

Journey School
A California Public Charter School

Tuesday, October 6, 2026

6:00 p.m.

REGULAR MEETING AGENDA

NOTE: This meeting will be held in person on the Journey School campus and will be live streamed via Zoom. Members of the public are welcome to attend in person or online. Join Zoom Meeting:
<https://us06web.zoom.us/j/86025029240?pwd=3Ww1qZ3nZAbuPqWnIC6wnsvu9uqK8j.1>

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

BOARD MEMBERS:

Michael Allbee, Council President
Margaret Moodian, Vice President
Cassie Kauwling, Council Treasurer
Jeannie Lee, Council Secretary
Lisa Murray, Council Member

ADVISORY POSITIONS:

Parent Cabinet Advisor, Ashley Rowell/Emily Nelson
Faculty Advisor, Stacy Kinney

INSTRUCTIONS FOR PRESENTATIONS TO THE COUNCIL BY PARENTS AND CITIZENS

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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.*
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Journey School

A California Public Charter School

4. *When addressing the Council, speakers are requested to state their name and adhere to the time limits set forth.*
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Notices: *Journey does not discriminate on the basis of disability in the admission or access to, or treatment in employment in its programs or activities. Please notify the office at (949) 448-7232 twenty-four (24) hours prior to the date of the meeting for disability accommodations necessary in order to participate. Per California Government Code section 54957.5(b), Journey shall make materials that are part of the regular agenda packet available in the office and/or on the school's website www.journeyschool.net, without delay and at the same time, they are distributed to the Council.*

	AGENDA ITEM	SPONSOR	EST. TIME
1	Call to Order and Roll Call	Mike Allbee	6:00
2	Inspirational Passage	Jeannie Lee	6:05
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public.	Mike Allbee	6:10
4	PUBLIC COMMENT: Members of the public may contribute public comment via Zoom teleconference. Reminder: See policy above for time guidelines.	Mike Allbee	6:15
5	CONSENT AGENDA ITEMS: Items on Consent Agenda may be approved with one motion and vote for all but without discussion. If an item is to be discussed, it is removed from the Consent Agenda and moved to an Action Item immediately following the Consent Items. A. Approval of Minutes*: Minutes from regular meeting of August 27, 2026 B. Approval of Minutes*: Minutes from retreat August 27, 2026 C. Updates to Approved Staffing Plan 2026-27*: Details regarding staffing plan, new hires, etc.	Gavin Keller	6:30
6	INFORMATION ITEMS: Reports A. Faculty Update: Update on Faculty activities. B. Parent Cabinet Update: Update on Parent Cabinet activities C. Administrative Update: Report from School Director and Education Director including updates on enrollment, attendance, Journey	Stacy Kinney TBD Gavin Keller/ Shelley Kelley	6:35

Journey School
A California Public Charter School

	<i>Forward Fund, school events, first weeks of school, and other updates re: school operations.</i> D. Financial Update*: Update on school financials and any related budget updates for 2026-27 school year.	Larry Tamayo	
7	SCHOOL OPERATIONS: Discussion/Action/Public Hearing A. School Food Authority Procurement Procedures and Code of Conduct*: Policies required for annual review for our Food and Nutrition Services program on campus. B. Fiscal Policy Updates*: Contractor approvals and procedures per Education Code § 51827 C. Williams Reporting - Public Hearing*: Public Hearing held regarding Instructional Materials followed by review and discussion of instructional materials at Journey School	Gavin Keller	7:15
8	BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action) A. Schedule of Meetings*: Review schedule of meetings B. Strategic Plan*: Discussion of adjustments to Strategic Plan per the presentations and discussion that occurred at the August Board Retreat.	Mike Allbee	7:45
9	Adjournment	Mike Allbee	8:30

*Agenda publicly posted on the school website at www.journeyschool.net on **October 1, 2026**.*

**Items that are expected to have back up materials provided prior to or at the meeting are indicated with an asterisk. Other items may also have back up materials provided.*

Journey School
A California Public Charter School

Thursday, August 27, 2026

7:00 p.m.

REGULAR MEETING MINUTES - DRAFT

NOTE: This meeting will be held in person on the Journey School campus and will be live streamed via Zoom. Members of the public are welcome to attend in person or online. Join Zoom Meeting:
<https://us06web.zoom.us/j/86025029240?pwd=3Ww1qZ3nZAbuPqWnIC6wnsvu9uqK8j.1>

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

BOARD MEMBERS:

Michael Allbee, Council President
Margaret Moodian, Vice President
Cassie Kauwling, Council Treasurer
Jeannie Lee, Council Secretary
Lisa Murray, Council Member

ADVISORY POSITIONS:

Parent Cabinet Advisor, Ashley Rowell
Faculty Advisor, Stacy Kinney

Also Present:

Gaylen Corbett, Clerk of the Board (Out-going)
Candice Reese, Clerk of the Board (Incoming)
Larry Tamayo, ExED (arrived at 7:25 p.m.)

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Journey School

A California Public Charter School

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	AGENDA ITEM
1	Call to Order - The meeting was called to order at 7:07 p.m. Michael Allbee, Council President -Present Margaret Moodian, Vice President - Present Cassie Kauwling, Council Treasurer -Present Jeannie Lee, Council Secretary -Present Lisa Murray, Council Member - Present Gaylen Corbett, out going Clerk - Present Candice Reese, in coming Clerk - Present ADVISORY POSITIONS: Parent Cabinet Advisor, Ashley Rowell - Present Parent Cabinet Advisor, Emily Nelson - Present Faculty Advisor, Stacy Kinney - Present
2	Inspirational Passage - Margaret Moodian shared a Dolly Parton quote.
3	Approval of Agenda* <i>NOTE: The order of the agenda may be changed without prior notice to the public.</i> Motion to approve agenda by Cassie and seconded by Jeannie. The agenda was unanimously approved.
4	PUBLIC COMMENT: Members of the public may contribute public comment. <i>Reminder: See policy above for time guidelines.</i> No public comment.
5	CONSENT AGENDA ITEMS: Items on Consent Agenda may be approved with one motion and vote for all but without discussion. If an item is to be discussed, it is removed from the Consent Agenda and moved to an Action Item immediately following the Consent Items. A. -Approval of Minutes*: Minutes from regular meeting of June 15, 2026.

Journey School
A California Public Charter School

	B. <i>Earthroots Contract*</i>: <i>Renewal of contract with Earthroots for 26-27 school year for EcoLiteracy program</i> C. <i>Recurring Expenses*</i>: <i>Approval of list of recurring vendors for payment in 2026-27 in accordance with fiscal policies.</i> D. <i>Limited Use Agreement with AVCA for park space*</i>: <i>Ratification of agreement to use Aliso Viejo community spaces</i> E. <i>2025-26 Unaudited Actuals Report*</i>: <i>Approval of report</i> F. <i>CUSD Food and Nutrition Contract*</i>: <i>Ratification of contract with CUSD as our food vendor for the 26-27 school year.</i> G. <i>Stepping Stones Counseling Contract*</i>: <i>Ratification of contract with Stepping Stones (ERA Psychological Services, Inc to supplement counseling services on campus for 26-27 school year; 100% funded by The Children and Youth Behavioral Health Initiative (CYBHI)</i> H. <i>Orange County Department of Education*</i>: <i>Ratification of 26-27 business services agreement for purposes of CalSTRS/CalPERS retirement accounts.</i> Item A: Corrections by Michael Allbee: Margaret Moodian was present. Amanda Sturges name corrected. Margaret made a motion to approve the consent agenda with corrections to Item A. Seconded by Jeannie. Consent agenda unanimously approved.
6	<i>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</i> A. <i>Schedule of Council Meetings*</i> Board members moved the September 24th meeting to October 6th. B. <i>Required Training: Mandated Reporter Training</i> Board members discussed the requirement for mandated reporter training.
7	<i>INFORMATION ITEMS: Reports</i> A. <i>Faculty Update: Update on Faculty activities.</i> Update by Stacy: Having the professional development on campus improved attendance by being closer. Alumni becoming staff is considered positive. B. <i>Parent Cabinet Update: Update on Parent Cabinet activities.</i> Update by Ashely: PC was busy this summer by launching a new spirit wear that is online, offers direct shipping and available anytime. The feedback has been positive.. Calendar sales went well. PC Exec team is updating standing rules and getting training on Robert Rules. Harvest Faire is 11/7. Parent Library team getting parent space ready for the first day mingle. Director at Large open, Kevin stepped down.

Journey School
A California Public Charter School

	C. Administrative Update: Report from School Director, including enrollment, AB 126 trailer bill, summer projects, ELOP summer programming, staff professional development over summer and start of school activities. Wrapped up Strategic Kids summer program paid for by ELOP. Other enrichment camps are also provided by staff, which is a positive for staff. All staff meetings kicked off the year and highlighted the positives. Positive Alumni data and CDE indicates that we are a high performing charter. Attendance is the biggest contributor to our budget and conservation of resources is important. 623 students enrolled, the largest we've ever had. 81 of those students in Independent Study. Independent study ratio change possible. D. Financial Update*: Report on 2025-2026 year end close of financial statements, plus any budget updates for 2026-2027 school year. Larry Tamayo provided a financial update as detailed in his written report.
8	SCHOOL OPERATIONS: Discussion/Action A. Staffing Plan 2026-27*: Gavin shared the Staffing Plan update for the start of school. Shauna Johnson hired and is an experienced teacher for 5th grade. Alumni Ella Speiker hired for Independent Study study and as a para-professional, and Ava Poggi as a 1st grade assistant. There are other positions to be filled: a health tech and behavior tech. Margaret made a motion to approve the Staffing Plan. Seconded by Cassie. Unanimously approved. B. Executive Director Review Cycle*: Gavin presented his goals for the 2026-2027 school year. Gaylen has stepped up and her excellence in handling facilities operations has helped allow Gavin the opportunity to give more energy to goals. Fundraising goal of \$100k suggested. C. CUSD Oversight Report*: Presentation and discussion of 2025-2026 report. Maintains findings that Journey met all compliance with LCAP and all other areas of charter operations. Suggestion to continue to work with second language learners. Margaret made a motion to move into closed session. Seconded by Jeannie. Unanimously approved.
9	CLOSED SESSION: The meeting will now convene to closed session to discuss the matter described below: 1. Pursuant to Government Code § 54956.9: Regarding anticipated litigation. One case, against the school. Report from Closed Session: No action taken.
10	Adjournment Cassie made a motion to adjourn. Seconded by Jeannie. Meeting adjourned at 8:38 p.m.

Agenda publicly posted on the school website at www.journeyschool.net on August 24, 2026.

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Journey School
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Thursday, August 27, 2026

4:00 p.m.

COUNCIL RETREAT MINUTES-DRAFT

BOARD MEMBERS:

Michael Allbee, Council President
Margaret Moodian, Vice President
Cassie Kauwling, Council Treasurer
Jeannie Lee, Council Secretary
Lisa Murray, Council Member

ADVISORY POSITIONS:

Gavin Keller, Executive Director
Shelley Kelley, Education Director
Caryn Kaufman, Special Education Director
Amanda Simmons, Independent Study Director
Lisa O'Neill, Independent Study Representative
Paul Breazeale, Journey School Teachers Union Representative
Hellene Brodsky, Early Childhood Department Representative
Kelly Larson, Faculty Representative
Joy Halverson, Special Teachers Representative
Ashley Rowell, Parent Cabinet President
Emily Kobayashi, Parent Cabinet Representative / LCAP PAC
Gaylen Corbett, Administrative Staff
Kris Reynolds, Enrollment Director
Candice Reese, Clerk of the Board
Larry Tamayo, ExED

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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).*
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	AGENDA ITEM
1	Call to Order, Roll Call, Inspirational Passage - Retreat Meeting for Journey School Council was called to order at 4:10 p.m. by Michael Albee. BOARD MEMBERS: Michael Allbee, Council President - Present Margaret Moodian, Vice President - Present Cassie Kauwling, Council Treasurer- Present Jeannie Lee, Council Secretary - Present Lisa Murray, Council Member - Present ADVISORY POSITIONS: Gavin Keller, Executive Director - Present Shelley Kelley, Education Director - Present Lisa O'Neill, Independent Study Representative - Present Joy Halverson, Special Teachers Representative - Present Ashley Rowell, Parent Cabinet President - Present Emily Kobayashi, Parent Cabinet Representative - Present Gaylen Corbett, Administrative Staff - Present Kris Reynolds, Enrollment Director - Present Candice Reese, Incoming - Clerk of the Board - Present Vivienne Benjamin, Communications and Little Acorns - Present Stacy Kinney, Faculty - Present Inspirational passage by Marcus Aurelius read by Michael Allbee.

Journey School
A California Public Charter School

2	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public. Margaret made a motion to approve the agenda. Jeannie seconded it and it was unanimously approved.
3	Public Comment No public comment.
4	A. Presentation and Overview of Year 1 - Priorities 1, 2 and 3* The board reviewed year 1 successes and highlighted some areas that needed attention. Action Item: Mike Albee asked that revisions be reviewed and reframed for discussion at the October 6th meeting.
	B. Strategic Plan Review and Discussion* The board discussed the Strategic Plan.
	C. Fundraising and Development - Journey Forward Fund, Community Partners Admin plans to continue to use the fundraise platform and Gavin will take more of a lead with Journey Forward Plan. The board discussed the necessity of outreach to outside donors.
	D. Facilities Brainstorm and Discussion Assignments and Next Steps Gavin noted Gaylen's preliminary numbers for restoring this campus to original condition, required in order to release property back to CUSD. There was a discussion regarding the costs for replacing current portables vs rebuilding current portables with new materials. CUSD will not extend our facility use agreement past our charter term. Gavin will reach out to Jill for a proposal to be a consultant to help find facilities. It was noted that moving outside of the current area there would be a chance of losing 30% of enrollment.
	E. Assignments and Next Steps - Discuss suggested revisions on the strategic plan at the next meeting. - Further discussion on revisions for fundraising committee/sub committees and innovations conferences, as well as DEI committee reframing. - Use Social Media to highlight what has been accomplished from Year 1 Priorities, also share what is posted on social media on ParentSquare. - Launch fundraising message on the new website, as well as repackage and announce progress on strategic plan.
	F. Stakeholder Communication Plan/Rollout Plan for School Community
	G. Dinner and Continued Discussion of Sharing Vision with the Greater Community
5	Adjournment - Motion for meeting adjournment made by Margaret and seconded by Jeannie, meeting adjourned at 5:59 p.m.

Agenda publicly posted on the school website at www.journeyschool.net on August 24, 2026

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JOURNEY SCHOOL STAFFING PLAN 2026-27

NAME	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO/NOTES
ADMINISTRATION and STUDENT SUPPORT			
Gavin Keller	Executive Director	Salary/Exempt BENEFITS	
Shelley Kelley	Education Director	Salary/Exempt BENEFITS	
Amanda Simmons	Independent Study Director	0.5 FTE Admin. and 0.5 FTE Teacher Salary/Exempt BENEFITS	
Jaime Lloyd	HR Specialist	Salary/Exempt BENEFITS	
Kris Reynolds	Admin Asst: Enrollment, Communication, After School Programs Coordinator	Salary/Exempt BENEFITS	
Shoon O'Neill	Admin Asst: Registrar, Attendance, Facilities Management and Reception	Salary/Exempt BENEFITS	
Janet Gates	Information Technology Specialist and Office Support	Salary/Exempt BENEFITS	
Gaylen Corbett	Admin Assistant: Business Specialist/Accounts Payable and Office Management	Salary/Exempt BENEFITS	
Jenny Wilkes	Admin. Assistant: School Nurse	Hourly/Non-Exempt	Substitute when needed
Delaney Stelman	Admin Assistant: School Nurse	Hourly /Non-Exempt BENEFITS	
Cadence Lusinsky	Counselor	Salary/Exempt BENEFITS	
Emily Landrum	Counselor	FTE Salary/Exempt BENEFITS	

JOURNEY SCHOOL STAFFING PLAN 2026-27

Candice Reese	Receptionist/Communication Support/Clerk of the Board	Hourly /Non-Exempt BENEFITS	
Vivienne Benjamin	Social Media and Event Support	Hourly /Non-Exempt/Part time	

MAIN CLASS TEACHERS	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
April Martin	Main Class Teacher	F/T, Salary/Exempt	On Leave
Gilliam Buckley	Main Class Teacher	F/T, Salary/Exempt	Long Term Substitute
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	0.5 FTE Administrator and 0.5 FTE Teacher
Lindsey Ponzo	Independent Study Teacher	F/T, Salary/Exempt	
Kayla Pennington	Main Class Teacher	F/T, Salary/Exempt	
Kelli Garcia	Independent Study Teacher	F/T Salary/Exempt	
Lisa O'Neill	Independent Study Teacher	F/T, Salary/Exempt	
Kelly Larson	Main Class Teacher	F/T, Salary/Exempt	
Dennis Kephart	Main Class Teacher	F/T, Salary/Exempt	
Stacy Kinney	Main Class Teacher	F/T, Salary/Exempt	
Jeannie Lee	Main Class Teacher	F/T, Salary/Exempt	

JOURNEY SCHOOL STAFFING PLAN 2026-27

Andrew Goetz	Main Class Teacher	F/T, Salary/Exempt	
Julia Cameron	Main Class Teacher	F/T, Salary/Exempt	
Rita Kandel	Main Class Teacher	F/T, Salary/Exempt	
Kristi Kilcollins	Main Class Teacher	F/T, Salary/Exempt	
Jennifer Tarr	Main Class Teacher	F/T, Salary/Exempt	
Michele Carothers	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	
Shauna Johnson	Main Class Teacher	F/T, Salary/Exempt	

JOURNEY SCHOOL STAFFING PLAN 2026-27

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	
Lindsey LaFleur	Middle School Academic Specialist (TOSA)	F/T, Salary/Exempt (Teacher Salary Schedule)	
Pam Klevit	Elementary Academic Specialist (TOSA)	F/T, Salary/Exempt (Teacher Salary Schedule)	
Miscellaneous	Guest Teachers/Subs.	As needed EXEMPT	

JOURNEY SCHOOL STAFFING PLAN 2026-27

Special Education	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Caryn Kaufman	Special Education Program Specialist (Administrator)	Salary/Exempt BENEFITS	
Alyson Wunderlich	Education Specialist	Salary/Exempt BENEFITS	
Grace Stewart	Education Specialist	Salary/Exempt BENEFITS	
Ashley Grey	Education Specialist	Salary/Exempt BENEFITS	
Lindsey Baxter	Education Specialist	Salary/Exempt BENEFITS	
Kathryn Ryrie	Speech Language Pathologist	Salary/Exempt BENEFITS	
Savannah Diasdado	Speech Language Pathologist Assistant	Salary/Exempt – PART TIME BENEFITS	
Dee Marzal	Occupational Therapist	Salary/Exempt – Part Time (16-20 hours)	
Lesley Hunter	Paraprofessional	NON EXEMPT 25 hours per week	
Ella Spieker	Paraprofessional	NON EXEMPT 16 hours per week	
Paraprofessionals	Paraprofessionals	NA – Full time (30 hours)	Contract with Strategic Kids
Lisa Ryan	School Psychologist	NA – Part Time	Contracted Service with Effectual Education
Christina Gabrielson	School Psychologist	NA – Part Time	Contracted Service with Effectual Education
Kimberly Smith	School Psychologist	NA – Part Time	Contracted Service with Effectual Education

JOURNEY SCHOOL STAFFING PLAN 2026-27

Ruth Labra	2 nd Grade 1:1 Aide	NON EXEMPT 26 hours per week	1:1 for services specified on various IEPs
Diana Carter	1:1 Nurse	NON EXEMPT 18 hours per week	
TBD	Health Technician	Non Exempt 30 hours per week	1:1 for health needs specified on various IEPs
TBD	Behavior Technician	Non Exempt 30 hours per week	1:1 for behavioral needs specified on various IEPs
Various	Specialized Services (Vision Therapy, Audiology, Assistive Technology, etc)	NA – Part Time	Contracted Services with Effectual Education and Foreside HealthCare

JOURNEY SCHOOL STAFFING PLAN 2026-27

SPECIALTY Teachers	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Faith Benford	Music Teacher Grades 1-3	10 classes 4 prep	
Brandon Wickes	Garden Instructor	12 classes 6 prep 12 hours maintaining gardens BENEFITS	
Devan Steele	Strings	14 classes 7 prep 3 hours music dept. coordination BENEFITS	
Billy Alexander	Music Elective: Guitar	2 classes 1 prep	
Joshua French	Music Elective: Ukulele	2 classes 1 prep	
Kelly Howell	Music Elective: Theatre Arts	2 classes 1 prep	New Hire
Rebecca Robertson	Handwork Grades 5-8	18 classes 9 prep BENEFITS	
Amanda Hammond	Handwork Grades 1-4	18 classes 9 prep 2 hours assisting Independent Study BENEFITS	
Tania Marquez	Lower Grades Art Enrichment and 7 th /8 th Grade Visual Arts	16 classes 8 prep BENEFITS	
Joy Halverson	Games/ Movement	18 classes 9 hours prep BENEFITS	

JOURNEY SCHOOL STAFFING PLAN 2026-27

Sergio Huerta	Games/ Movement	16 classes 8 hours prep BENEFITS	
Joshua Crawford	Woodwork	16 classes 8 hours prep BENEFITS	
Janet Caballero	Spanish (Grades 1-8)	20 classes 10 hours prep BENEFITS	

JOURNEY SCHOOL STAFFING PLAN 2026-27

CLASSIFIED/INSTRUC-TIONAL SUPPORT	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Jahtziry Hernandez	Kindergarten Assistant	NON EXEMPT 25 hours per week	Potentially eligible for benefits with additional Little Acorns hours
Karen Dillingham	Kindergarten Assistant	NON EXEMPT 25 hours per week	Potentially eligible for benefits with additional Little Acorns hours
Erin Warrack	Kindergarten Assistant	NON EXEMPT 25 hours per week	Potentially eligible for benefits with additional Little Acorns hours
Araceli Guillen	Kindergarten Assistant	NON EXEMPT 25 hours per week	New Hire: Potentially eligible for benefits with additional Little Acorns hours
Gisele Lewis	TK Kindergarten Assistant	NON EXEMPT 25 hours per week	Potentially eligible for benefits with additional Little Acorns hours
Laura Valle	Kindergarten Assistant Independent Study	18 hours per week	3 days per week – Wildflower kindergarten
Ella Spieker	ISP First/Second Grade Assistant	12 hours per week	
Ayva Poggi	First Grade Assistant	NON EXEMPT 30 hours per week BENEFITS	
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 11 hours per week BENEFITS	
Carmen Paez	Campus Supervision Lead And Campus Support	NON EXEMPT 35 hours per week BENEFITS	
Tania Marquez	SE and Behavior Support	NON EXEMPT 12 hours per week	

JOURNEY SCHOOL STAFFING PLAN 2026-27

	Provider (Hearth Keeper)	BENEFITS	
Sarah Kandel	SE and Behavior Support Provider (Hearth Keeper)	NON EXEMPT Various 30 hours per week	
Darren Utterback	Substitute Teacher, and Campus Support, Maintenance Support	NON EXEMPT 40 hours per week BENEFITS	
Joshua Crawford	Construction/ Maintenance	NON EXEMPT 5 hours per week BENEFITS	
Akiko Choi	Food Services Professional	NON EXEMPT 20 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	

JOURNEY SCHOOL STAFFING PLAN 2026-27

Little Acorns Staffing*	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Kris Reynolds	Coordinator	EXEMPT – Salary BENEFITS	Responsibilities and duties added to a current administrative assistant.
Jahtziry Hernandez, Erin Warrack,	Little Acorns Leads	NON EXEMPT up to 15 hours per week*	In addition to assistant hours during kindergarten day
Laura Valle, Anna Whitney, Elizabeth Gould, Naomi Castellon, Spencer Kandel, Sarah Kandel, Mary Lara, Vivienne Benjamin, Isabella Salter, Strategic Kids	Little Acorns Assistants	NON EXEMPT up to 15 hours per week*	

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

JOURNEY SCHOOL STAFFING PLAN 2026-27

CONTRACTORS	TITLE/GRADE	Description/Duration	OTHER INFO
ExED	Business Services	See Contract	See Contract
EarthRoots	Eco-Literacy/Gardening	See Contract	Estimate \$25,750 annually
Black Tiger	IT Consultant	Special projects and complex diagnostics	Estimate \$10,000 annually
David Bocanegra – OC Janitorial Services	Janitorial Service	See contract	Estimate \$60,000 annually
Various	Waldorf Consultants	Provide professional development opportunities and Parent Education on campus	Estimate \$7,000 annually
Effectual Education	Special Education	Psychologist, Assistive Technology, Vision/Hearing Testing, Physical Therapist, Assistive PE, Speech Language Pathologist Assistant	Estimate \$300,000
Aya Education	Staffing/Subs.	Special Education Paraeducators/Substitutes	Estimate \$50,000
STRATEGIC KIDS	Staffing/Subs.	Special Education Paraeducators/Substitutes	Estimate \$250,000
STRATEGIC KIDS	Staffing	ELOP	Estimate \$180,000 annually

JOURNEY SCHOOL STAFFING PLAN 2026-27

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

JOURNEY SCHOOL

Procurement Procedures for the Child Nutrition Programs

National School Lunch Program and School Breakfast Program (2 CFR 200.317 to 200.327; 7 CFR 210.21 and 220.16)

1. Purpose and Authority

These procedures govern how Journey School acquires goods and services for its Child Nutrition Programs (CNP). They are adopted to meet the requirement that a School Food Authority maintain and use documented procurement procedures consistent with state and local law and with the federal standards in 2 CFR 200.317 through 200.327 (2 CFR 200.318(a); 7 CFR 210.21).

These procedures operate alongside the Journey School Fiscal Policies and Administrative Procedures (revision approved January 22, 2026) and the Journey School Code of Conduct for Procurement. Whenever federal, state, or local requirements differ, Journey School follows the most restrictive requirement.

2. Scope and Program Overview

Journey School does not operate its own kitchen or purchase food. All reimbursable meals are prepared and provided by Capistrano Unified School District (CUSD) under a Memorandum of Understanding.

These procedures apply to:

- The CUSD Agreement, including its renewal, amendment, and oversight;
- Any other goods or services paid for from the nonprofit school food service account, for example serving supplies, small equipment, meal counting or point-of-sale software, food safety services, and training; and
- Any future procurement of food, vended meals, or a food service management company, should the school change its meal service model.

Before Journey School solicits or contracts with a food service management company or a commercial vended meal provider, it will contact the California Department of Education (CDE) Nutrition Services Division and follow CDE's prior-review and approval requirements for those contracts.

3. Roles and Responsibilities

Role	Responsibilities
Journey School Council	Adopts these procedures and the Code of Conduct; approves or ratifies all contracts over \$10,000 (Fiscal Policies, Purchasing item 1 and Contracts item 2); reviews expenditures through the check register; hears procurement protest appeals.

Role	Responsibilities
Executive Director (Administrator)	Serves as the school's School Food Director and procurement official for the CNP; approves purchases and contracts within the approved budget; selects the procurement method; signs contracts; oversees contractor performance; maintains the CNP procurement files; prepares the SFA Procurement Table for the Local Agency Procurement; ensures compliance with these procedures.
Food Services Professional	Manages day-to-day CNP operations; verifies CUSD meal deliveries against orders and meal counts; prepares specifications and gathers quotes when directed.
Administrative Assistant for Business Services	Prepares purchase requisitions; verifies receipt of goods and services; reviews invoices and codes them to the nonprofit school food service account; obtains W-9s; forwards documentation to ExED.
ExED (contracted business services)	Records and pays approved invoices; maintains the general ledger for the nonprofit school food service account; produces vendor payment reports used for the Vendor Paid List; supports the annual audit.

4. General Procurement Standards

- **Need.** Purchases are made only for items and services that are necessary and allowable for the Child Nutrition Programs. Duplicative or unnecessary purchases are avoided, and consolidating or separating purchases is considered where it produces a more economical result (2 CFR 200.318(d)).
- **In-house capability.** Consistent with the Fiscal Policies, the school considers whether a service can be performed in-house before contracting for it.
- **Intergovernmental agreements.** The school may enter into agreements with other public agencies, such as CUSD, for the procurement or use of common goods and services (2 CFR 200.318(e)).
- **Full and open competition.** All procurements are conducted to provide full and open competition. The prohibited practices listed in 2 CFR 200.319 and in Section 6 of the Code of Conduct apply to every procurement.
- **No bid splitting.** Purchases will not be divided to fall below a procurement threshold.
- **Responsible contractors.** Contracts are awarded only to responsible contractors able to perform successfully, considering integrity, compliance with public policy, past performance, and financial and technical resources (2 CFR 200.318(h)).
- **Contract types.** Cost-plus-a-percentage-of-cost contracts are prohibited. Time-and-materials contracts are used only when no other contract type is suitable and include a ceiling price.
- **Specifications.** Solicitations clearly describe the technical requirements of the goods or services. When a brand name is used as a reference, the solicitation states that an "or equal" product will be accepted and describes the salient characteristics.

- **Budget and approvals.** Every purchase must also meet the Fiscal Policies requirements: a signed purchase requisition for purchases over \$200, a determination that the expense is budgeted, allowable, and prudently priced, and Council approval of contracts over \$10,000.

5. Procurement Thresholds and Methods

Journey School has set its local micro-purchase threshold at \$10,000, consistent with the \$10,000 competitive-documentation threshold in the Fiscal Policies. This is more restrictive than the federal micro-purchase threshold of \$15,000 (effective October 1, 2025). The federal simplified acquisition threshold is \$350,000 (effective October 1, 2025; \$250,000 before that date). If federal thresholds change, the lower of the federal threshold or the Journey School threshold applies.

Method	Dollar range (per transaction, aggregate)	Requirements
Micro-purchase (2 CFR 200.320(a)(1))	\$10,000 or less	Quotes are not required if the Executive Director or designee determines the price is reasonable based on research, experience, purchase history, or other information. Document the basis for price reasonableness. Distribute purchases among qualified suppliers when practicable.
Simplified acquisition, also called informal or small purchase (2 CFR 200.320(a)(2))	Over \$10,000 up to \$350,000	Obtain written price or rate quotes from an adequate number of qualified sources; the school's standard is at least three. Use the same written specifications for all vendors. Award to the responsive, responsible vendor offering the best price (or best value if stated in the request). Council approval or ratification required (over \$10,000).
Formal: sealed bids (IFB) or competitive proposals (RFP) (2 CFR 200.320(b))	Over \$350,000	Publicly advertise and solicit from an adequate number of qualified sources, allowing sufficient response time. IFB: firm fixed price, public bid opening, award to lowest responsive and responsible bidder. RFP: written evaluation criteria with price as a factor, documented scoring. Perform a cost or price analysis before award (2 CFR 200.324). Council approval required.
Noncompetitive (sole source) (2 CFR 200.320(c))	Any amount, limited circumstances	Allowed only when: the purchase is a micro-purchase; the item is available from only one source; a public emergency will not permit delay; CDE authorizes it in writing in response to the school's request; or competition is determined inadequate after soliciting several sources. Written justification signed by the Executive Director is required and kept in the procurement file.

6. The CUSD Meal Agreement

Journey School obtains its meals through an agreement with CUSD, another public School Food Authority. The school relies on 2 CFR 200.318(e), which encourages agreements between public entities for common goods and services. The school will:

- a. Keep a fully executed copy of the CUSD Agreement, and any amendments, in the CNP procurement file, and provide it to CDE upon request and with each Local Agency Procurement Review.
- b. Obtain Council approval of the CUSD Agreement and any renewal when the annual value exceeds \$10,000.
- c. Ensure the agreement addresses, at a minimum: the meals to be provided and compliance with federal meal pattern requirements; the price per meal and any fees; delivery, holding, and food safety responsibilities; meal counting and documentation; invoicing and payment terms; the term, renewal, and termination provisions; and compliance with the Buy American provision.
- d. Review the price per meal each year before renewal to confirm it is reasonable, and document that review.
- e. Monitor CUSD's performance as described in Section 10.

7. Buy American and Geographic Preference

- Journey School requires that food purchased with nonprofit school food service account funds be domestic commodities or products to the maximum extent practicable, as required by 7 CFR 210.21(d). The CUSD Agreement will include a Buy American assurance from CUSD, and the school will request CUSD's documentation of any exceptions.
- Any exception must meet the criteria allowed by federal regulations and be documented, and non-domestic purchases must stay within the annual limit set by 7 CFR 210.21(d).
- If Journey School procures food directly in the future, it may apply a geographic preference for unprocessed, locally grown or raised agricultural products as permitted by 7 CFR 210.21(g).

8. Contractor Eligibility and Required Contract Provisions

8.1 Suspension and debarment

Before awarding any contract of \$25,000 or more, the school will confirm that the contractor is not suspended, debarred, or otherwise excluded by checking SAM.gov or by obtaining a signed certification, and will keep that record in the procurement file (2 CFR part 180; 2 CFR part 417).

8.2 Contract provisions

Contracts will include the provisions required by 2 CFR 200.327 and Appendix II to 2 CFR part 200, as applicable to the type and value of the contract, including:

- Administrative, contractual, or legal remedies for breach (contracts over the simplified acquisition threshold);
- Termination for cause and for convenience (contracts over \$10,000);

- Suspension and debarment certification (contracts of \$25,000 or more);
- Byrd Anti-Lobbying certification and disclosure (contracts over \$100,000);
- Clean Air Act and Federal Water Pollution Control Act compliance (contracts over \$150,000);
- Equal Employment Opportunity, Davis-Bacon, and Contract Work Hours provisions when applicable to construction or labor contracts;
- Procurement of recovered materials, prohibition on certain telecommunications and video surveillance equipment (2 CFR 200.216), and domestic preferences (2 CFR 200.322), as applicable; and
- Access to records by the school, CDE, USDA, and the Comptroller General, and retention of records as required by Section 11.

9. Small, Minority, and Women's Business Enterprises

When soliciting quotes, bids, or proposals, the school will take the affirmative steps listed in 2 CFR 200.321 to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible, including placing qualified firms on solicitation lists and soliciting them whenever they are potential sources.

10. Contract Administration and Oversight

The school maintains oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts (2 CFR 200.318(b)). For the CUSD Agreement and any other CNP contract:

- The School Food Professional verifies each delivery against the order for quantity, condition, temperature, and timeliness, and notes any shortages or problems.
- Invoices are reconciled to delivery records and meal counts before payment, following the Accounts Payable procedures in the Fiscal Policies. Credits are requested for shortages or unacceptable items.
- Performance problems are raised with the contractor in writing and documented in the procurement file.
- The Executive Director reviews contractor performance at least annually and before any renewal.

11. Procurement Records

The school maintains records sufficient to detail the history of each procurement (2 CFR 200.318(i)). Each CNP procurement file will contain, as applicable:

- The rationale for the procurement method and the selection of contract type;
- Specifications, solicitations, quotes, bids, or proposals received, and evaluation or scoring records;
- The basis for contractor selection or rejection and the basis for the contract price, including any price reasonableness determination or cost or price analysis;

- Sole-source justifications, conflict-of-interest disclosures, and suspension and debarment verification;
- The executed contract or agreement, amendments, Council approvals, and oversight records; and
- Signed Code of Conduct acknowledgments.

Records are retained for at least three years after the date the final Claim for Reimbursement for the fiscal year is submitted, or longer if audit findings or reviews remain unresolved, as required by 7 CFR 210.9 and 210.23. Because the Fiscal Policies require a seven-year retention period for financial records, the school's practice is to retain CNP procurement records for seven years.

12. Protests and Disputes

Journey School is responsible for settling all contractual and administrative issues arising out of its procurements (2 CFR 200.318(k)).

- a. A vendor may file a written protest with the Executive Director within five business days after the notice of intent to award or the award, stating the specific grounds.
- b. The Executive Director will review the protest, may suspend the award while it is pending, and will issue a written decision within ten business days.
- c. The vendor may appeal the decision in writing to the Council within five business days. The Council's decision is final at the school level.
- d. The school will inform CDE of any protest and its resolution, and will refer violations of law to the appropriate authority.

13. Review and Adoption

The Executive Director will review these procedures annually, and whenever federal, state, or CDE requirements change, and will recommend revisions to the Council.

JOURNEY SCHOOL

Code of Conduct for Procurement

Written Standards of Conduct for the Child Nutrition Programs (2 CFR 200.318(c); 7 CFR 210.21(c))

1. Purpose and Authority

Journey School participates in the National School Lunch Program and School Breakfast Program as a School Food Authority (SFA). As a condition of that participation, federal regulations require the school to maintain written standards of conduct covering conflicts of interest and governing the actions of those engaged in the selection, award, and administration of contracts (2 CFR 200.318(c)(1); 7 CFR 210.21(c)).

This Code of Conduct applies to all procurement transactions paid for with the nonprofit school food service account and to any other procurement supported by federal funds. It supplements, and does not replace, the Journey School Fiscal Policies and Administrative Procedures (revision approved January 22, 2026), the school's Conflict of Interest Code, California Government Code section 1090, and the Political Reform Act (Government Code section 81000 et seq.). Where these sources differ, the most restrictive requirement applies.

2. Who Is Covered

This Code applies to every person who participates in the selection, award, or administration of a contract on behalf of Journey School, including:

- Members of the Journey School Council (Governing Board);
- The Executive Director (the "Administrator" under the Fiscal Policies) and all administrative staff;
- Employees who request, specify, receive, or verify goods and services for the Child Nutrition Programs, including the School Food Professional and the Administrative Assistant for Business Services;
- Agents acting on the school's behalf, including contracted business services personnel (currently Excellent Education, "ExED") when they process, record, or pay procurement transactions; and
- Volunteers who help evaluate products, vendors, or services.

These individuals are referred to below as "covered persons."

3. Conflicts of Interest

3.1 General rule

No covered person may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest (2 CFR 200.318(c)(1)).

3.2 What is a conflict of interest

A conflict of interest arises when any of the following has a financial or other interest in, or a tangible personal benefit from, a firm considered for a contract:

- a. The covered person;

- b. Any member of his or her immediate family (spouse or registered domestic partner, parent, child, sibling, grandparent, grandchild, or in-law, or anyone living in the same household);
- c. His or her business partner; or
- d. An organization that employs, or is about to employ, any of the above.

3.3 Disclosure and recusal

- A covered person who has or may have a conflict must disclose it in writing to the Executive Director before taking any part in the procurement. If the Executive Director has the conflict, disclosure is made to the Council President.
- The covered person must then withdraw from all discussion, evaluation, recommendation, approval, and oversight of that procurement.
- Council members must disclose the conflict on the record and abstain from discussion and voting, consistent with the Fiscal Policies (Contracts, item 8), the Conflict of Interest Code, and the Political Reform Act.
- Under Government Code section 1090, a contract in which a Council member or designated employee is financially interested may be prohibited entirely, not merely subject to recusal. Any potential section 1090 issue must be referred to legal counsel before the procurement proceeds.
- The Executive Director will document each disclosure and the action taken in the procurement file.

4. Gifts, Gratuities, and Favors

Covered persons may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts (2 CFR 200.318(c)(1)). This includes, for example, meals, entertainment, travel, tickets, gift cards, cash, loans, discounts not available to the general public, and personal use of vendor products.

As permitted by 2 CFR 200.318(c)(1), the following limited exceptions apply:

- Unsolicited promotional items of nominal value, defined as a total retail value of no more than \$25 per vendor per fiscal year, such as pens, calendars, or similar items bearing a company logo.
- Product samples provided to the school solely for evaluation, offered on equal terms to all prospective vendors, and not taken for personal use.
- Light refreshments offered to all attendees at a widely attended training, conference, or vendor show.

Covered persons who file a Statement of Economic Interests (Form 700) must also comply with Fair Political Practices Commission gift limits and reporting rules. When in doubt, a covered person should decline the item or ask the Executive Director before accepting.

5. Organizational Conflicts of Interest

If Journey School has a parent, affiliate, or subsidiary organization that is not a state or local government, the school must also maintain standards covering organizational conflicts of interest (2 CFR 200.318(c)(2)). An organizational conflict exists when, because of that relationship, the school may be unable, or appear to be unable, to be impartial in conducting a procurement involving the related organization.

If the school ever considers procuring goods or services from a related organization, the relationship must be disclosed to the Council, the procurement must be conducted competitively under the school's Procurement Procedures, and the Council must approve the award in open session.

6. Fair and Open Competition

All procurements must be conducted in a manner that provides full and open competition (2 CFR 200.319). Covered persons may not:

- Allow a contractor that develops or drafts specifications, requirements, statements of work, or solicitations to compete for that procurement;
- Disclose confidential information, such as another vendor's pricing or the contents of bids or proposals before award, or give any vendor information not provided to all vendors;
- Write specifications that favor a particular vendor, or specify a brand name without allowing an "or equal" product;
- Divide a purchase into smaller purchases to avoid a procurement threshold (bid splitting);
- Take any arbitrary action in the procurement process, or engage in any other practice that restricts or eliminates competition.

7. Standards of Proper Practice

In addition to the rules above, every covered person is expected to:

- Act in the best interest of the students and the Child Nutrition Programs, and use nonprofit school food service account funds only for allowable program costs;
- Follow the Journey School Procurement Procedures for the Child Nutrition Programs and the Fiscal Policies, including purchase approval and documentation requirements;
- Treat all vendors fairly, courteously, and consistently;
- Keep complete and accurate procurement records;
- Avoid any conduct that could reasonably be perceived as a breach of public trust; and
- Promptly report suspected violations of this Code.

8. Reporting Violations

Any person who believes this Code has been violated should report it to the Executive Director or, if the concern involves the Executive Director, to the Council President. Reports may also be made to the California Department of Education, Nutrition Services Division. Journey School prohibits retaliation against anyone who makes a good-faith report. The Executive Director (or Council President) will review

each report, consult legal counsel as appropriate, and document the outcome. Violations of law will be referred to the local, state, or federal authority having jurisdiction.

9. Disciplinary Actions

As required by 2 CFR 200.318(c)(1), violations of this Code will result in disciplinary action appropriate to the circumstances and the violator's role:

Violator	Possible actions
Employees	Verbal or written reprimand, retraining, removal from procurement duties, suspension, or termination of employment, consistent with Journey School personnel policies and any applicable agreement.
Council members	Public censure, removal from committee or officer roles, or removal from the Council to the extent permitted by the bylaws and law.
Agents and contractors	Termination of the contract or agreement, disqualification from future solicitations, and referral for suspension or debarment under 2 CFR part 180.
Vendors	Rejection of a bid or proposal, termination of a contract, and disqualification from future solicitations.

A contract made in violation of Government Code section 1090 may be void, and violations of state conflict-of-interest law may carry civil or criminal penalties independent of the school's disciplinary action.

10. Training, Acknowledgment, and Review

- Each covered person will review this Code upon assuming procurement duties and annually thereafter.
- The Executive Director will review this Code annually and whenever federal or state requirements change, and will recommend any needed revisions to the Council.

Fiscal Policies and Administrative Procedures

JOURNEY SCHOOL

Approved by Journey School Council on June 23, 2011

Revision approved November 29, 2012

Revision approved Aug 29, 2013

Revision approved Feb 27, 2014

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Revision approved June 22, 2021

Revision approved October 24, 2024

Revision Approved January 22, 2026

Revision approved _____, 2026 (Ed. Code § 51827 updates)

TABLE OF CONTENTS

Cover Page	i
Table of Contents	ii
Overview (Board policy section)	3
Annual Financial Audit	3
Purchasing.....	5
Petty Cash.....	6
Contracts.....	6
Contractor Evaluation and Approval (Ed. Code § 51827)	7
Accounts Payable	8
Bank Check Authorization	8
Bank Checks.....	9
Bank Reconciliation	10
Accounts Receivable.....	11
Cash Receipts (Cash and Checks)	11
Returned Check Policy	12
Personnel.....	13
Payroll	14
Timesheets	14
Overtime	14
Payroll Processing	14
Payroll Taxes and Filings	15
Record Keeping.....	15
Expenses.....	16
Expense Reports	16
Travel, including for School Activities	16
Volunteer Expenses	17
Council Expenses	17
Telephone Usage	17
Loans	18
Financial Institutions	18
Retention of Records	18
Reserves /Insurance/Liabilities/Assets.....	19
Funds Balance Reserve.....	19
Insurance.....	19
Asset Inventory.....	20
Parking Lot Liability	20

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

OVERVIEW (BOARD POLICY SECTION)

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

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

Annual Financial Audit

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

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

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

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

PURCHASING

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

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

- f. School credit card may be used for school related purchases as necessary and when consistent with the guidelines in Section 3 above.
 - g. The credit card limit will be set no higher than \$25,000.
 - h. A Council officer or an administrator whose name is not on the credit card will review and approve all credit card expense reports regularly.
8. Purchases and contracts paid from the nonprofit school food service account must also follow the Journey School Procurement Procedures for the Child Nutrition Programs. All procurements supported by federal funds are subject to the Journey School Code of Conduct for Procurement. Where these documents and this policy differ, the most restrictive requirement applies.

Petty Cash

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

Contracts

1. Consideration will be made of in-house capabilities to accomplish services before contracting for them.
2. Office staff will keep and maintain a contract file evidencing the competitive bids or estimates obtained (if any) and the justification of need for any contracts over \$10,000², and, for every contract subject to the Contractor Evaluation and Approval section below, the documentation required by that section.

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

- a. Competitive bids or multiple estimates will be obtained where required by law or otherwise deemed appropriate and in the best interests of the school.
- b. The Council will approve or ratify all contracts over \$10,000. In the event of that contract ratification is necessary, the administrator will document that entering a given contract was immediately necessary for regulatory compliance purposes. Additionally, contract termination language will include flexibility for the board's review and ratification process.
3. Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).
 - a. Contract service providers ~~should~~must show proof of holding any required business license and of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect, if applicable, before services begin. The Administrator may also require that contract service providers list the school as an additional insured.
4. The Administrative Assistant for Business will obtain a W-9 from the contract service provider prior to submitting any requests for payments to ExED.
5. The Administrator will approve proposed contracts and modifications in writing.
6. Contract service providers will be paid in accordance with approved contracts as work is performed.
7. The Administrator will be responsible for ensuring the terms of the contracts are fulfilled.
8. Potential conflicts of interest will be disclosed up front, and the Administrator and/or Member(s) of the Council with the conflict will excuse themselves from discussions and from voting on the contract in accordance with the school's Conflict of Interest policies and the Political Reform Act.
9. All contracts for services, including contracts with consultants, vendors, and independent contractors, must also comply with the Contractor Evaluation and Approval section below.

Contractor Evaluation and Approval (Ed. Code § 51827)

In accordance with Education Code section 51827, the Council adopts the following contractor evaluation and approval requirements, effective no later than July 1, 2027. The Administrator will ensure that each contract, contract amendment, or ancillary agreement entered into or operating on or after July 1, 2027, complies with this section before it is approved by the Administrator or submitted to the Council for approval or ratification. Contracts in effect on or before July 1, 2027, remain valid and may continue until they expire; any new contract, amendment, or ancillary agreement after that date must comply with this section.

1. Public funds will not be used to purchase sectarian or discriminatory instructional materials, instruction, or services.
2. The school will not pay tuition or fees to a private school that has filed a private school affidavit, except as required by a pupil's individualized education program (IEP).
3. The school will not offer or make any payment, gift, or other financial incentive to a pupil, parent, guardian, or other person as an incentive for enrollment, referral, or retention, and will not offer any incentive to falsify attendance records.
4. The school will not contract with a pupil, or a pupil's parent, guardian, or relative, for services provided exclusively to that pupil, except for school-related transportation arrangements permitted by law.

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

5. The school will not reimburse a parent or guardian for activities or services provided to a pupil, except as required by a pupil's IEP or a legal settlement.
6. Contractor compensation must reflect a reasonable market value for the goods or services provided. Documentation supporting the determination of reasonable market value will be kept in the contract file.
7. The school will not purchase season passes or memberships to amusement parks, zoos, or similar venues. Single-use admission, meals, and transportation may be purchased when aligned with an educational opportunity for pupils.
8. Contractors must hold any required business license and maintain appropriate insurance, as described in item 3.a of the Contracts section above.
9. Contractors who interact with pupils outside the immediate supervision of a school employee must have policies and procedures related to pupil and site safety, including in virtual settings, and must provide them to the school upon request.
10. Contractors who interact with pupils must meet the criminal records clearance requirements of Education Code section 45125.1, as applicable, before services begin.
11. The contract file will include evidence of the contractor's qualifications and expertise for the activities provided.
12. Contractors may not charge fees to pupils or their families for services provided under a contract with the school.

**JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

ACCOUNTS PAYABLE

Bank Check Authorization

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

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

1. Once an invoice is approved by the Administrator for payment, the ExED Accounting Analyst will submit the invoice to Nvoicepay for payment. The ExED AM or VP will review the payments submitted to Nvoicepay and will approve or reject each vendor payment.
2. After ExED has approved a vendor payment, Nvoicepay will electronically withdraw funds from the organization's bank account and transfer the funds to a Nvoicepay trust account.

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

Each vendor payment will be a separate bank withdrawal and a separate line on the bank statement. Nvoicepay will then issue payments to the organization's vendor. The payments are disbursed from Nvoicepay's trust account via one of three payment methods: Check, ACH, or payment card. The payments will include a Reference ID that ExED will record as the transaction number in ExED's accounting system. The Reference ID will not be in sequence as it is based on Nvoicepay's numbering system.

3. Nvoicepay will save an electronic check copy for any paper checks issued and Nvoicepay will save vendor remittances for any ACH or payment card payments issued.
4. Nvoicepay will stale date payments after 60 days. When this situation happens, Nvoicepay will void the payment and credit the funds back to the organization's bank account. ExED may also direct Nvoicepay to reissue a payment prior to the 60-day deadline. In this case, Nvoicepay will void the original payment and issue a new payment. The new payment will be recorded as a payment modification and will be linked to the original payment in Nvoicepay. The new payment will have a new Reference ID for tracking purposes, however, the new Reference ID will not be updated in ExED's accounting system where the original Reference ID is recorded as the new transaction is only impacting Nvoicepay's account.
5. Two signers will be required for initiation any ACH payment in excess of \$5,000 for all non-recurring items.

Bank Checks

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

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

- c. Cancelled Checks – if these are received from the bank, they will be filed numerically with bank statements by an ExED accountant.
- d. Voided checks will have VOID written in ink. The original check will be kept on file.
- e. Checks sent to the school for double signature will be sent out by the Administrative Assistant for Business for disbursement after obtaining the required signatures. A copy of the check showing the second signature will be made and retained in the vendor file for verification.

Bank Reconciliation

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

School Credit Card Transactions (see also Purchasing section above)

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

**JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES**

ACCOUNTS RECEIVABLE

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

Cash Receipts (Cash and Checks)

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

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

7. A deposit slip will be completed by the Administrative Assistant for Business. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.
8. Single checks and deposits of more than \$15,000.00 will be deposited within 10 business days. Deposits totaling less than \$15,000 will be made at least twice monthly by the designated school employee. All cash will be immediately put into a lock box. The duplicate deposit slip and deposit receipt will be attached to the deposit documentation and forwarded to ExED to be filed and recorded as received or weekly.

Returned Check Policy

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

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

PERSONNEL

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

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

PAYROLL

Timesheets

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

Overtime

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

Payroll Processing

1. For hourly employees, employees must sign timesheets to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. The Administrator or designee will approve these timesheets. No overtime hours should be listed on timesheets without the supervisor's initials next to the day on which overtime was worked. The signatory supervisor will submit a summary report of timesheets to ExED who will verify the calculations for accuracy.
2. For salaried employees, employees must sign the appropriate forms to verify any days taken off from the approved work calendar for accuracy. The Administrative Assistant for Business or Human Resources Manager will provide the designated school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.
3. For substitute teachers, the Administrative Assistant for Business will maintain a record of teacher absences and the respective substitutes that work for them. The Administrative Assistant for Business will verify that the substitutes sign their timesheets to verify days

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

worked, and that teachers, upon returning back to work, verify their absences. These records will be kept with the payroll records.

4. The Administrator will notify ExED of all authorizations for approved stipends.
5. ExED will prepare the payroll worksheet based on the summary report from the designated school employee.
6. The payroll checks (if applicable) will be delivered to the school. The Administrator will document receipt of the paychecks and review the payroll checks prior to distribution. Arrangements for mailing paychecks may be made.

Payroll Taxes and Filings

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

Record Keeping

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

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

EXPENSES

Expense Reports

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

Travel, including for School Activities

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

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

Original receipts are attached to the expense report. If the expense report is approved electronically, the original receipts may be scanned for review, and then kept on file with the year's fiscal records.

8. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check or cash.
9. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report process.
10. Advances will only be used in extreme situations where other options are not available.

Volunteer Expenses

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

Council Expenses

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

Telephone Usage

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

Financial Reporting

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

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

Loans

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

Financial Institutions

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

Retention of Records

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

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

RESERVES /INSURANCE/LIABILITIES/ASSETS

Funds Balance Reserve

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

Insurance

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

JOURNEY SCHOOL
FISCAL CONTROL POLICIES AND PROCEDURES

Asset Inventory

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

Parking Lot Liability

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

RESOLUTION OF THE JOURNEY SCHOOL GOVERNING

BOARD DETERMINING STEPS TO ENSURE AVAILABILITY OF TEXTBOOKS

AND INSTRUCTIONAL MATERIALS FOR 2026-27

WHEREAS, Education Code Section 60119 establishes steps and procedures to ensure the availability of textbooks and instructional materials in order to be eligible to receive funds for that purpose, and;

WHEREAS, the procedures require that school districts take appropriate action to ensure the availability of textbooks and instructional materials on a yearly basis, and;

WHEREAS, pursuant to Education Code Sections 60119, the Board is required to hold a public hearing to encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and;

WHEREAS, the Board is required to provide 10 days' notice of the public hearing or hearings, and;

WHEREAS, the notice shall contain the time, place, and purpose of the hearing and be posted in three public places within the school district, and;

WHEREAS, the hearing shall be held at a time that will encourage the attendance of teachers and parents and guardians of pupils who attend the schools in the district and shall not take place during or immediately following school hours, and;

WHEREAS, the governing Board of a school district, as part of the required hearing, shall also make a written determination as to whether each pupil enrolled in a world language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum frameworks adopted by the state board for those subjects, and;

WHEREAS, the governing Board shall also determine the availability of laboratory science equipment as applicable to science laboratory courses offered in grades 9 to 12, inclusive (not applicable for Journey), and;

WHEREAS, a public hearing was held on October 6 at 6:00pm, which is on or before the eighth week of school and;

WHEREAS, the Board is required to make a determination, through a resolution, as to whether each pupil in each school in the district has, sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Education Code Section 60605 and Education Code 33126 in each of the following subjects, as appropriate, that are consistent with the content and cycles of the curriculum framework adopted by the State Board:

(i) Mathematics,

(ii) Science,

- (iii) History-social science,
- (iv) English/language arts, including the English language development component of an adopted program,
- (v) Visual and performing arts. (Not listed in 60605 or 33126)

NOW, THEREFORE BE IT RESOLVED, that the governing Board makes the determination that each pupil of the district, has available sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Education Code Section 60605 and Education Code Section 33126 in each subject listed above, consistent with the content and cycles of the curriculum framework adopted by the State Board and adopted by this Board in accordance with the procedures as established.

BE IT FURTHER RESOLVED, that for the 2026-27 school year, Journey School, has provided each pupil with sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Education Code Section 60605 and Education Code Section 33126 in each subject listed above, consistent with the content and consistent with the cycles and content of the curriculum framework adopted by the State Board for those subjects.

BE IT FURTHER RESOLVED, that for the 2026-27 school year, the School District has provided sufficient textbooks or instructional materials, or both, that are consistent with the content and cycles of the curriculum frameworks adopted by the state board, to each pupil enrolled in a world language or health course, and that sufficient laboratory science equipment applicable to science laboratory courses offered in grades 9 to 12, inclusive, is available to pupils. This does not apply to Journey School, grades 9 to 12 are not currently authorized or offered.

AYES: Members:

NOES: Members:

ABSENT: Members:

I hereby certify that the foregoing Resolution was duly and regularly adopted
by Journey School at a regular meeting of the said board held
at 27102 Foxborough, Aliso Viejo, California on the 6 day of October, 2026.

ATTEST:

_____, President _____, Secretary

Journey School Council Regular Meeting Schedule

Approved June 15, 2026

Revised August 27, 2026

2026-27 School Year

Day	Date	Year	Notes	Insp. Psg.	Faculty Rep.
	July	2026	No regular meeting		
Thursday	August 27	2026	* Board Retreat, 4pm Regular meeting, 7pm	Margaret	
Thursday	October 6	2026	^	Jeannie	
Monday	October 26	2026	^	Shelley	
	November	2026	No regular meeting		
Thursday	December 17	2026	^	Cassie	
Thursday	January 28	2027	*	Lisa	
Thursday	February 25	2027	*	Mike	
Thursday	March 25	2027	*	Gavin	
Thursday	April 22	2027	*	Shelley	
Thursday	May 27	2027	*	Margaret	
Monday	June 14	2027	^ Annual Meeting	Lisa	

*4th Thursday of the month ^ Exception due to holiday or other scheduling issue

Special Meeting

All regular meetings normally start at 6:00 pm, but time is subject to change if needed for Council members' schedules and is different for any retreats. Meetings may be held in-person and/or virtually via Zoom based on public health considerations. Check each agenda for the meeting location.

JOURNEY SCHOOL



Strategic Plan



2025-2028

Mission, Vision, and Values

Rooted in the core principles of Public Waldorf Education, Journey School awakens curiosity in the whole child and cultivates ingenuity, compassion, and moral courage, leading Journey children towards a world of lifelong learning. The program is available for all students in K-8 and is dedicated to the optimal development of the whole child in educating the Head, the Heart and the Hands.

HEAD – Thinking/Ingenuity: Journey’s Waldorf-led faculty fosters academic growth throughout the grades, by balancing imagination, risk-taking, and critical thinking with respect for the individual child.

HEART – Feeling/Compassion: Illuminating the goodness of what the world offers, Journey and its family-like community fiercely protect each child with an abundance of kindness, generosity, and gratitude for purposeful learning.

HANDS – Willing/Moral Courage: Holding students to the highest standards, the Journey community champions each child in their development for shouldering the willingness to fearlessly advocate social justice and environmental awareness. Centered on relationships, the Journey School community strives to develop as human beings so that each may bring their highest potential forth in service of their families, communities, and all of humanity.

Year 1: Foundation & Alignment (2025–2026)

Priority 1: Educational Excellence & Assessment

- Form the Assessment & Curriculum Innovation Committee
- Begin mapping existing curriculum across grades to identify alignment gaps
- Develop draft Waldorf-aligned assessment rubrics and pilot in Grades 2, 5, and 7
- Create baseline student developmental profiles (academic + social-emotional)
- Create a profile of a Journey Graduate (academic + social-emotional)
- Improve Google Drive/Classroom pilot for teachers to begin building shared resource libraries

Priority 2: Faculty & Staff Sustainability

- Establish Faculty Sustainability Task Force to gather feedback on workload, mentorship, and compensation
- Audit current teacher compensation and develop a plan to gradually close the pay gap
- Schedule time and provide stipends for cross-role planning between MCTs and Specialists (1x/month minimum)
- Pilot teacher wellness sessions (e.g., mindfulness, group support, off-campus half-days)
- Increase attendance at on-site summer PD; begin offering PD credit hours
- Facilities: Conduct facilities audit. Research CUSD options for substantial improvements of existing campus or relocation within the district.

Priority 3: Community Engagement & Thought Leadership

- Create and launch a Parent & Community Education Series (topics: Waldorf 101, tech at home, neurodiversity, etc.)
- Hold listening circles for underrepresented families and EL learners
- Expand on campus Waldorf PD programming for teachers on campus
- Begin planning for a Waldorf Innovation Conference to be held at Journey in Year 3
- Expand Journey's social media presence by highlighting teacher voices and alumni stories (monthly posts)
- DEI Committee identifies key focus areas and begins building resources for staff PD

Year 2: Implementation & Expansion (2026–2027)

Priority 1: Educational Excellence & Assessment

- Expand Waldorf-aligned assessment pilot to all grades; collect and review student progress data
- Finalize and implement baseline developmental benchmarks by grade level
- Publish internal curriculum guides with cross-grade expectations (academic + SEL)
- Host Journey Assessment Summer Institute to refine tools, offer PD, and attract outside educators
- Improve alignment between MCTs and Specialists through shared curriculum planning retreats

Priority 2: Faculty & Staff Sustainability

- Implement phased compensation adjustments (based on year 1 audit and funding)
- Offer release time for classroom observation and peer mentoring (2x/year per teacher)
- Deepen self-care/wellness programming and integrate into regular staff culture
- Offer professional learning stipends for all teachers attending or presenting at conferences
- Hold a full-day August Retreat with integrated MCT/Specialist planning and bonding sessions
- Facilities: Determine facilities goals including budget and timeline, based on Year 1 research.
Launch capital funding campaign to support facilities goals.

Priority 3: Community Engagement & Thought Leadership

- Continue parent education series; expand outreach in Spanish and via social media
- Pilot DEI affinity groups for staff, students, and families with facilitation support
- Launch service learning reboot with clear partnerships and student leadership opportunities
- Finalize program for Waldorf Innovation Conference and begin inviting external speakers
- Increase community visibility through op-eds, blog posts, and local press engagement

Year 3: Full Integration & Leadership (2027–2028)

Priority 1: Educational Excellence & Assessment

- Full implementation of Journey-specific Waldorf-aligned assessments schoolwide
- Use student growth data to inform instructional decisions and share impact stories with stakeholders
- Formalize and publish the Journey Assessment and Curriculum Framework
- Begin licensing or sharing assessment tools with other Waldorf and charter schools
- Deepen curriculum-sharing with regional Waldorf partnerships

Priority 2: Faculty & Staff Sustainability

- Finalize and institutionalize compensation parity with traditional public schools
- Sustain wellness, mentorship, and collaboration systems
- Offer Waldorf 101 and specialty PD to outside educators as a revenue stream
- Secure grant funding to support teacher credentialing, Waldorf training, and sabbatical planning
- Launch internal faculty leadership fellowships (e.g., Assessment, Innovation)
- Facilities: Continue capital funding campaign to align with facilities goals.

Priority 3: Community Engagement & Thought Leadership

- Host the first Waldorf Innovation Conference at Journey School
- Publish a Journey Impact Report highlighting student outcomes, DEI efforts, and thought leadership
- Expand parent education series to include regional invitations (e.g., virtual webinars, bilingual sessions)
- Position Journey faculty and admin as presenters at state/national education events
- Strengthen external partnerships with higher ed, nonprofits, and Waldorf networks for sustainability and visibility