014,754</b>	<b>498,231</b>	<b>498,231</b>	<b>552,239</b>	<b>(406,330)</b>	<b>7,110,788</b>	<b>95,344</b>	
<b>Expense</b>																
<b>Total 1000 - Certificated Salaries</b>	<b>29,779</b>	<b>192,368</b>	<b>213,021</b>	<b>213,248</b>	<b>207,005</b>	<b>209,417</b>	<b>215,985</b>	<b>210,014</b>	<b>215,144</b>	<b>215,144</b>	<b>215,144</b>	<b>215,144</b>	<b>-</b>	<b>2,351,412</b>	<b>174,521</b>	
<b>Total 2000 - Classified Salaries</b>	<b>36,057</b>	<b>35,702</b>	<b>116,987</b>	<b>130,613</b>	<b>106,425</b>	<b>115,003</b>	<b>93,201</b>	<b>118,895</b>	<b>126,712</b>	<b>126,712</b>	<b>126,712</b>	<b>126,712</b>	<b>-</b>	<b>1,259,728</b>	<b>(115,343)</b>	
<b>3000 - Employee Benefits</b>																
3111 STRS - State Teachers Retirement System	5,688	35,501	46,955	45,880	43,690	44,873	43,376	45,366	44,792	44,792	44,792	44,792	-	490,498	36,807	
3212 PERS - Public Employee Retirement System	9,115	10,853	19,065	21,541	18,979	19,852	17,643	20,426	31,807	31,807	31,807	31,807	-	264,701	40,621	
3213 PARS - Public Agency Retirement System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3311 OASDI - Social Security	2,205	2,590	5,100	5,873	5,117	5,391	4,539	5,473	6,655	6,655	6,655	6,655	-	62,907	(6,515)	
3331 MED - Medicare	947	3,301	4,691	4,882	4,431	4,589	4,356	4,629	4,957	4,957	4,957	4,957	-	51,655	1,565	
3401 H&W - Health & Welfare	87,029	36,592	38,538	33,322	28,513	33,360	31,622	35,229	35,229	35,229	24,627	(6,000)	-	413,291	3,239	
3501 SUI - State Unemployment Insurance	33	114	162	168	153	158	150	160	171	171	171	171	-	1,781	54	
3601 Workers' Compensation Insurance	-	10,772	1,543	6,300	3,150	2,590	3,150	3,150	3,150	3,150	3,150	3,150	-	36,955	(8,907)	
3902 Other Benefits	-	255	-	-	90	-	-	-	-	-	-	-	30,000	30,345	(27,345)	
<b>Total 3000 - Employee Benefits</b>	<b>105,016</b>	<b>99,977</b>	<b>116,054</b>	<b>117,966</b>	<b>104,124</b>	<b>110,813</b>	<b>104,836</b>	<b>114,433</b>	<b>126,761</b>	<b>126,761</b>	<b>113,009</b>	<b>112,382</b>	<b>-</b>	<b>1,352,133</b>	<b>39,520</b>	
<b>4000 - Supplies</b>																
4111 Core Curricula Materials	2,800	7,646	6,002	150	205	140	106	209	856	856	856	856	-	20,680	(3,000)	
4211 Books & Other Reference Materials	-	1,651	796	421	15	57	26	172	841	841	841	841	-	6,500	-	
4311 Student Materials	1,054	5,800	5,249	6,741	2,879	936	2,202	1,343	9,097	9,097	9,097	9,097	-	62,591	-	
4351 Office Supplies	327	786	1,277	810	469	955	1,484	899	1,986	1,986	1,986	1,986	-	14,952	-	
4371 Custodial Supplies	174	951	1,760	2,027	1,772	2,708	1,952	1,390	1,967	1,967	1,967	1,967	-	20,600	-	
4390 Other Supplies	82	640	1,589	77	1,619	465	6,610	1,364	10,292	10,292	10,292	10,292	-	53,611	20,000	
4411 Non Capitalized Equipment	1,760	9,929	4,415	1,634	2,050	15,630	273	1,695	9,493	9,493	9,493	9,493	-	75,360	12,000	
4711 Nutrition Program Food & Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4713 CACFP Supper Food & Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total 4000 - Supplies</b>	<b>6,197</b>	<b>27,402</b>	<b>21,089</b>	<b>11,860</b>	<b>9,008</b>	<b>20,890</b>	<b>12,652</b>	<b>7,072</b>	<b>34,531</b>	<b>34,531</b>	<b>34,531</b>	<b>34,531</b>	<b>-</b>	<b>254,294</b>	<b>29,000</b>	
<b>5000 - Operating Services</b>																
5211 Travel & Conferences	675	7,664	1,329	350	610	2,289	1,334	843	3,760	3,760	3,760	3,760	-	30,135	-	
5311 Dues & Memberships	8,730	322	-	-	5,100	-	150	53	1,301	1,301	1,301	1,301	-	19,557	-	

	ACTUAL								Actuals as of 2/29/2024					FORECAST		Budget Variance
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	Jul-23 - Jun-24	Better / (Worse)	
	5451 General Insurance	33,118	16,214	3,616	2,004	11	4,008	2,010	2,010	2,010	2,010	2,019	2,019	2,019	71,048	
5511 Utilities	1,407	9,294	1,391	12,729	1,143	11,669	6,738	1,078	8,488	8,488	8,488	8,488	8,488	79,400	-	
5521 Security Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5531 Housekeeping Services	7,425	7,725	10,458	9,220	7,844	6,707	8,723	8,591	8,602	8,602	8,602	8,602	8,602	101,101	(14,777)	
5599 Other Facility Operations & Utilities	298	1,256	538	1,416	298	298	918	318	643	643	643	643	643	7,913	(2,493)	
5611 School Rent - Private Facility	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5613 School Rent - Prop 39	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5619 Other Facility Rentals	15,130	15,130	15,130	15,130	15,130	15,206	15,130	15,130	15,861	15,861	15,861	15,861	15,861	184,562	-	
5621 Equipment Lease	1,610	565	1,168	2,057	5,747	1,168	4,784	1,168	1,296	1,296	1,296	1,296	1,296	23,450	(6,000)	
5631 Vendor Repairs	3,735	3,138	4,152	495	3,101	-	641	(719)	6,665	6,665	6,665	6,665	6,665	41,200	-	
5812 Field Trips & Pupil Transportation	9,108	3,176	16,911	26,689	2,233	12,224	8,560	24,582	8,985	8,985	8,985	8,985	8,985	139,425	-	
5821 Legal	876	6,531	2,336	6,899	256	1,387	-	1,573	2,536	2,536	2,536	2,536	2,536	30,000	-	
5823 Audit	-	-	7,980	-	-	-	-	7,439	870	870	870	870	870	18,900	-	
5831 Advertisement & Recruitment	-	-	112	-	-	-	-	1,200	172	172	172	172	172	2,000	-	
5841 Contracted Substitute Teachers	-	-	-	2,445	6,370	1,225	1,470	980	2,564	2,564	2,564	2,564	2,564	22,748	-	
5842 Special Education Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5843 Non Public School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5844 After School Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5849 Other Student Instructional Services	4,620	82,634	4,556	21,437	25,359	27,194	17,583	22,789	23,561	23,561	23,561	23,561	23,561	300,414	(22,054)	
5852 PD Consultants & Tuition	8,265	1,525	945	-	400	(400)	-	-	2,376	2,376	2,376	2,376	2,376	20,238	-	
5854 Nursing & Medical (Non-IEP)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5859 All Other Consultants & Services	56,823	-	11,667	11,667	11,667	11,667	11,667	12,336	15,777	15,777	15,777	15,777	15,777	190,601	(45,156)	
5861 Non Instructional Software	10,923	1,020	1,123	193	389	1,473	193	1,007	2,787	2,787	2,787	2,787	2,787	27,470	-	
5865 Fundraising Cost	-	-	-	-	-	-	-	-	635	635	635	635	635	2,539	(2,539)	
5871 District Oversight Fees	-	-	-	-	-	25,557	9,736	-	6,600	6,600	6,600	6,600	6,600	61,692	(790)	
5872 Special Education Fees (SELPA)	-	-	-	-	-	-	121,800	46,400	26,333	26,333	26,333	26,333	26,333	273,530	(3,475)	
5881 Intra-Agency Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5895 Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5898 Uncategorized Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5899 All Other Expenses	422	2,841	1,421	1,530	852	1,099	1,789	5,658	1,214	1,214	1,214	1,214	1,214	20,469	(6,682)	
5911 Office Phone	-	-	-	-	-	-	-	-	1,597	1,597	1,597	1,597	1,597	6,386	-	
5913 Mobile Phone	122	51	-	102	51	51	52	51	459	459	459	459	459	2,318	-	
5921 Internet	354	304	222	265	243	244	243	243	500	500	500	500	500	4,120	-	
5923 Website Hosting	132	-	-	-	-	-	-	227	90	90	90	90	90	718	(484)	
5931 Postage & Shipping	-	123	-	95	330	-	-	-	305	305	305	305	305	1,768	-	
5999 Other Communications	50	-	-	-	-	50	-	-	38	38	38	38	38	250	-	
<b>Total 5000 - Operating Services</b>	<b>163,823</b>	<b>159,512</b>	<b>85,055</b>	<b>114,722</b>	<b>87,135</b>	<b>244,915</b>	<b>135,704</b>	<b>108,972</b>	<b>146,024</b>	<b>146,024</b>	<b>146,033</b>	<b>146,033</b>	-	<b>1,683,951</b>	<b>(96,879)</b>	
<b>6000 - Capital Outlay</b>																
6901 Depreciation Expense	2,943	6,356	6,356	9,719	9,719	9,719	10,322	10,322	10,572	10,572	10,572	10,572	10,572	107,744	(54,972)	
6911 Amortization Expense - Lease Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6912 Amortization Expense - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6999 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total 6000 - Capital Outlay</b>	<b>2,943</b>	<b>6,356</b>	<b>6,356</b>	<b>9,719</b>	<b>9,719</b>	<b>9,719</b>	<b>10,322</b>	<b>10,322</b>	<b>10,572</b>	<b>10,572</b>	<b>10,572</b>	<b>10,572</b>	-	<b>107,744</b>	<b>(54,972)</b>	
<b>7000 - Other Outgo</b>																
7438 Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total 7000 - Other Outgo</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL EXPENSE</b>	<b>343,816</b>	<b>521,317</b>	<b>558,562</b>	<b>598,129</b>	<b>523,416</b>	<b>710,756</b>	<b>572,700</b>	<b>569,706</b>	<b>659,744</b>	<b>659,744</b>	<b>646,000</b>	<b>645,373</b>	-	<b>7,009,263</b>	<b>(24,153)</b>	
<b>NET INCOME</b>	<b>(218,186)</b>	<b>(177,732)</b>	<b>208,546</b>	<b>873,079</b>	<b>29,563</b>	<b>(185,799)</b>	<b>34,030</b>	<b>(8,240)</b>	<b>355,010</b>	<b>(161,512)</b>	<b>(147,769)</b>	<b>(93,134)</b>	<b>(406,330)</b>	<b>101,525</b>	<b>71,191</b>	
<b>Operating Income</b>														<b>209,269</b>		
<b>EBITDA</b>														<b>209,269</b>		
<b>Beginning Cash Balance</b>	<b>2,349,524</b>	<b>2,454,553</b>	<b>2,588,487</b>	<b>2,826,934</b>	<b>2,910,377</b>	<b>2,954,391</b>	<b>2,762,557</b>	<b>2,840,734</b>	<b>2,821,732</b>	<b>3,187,314</b>	<b>3,036,374</b>	<b>2,899,177</b>	<b>2,685,229</b>	<b>2,349,524</b>	<b>(67,192)</b>	
<b>Cash Flow from Operating Activities</b>																
Net Income	(218,186)	(177,732)	208,546	873,079	29,563	(185,799)	34,030	(8,240)	355,010	(161,512)	(147,769)	(93,134)	(406,330)	101,525	71,191	
Change in Accounts Receivable																
Prior Year Accounts Receivable	513,333	302,790	38,162	-	6,877	59,196	9,001	11,757	-	-	-	-	-	941,116	883,557	
Current Year Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	(390,247)	(390,247)	(251,826)	
Change in Due from	299	-	-	(1)	-	-	1	-	-	-	-	-	-	299	-	
Change in Accounts Payable	(183,085)	(31,034)	(33,504)	47,487	(36,611)	3,719	60,746	(75,837)	-	-	-	31,588	-	(216,532)	(200,126)	
Change in Due to	(478)	(753)	(29,784)	(35,144)	(685)	(66,872)	(33,748)	(668)	-	-	-	(111,982)	796,577	516,464	1,197,099	

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	Actuals as of 2/29/2024					FORECAST	Budget Variance	
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	Jul-23 - Jun-24	Better / (Worse)
Change in Payroll Liabilities	(69,662)	43,245	33,138	3,683	19,560	(24,795)	(7,372)	29,084						26,880	26,880
Change in Prepaid Expenditures	44,295	(1,709)	(48)	-	-	(50)	-	(1,029)				(50,992)		(9,533)	38,796
Change in Deferred Revenue	-	-	-	(776,913)	-	-	-	-	-	-	-	-	-	(776,913)	(776,913)
Change in Other Long Term Assets	15,571	15,576	15,581	15,586	15,592	15,597	15,602	15,608						124,713	
Depreciation Expense	2,943	6,356	6,356	9,719	9,719	9,719	10,322	10,322	10,572	10,572	10,572	10,572		107,744	54,972
<b>Cash Flow from Investing Activities</b>	-	-	-	-	-	-	-	-							
Capital Expenditures	-	(22,804)	-	(54,053)	-	(2,550)	(10,405)	-	-	-	-	-		(89,812)	(8,812)
<b>Ending Cash Balance</b>	<b>2,454,553</b>	<b>2,588,487</b>	<b>2,826,934</b>	<b>2,910,377</b>	<b>2,954,391</b>	<b>2,762,557</b>	<b>2,840,734</b>	<b>2,821,732</b>	<b>3,187,314</b>	<b>3,036,374</b>	<b>2,899,177</b>	<b>2,685,229</b>	<b>2,685,229</b>	<b>2,685,229</b>	<b>1,092,638</b>

## **Journey School Financial Analysis February 2024**

### **Net Income**

Journey School is projected to achieve a net income of \$101,525 in FY23-24 compared to \$30,334 in the board-approved budget. This is \$71,191 more than the board-approved budget.

### **Balance Sheet**

As of February 29, 2024, the school's cash balance was \$2,821,732. By June 30, 2024, the school's cash balance is projected to be \$2,685,229.

As of February 29, 2024, the Accounts Receivable balance was \$428,410.

As of February 29, 2024, the Accounts Payable balance, including payroll liabilities, totaled \$415,854.

### **Income Statement**

#### *Revenue*

Total revenue for FY23-24 is projected to be \$7,110,788, which is \$95,344 more than the budgeted amount.

- State Mental Health is projected to be \$43,606 over budget as the state funding model has changed. These funds will be sent directly to the school starting this year.
- Interest and Increase in Investments are projected to be \$67,000 over budget combined due to higher earnings from the treasury account and earnings from the investment accounts.

#### *Expenses*

Total expenses for FY23-24 are projected to be \$7,009,263, which is \$24,153 more than the budgeted amount.

- Certificated Salaries are projected to be \$174,521 under budget primarily due to the counselors being moved to classified salaries. As a result, Classified Salaries are projected to be \$115,343 over budget.
- PERS is projected to be \$40,621 under budget due to less staff being eligible.
- All Other Consultants are projected to be \$45,156 over budget due to the fees for the Employee Retention Credit consultant.
- Depreciation is projected to be \$54,972 over budget due to the installation of Shade Sails and Fence.

Note- Forecast variances of \$30,000 and 10% of budget will be discussed in this report.



## **ADA**

The budgeted P2 ADA is 540.11 based on an enrollment of 580 and a 93.1% attendance rate.

Month 1 ADA: 561.33

Month 5 ADA: 542.53

Month 2 ADA: 560.10

Month 3 ADA: 546.50

Month 4 ADA: 531.79

P1 ADA: 551.32

Note- Forecast variances of \$30,000 and 10% of budget will be discussed in this report.



**Journey School**  
**Check Register**  
**For the Month Ending February 29, 2024**

Check #	Vendor Name	Date Description	Amount
2505M	VOID	2/1/2024 VOID	0.00
2506M	DAVEY'S LOCKER	2/1/2024 02/24 - FIELD TRIP ADMISSION	825.00
2507M	CITY OF ALISO VIEJO	2/5/2024 04/24 - MS DANCE VENUE RENTAL	228.50
A014921	KAISER PERMANENTE (3383)	2/5/2024 03/24 - HEALTH PREMIUM	20,298.33
A014922	STAPLES BUSINESS CREDIT	2/5/2024 (1) OFFICE CHAIR, MARKERS, PENS, ETC	305.58
A014923	GREAT AMERICAN INSURANCE CO	2/5/2024 01/24 - INSURANCE PREMIUM	1,998.29
A014924	OC DAVOC ENTERPRISES, INC.	2/5/2024 01/24 - JANITORIAL SERVICES	9,301.78
P048853	MOULTON NIGUEL WATER 3587	2/5/2024 12/18/23-01/15/24 - WATER SERVICES	171.42
P048854	MOULTON NIGUEL WATER 3586	2/5/2024 12/18/23-01/15/24 - WATER SERVICES	201.90
P048855	NICOLA WELLNER	2/5/2024 JOANN - FABRIC, THREAD	555.73
P048856	JOY HALVERSON	2/5/2024 AMAZON - WOODEN CUPS & ARROWS	1,011.57
P048857	SAN JOAQUIN COUNTY OFFICE OF EDUCATION	2/5/2024 FY23-24 - EDJOIN ACCOUNT FEES	1,200.00
1006512	ERIN O'NEIL	2/9/2024 REIM111323EO	65.00
2508M	PACIFIC COACHWAYS CHARTER SERVICES, INC	02/24 - 5TH GRADE FIELD TRIP TRANSPORTATION	2,220.48
2509M	MISSION SAN JUAN CAPISTRANO	2/9/2024 04/24 - FIELD TRIP ADMISSION	1,348.00
2510M	FIRST NATIONAL BANK OF OMAHA	2/9/2024 01/24 - CREDIT CARD PURCHASES	5,490.37
1006513	STRATEGIC KIDS, LLC	01/24 - INSTRUCTIONAL AIDES & SUBSTITUTE	
1006514	CAPISTRANO UNIFIED SCHOOL DISTRICT	2/12/2024 TEACHERS	17,516.80
1006515	CAPISTRANO UNIFIED SCHOOL DISTRICT	01/24 - RENT, SPED ENCROACHMENT & OVERSIGHT FEE	44,574.00
1006516	CR&R INCORPORATED	12/23 - RENT, SPED ENCROACHMENT & OVERSIGHT FEE	44,574.00
A015063	YOUNG, MINNEY & CORR, LLP	2/12/2024 000378857	600.36
A015064	EARTHROOTS FIELD SCHOOL, INC.	2/12/2024 01/24 - LEGAL SERVICES	112.50
A015065	VERIZON WIRELESS	2/12/2024 02/24 - ECO-LITERACY INSTRUCTION	2,277.78
A015066	GOTO COMMUNICATIONS, INC	12/26/23-01/25/24 - PHONE & HOTSPOT FOR FACULTY USE	72.36
E013628	ADVANCED OFFICE	2/12/2024 02/24 - PHONES	754.97
P049158	STRATEGIC KIDS, LLC	2/12/2024 01/23/24-02/22/24 - COPIER LEASE	603.14
P049159	LILIPOH PUBLISHING INC	2/12/2024 01/24 - ELOP LEAD & INSTRUCTORS	3,974.00
P049160	CAPISTRANO UNIFIED SCHOOL DISTRICT	2/12/2024 REFERENCE PUBLICATION	12.00
P049161	SOUTHERN CALIFORNIA EDISON	2/12/2024 11/23 - FIELD TRIP TRANSPORTATION	602.14
P049162	BRANDON WICKES	2/12/2024 12/29/23-01/29/24 - ELECTRIC	5,764.37
P049163	RITA KANDEL	2/12/2024 WHOLE FOODS - COOKING CLASS GROCERIES	237.42
1006517	EXCELLENT EDUCATION DEVELOPMENT	MULTIPLE VENDORS - WOOD, PAINT, SANDPAPER	91.24
1006518	CLIFTON LARSON ALLEN LLP	2/20/2024 01/24 - MANAGEMENT CONTRACT FEE & PAYCHEX FEES	12,984.47
E013758	CR&R INCORPORATED	2/20/2024 FY22-23 - AUDIT SERVICES	7,439.25
E013759	PROCOPIO, CORY, HARGREAVES & SAVITCH, LLP.	2/20/2024 02/24 - WASTE & RECYCLING SERVICE	600.36
E013760	DEPARTMENT OF JUSTICE	2/20/2024 01/24 - LEGAL SERVICES	1,460.00
E013761	COX COMMUNICATIONS	2/20/2024 01/24 - FINGERPRINTS	141.00
E013762	ALPINE FRESH USA	02/08/24-03/07/24 - INTERNET & TELECONNECT FUND	168.12
P049524		2/20/2024 01/24 - BOTTLED WATER SERVICE	529.00
P049525	JAHTZIRY HERNANDEZ	2/20/2024 - MILEAGE	192.96
P049526	DISTRICT MANAGEMENT GROUP	2/20/2024 MICHAELS - RAINBOW CORDS	51.85
1006519	HELLENE BRODSKY	02/01/24-01/31/25 - SOFTWARE LICENSE & SUPPORT SERVICE	1,500.00
2511M	GUARDIAN	10/23-12/23 - Q2 PAYROLL/RETIREMENT SERVICES	3,429.94
2512M	COLONIAL LIFE	2/20/2024 REIM112923HB	74.00
E013869	WESTERN EXTERMINATOR	2/21/2024 REIM112923HB	74.00
		2/26/2024 03/24 - HEALTH PREMIUM	2,317.15
		2/26/2024 03/24 - INSURANCE PREMIUM	622.89
		2/26/2024 02/24 - PEST CONTROL MAINTENANCE	317.50

**Journey School  
Check Register  
For the Month Ending February 29, 2024**

<b>Check #</b>	<b>Vendor Name</b>	<b>Date Description</b>	<b>Amount</b>
E013870	MEDIEVAL TIMES DINNER & TOURNAMENT, INC.	2/26/2024 03/24 - FIELD TRIP ADMISSION	2,305.00
P049863	UNITED HEALTHCARE	2/26/2024 03/24 - HEALTH PREMIUM FY23-24 - WORKERS COMPENSATION PREMIUM	21,765.10
P049864	MARSH & MCLENNAN AGENCY LLC	2/26/2024 (8 OF 10)	3,150.00
<b>Total</b>			<b><u>226,037.62</u></b>

## Prepared for

Journey School  
27102 Foxborough  
Aliso Viejo, CA 92656

## Summary

At the direction of Journey School administrators, Strategic Kids staff are available to continue supporting the school by providing Summer Camp programming for current Pre K students who are going into Kindergarten

Strategic Kids staff will supervise the students and lead activities during 6 weeks of summer. We can provide camp for up to 20 students per week at \$150 per student per week. All staff will continue to follow school COVID protocols, be Live Scanned and fulfill the requirements set by Journey School. We will run this camp in following Waldorf principals to the best of our ability and include nature walks, arts and crafts, and curriculum chosen by Mr. Keller. We plan to run the week of 7/15-19, 7/22- 7/26, 7/29-8/2, 8/5-8/9, 8/12-8/16, 8/19-8/23

Below you will find the estimated cost for 20 students.

# students	Weekly Camp Rate Per Student	Estimated Cost for 6 Weeks
20 Students	\$150	\$18,000

## Benefits of Strategic Kids

As an existing partner of Journey and many other school districts in Southern California, Strategic Kids is ready to provide all the services in this quote. We will provide:

- Experienced and Live Scanned Strategic Kids Instructors with lots of experience working with children.
- Instructors ready to provide our own high-quality programs.
- Instructors are CPR and First Aid certified and are covered by Strategic Kids Workers Compensation and Unemployment Insurance.

## Personnel questions or concerns:

Adam Brody - Strategic Kids President

We look forward to continuing services with Journey School in the capacities that best fits the needs of the school.



Sincerely,  
Strategic Kids

**JOURNEY SCHOOL**  
**Special Education Program Specialist**  
**Job Description**

**POSITION OBJECTIVE:** The Journey School Special Education Program Specialist works closely with administration and the Special Education team to ensure special education services are planned effectively and delivered in full compliance of Special Education laws.

**MINIMUM QUALIFICATIONS:** Valid California Special Education teaching credential; successful teaching and leadership track record in a variety of school settings, especially charter schools.

**HIGHLY DESIRED QUALIFICATION:** Valid California administrative credential; experience in Waldorf schools as well as superb organizational and communication skills.

**SALARY AND HOURS:** This is full-time salaried position. 191 work days and paid time off in accordance with school policies and employment calendar.

**ACCOUNTABLE TO AND EVALUATED BY:** Executive Director

**COMPENSATION:** Commensurate with Experience; Paid time off accrued.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Special Education and Related Programs:**

- Serve as Journey School liaison with El Dorado Charter SELPA and their staff as it relates to provision of Special Education at Journey School.
- Attend IEP meetings as administrator
- Guide IEP meetings to ensure compliance, parental procedural rights, etc.
- Take notes as necessary at IEP meetings
- Assist in child find efforts, MTSS, SST process (aka Care Streams) at Journey School to ensure compliance and high quality support of students
- Oversee all aspects of special education processes. Timelines and IEP implementation to ensure compliance, student support and effective collaboration.
- Guide and plan staff training as it relates to Special Education and staff support of neurodivergent learners, including differentiating an approach and expectations of students where necessary
- Coordinate with enrollment office as it relates to incoming IEPs, records requests, etc.
- Complete monitoring processes and reporting processes conducted by State
- Write Prior Written Notice and other correspondence.
- Facilitate Alternative Dispute Resolution (ADR), non-public school placements, etc.
- Participate in OAH processes.
- Other duties as assigned

## **Managerial and other duties**

- Supervise and evaluate Special Education staff members
- Assist Executive Director in maintaining a positive school climate and a culture of within the school
- Observe class instruction and intervention services to help guide teachers in effective delivery of IEPs
- Provide training and coaching to teachers, instructional aides, and support staff on topics including but not limited to
  1. Various principles of classroom management
  2. Effective strategies for IEP writing
  3. Data collection/documentation
  4. Effective response to student conduct issues
  5. Effective communication with parents
- Communicate with parents as needed
- Order testing protocols, curriculum and supplies as needed.
- Other duties as assigned

## **Other Responsibilities:**

- Assists office staff and Executive Director in maintaining master calendars, campus supervision efforts, dismissal, event rhythm, etc.
- This position may include short term teaching assignments, including substitute teaching duties as needed
- Ongoing parent communication, collaborating with the administrative team and faculty to support effective parent communication, problem-solving, education and collaboration
- Other duties as assigned

**JOURNEY SCHOOL**  
**Special Education Teacher**  
**Job Description**

**POSITION OBJECTIVE:** The Journey School Special Education Teacher develops IEPs for students eligible for Special Education Services and leads high quality strategic academic intervention.

**MINIMUM QUALIFICATIONS:** Valid California special education credential; Successful teaching and leadership track record in a variety of school settings.

**HIGHLY DESIRED QUALIFICATION:** Waldorf certificate/experience teaching in a Waldorf inspired public school; Knowledge and experience working in charter schools; Teaching and leadership experience as well as superb organizational and communication skills.

**SALARY AND HOURS:** This is a full-time salaried exempt position. 191 school days per year.

**COMPENSATION:** Salary and benefits provided in accordance with school policies and competitive rates.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Administration**

- Ensures IEP compliance with all applicable laws and regulations governing special education and procedural safeguards.
- Collaborates with administration in scheduling and holding IEP meetings and responding to records requests.
- Participate in IEP assessment process and eligibility determinations.
- Schedule IEP services and interventions.
- Participate in special education cyclical review process conducted by CDE

**Curriculum and Instructional Responsibilities:**

- Design rigorous intervention instruction as guided by the CDE, Common Core Standards, Waldorf methodology
- Develop student IEPS and provide services to guide students towards benchmarks and goals
- Prepare appropriate instructional materials to enhance learning
- Meets with families as needed to review work completion and discuss student progress as needed

- Establishes and maintains standards of behavior for pupils to provide a productive learning environment
- Selects books, instructional aids, equipment, and instructional supplies and maintains required inventory records
- Maintains accurate records of students' assignments, service records, assessments, progress towards goals, etc. grades.
- Attend IEP meetings and update parents regarding student progress.
- Maintains a monitoring process that will allow the teacher to provide an up-to-date progress report when requested by a parent, supervisor or auditor.
- Participate in school-wide festivals and events as appropriate

### **Other Duties**

- Collaborate with general education teachers in support of student IEPs
- This position may include administrative projects and duties as assigned
- Perform other non-instructional duties as assigned, according to school policies and procedures which may include recess supervision
- This position may include short term teaching assignments, including substitute teaching duties as needed
- Other duties as assigned



**JOURNEY SCHOOL**  
**School Psychologist**  
**Job Description**

**POSITION OBJECTIVE:** Under the supervision of the Executive Director or designee, serve as a communication specialist who work with both the general education and special education population with language handicaps, pragmatics deficits, articulation deficits, and voice disorders.

**MINIMUM QUALIFICATIONS:**

- A graduate degree in speech-language pathology from a university training program accredited by the American Speech-Hearing Association (ASHA).
- Possession of, or eligibility for, the California Clinical or Rehabilitative Services – Language, Speech and Hearing Credential, or the Speech-Language Pathology Services – Language, Speech and Hearing Credential, or the equivalent.
- Certification as a Speech Pathologist.

**HIGHLY DESIRED QUALIFICATION:** Waldorf certificate/experience teaching in a Waldorf inspired public school; Knowledge and experience working in charter schools; Teaching and leadership experience as well as superb organizational and communication skills.

**SALARY AND HOURS:** This is a full-time salaried exempt position. 191 school days per year.

**COMPENSATION:** Salary and benefits provided in accordance with school policies and competitive rates.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**MAJOR DUTIES OR RESPONSIBILITIES:**

- Effectively evaluates pupils for communicative disorders according to appropriate criteria as determined by state and federal guidelines.
- Employs assessment procedures, techniques and standard tests necessary for thorough and accurate diagnosis and conveys pertinent information to appropriate personnel.
- Provides a full continuum of speech-language therapy services to children who are in need of such services, including articulation and language therapy.
- Provides consultation services to parents and teachers on appropriate speech and language activities, including training parents and teachers to use appropriate speech-language activities.
- Establishes individual education plan for students admitted to program and reviews IEPs at least annually.
- Implements IEP for pupils admitted to program; provides therapy for individuals and/or groups.
- Serves as a member of special education individual education program team as required.
- Utilizes results of current resources to improve program.
- Carries out appropriate follow-up procedures for pupils dismissed from speech and language program.

- Participates in conferences and meetings.
- Assumes responsibility for implementation of state and federal regulations as related to speech and language services.
- Acquaints administrators and other school personnel with speech, language and hearing problems, and resources in the community.
- Assesses and makes necessary referrals for preschool children with communicative disorders.
- Prepares required District and state reports.
- Other duties as assigned.

### **Other Duties**

- Collaborate with general education teachers in support of student IEPs
- This position may include administrative projects and duties as assigned
- Perform other non-instructional duties as assigned, according to school policies and procedures which may include recess supervision
- This position may include short term teaching assignments, including substitute teaching duties as needed
- Other duties as assigned