

DRAFT JOURNEY SCHOOL STAFFING PLAN 2024-25

NAME	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO/NOTES
ADMINISTRATION and STUDENT SUPPORT			
Gavin Keller	Executive Director	Salary/Exempt BENEFITS	
Shelley Kelley	Education Director	Salary/Exempt BENEFITS	
Mary Luhrs	Director of Student Supports	Salary/Exempt BENEFITS	Not returning for 24-25 year
Amanda Simmons	Independent Study Director	0.25 FTE (.5 Teacher) Salary/Exempt BENEFITS	
Grace LaHatt	Office Manager and HR Specialist	Salary/Exempt BENEFITS	
Kris Reynolds	Admin Asst: Enrollment, Communication, After School Programs Coordinator	Salary/Exempt BENEFITS	
Shoon Ortiz	Admin Asst: Registrar, Attendance, Reception	Salary/Exempt BENEFITS	
Janet Gates	Information Technology Specialist and Office Support	Salary/Exempt BENEFITS	
Gaylen Corbett	Admin Assistant: Business Specialist/Accounts Payable	Salary/Exempt BENEFITS	
Tia Manushree	Admin. Assistant: School Nurse	Hourly/Non-Exempt	3 Days/Week SHARED
Jenny Wilkes	Admin. Assistant: School Nurse	Hourly/Non-Exempt	2 Days/Week SHARED
Cadence Lusinsky	Counselor	Salary/Exempt BENEFITS	
Rachel Hauser	Counselor	Salary/Exempt BENEFITS	.60 FTE
Jaime Lloyd	Receptionist/Communication Support	Hourly /Non-Exempt BENEFITS	

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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	
Amanda Simmons	Independent Study Teacher	.5 F/T, Salary/Exempt	At employee request, reduced role to .75 FTE including admin duties
Lindsey Ponzo	Independent Study Teacher	F/T, Salary/Exempt	
Kayla Pennington	Main Class Teacher	F/T, Salary/Exempt	New position for TK only classroom
Kelli Garcia	Independent Study Teacher	F/T Salary/Exempt	
Lisa O’Niell	Independent Study Teacher	F/T, Salary/Exempt	
Kelly Larson	Main Class Teacher	F/T, Salary/Exempt	
Dennis Kephart	Main Class Teacher	F/T, Salary/Exempt	
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	

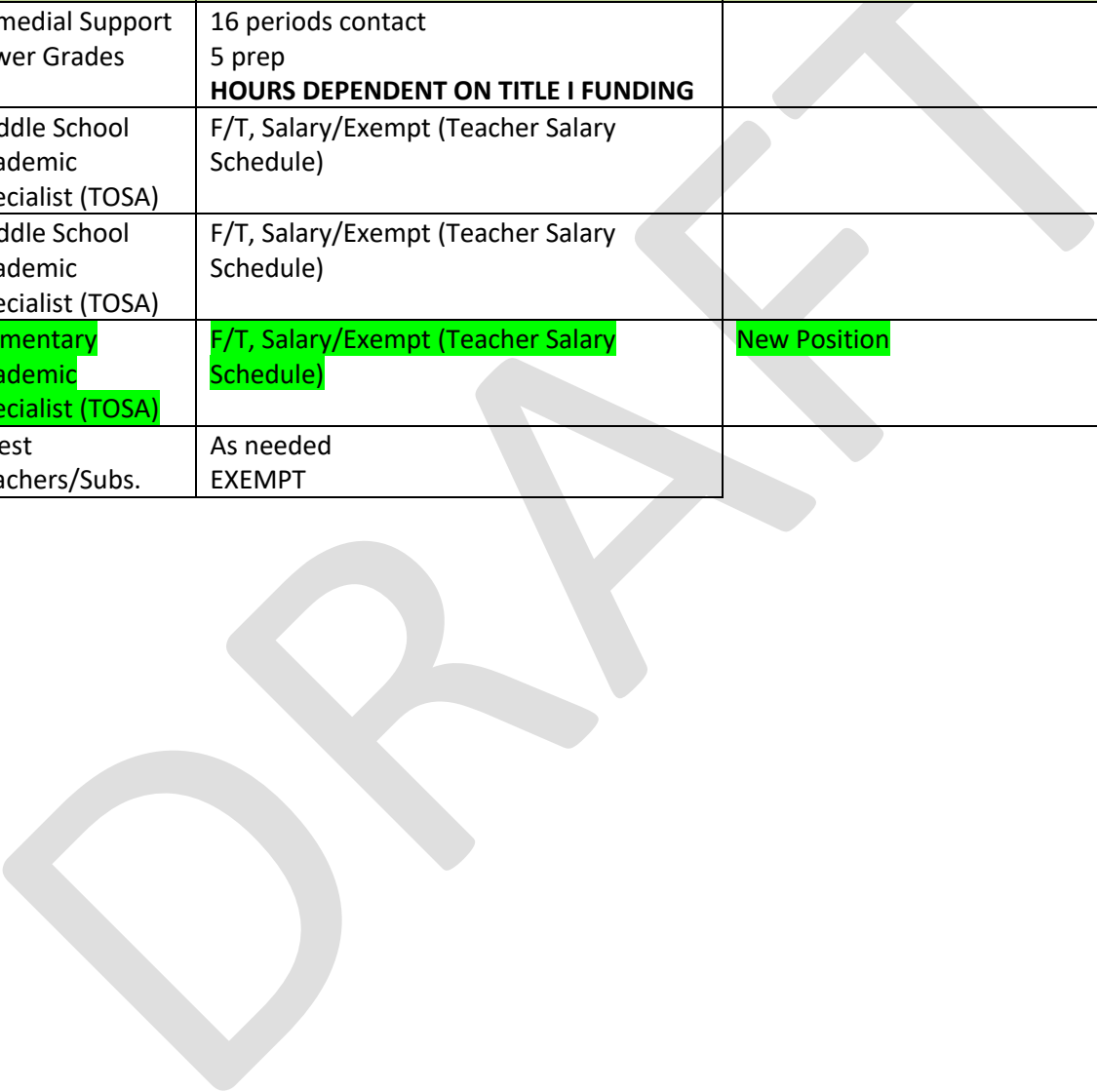
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Rita Kandel	Main Class Teacher	F/T, Salary/Exempt	
Kristi Kilcollins	Main Class Teacher	F/T, Salary/Exempt	
Pam Klevit	Main Class Teacher	F/T, Salary/Exempt	
Chandler Boyer	Main Class Teacher	F/T, Salary/Exempt	
Paul Breazeale	Main Class Teacher	F/T, 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	

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



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Special Education	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
TBD	Special Education Program Specialist (Administrator)	Salary/Exempt BENEFITS	New Position
TBD	Special Education Teacher	Salary/Exempt BENEFITS	New Position
TBD	Special Education Teacher	Salary/Exempt BENEFITS	New Position
TBD	Special Education Teacher	Salary/Exempt BENEFITS	New Position
TBD	Speech Language Pathologist	Salary/Exempt BENEFITS	New Position
TBD	Paraprofessional	Salary/Exempt BENEFITS	New Position
TBD	Paraprofessional	Salary/Exempt BENEFITS	New Position
TBD	Paraprofessional	Salary/Exempt BENEFITS	New Position
TBD	Paraprofessional	Salary/Exempt BENEFITS	New Position

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SPECIALTY Teachers	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Lindsay Fredrickson	Music Teacher Grades 1-3 and 7 th /8 th music elective: ukulele	16 classes 8 prep 4 hours music support in main lesson BENEFITS	Not returning for 24-25 year
TBD	Music Teacher Grades 1-3 and 7 th /8 th music elective	16 classes 8 prep 4 hours music support in main lesson BENEFITS	Hiring
Brandon Wilkes	Garden Instructor	12 classes 6 prep 12 hours maintaining gardens BENEFITS	
Devan Steele	Strings	14 classes 7 prep 3 hours music dept. coordination	
Billy Alexander	Music Elective: Guitar	2 classes 1 prep	
Nicola Wellner	Handwork Grades 5-8	18 classes 9 prep 3 hours specialty program coordination 2 hours assisting Independent Study BENEFITS 50-75 hours annually to work with Parent Cabinet to plan Harvest Faire – reimbursed by PC through their general/annual contribution to the school budget.	
Amanda Hammond	Handwork Grades 1-4	18 classes 9 prep 2 hours assisting Independent Study BENEFITS	

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Tania Marquez	Lower Grades Art Enrichment and 7 th /8 th Grade Visual Arts	16 classes 8 prep BENEFITS	
Peter Kelley (DML Team)	Digital Media Literacy (DML)	2 classes 1 prep	
Joy Halverson	Games/ Movement	18 classes 9 hours prep BENEFITS	
Eric Deutsch	Games/ Movement	17 classes 8.5 hours prep BENEFITS	Not returning for 24-25 year
Joshua Crawford	Woodwork	16 classes 8 hours prep BENEFITS	
Janet Caballero	Spanish (Grades 1-8)	20 classes 10 hours prep BENEFITS	

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CLASSIFIED/INSTRUC-TIONAL SUPPORT	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Jahtziry Hernandez	Kindergarten Assistant	NON EXEMPT 28 hours per week BENEFITS	
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 BENEFITS	
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 BENEFITS	
Tania Marquez	SE and Behavior Support Provider (Hearth Keeper)	NON EXEMPT 12 hours per week BENEFITS	
Jahtziry Hernandez	SE and Behavior Support Provider (Hearth Keeper)	4 hours per week BENEFITS	
Joshua Crawford	SE and Behavior Support Provider (Hearth Keeper)	NON EXEMPT 8 hours per week BENEFITS	

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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 BENEFITS	
Joshua Crawford	Construction/Maintenance	NON EXEMPT 5 hours per week BENEFITS	
Other Misc Campus Supervisor support: Hourly Staff	Campus Supervisor -Before School -After School -Lunch -Recess	NON EXEMPT Approximately 20-25 hours per week of paid support	
Specialty Teacher Meetings/Performances	Specialty Teachers	NON EXEMPT Approximately 8-10 hours per week of collaborative meetings	

DRAFT JOURNEY SCHOOL STAFFING PLAN 2024-25

CONTRACTORS	TITLE/GRADE	Description/Duration	OTHER INFO
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
Various	Special Education	Psychologists, Occupational Therapists, Vision Therapy, related services	Estimate \$200,000 annually
STRATEGIC KIDS	Staffing	Paraeducators/Substitutes/On Call	Estimate \$160,000. CUT

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



March 12, 2024

Dear County and District Superintendents and Charter School Administrators:

RELEASE OF CHARTER SCHOOL PERFORMANCE CATEGORY DATA FILE

The California Department of Education (CDE) is announcing the release of the Charter School Performance Category Data File. The list of charter schools and their respective performance categories can be accessed on the Performance Categories web page at <https://www.cde.ca.gov/sp/ch/cperformcategory.asp>.

Pursuant to California *Education Code (EC)* Section 47607(c), as an additional criterion for determining whether to approve a charter renewal, the chartering authority shall consider a charter school's placement under the performance categories, which is based on the charter school's performance on the California School Dashboard (Dashboard).

Under this criterion, a charter school is placed into one of the three performance categories, high, medium, or low. The determination for charter renewals for each category are the following:

High: A charter school in this category is eligible for a five-, six-, or seven-year renewal term.

Middle: A charter school in this category may be renewed for a five-year term.

Low: A charter school in this category may be renewed for a two-year term only if it meets the conditions under *EC* Section 47607.2(a)(4).

Note: Dashboard Alternative Schools Status (DASS) schools are not included in the data file. DASS schools have their own renewal criteria and are not eligible to be placed in a performance category. A list of DASS charter schools is available on the Active DASS Schools webpage at <https://www.cde.ca.gov/ta/ac/activeschools.asp>. Additional information about DASS is available on the Charter Schools Renewal web page at <https://www.cde.ca.gov/sp/ch/renewalprocess.asp#dass>.

To assist local educational agencies and charter schools in understanding the criteria for determining performance categories and provide support on the public release of this data set, please refer to the resources available on the Performance Categories web page at <https://www.cde.ca.gov/sp/ch/performcategory.asp>. These resources

March 12, 2024

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include a flyer, Determining Charter School Performance Category, and webinar slides from the 2020 release of these data.

If you have questions regarding the data file, please contact the Analysis, Measurement, and Accountability Reporting Division by email at dashboard@cde.ca.gov. If you have questions regarding Charter School Renewals, please contact the Charter Schools Division by email at charters@cde.ca.gov.

Sincerely,

/s/

Cindy Kazanis, Director
Analysis, Measurement, and Accountability Reporting Division

and

/s/

Susan Park, Director
Charter Schools Division

cc: Accountability Coordinators



Determining Charter School Performance Category

March 2024

Pursuant to California *Education Code (EC)* Section 47607(c), as an additional criterion for determining whether to grant a charter renewal, the chartering authority shall consider a charter school's placement under performance categories based on the charter school's performance on the California School Dashboard (Dashboard).

The following two criteria are used to determine the performance category (i.e., High, Middle, or Low) of a charter school:

1. **Criterion 1:** Based on the performance colors received for **all** of the state indicators on the Dashboard for the two previous Dashboard years. The Dashboard state indicators are:
 - English language arts/literacy (ELA),
 - Mathematics,
 - Chronic Absenteeism Indicator,
 - English Learner Progress Indicator (ELPI),
 - Graduation Rate Indicator,
 - College/Career Indicator (CCI), and
 - Suspension Rate Indicator.
2. **Criterion 2:** Based on the "Status" (also known as current year data) for all academic indicators with a performance color for the two previous Dashboard years. Note that per California *EC* Section 47607(c)(3), academic indicators are defined as:
 - ELA,
 - Mathematics,
 - ELPI, and
 - CCI.

Details on each of the criteria appear below. Schools that meet neither the High nor Low performing levels under Criterion 1 or 2 above are automatically placed in the Middle performance category.

Determining the Performance Category

As noted earlier, data for the two previous Dashboard years are used to make performance category determinations. Therefore, for this current release, the 2022 and 2023 Dashboards are used.

For the 2022 Dashboard, due to the COVID-19 pandemic, state law required that only Status (also known as current year data) be reported for this Dashboard. As a result, Dashboard performance was reported using one of five Status levels for state indicators. Therefore, as expressed in the bullets below, Status levels were used as a proxy for performance colors on the 2022 Dashboard where there were at least 30 students. Furthermore, Status levels were also used as a proxy for performance colors on the 2023 Dashboard CCI where there were at least 30 students.

- Status Level Very Low = Red
- Status Level Low = Orange
- Status Level Medium = Yellow
- Status Level High = Green
- Status Level Very High = Blue

Charter schools that received a 2023 Dashboard but closed during the 2023–24 school year have been removed from consideration of receiving performance categories. Schools that had a charter status in 2022–23 but changed its status to non-charter during the 2023–24 school year were also removed from consideration of receiving performance categories.

Criterion 1 (Performance Colors)

The following conditions apply for charter school renewal under Criterion 1:

- Must have at least two academic indicators (i.e., ELA, Mathematics, CCI, and/or ELPI) at the school level in each of the two Dashboard years. (The two academic indicators do not need to be the same indicators each year.)

Charter schools that meet the following conditions are determined to be High or Low performing, based on the color assignments at the school level:

- **High Performing:** The school has Blue and/or Green on **all** state indicators for two years: Eligible for presumptive renewal.
- **Low Performing:** The school has Red and/or Orange on **all** state indicators for two years: Eligible for presumptive non-renewal.

Charter schools that do not meet Criterion 1 requirements for presumptive renewal or non-renewal are subject to Criterion 2.

Criterion 2 (Status)

The following conditions apply for charter school renewal under Criterion 2:

1. Limited to academic indicators (i.e., ELA, Mathematics, CCI, and ELPI).
2. Limited to only those academic indicators with a color (Note: Status levels were also used as a proxy for performance colors on the 2023 Dashboard CCI).

Performance determinations under Criterion 2 are based on the **overall Status** for both the charter school and its student groups, and how they compare with the statewide averages for the two previous Dashboard years. The state's Status is used as the "statewide average" for the academic indicators.

Determinations for Presumptive Renewal/High Performing

1. For **schools** that have a performance color for all academic indicators, the school received an overall Status that is the same or higher than the overall Status for the State of California.
2. For each academic indicator, remove the **student groups** that performed higher than or at the same level as the statewide average.
 - a. For the 2023 Charter School Performance Category Data File, the student groups that performed higher or at the same level were: White, Asian, Filipino, Two or More Races. *(Note: The ELPI does not have student groups; however, the school must have a higher Status than that of the statewide average.)*
3. For each academic indicator, after removing the student groups in step 2 above, identify the student groups with a color that scored higher than their respective student group statewide average (i.e., received a higher Status score on the indicator).
4. Each school must have **at least two** remaining student groups that receive a color. (Note that the total number of student groups can be across the two previous Dashboard years.)
5. The student groups must have **at least two** academic indicators in each of the two Dashboard years. (The two academic indicators do not need to be the same indicator each year.)
6. **To be placed in the High Performing Category**, for each academic indicator for each year, the school must have a majority of student groups (i.e., 50 percent or

greater) scoring higher than the statewide average for their respective student group. *(Note: If the school does not have two remaining student groups, the school is placed in the Middle performance category.)*

Determinations for Presumptive Non-Renewal/Low Performing

1. For **schools** that have a performance color for all academic indicators, the school received an overall Status that is the same or lower than the overall state average.
2. For each academic indicator, remove the **student groups** that performed higher than or at the same level as the statewide average.
 - a. For the 2023 Charter School Performance Category Data File, the student groups that performed higher or at the same level were: White, Asian, Filipino, Two or More Races. *(Note: The ELPI does not have student groups; however, the school must have a higher Status than that of the statewide average.)*
3. For each academic indicator, after removing the student groups in step 2 above, identify the student groups that scored lower than their respective student group statewide average (i.e., received a lower Status score on the indicator).
4. Each school must have **at least two** remaining student groups that receive a color. (Note that the total number of student groups can be across the two previous Dashboard years.)
5. The student groups must have at least two academic indicators in each of the two Dashboard years. (The two academic indicators do not need to be the same indicator each year.)
6. To be placed in the **Low Performing Category**, for each academic indicator for each year, the school must have a majority of student groups (i.e., 50 percent or greater) scoring lower than the statewide average for their respective student group. *(Note: If the school does not have two remaining student groups, the school is placed in the Middle performance category.)*

Middle Performance

Charter schools that meet neither the High nor Low performing categories under Criterion 1 or 2 are automatically placed in the Middle performance category.

Exclusion of Schools with Dashboard Alternative Schools Status (DASS)

DASS charter schools have their own renewal criteria. Therefore, the High, Middle, or Low performance categories are not determined for these schools. As a result, they are not included in the 2023 Charter School Performance Category Data File.

For more information on the renewal criteria for DASS schools, refer to the CDE [Dashboard Alternative School Status](#) web page.

To determine which charter schools are DASS, download the Current DASS Schools data file posted on the CDE [Active DASS Schools](#) web page.

Resources

For more information regarding performance categories, please refer to the California Department of Education [Performance Categories](#) web page.

All files and data needed to create the performance categories list can be found in the Dashboard downloadable data files posted on the CDE [Dashboard Resources](#) web page.

The statute on charter school renewals can be found on the [California Legislative Information](#) web page.

Charter School Performance Category Data File - 2023

California Department of Education, March 12, 2024

CDS: County District School, N/A: Not Applicable.

CDS	Scode	Dashboard_Schooltype	Charter_Type	School	District	County	School_Type	Performance_Level	Criteria
30664640106765	0106765	UD	DF	California Connections Academy Southern California	Capistrano Unified	Orange	K-12 Schools (Public)	Low Performing	Criterion 2
30664640123729	0123729	ES	DF	Community Roots Academy	Capistrano Unified	Orange	Elementary Schools (Public)	High Performing	Criterion 2
30664646117758	6117758	ES	DF	Journey	Capistrano Unified	Orange	Elementary Schools (Public)	High Performing	Criterion 2
30664640140061	0140061	UD	DF	OCASA College Prep	Capistrano Unified	Orange	K-12 Schools (Public)	Middle Performing	N/A
30664640124743	0124743	ES	DF	Oxford Preparatory Academy - South Orange County	Capistrano Unified	Orange	Elementary Schools (Public)	High Performing	Criterion 2
30103060134940	0134940	UD	DF	Citrus Springs Charter	Orange County Department of Education	Orange	K-12 Schools (Public)	Middle Performing	N/A
30103060133983	0133983	HS	DF	Ednovate - Legacy College Prep.	Orange County Department of Education	Orange	High Schools (Public)	Middle Performing	N/A
30103060134239	0134239	UD	DF	EPIC Charter (Excellence Performance Innovation Citizenship)	Orange County Department of Education	Orange	K-12 Schools (Public)	Middle Performing	N/A
30103060139469	0139469	ES	DF	International School for Science and Culture	Orange County Department of Education	Orange	Elementary Schools (Public)	Middle Performing	N/A
30103060140822	0140822	ES	DF	Irvine International Academy	Orange County Department of Education	Orange	Elementary Schools (Public)	Middle Performing	N/A
30103063030723	3030723	HS	DF	OCSA	Orange County Department of Education	Orange	High Schools (Public)	High Performing	Criterion 2
30103060134056	0134056	ES	DF	Orange County Academy of Sciences and Arts	Orange County Department of Education	Orange	Elementary Schools (Public)	Middle Performing	N/A
30103060139964	0139964	ES	DF	Orange County Classical Academy	Orange County Department of Education	Orange	K-12 Schools (Public)	High Performing	Criterion 1
30103060133785	0133785	ES	DF	Oxford Preparatory Academy - Saddleback Valley	Orange County Department of Education	Orange	Elementary Schools (Public)	High Performing	Criterion 2
30103060126037	0126037	HS	DF	Samueli Academy	Orange County Department of Education	Orange	High Schools (Public)	Middle Performing	N/A
30103060134288	0134288	ES	DF	Scholarship Prep - Orange County	Orange County Department of Education	Orange	Elementary Schools (Public)	Middle Performing	N/A
30103060138800	0138800	UD	DF	Suncoast Preparatory Academy	Orange County Department of Education	Orange	K-12 Schools (Public)	Middle Performing	N/A
30103060139352	0139352	ES	DF	Sycamore Creek Community Charter	Orange County Department of Education	Orange	Elementary Schools (Public)	Middle Performing	N/A
30103060137976	0137976	ES	DF	Tomorrow's Leadership Collaborative (TLC) Charter	Orange County Department of Education	Orange	Elementary Schools (Public)	Low Performing	Criterion 2
30103060133959	0133959	HS	DF	Unity Middle College High	Orange County Department of Education	Orange	High Schools (Public)	Middle Performing	N/A
30103060137000	0137000	ES	DF	Vista Condor Global Academy	Orange County Department of Education	Orange	Elementary Schools (Public)	Middle Performing	N/A
30103060132613	0132613	MS	DF	Vista Heritage Global Academy	Orange County Department of Education	Orange	Intermediate/Middle Schools (Public)	Middle Performing	N/A

**JOURNEY SCHOOL
PARENT ADVISORY COMMITTEE
BYLAWS**

**ARTICLE I
NAME AND FORMATION**

Section 1.01 Name. The name of this stakeholder group is the Journey School public charter school (“Charter School”) Parent Advisory Committee (“PAC”).

Section 1.02 Formation. Under Education Code¹ section 64001(j), charter schools may use the Local Control and Accountability Plan (“LCAP”) to serve as the School Plan for Student Achievement (“SPSA”), provided that the LCAP meets federal school planning requirements and the stakeholder requirements established under section 52062(a). Under sections 52062(a) and 52063(a)(2), a charter school using its LCAP to serve as its SPSA must establish a PAC that includes parents/guardians of currently enrolled students in the charter school. For so long as the Charter School uses its LCAP to serve as its SPSA, the PAC shall be established.

**ARTICLE II
ROLE**

Section 2.01 Role. The role of the PAC is to assist in developing the Charter School’s SPSA or the Charter School’s LCAP if it is used as the SPSA. Before the Charter School’s governing board adopts a SPSA or LCAP, the Executive Director will present the document to the PAC for review and comment. The Executive Director will respond, in writing, to comments received from the PAC. The PAC shall also carry out any other duties or responsibilities assigned to it by the Charter School’s governing board or the Executive Director.

**ARTICLE III
MEMBERSHIP**

Section 3.01 Size and Composition. The PAC shall be composed of interested parents/guardians including parent/guardians representing each of the following student groups: Unduplicated pupils at the Charter School (i.e., students who qualify for free or reduced-price meals, foster youth English Learner students) and parents/guardians of students with disabilities. The PAC may also be composed of the Charter School’s staff members and students. The size of the PAC shall not exceed 11 members and only PAC members shall have full voting rights. Members may not vote by proxy.

Section 3.02 Member Selection. The Executive Director will appoint a member from each of the required student groups and categories (staff and students) to ensure the school meets the composition requirements. Additionally, the Parent Cabinet will hold an election (voted on by parents) to fill the remaining membership positions, which will be no less than 2 seats.

¹ All legal citations herein are to the California Education Code unless otherwise expressly noted.

Section 3.03 Terms of Membership. Each PAC member shall serve for a term of one (1) school year. There shall be no limitation on the number of consecutive terms to which a member may be re-selected.

Section 3.04 Guidelines. PAC members shall comply with all applicable policies of the Charter School, shall not discriminate against any person on the basis of any characteristic that is protected by law, and shall treat other members equally and with respect. Failure to comply with these guidelines may result in removal from the PAC.

Section 3.05 Removal. Any member may be removed at any time by the PAC, the Charter School's governing board, or by the Executive Director, with or without cause.

Section 3.06 Resignation. Any member may resign effective upon giving written notice to the PAC, the Charter School's governing board, or the Executive Director, unless the notice specifies a later time for the effectiveness of such resignation. The acceptance of such resignation shall not be necessary to make it effective.

Section 3.07 Quorum. A majority of the current PAC members shall constitute a quorum. Every action taken or decision made by a majority of the members at a meeting duly held at which a quorum is present shall be regarded as the act of the PAC.

Section 3.08 Events Causing Vacancies. A vacancy on the PAC shall be deemed to exist if a members dies, resigns, or is removed. Vacancies on the PAC shall be filled by the Executive Director. Each member so selected shall hold office until the expiration of the term of the replaced member.

ARTICLE IV MEETINGS

Section 4.01 Greene Act. PAC meetings shall be called, held, and conducted in accordance with the terms and provisions of the Greene Act (Ed. Code, § 35147), as amended from time to time. All PAC meetings shall be open at all times to the public. Members of the public may address the PAC on any item within the subject matter jurisdiction of the PAC.

Section 4.02 Schedule of Meetings. In order to align with the Charter School's LCAP development process, the first PAC meeting each year shall be scheduled by the Executive Director, and any subsequent meetings shall be scheduled by the PAC.

Section 4.03 Location of Meetings. All meetings shall take place at the Charter School's site, or another suitable and publicly accessible location designated by the PAC.

Section 4.04 Meetings Agendas. The agenda for each PAC meetings shall be posted at least seventy-two (72) hours in advance at the school site(s), or in another appropriate place accessible to the public. The agenda shall specify the date, time, and location of the meeting and contain a description of each item of business to be discussed or acted upon. The PAC may not take any action on any item of business unless that item appeared on the posted agenda, unless the PAC members present, by unanimous vote, find that there is a need to take immediate action and

that the need for action came to the attention of the PAC subsequent to the posting of the agenda. The Executive Director or designee shall be responsible for preparing the agenda for each meeting. Members of the PAC may submit items to the Executive Director or designee to be considered for inclusion on the agenda.

ARTICLE V OFFICERS

Section 5.01 Required and Permitted Officers. The PAC shall have a Chairperson, a Vice Chairperson, and a Secretary. The PAC may also have, at the discretion of the PAC, any other officers as the business of the PAC may require, each of whom shall be elected or appointed to hold office for such period, have such authority, and perform such duties as the PAC at its pleasure from time to time may determine

Section 5.02 Election of Officers. The PAC's officers shall be elected by the PAC annually at the first meeting of each school year, shall serve at the pleasure of the PAC, and shall hold their respective offices until their resignation, removal, or other disqualification from service. Vacancies of officers may be filled by the PAC.

Section 5.03 Removal of Officers. Any officer may be removed at any time by the PAC, the Charter School's governing board, or by the Executive Director, with or without cause.

Section 5.04 Resignation of Officers. Any officer may resign effective upon giving written notice to the PAC, or the Executive Director, unless the notice specifies a later time for the effectiveness of such resignation. The acceptance of such resignation shall not be necessary to make it effective.

Section 5.05 Vacancies. A vacancy in any office because of death, resignation, removal, or any other cause shall be filled in the manner prescribed in these Bylaws for regular election to such office, provided that such vacancies shall be filled as they occur.

Section 5.06 Chairperson. The Chairperson shall preside at PAC meetings, shall sign letters, reports, and other communications on behalf of the PAC, and shall exercise and perform such other powers and duties as the PAC may assign from time to time.

Section 5.07 Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall fill the role of the Chairperson. The Vice Chairperson shall also exercise and perform such other powers and duties as the PAC may assign from time to time.

Section 5.08 Secretary. The Secretary shall keep the minutes of all PAC meetings and distribute the minutes to all members promptly after the meetings. The Secretary shall maintain the official PAC records, including but not limited to agendas and adopted minutes. The Secretary shall maintain a register of the contact information of each PAC member and call roll at the beginning of each meeting. The Secretary shall exercise and perform such other powers and duties as the PAC may assign from time to time.

**ARTICLE VI
AMENDMENT OF BYLAWS**

Section 6.01 Bylaws Amendments. These Bylaws may be amended by the PAC from time to time, provided that these Bylaws shall always comply with all policies of the Charter School's governing board and all applicable laws, and that any amendments are subject to approval by the Charter School's governing board prior to the effective date of such amendment(s).

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CERTIFICATE OF ADOPTION OF BYLAWS

I certify that I am the elected and acting Secretary of the Journey School Parent Advisory Committee, and that the foregoing Bylaws constitute the Bylaws that were duly adopted at a meeting of the Parent Advisory Committee held on **DATE**.

IN WITNESS WHEREOF, I have signed my name to this certificate on **DATE**.

Secretary
Journey School Parent Advisory Committee

Approved by the Charter School's governing board **DATE**.