

*Journey School
A California Public Charter School*

Monday, December 18, 2023
REGULAR MEETING AGENDA

6:00 p.m.

*At Journey School
27102 Foxborough
Aliso Viejo, CA 92656*

(949) 448-7232

www.journeyschool.net

BOARD MEMBERS:

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

ADVISORY POSITIONS:

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

INSTRUCTIONS FOR PRESENTATIONS TO THE COUNCIL BY PARENTS AND CITIZENS

Journey School welcomes your participation at the school's Council meetings. The purpose of a public meeting of the Council is to conduct the affairs of Journey School in public. We are pleased that you are in attendance. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

- 1. Agendas are available to audience members during the meeting and on the school website.*
- 2. "Request to Speak" cards are available for all audience members who wish to speak on any agenda items or under the general category of "Public Comment." "Public Comment" time is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Council can only listen to your issue, not discuss your issue, respond in substance, or take action. These presentations are limited to five (5) minutes (ten (10) minutes if a translator is needed), and total time allotted to non-agenda items will not exceed thirty (30) minutes. The Council may give direction to staff to respond to your concern.*
- 3. With regard to items that are on the agenda, you may specify that agenda item on your "Request to Speak" card. Following the presentation on that agenda item by staff, school committees or the public, the President/Chairperson will recognize members of the public who have submitted a "Request to*

Speak” card. This period precedes Council discussion and deliberation. You will be given an opportunity to speak for up to five (5) minutes (ten (10) minutes if a translator is needed).

4. When addressing the Council, speakers are requested to state their name and adhere to the time limits set forth.

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 seventy-two (72) 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 web site www.journeyschool.net without delay and at the same time they are distributed to the Council.

	AGENDA ITEM	SPONSOR	EST. TIME
1	Call to Order and Roll Call	Amy Capelle	6:00
2	Inspirational Passage	Jeannie Lee	6:05
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public.	Amy Capelle	6:10
4	PUBLIC COMMENT: Members of the public may contribute public comment. <i>Reminder: See policy above for time guidelines.</i>	Amy Capelle	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, October 26, 2023. B. First Interim Financial Report*: Approval of First Interim Report, based on financial information including budget on actuals. C. 2023-2024 Staffing Plan*: Approval of updates to the staffing plan.	Gavin Keller	6:20
6.	BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action): A. Board Strategic Planning*: Update on work with Alliance for Public Waldorf, self-study and peer review.	Shelley Kelley	6:30
7	INFORMATION ITEMS: Reports A. Financial Update*: Report on October financials and first interim report. B. Faculty Update: Update on Faculty activities.	Larry Tamayo TBD	7:00

	<p>C. Parent Cabinet Update: Update on Parent Cabinet activities</p> <p>D. Administrative Update: Report from administration, including update on investment account, Conscious Discipline, facilities improvement, Green Ribbon Award, parent interest groups, school events, attendance and enrollment activities.</p>	<p>Cassie Kawling</p> <p>Gavin Keller</p>	
8	<p>SCHOOL OPERATIONS: Discussion/Action</p> <p>A. 2022-23 Audit Report*: Review and acceptance of annual audit report for the previous fiscal year.</p> <p>B. Achievement Data Presentation*: Review and discussion of CAASPP, IlluminateEd achievement data and California Dashboard</p> <p>C. Special Education Local Plan Agency (SELPA)*: Review and discussion of El Dorado Charter SELPA as a potential option for future provision of special education services at Journey School</p> <p>D. Universal Transitional Kindergarten Programming*: Discussion and update of plans for transitional kindergarten programs for the 2024-2025 school year</p> <p>E. Purchase of Laptop Computers for Faculty Use*: Purchase cost to be reimbursed by approved government funding.</p>	Gavin Keller	7:30
9	<p>CLOSED SESSION</p> <p>A. Pursuant to Government Code § 54956.9: Conference with legal counsel regarding existing or anticipated litigation</p> <p>B. Pursuant to Government Code § 54957: Public Employee Compensation, Executive Director</p>		
11	Adjournment	Amy Capelle	8:30

Agenda publicly posted at Journey School on Thursday, December 13, 2023
And on the school website at www.journeyschool.net

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

Journey School
A California Public Charter School

Thursday, October 26, 2023 at 6:00 p.m.
REGULAR MEETING MINUTES

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

	AGENDA ITEM
1	<p>Call to Order and Roll Call: The meeting was called to order at 6:08 p.m.</p> <p><i>Amy Capelle, Council President - Present</i> <i>Melissa Dahlin, Council Vice President - Present</i> <i>Margaret Moodian, Council Secretary - Present</i> <i>Jeannie Lee, Board Member - Present</i> <i>Michael Allbee, Board Treasurer - Present</i></p> <p>ADVISORY POSITIONS: <i>Cassie Kawling, Parent Cabinet Advisor - Present</i></p> <p><i>Also present: Gavin Keller, Shelley Kelley, Gaylen Corbett</i></p>
2	<p>Inspirational Passage: Mike shared an inspirational passage: "I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." -Maya Angelou</p>
3	<p>Approval of Agenda*: Margaret made a motion to approve the agenda, with Public Comment moved prior to Board Development and Oversight, and with the financial update moved according to Larry's schedule. Melissa seconded the motion and it was approved by all.</p>
5	<p>PUBLIC COMMENT: Journey School parent Alicia Cordova spoke during public comment. She thanked the board for allowing her to attend the meeting telephonically. This concluded her comments at this time. Gavin invited her to use the chat feature to submit questions regarding any items on the agenda.</p>
4	<p>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</p> <p>A. Board Strategic Planning*: Melissa presented her summaries of the alumni survey results from former students and their parents. The board reviewed and discussed the results. Melissa noted that having this type of survey information every year would be helpful in order to keep the results reflective of the school's current programming. The board discussed how to gather student email addresses after they leave the school. Cassie suggested communicating with 8th grade students and their parents just prior to their graduation. Amy also suggested regular communication with graduates, such as an annual message. Shelley suggested sharing the survey in the school's monthly newsletter. Next steps for the survey should be to share the results with staff members Kris Reynolds and Viviene Benjamin so that they can use excerpts in the school's outreach efforts. It was agreed that the detailed results could be shared since they do not include names. Shelley suggested bringing the results to faculty, as well. Melissa said she could Zoom into a faculty meeting to help explain the results. The board shared their gratitude to Melissa for her work on this project. Gavin asked her to please share the results with him as a Word document.</p>

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	<p><i>Amy shared that Mike Matsuda, Superintendent of Anaheim Union High School District, a district focused on whole-child education, is willing to offer a presentation for Journey parents and/or faculty. It would be great to have him speak to corroborate the importance of whole-child education at the high school level and to share why they decided to move in that direction years ago.</i></p>
6	<p>CONSENT AGENDA ITEMS: Jeannie made a motion to approve all items on the Consent Agenda. Margaret seconded the motion and it was approved by all.</p> <p>A. Approval of Minutes*: Minutes from Special Meeting held September 28, 2023.</p> <p>B. Recurring Expenses*: Updates to 2023-24 expenses</p>
7	<p>INFORMATION ITEMS: Reports</p> <p>A. Financial Update*: Larry reported on the September financials. ADA came in at 95%, which is more than what we had budgeted for, so the year is off to a good start. Mental health funds will be coming in higher than expected and will come directly to Journey instead of through the SELPA. We still have unused funds that could be used this year if necessary. The school has \$2.8 million as of 9/30/23, which is 30 days of cash on hand. The employee retention tax credit has been received, but has been counted as a liability instead of revenue since there's a possibility that the IRS could claw those funds back. There is still a deficit projected by 2024-25. For the current year, the state's forecast remains uncertain. It will be more clear in January when the governor's budget is proposed. At this time, the state predicts a deficit of \$15 billion.</p> <p><i>Amy asked Larry which monies could be considered for use in investments. Larry stated that the majority of the school's funds are unrestricted. He said to be sure to leave enough funds in the bank to pay for 2-3 months of expenses, or around \$1.2 million. He said that he's seen other schools utilize staggered CD's that mature in six months or at different intervals. Michael stated that his firm would recommend the same approach. Cassie asked if our cash needs are consistent and easy to predict. Larry stated that yes, it is consistent as our biggest expenditure is payroll.</i></p> <p>B. Faculty Update: Shelley shared an update on Faculty activities. Jeannie shared that staff has been continuing their study of Conscious Discipline. The Community Social had a small turnout, but was very nice. Third grade camped out overnight on campus. PEDCO has been working on field trip guidelines for each grade. Jeannie noted some teachers are dealing with health challenges. A baby shower was held for Ms. Fiona and Mr. Kephart, whose baby was born this week. Next week is parent-teacher conferences, so it will be all minimum days. November 1st is a student-free day. The Halloween parade will happen on Tuesday, with students dressing up according to their grade's curriculum.</p> <p>C. Parent Cabinet Update: Cassie shared an update on Parent Cabinet activities. PC's executive team is working really well together, and new members are making great contributions. For example, one person on the executive team created individual mess kits that will be sold at Harvest Faire. Parents are excited about eco-literacy and wanting to get involved in many areas. Pumpkin City was a success. Harvest Faire is the main focus right now, with a need for last-minute volunteers. Cassie noted that PC will provide a way for parents to</p>

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create their own parent-led interest groups that other Journey parents can join. These groups will not be school-sponsored. There will be certain parameters that the groups will abide by.

D. Administrative Update:

We are nearly half way through the Conscious Discipline training with faculty and staff. Information will be shared with parents. Lou Harvey Zahra will be leading several parent education opportunities with two Zoom events and one in person offering. Journey will be submitting an application for the Green Ribbon award. Farmer Brandon has students working to maintain the composting process regularly. Journey students will be working with Earthroots and the Laguna Canyon Foundation to restore local watersheds. The school's rain catchment and groundwater recharging basin will be restored this year. Gavin is working with Moulton Niguel Water to install low flow plumbing to reduce water usage. Our 6th and 7th graders attended the Sustainability Decathlon at OC Fairgrounds, thanks to Margaret's invitation to this event. Sustainable Housing Kits will be delivered for students to assemble and learn about elements of sustainable housing. The kits are made of reclaimed materials.

Gavin stated that PEDCO is reviewing field trips in regards pedagogy, as well as considering fiscal implications for the school and for families. October saw many absences amongst students and staff, mostly due to illness. We are seeking additional substitute teachers to meet staffing challenges. Margaret suggested reaching out to the Retired Teachers Union. Our independent study program for planned absences has been going well and has allowed the school to recoup some ADA. CAASPP scores were made available this week and will be presented at the December meeting.

Shelley shared that Journey School is considering hosting the Waldorf Alliance's "Art of Teaching" conference in the summer of 2024. Members of the Alliance will be visiting the Journey School campus in March 2024 as part of our accreditation process.

8

SCHOOL OPERATIONS: Discussion/Action

- A. **Schedule of Meetings*:** Board members discussed the schedule of regular meetings. The February 29th meeting will be moved to February 27th. The December meeting will be moved to December 18th. Jeannie made a motion to change the schedule of meetings as noted above. Melissa seconded the motion and it was approved by all.

- B. **Investment Policy*:** Board members discussed the Journey School Investment Policy. Gavin noted that there has been no change to this draft of the policy that was presented at the last meeting. He clarified that Journey currently does not have any funds invested. Michael noted that there is no need to purchase tax free debt or municipal debt, since we do not need that tax advantage, and most government securities would have a higher rating than municipal debt. Gavin noted to remove that option from the proposal. Michael noted that the purchase of Prime money market funds should be prohibited because those funds could include foreign debt and other undesirable financial instruments.

Margaret made a motion to approve the investment policy with the option for municipal debt

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stricken from the policy, and prohibiting the purchase of Prime money market funds. Melissa seconded the motion and it was unanimously approved.

- C. ***Financial Services Engagement Agreement ****: *The board reviewed the engagement agreement with E&E Financial Services. Amy noted that there is an item on the firm's owner's record that the board should inquire about. The record shows that the defendant pleaded not guilty and the charges were dropped. The board would like more information before proceeding with the agreement. Eric Sams from E&E Financial joined the meeting via speaker phone. In regards to the incident mentioned above, Eric stated that he was mistakenly charged on something that he did not do, and the judge dismissed the case based on those grounds. He did not stand trial and was not convicted. The incident was not related to a customer or the financial services industry.*

Michael inquired about the firm's experience with other school investment accounts. Eric clarified that E&E would manage the portfolio and not use an outside manager. Michael inquired about how to manage yields if rates go down. Eric stated that he would defer to the school's investment policy and understands that if rates continue to go down, the school may decide to cease investments. He noted that a portion of the portfolio could remain liquid so that the school could access it if necessary. Michael requested a proposal of how the school's funds would be invested. Eric explained that if the investment plan moved forward, the school would wire funds to a Charles Schwab account, and that account would be linked to the school's bank account. Gavin asked if Eric would be willing to attend board meetings on occasion. Eric said he would be presenting regular reports and could attend upon request.

Michael noted that the school may be able to negotiate the fee down to 15 basis points. Michael notes that Eric Sams is required to act as a fiduciary. Gavin pointed out that Eric has a long term professional relationship with Journey School and with Larry Tamayo of ExED, and that he specializes in work with charter schools.

Margaret made a motion to approve the Financial Services Engagement Agreement with E&E Financial with a maximum fee of 25 basis points. Jeannie seconded the motion and it was approved unanimously.

- D. ***Volunteer Policy****: *The board reviewed and discussed changes to the Volunteer Policy. Gavin stated that our attorney has reviewed the policy and that it meets all legal requirements and complies with ed code. He notes that we have removed the word "direct" from the sentence regarding student contact. The policy still requires fingerprinting of chaperones and drivers. The policy does not include fingerprinting of classroom volunteers as they will be under the supervision of classroom teachers. Jeannie suggested that the policy could be worded in a way that is less specific to COVID-19 so that rewording would not be necessary in the case of other health emergencies. Cassie suggested moving the line item about playground supervision to the bottom of the list of volunteer opportunities. Amy suggested including a definition of "supervised."*

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	<p><i>Margaret made a motion to approve the Volunteer Policy with the three changes suggested above.</i></p> <p><i>Jeannie seconded the motion and it was unanimously approved.</i></p>
9	<p>Adjournment: <i>Melissa made a motion to adjourn the meeting. Jeannie seconded and the motion was approved by all. The meeting was adjourned at 8:52 p.m.</i></p>

*Agenda publicly posted at Journey School on October 23, 2023.
And on the school website at www.journeyschool.net*

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

Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

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

Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

Vivienne Benjamin	Social Media and Event Support	Hourly /Non-Exempt/Part time	
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MAIN CLASS TEACHERS	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
April Martin	Main Class Teacher	F/T, Salary/Exempt	
Hellene Brodsky-Blake	Main Class Teacher	F/T, Salary/Exempt	
Jill Murphy	Main Class Teacher	F/T, Salary/Exempt	
Fiona Kephart	Main Class Teacher	F/T, Salary/Exempt	Leave - October through February
Alison Keaney	Long Term Sub	F/T, Daily Per Diem @ Sub Rate	October through February
Amanda Simmons	Independent Study Teacher	.5 F/T, Salary/Exempt	At employee request, reduced role to .75 FTE including admin duties
Lindsey Ponzo	Independent Study Teacher	F/T, Salary/Exempt	ON LEAVE (Until April 2024)
Kayla Pennington	Main Class Teacher	F/T, Salary/Exempt	Long term sub role in Wildflower and then for several Main Class Teachers through long portions of the school year (anticipated leaves)
Kelli Garcia	Independent Study Teacher	F/T Salary/Exempt	
Lisa O’Niell	Independent Study Teacher	F/T, Salary/Exempt	
Kelly Larson	Main Class Teacher	F/T, Salary/Exempt	
Dennis Kephart	Main Class Teacher	F/T, Salary/Exempt	Anticipated Leave – February to April
Stacy Kinney	Main Class Teacher	F/T, Salary/Exempt	

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Jeannie Lee	Main Class Teacher	F/T, Salary/Exempt	
Andrew Goetz	Main Class Teacher	F/T, Salary/Exempt	
Julia Cameron	Main Class Teacher	F/T, Salary/Exempt	
Rita Kandel	Main Class Teacher	F/T, Salary/Exempt	
Kristi Kilcollins	Main Class Teacher	F/T, Salary/Exempt	
Pam Klevit	Main Class Teacher	F/T, Salary/Exempt	
Chandler Boyer	Main Class Teacher	F/T, Salary/Exempt	
Paul Breazeale	Main Class Teacher	F/T, Salary/Exempt	
Heather Boley	Main Class Teacher	F/T, Salary/Exempt	
Jess Johnston	Main Class Teacher	F/T, Salary/Exempt	
Katie Blacker	Main Class Teacher	F/T, Salary/Exempt	
Adam Kilcollins	Main Class Teacher	F/T, Salary/Exempt	
Maisony Schendel	Main Class Teacher	F/T, Salary/Exempt	

Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

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

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Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

SPECIALTY Teachers	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Lindsay Fredrickson	Music Teacher Grades 1-3 and 7 th /8 th music elective: ukulele	16 classes 8 prep 4 hours music support in main lesson BENEFITS	
Brandon Wilkes	Garden Instructor	12 classes 6 prep 12 hours maintaining gardens BENEFITS	
Devan Steele	Strings	14 classes 7 prep 3 hours music dept. coordination	
Billy Alexander	Music Elective: Guitar	2 classes 1 prep	
Nicola Wellner	Handwork Grades 5-8	18 classes 9 prep 3 hours specialty program coordination 2 hours assisting Independent Study BENEFITS 50-75 hours annually to work with Parent Cabinet to plan Harvest Faire – reimbursed by PC through their general/annual contribution to the school budget.	
Amanda Hammond	Handwork Grades 1-4	18 classes 9 prep 2 hours assisting Independent Study BENEFITS	
Tania Marquez	Lower Grades Art Enrichment and 7 th /8 th Grade Visual Arts	16 classes 8 prep BENEFITS	

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Peter Kelley (DML Team)	Digital Media Literacy (DML)	2 classes 1 prep	
Joy Halverson	Games/ Movement	18 classes 9 hours prep BENEFITS	
Eric Deutsch	Games/ Movement	17 classes 8.5 hours prep BENEFITS	Hours include middle school club.
Joshua Crawford	Woodwork	16 classes 8 hours prep BENEFITS	
Janet Caballero	Spanish (Grades 1-8)	20 classes 10 hours prep BENEFITS	NEW HIRE

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Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

CLASSIFIED/INSTRUC-TIONAL SUPPORT	TITLE/GRADE	SALARY or CONTRACTED HOURS PER WEEK & EXEMPT STATUS	OTHER INFO
Jahtziry Hernandez	Kindergarten Assistant	NON EXEMPT 28 hours per week BENEFITS	Adjust to Salary during Fiona Kephart Leave (Oct-Feb)
Karen Dillingham	Kindergarten Assistant	NON EXEMPT 28 hours per week	
Erin Warrack	Kindergarten Assistant	NON EXEMPT 28 hours per week	
Isabella Ortiz	Kindergarten Assistant	NON EXEMPT 28 hours per week	New Role
Summer Jones	Kindergarten Assistant Independent Study	NON EXEMPT 16 hours per week	New Hire
Lily Shaw	ISP First Grade Assistant	NON EXEMPT 12 hours per week	
Josiah Adams	First Grade Assistant	NON EXEMPT 18 hours per week	3 Days per week
Rosa Boynton	First Grade Assistant	NON EXEMPT 12 hours per week	2 Days per week
Raz Allen	First Grade Assistant	NON EXEMPT 30 hours per week BENEFITS	
Rachel Verbeek	Violin Assistant	NON EXEMPT 16 hours per week	
Vianney Figueroa	Handwork Assistant	NON EXEMPT 16 hours per week	
Sergio Huertas	Campus Supervision and Custodial Support	NON EXEMPT 35 hours per week BENEFITS	
Tania Marquez	SE and Behavior Support Provider (Hearth Keeper)	NON EXEMPT 12 hours per week BENEFITS	
Jahtziry Hernandez	SE and Behavior Support Provider (Hearth Keeper)	NON EXEMPT 8 hours per week BENEFITS	Long Term Sub – Alison Keaney to absorb hours October – February
Joshua Crawford	SE and Behavior Support Provider (Hearth Keeper)	NON EXEMPT 8 hours per week BENEFITS	

Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

Sarah Kandel	SE and Behavior Support Provider (Hearth Keeper)	NON EXEMPT 20 hours per week	New Hire
Darren Utterback	Elementary School Interventionist and on campus Sub.	NON EXEMPT 32 hours per week BENEFITS	
Joshua Crawford	Construction/ Maintenance	NON EXEMPT 5 hours per week BENEFITS	
Other Misc Campus Supervisor support: Hourly Staff	Campus Supervisor -Before School -After School -Lunch -Recess	NON EXEMPT Approximately 20-25 hours per week of paid support	
Specialty Teacher Meetings/Performances	Specialty Teachers	NON EXEMPT Approximately 8-10 hours per week of collaborative meetings	

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Preliminary JOURNEY SCHOOL STAFFING PLAN 2023-24

CONTRACTORS	TITLE/GRADE	Description/Duration	OTHER INFO
ExED	Business Services	See Contract	See Contract
Earth Roots	Eco-Literacy/Gardening	See Contract	Estimate \$25,000 annually
Black Tiger	IT Consultant	Special projects and complex diagnostics	Estimate \$10,000 annually
David Bocanegra – OC Janitorial Services	Janitorial Service	See contract	Estimate \$60,000 annually
Various	Waldorf Consultants	Provide professional development opportunities and Parent Education on campus	Estimate \$7,000 annually
STRATEGIC KIDS	Staffing	Paraeducators/Substitutes/On Call	Estimate \$120,000

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

CHARTER SCHOOL INTERIM BUDGET REPORT

Charter School Name Journey School

CDS # 30-66464-6117758

Charter Approving Entity Capistrano Unified

County Orange

Charter # 0294

This charter school uses the following basis of accounting
 (Please enter an "X" in the applicable box below)

Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)
Modified Accrual Basis (Applicable Capital Outlay/Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Budget			Actual To-Date	
		Unrestricted	Restricted	Total	Unrestricted	Restricted
A. REVENUES						
1. Revenue Limit Sources						
Local Control Funding Formula	8011	1,509,385.36		1,509,385.36	401,088.00	
Education Protection Account	8012	137,862.00		137,862.00	26,662.00	
State Aid - Prior Years	8019			0.00		
In Lieu of Property Taxes	8096	4,442,961.06		4,442,961.06	1,231,935.00	
Other LCFF Transfers	8091, 8097			0.00		
Total, Revenue Limit Sources		6,090,208.42	0.00	6,090,208.42	1,659,685.00	0.00
2. Federal Revenues						
No Child Left Behind	8290		49,275.00	49,275.00		
Special Education - Federal	8181, 8182			0.00		
Child Nutrition - Federal	8220			0.00		
Other Federal Revenues	8110, 8260-8299		74,849.50	74,849.50		56,089.83
Total, Federal Revenues		0.00	124,124.50	124,124.50	0.00	56,089.83
3. Other State Revenues						
Special Education - State	8792			0.00		
Special Education Mental Health Services	8590			0.00		12,080.00
Mandate Block Grant	8550	10,583.51		10,583.51		
Charter School Facility Grant Program (SB 740)	8590			0.00		
Lottery - Unrestricted	8560	91,818.70		91,818.70	934.22	
Lottery - Restricted - Prop 20	8560		36,187.37	36,187.37		1,029.79
All Other State Revenues	StateRevAO		409,870.61	409,870.61		912,912.26
Total, Other State Revenues		102,402.21	446,057.98	548,460.19	934.22	926,022.05
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	252,651.00		252,651.00	64,798.04	
Total, Local Revenues		252,651.00	0.00	252,651.00	64,798.04	0.00
5. TOTAL REVENUES		6,445,261.63	570,182.48	7,015,444.11	1,725,417.26	982,111.88
B. EXPENDITURES						
1. Certificated Salaries						
Teachers' Salaries	1100	1,922,480.62	8,280.00	1,930,760.62	502,374.56	1,128.73
Certificated Pupil Support Salaries	1200	152,602.50		152,602.50	8,252.62	
Certificated Supervisors' and Administrators' Salaries	1300	442,570.52		442,570.52	133,076.51	3,584.39
Other Certificated Salaries	1900			0.00		
Total, Certificated Salaries		2,517,653.65	8,280.00	2,525,933.65	643,703.69	4,713.12
2. Non-certificated Salaries						
Instructional Aides' Salaries	2100	502,367.43	147,371.35	649,738.78	151,321.52	2,578.95
Non-certificated Support Salaries	2200	34,355.79		34,355.79	17,351.30	8,989.43
Non-certificated Supervisors' and Administrators' Sal.	2300			0.00		
Clerical and Office Salaries	2400	437,978.03		437,978.03	127,243.73	894.45
Other Non-certificated Salaries	2900	22,312.79		22,312.79	10,978.85	
Total, Non-certificated Salaries		997,014.04	147,371.35	1,144,385.39	306,895.40	12,462.83
3. Employee Benefits						
STRS	3100-3102	515,831.84	11,473.26	527,305.10	133,122.93	900.21
PERS	3200-3202	279,820.76	25,501.26	305,322.02	57,248.68	3,325.08
OASDI / Medicare / Alternative	3300-3302	98,218.34	11,393.97	109,612.31	28,569.30	1,019.92
Health and Welfare Benefits	3400-3402	409,282.31	7,247.69	416,530.00	195,480.97	
Unemployment Insurance	3500-3502	1,757.33	77.83	1,835.16	468.06	8.53
Workers' Compensation Insurance	3600-3602	28,048.39	0.00	28,048.39	18,615.00	
Retiree Benefits	3701-3702			0.00		
PERS Reduction (for revenue limit funded schools)	3801-3802			0.00		
Other Employee Benefits	3901-3902	3,000.00		3,000.00	255.00	
Total, Employee Benefits		1,335,958.98	55,694.00	1,391,652.98	433,759.93	5,253.75
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100		17,680.39	17,680.39	0.00	16,598.36
Books and Other Reference Materials	4200	6,500.00		6,500.00	2,855.98	12.00
Materials and Supplies	4300	135,566.71	36,187.37	171,754.08	26,769.91	2,572.93
Noncapitalized Equipment	4400	52,359.63	35,000.00	87,359.63	15,239.70	2,499.19
Food	4700			0.00		
Total, Books and Supplies		194,426.34	88,867.76	283,294.10	44,865.59	21,682.48

Description	Object Code	Unrestricted	Restricted	Total	Unrestricted	Restricted
5. Services and Other Operating Expenditures						
Travel and Conferences	5200	24,985.00	5,150.00	30,135.00	9,618.39	400.00
Dues and Memberships	5300	14,907.00	4,650.00	19,557.00	9,052.17	
Insurance	5400	78,618.43		78,618.43	54,952.07	
Operations and Housekeeping Services	5500	171,144.00		171,144.00	63,157.22	
Rentals, Leases, Repairs, and Noncap. Improvements	5600	243,212.00		243,212.00	77,439.91	
Professional/Consulting Services and Operating Expend.	5800	769,160.40	260,169.37	1,029,329.77	203,796.94	102,876.52
Communications	5900	15,076.03		15,076.03	1,819.47	
Total, Services and Other Operating Expenditures		1,317,102.86	269,969.37	1,587,072.23	419,836.17	103,276.52
6. Capital Outlay						
(Objects 6100-6170, 6200-6500 for modified accrual basis only)						
Land and Land Improvements	6100-6170			0.00		
Buildings and Improvements of Buildings	6200			0.00		
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00		
Equipment	6400			0.00		
Equipment Replacement	6500			0.00		
Depreciation Expense (for accrual basis only)	6900	52,772.13		52,772.13	25,153.43	220.80
Total, Capital Outlay		52,772.13	0.00	52,772.13	25,153.43	220.80
7. Other Outgo						
Tuition to Other Schools	7110-7143			0.00		
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00		
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00		
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00		
All Other Transfers	7281-7299			0.00		
Debt Service:						
Interest	7438			0.00		
Principal (for modified accrual basis only)	7439			0.00		
Total, Other Outgo		0.00	0.00	0.00	0.00	0.00
8. TOTAL EXPENDITURES		6,414,927.99	570,182.48	6,985,110.47	1,874,214.21	147,609.50
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		30,333.64	0.00	30,333.64	(148,796.95)	834,502.38
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979			0.00		
2. Less: Other Uses	7630-7699			0.00		
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			0.00		
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00	0.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		30,333.64	0.00	30,333.64	(148,796.95)	834,502.38
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	2,252,977.75	1,325.38	2,254,303.13	2,252,977.75	1,325.38
b. Adjustments/Restatements to Beginning Balance	9793, 9795			0.00		
c. Adjusted Beginning Balance		2,252,977.75	1,325.38	2,254,303.13	2,252,977.75	1,325.38
2. Ending Fund Balance, June 30 (E + F1c)		2,283,311.39	1,325.38	2,284,636.77	2,104,180.80	835,827.76
Components of Ending Fund Balance (Optional):						
Reserve for Revolving Cash (equals object 9130)	9711			0.00		
Reserve for Stores (equals object 9320)	9712			0.00		
Reserve for Prepaid Expenditures (equals object 9330)	9713			0.00	8,727.04	
Reserve for All Others	9719			0.00		
General Reserve	9730			0.00		
Legally Restricted Balance	9740			0.00		
Designated for Economic Uncertainties	9770 *			0.00		
Other Designations	9775, 9780			0.00		
Undesignated / Unappropriated Amount	9790 *	2,283,311.39	1,325.38	2,284,636.77	2,095,453.76	835,827.76
* Percent of Total Expenditures and Other Uses		32.69%	0.02%	32.71%	103.64%	41.34%

Description	Object Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	
G. ASSETS							
1. Cash							
In County Treasury	9110				1,426,529.40	834,723.18	
Fair Value Adjustment to Cash in County Treasury	9111						
In Banks	9120				654,349.22	(5,225.18)	
In Revolving Fund	9130						
With Fiscal Agent	9135						
Collections Awaiting Deposit	9140						
2. Investments	9150						
3. Accounts Receivable	9200				0.50		
4. Due from Grantor Government	9290				82,234.72	5,225.18	
5. Stores	9320						
6. Prepaid Expenditures (Expenses)	9330				8,727.04		
7. Other Current Assets	9340				313,267.82		
8. Capital Assets (for accrual basis only)	9400-9499				356,770.75	1,104.58	
9. TOTAL ASSETS					2,841,879.45	835,827.76	
H. LIABILITIES							
1. Accounts Payable	9500				232,936.46		
2. Due to Grantor Government	9590				29,438.40		
3. Current Loans	9640						
4. Deferred Revenue	9650						
5. Long-Term Liabilities (for accrual basis only)	9660-9669				475,323.79		
6. TOTAL LIABILITIES					737,698.65	0.00	
I. FUND BALANCE							
Ending Fund Balance, June 30 (G9-H6) (must agree with Line F2)					2,104,180.80	835,827.76	
					CHECK	0.00	(0.00)

Total
401,088.00
26,662.00
0.00
1,231,935.00
0.00
1,659,685.00
0.00
0.00
0.00
56,089.83
56,089.83
0.00
12,080.00
0.00
0.00
934.22
1,029.79
912,912.26
926,956.27
64,798.04
64,798.04
2,707,529.14
503,503.29
8,252.62
136,660.90
0.00
648,416.81
153,900.47
26,340.73
0.00
128,138.18
10,978.85
319,358.23
134,023.14
60,573.76
29,589.22
195,480.97
476.59
18,615.00
0.00
0.00
255.00
439,013.68
16,598.36
2,867.98
29,342.84
17,738.89
0.00
66,548.07

Total
10,018.39
9,052.17
54,952.07
63,157.22
77,439.91
306,673.46
1,819.47
523,112.69
0.00
0.00
0.00
0.00
0.00
25,374.23
25,374.23
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
2,021,823.71
685,705.43
0.00
0.00
0.00
0.00
685,705.43
2,254,303.13
0.00
2,254,303.13
2,940,008.56
0.00
0.00
8,727.04
0.00
0.00
0.00
0.00
0.00
2,931,281.52
144.98%

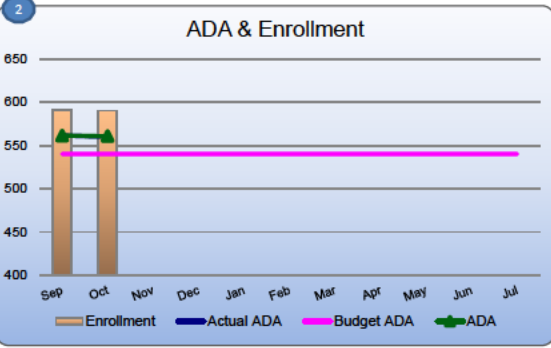
Total
2,261,252.58
0.00
649,124.04
0.00
0.00
0.00
0.00
0.50
87,459.90
0.00
8,727.04
313,267.82
357,875.33
3,677,707.21
232,936.46
29,438.40
0.00
0.00
475,323.79
737,698.65
2,940,008.56

(0.00)

JOURNEY SCHOOL - Financial Dashboard (October 2023)

1 Key Performance Indicators

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



State Budget Update

Per School Services of CA: COLA Is What?!

As of October 27, the Franchise Tax Board (FTB) reported monthly tax collections of only \$14.9 billion—a shortfall from projections of more than \$27 billion. This shortfall and the one-month extension of the 2022 tax filing deadline caused the LAO to postpone the publication of its *Fiscal Outlook* to early December as multi-billion dollar discrepancies can have significant impacts on the overall State Budget and Proposition 98.

...the LAO is now projecting the 2024-25 statutory COLA to be approximately 1.00%—a significant decrease from the Newsom Administration’s June 2023 estimates. We expect that the DOF, which has significantly more data now than in June 2023, will downgrade its projection when Governor Gavin Newsom presents his State Budget proposal on January 10, 2024.

While the final statutory COLA won't be known until April 2024, the likelihood of it being 3.94% appears to be slim to none.

3 Average Daily Attendance Analysis

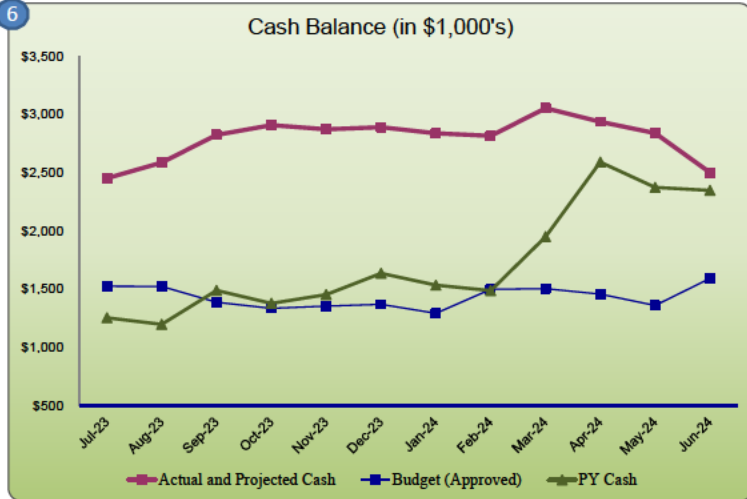
Category	Actual through Month 2	Forecasted P2	Budgeted P2	Better/ (Worse)	Prior Year P2
Enrollment	590	580	580	0	571
ADA %	95.0%	93.7%	93.1%	0.6%	92.1%
ADA	560.68	546.85	540.11	6.74	533.24

4 LCFF Supplemental & Concentration Grant Factors

Category	Budget	Forecast	Variance	Prior Year
Unduplicated Pupil %	25.2%	25.2%	0.0%	25.3%
3-Year Average %	24.8%	24.8%	0.0%	22.6%
District UPP C. Grant Cap	30.1%	30.1%	0.0%	30.1%

5 INCOME STATEMENT

INCOME STATEMENT	Forecast	VS. Budget		FY 23-24 YTD			Historical	
	As of 10/31/23	FY 23-24 Budget	Variance B/(W)	Actual YTD	Budget YTD	Variance B/(W)	FY 22-23	FY 21-22
Local Control Funding Formula	6,164,891	6,090,208	74,683	1,659,685	1,919,591	(259,906)	5,503,044	4,289,194
Federal Revenue	124,124	124,124	0	56,090	74,849	(18,760)	127,380	323,588
State Revenue	589,263	548,460	40,803	926,956	49,254	877,702	979,037	491,993
Other Local Revenue	33,151	9,651	23,500	20,539	2,358	18,181	47,713	6,908
Grants/Fundraising	243,000	243,000	0	44,259	65,095	(20,836)	293,886	368,891
TOTAL REVENUE	7,154,430	7,015,444	138,986	2,707,529	2,111,148	596,381	6,951,059	5,480,574
Total per ADA	13,083	12,989	94				13,036	11,408
w/o Grants/Fundraising	12,639	12,539	100				12,484	10,640
Certificated Salaries	2,349,744	2,525,934	176,190	648,417	716,327	67,910	2,091,898	1,998,789
Classified Salaries	1,234,678	1,144,385	(90,293)	319,358	338,649	19,291	1,161,891	990,020
Benefits	1,397,830	1,391,653	(6,177)	439,014	427,956	(11,058)	1,230,170	1,040,791
Student Supplies	286,294	283,294	(3,000)	66,548	147,755	81,207	395,837	165,492
Operating Expenses	1,609,715	1,587,072	(22,643)	523,113	543,928	20,815	1,619,604	1,536,017
Other	101,217	52,772	(48,444)	25,374	14,419	(10,955)	26,002	19,469
TOTAL EXPENSES	6,979,478	6,985,110	5,633	2,021,824	2,189,034	167,210	6,525,402	5,750,577
Total per ADA	12,763	12,933	170				12,237	11,970
NET INCOME / (LOSS)	174,952	30,334	144,619	685,705	(77,886)	763,592	425,657	(270,004)
OPERATING INCOME	276,169	83,106	193,063	711,080	(49,048)	760,128	451,659	(250,535)



7 Balance Sheet

	6/30/2023	10/31/2023	6/30/2024 FC
Assets			
Cash, Operating	2,349,524	2,910,377	2,503,885
Accounts Receivable	941,745	87,460	466,791
Due From Others	299	1	0
Other Assets	426,847	321,995	374,066
Net Fixed Assets	306,393	357,875	297,033
Total Assets	4,024,809	3,677,707	3,641,775
Liabilities			
A/P & Payroll	525,112	335,377	366,965
Due to Others	280,114	213,955	657,187
Deferred Revenue	776,913	0	0
Other Liabilities	188,367	188,367	188,367
Total Liabilities	1,770,506	737,699	1,212,519
Equity			
Beginning Fund Bal.	1,377,081	2,254,303	2,254,303
Net Income/(Loss)	877,222	685,705	174,953
Total Equity	2,254,303	2,940,009	2,429,256
Total Liabilities & Equity	4,024,809	3,677,707	3,641,775
Days Cash on Hand	132	154	133
Cash Reserve %	36.1%	42.3%	36.4%

Year-End Cash Balance

	Projected	Budget	Variance
	2,503,885	1,592,591	911,294



Actuals as of 10/31/2023

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	FORECAST	Budget Variance
	Jul-23	Aug-23	Sep-23	Oct-23										Jul-23 - Jun-24	Better / (Worse)
Income															
8011-8098 - Local Control Funding Formula Sources															
8011 Local Control Funding Formula	71,623	71,623	128,921	128,921	128,921	128,921	128,921	146,411	146,411	146,411	146,411	146,411	-	1,519,904	10,518
8012 Education Protection Account	-	-	26,662	-	-	28,679	-	-	31,151	-	-	31,151	-	117,644	(20,218)
8019 Local Control Funding Formula - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8096 In Lieu of Property Taxes	-	284,293	568,585	379,057	379,057	379,057	379,057	379,057	605,286	302,643	302,643	302,643	265,967	4,527,344	84,383
8098 In Lieu of Property Taxes, Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 8011-8098 - Local Control Funding Formula Sources	71,623	355,916	724,168	507,978	507,978	536,657	507,978	525,468	782,847	449,053	449,053	480,205	265,967	6,164,891	74,683
8100-8299 - Federal Revenue															
8291 Title I	-	-	-	-	-	12,605	-	-	12,605	-	-	6,302	-	31,512	-
8292 Title II	-	-	-	-	-	3,105	-	-	3,105	-	-	1,553	-	7,763	-
8295 Title IV, SSAFE	-	-	-	-	-	4,000	-	-	4,000	-	-	2,000	-	10,000	-
8299 All Other Federal Revenue	-	-	-	56,090	-	-	-	-	-	-	-	-	18,760	74,849	-
Total 8100-8299 - Other Federal Income	-	-	-	56,090	-	19,710	-	-	19,710	-	-	9,855	18,760	124,124	-
8300-8599 - Other State Revenue															
8550 Mandate Block Grant	-	-	-	-	-	10,584	-	-	-	-	-	-	-	10,584	-
8561 State Lottery - Non Prop 20	-	-	934	-	-	25,170	-	-	25,170	-	-	25,170	24,236	100,680	8,861
8562 State Lottery - Prop 20	-	-	1,030	-	-	-	-	-	10,239	-	-	-	-	29,686	4,767
8560 Lottery Revenue	-	-	-	-	-	25,170	-	-	35,409	-	-	25,170	53,922	141,634	13,628
8592 State Mental Health	2,157	2,157	3,883	3,883	3,883	3,883	3,883	3,983	3,983	3,983	3,983	3,983	609	44,251	44,251
8595 Expanded Learning Opportunity Program	45,127	(29,679)	13,903	163,082	13,903	13,903	13,903	13,903	13,903	13,903	13,903	13,903	(127,751)	175,906	-
8596 Prop 28 Arts & Music	-	-	-	-	-	-	-	6,549	6,549	6,549	6,549	6,549	40,020	72,763	1,420
8599 State Revenue - Other	-	-	-	720,479	-	-	-	-	-	-	-	-	(576,354)	144,125	(18,497)
Total 8300-8599 - Other State Income	47,284	(27,522)	19,750	887,444	17,786	53,539	17,786	24,434	59,843	24,434	24,434	49,604	(609,554)	589,263	40,803
8600-8799 - Other Local Revenue															
8660 Interest & Dividend Income	0	6,323	6,317	6,735	1,328	1,328	1,328	1,328	1,328	1,328	1,328	1,328	0	30,000	22,000
8662 Net Increase (Decrease) in Fair Value of Investm	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8689 All Other Fees & Contracts	1,000	500	(500)	-	188	188	188	188	188	188	188	188	-	2,500	1,500
8692 Grants	-	-	-	-	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	-	60,000	-
8695 Contributions & Events	3,398	1,713	1,733	5,293	7,858	7,858	7,858	7,858	7,858	7,858	7,858	7,858	-	75,000	-
8696 Other Fundraising	2,324	6,600	15,585	7,613	9,485	9,485	9,485	9,485	9,485	9,485	9,485	9,485	-	108,000	(0)
8697 E-Rate	-	54	54	54	54	54	54	54	54	54	54	54	54	651	0
Total 8600-8799 - Other Income-Local	6,722	15,191	23,190	19,695	26,412	26,412	26,412	26,412	26,412	26,412	26,412	26,412	54	276,151	23,500
TOTAL INCOME	125,629	343,585	767,108	1,471,207	552,176	636,319	552,176	576,314	888,813	499,900	499,900	566,076	(324,774)	7,154,430	138,986
Expense															
Total 1000 - Certificated Salaries	29,779	192,368	213,021	213,248	209,365	213,137	213,137	213,137	213,137	213,137	213,137	213,137	-	2,349,744	176,190
Total 2000 - Classified Salaries	36,057	35,702	116,987	130,613	106,154	115,875	115,875	115,875	115,875	115,875	115,875	113,915	-	1,234,678	(90,293)
3000 - Employee Benefits															
3111 STRS - State Teachers Retirement System	5,688	35,501	46,955	45,880	43,689	44,409	44,409	44,409	44,409	44,409	44,409	44,409	-	488,577	38,729
3212 PERS - Public Employee Retirement System	9,115	10,853	19,065	21,541	18,979	28,915	28,915	28,915	28,915	28,915	28,915	28,393	-	281,439	23,883
3311 OASDI - Social Security	2,205	2,590	5,100	5,873	5,117	5,983	5,983	5,983	5,983	5,983	5,983	5,862	-	62,646	(6,253)
3331 MED - Medicare	947	3,301	4,691	4,882	4,431	4,771	4,771	4,771	4,771	4,771	4,771	4,742	-	51,619	1,601
3401 H&W - Health & Welfare	87,029	36,592	38,538	33,322	28,514	40,000	40,000	40,000	40,000	40,000	20,000	20,000	-	443,995	(27,465)
3501 SUI - State Unemployment Insurance	33	114	162	168	158	165	165	165	165	165	165	164	-	1,785	50
3601 Workers' Compensation Insurance	-	10,772	1,543	6,300	3,150	3,150	3,150	3,150	3,150	3,150	3,150	3,150	-	37,515	(9,467)
3902 Other Benefits	-	255	-	-	-	-	-	-	-	-	-	30,000	-	30,255	(27,255)
Total 3000 - Employee Benefits	105,016	99,977	116,054	117,966	104,038	127,393	127,393	127,393	127,393	127,393	104,243	113,569	-	1,397,830	(6,177)
4000 - Supplies															
4111 Core Curricula Materials	2,800	7,646	6,002	150	510	510	510	510	510	510	510	510	-	20,680	(3,000)
4211 Books & Other Reference Materials	-	1,651	796	421	454	454	454	454	454	454	454	454	-	6,500	-
4311 Student Materials	1,054	5,800	5,249	6,741	5,468	5,468	5,468	5,468	5,468	5,468	5,468	5,468	-	62,591	-
4351 Office Supplies	327	786	1,277	810	1,469	1,469	1,469	1,469	1,469	1,469	1,469	1,469	-	14,952	-
4371 Custodial Supplies	174	951	1,760	2,027	1,961	1,961	1,961	1,961	1,961	1,961	1,961	1,961	-	20,600	-
4390 Other Supplies	82	640	1,589	77	8,903	8,903	8,903	8,903	8,903	8,903	8,903	8,903	-	73,611	-
4411 Non Capitalized Equipment	1,760	9,929	4,415	1,634	8,703	8,703	8,703	8,703	8,703	8,703	8,703	8,703	-	87,360	-
Total 4000 - Supplies	6,197	27,402	21,089	11,860	27,468	27,468	27,468	27,468	27,468	27,468	27,468	27,468	-	286,294	(3,000)
5000 - Operating Services															
5211 Travel & Conferences	675	7,664	1,329	350	2,515	2,515	2,515	2,515	2,515	2,515	2,515	2,515	-	30,135	-
5311 Dues & Memberships	8,730	322	-	-	5,100	772	772	772	772	772	772	772	-	19,557	-

Actuals as of 10/31/2023

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	FORECAST	Budget Variance
	Jul-23	Aug-23	Sep-23	Oct-23										Jul-23 - Jun-24	Better / (Worse)
5451 General Insurance	33,118	16,214	3,616	2,004	2,004	2,004	2,004	2,004	2,004	2,004	5,822	5,822		78,618	-
5511 Utilities	1,407	9,294	1,391	12,729	6,823	6,823	6,823	6,823	6,823	6,823	6,823	6,823		79,400	-
5531 Housekeeping Services	7,425	7,725	10,458	9,220	7,687	7,687	7,687	7,687	7,687	7,687	7,687	7,687		96,324	(10,000)
5599 Other Facility Operations & Utilities	298	1,256	538	1,416	239	239	239	239	239	239	239	239		5,420	-
5619 Other Facility Rentals	15,130	15,130	15,130	15,130	15,505	15,505	15,505	15,505	15,505	15,505	15,505	15,505		184,562	-
5621 Equipment Lease	1,610	565	1,168	2,057	5,182	1,838	1,838	1,838	1,838	1,838	1,838	1,838		23,450	(6,000)
5631 Vendor Repairs	3,735	3,138	4,152	495	3,710	3,710	3,710	3,710	3,710	3,710	3,710	3,710		41,200	-
5812 Field Trips & Pupil Transportation	9,108	3,176	16,911	26,689	10,443	10,443	10,443	10,443	10,443	10,443	10,443	10,443		139,425	-
5821 Legal	876	6,531	2,336	6,899	1,670	1,670	1,670	1,670	1,670	1,670	1,670	1,670		30,000	-
5823 Audit	-	-	7,980	-	1,365	1,365	1,365	1,365	1,365	1,365	1,365	1,365		18,900	-
5831 Advertisement & Recruitment	-	-	112	-	236	236	236	236	236	236	236	236		2,000	-
5841 Contracted Substitute Teachers	-	-	-	2,445	6,370	1,990	1,990	1,990	1,990	1,990	1,990	1,990		22,748	-
5849 Other Student Instructional Services	4,620	82,634	4,556	21,437	25,359	19,965	19,965	19,965	19,965	19,965	19,965	19,965		278,360	-
5852 PD Consultants & Tuition	8,265	1,525	945	-	400	1,301	1,301	1,301	1,301	1,301	1,301	1,301		20,238	-
5854 Nursing & Medical (Non-IEP)	-	-	-	-	-	-	-	-	-	-	-	-		-	-
5859 All Other Consultants & Services	56,823	-	11,667	11,667	11,667	7,660	7,660	7,660	7,660	7,660	7,660	7,660		145,445	-
5861 Non Instructional Software	10,923	1,020	1,123	193	1,776	1,776	1,776	1,776	1,776	1,776	1,776	1,776		27,470	-
5865 Fundraising Cost	-	-	-	-	316	316	316	316	316	316	316	316		2,526	(2,526)
5871 District Oversight Fees	-	-	-	-	7,706	7,706	7,706	7,706	7,706	7,706	7,706	7,706		61,649	(747)
5872 Special Education Fees (SELPA)	-	-	-	-	21,874	21,874	21,874	16,624	69,268	34,634	34,634	34,634	18,010	273,425	(3,370)
5899 All Other Expenses	422	2,841	1,421	1,530	947	947	947	947	947	947	947	947		13,787	-
5911 Office Phone	-	-	-	-	798	798	798	798	798	798	798	798		6,386	-
5913 Mobile Phone	122	51	-	102	255	255	255	255	255	255	255	255		2,318	-
5921 Internet	354	304	222	265	372	372	372	372	372	372	372	372		4,120	-
5923 Website Hosting	132	-	-	-	13	13	13	13	13	13	13	13		234	-
5931 Postage & Shipping	-	123	-	95	194	194	194	194	194	194	194	194		1,768	-
5999 Other Communications	50	-	-	-	25	25	25	25	25	25	25	25		250	-
Total 5000 - Operating Services	163,823	159,512	85,055	114,722	140,549	119,998	119,998	114,748	167,391	132,758	136,576	136,576	18,010	1,609,715	(22,643)
6000 - Capital Outlay															
6901 Depreciation Expense	2,943	6,356	6,356	9,719	9,262	9,512	9,512	9,512	9,512	9,512	9,512	9,512		101,217	(48,444)
Total 6000 - Capital Outlay	2,943	6,356	6,356	9,719	9,262	9,512	9,512	9,512	9,512	9,512	9,512	9,512	-	101,217	(48,444)
TOTAL EXPENSE	343,816	521,317	558,562	598,129	596,836	613,383	613,383	608,133	660,777	626,143	606,811	614,177	18,010	6,979,478	5,633
NET INCOME	(218,186)	(177,732)	208,546	873,079	(44,660)	22,936	(61,207)	(31,819)	228,036	(126,243)	(106,911)	(48,101)	(342,783)	174,952	144,619
Operating Income														276,169	
EBITDA														276,169	
Beginning Cash Balance	2,349,524	2,454,553	2,588,487	2,826,934	2,910,377	2,874,978	2,892,426	2,840,730	2,818,423	3,055,970	2,939,238	2,841,839	2,503,885	2,349,524	(67,192)
Cash Flow from Operating Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Income	(218,186)	(177,732)	208,546	873,079	(44,660)	22,936	(61,207)	(31,819)	228,036	(126,243)	(106,911)	(48,101)	(342,783)	174,952	144,619
Change in Accounts Receivable															
Prior Year Accounts Receivable	513,333	302,790	38,162	-	-	-	-	-	-	-	-	-	-	854,285	796,726
Current Year Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	(379,331)	(379,331)	(240,911)
Change in Due from	299	-	-	(1)	-	-	-	-	-	-	-	1	-	299	-
Change in Accounts Payable	(183,085)	(31,034)	(33,504)	47,487	-	-	-	-	-	-	-	31,588	-	(168,549)	(152,143)
Change in Due to	(478)	(753)	(29,784)	(35,144)	-	-	-	-	-	-	-	(278,882)	722,115	377,074	1,057,709
Change in Payroll Liabilities	(69,662)	43,245	33,138	3,683	-	-	-	-	-	-	-	-	-	10,403	10,403
Change in Prepaid Expenditures	44,295	(1,709)	(48)	-	-	-	-	-	-	-	-	(52,071)	-	(9,533)	38,796
Change in Deferred Revenue	-	-	-	(776,913)	-	-	-	-	-	-	-	-	-	(776,913)	(776,913)
Change in Other Long Term Assets	15,571	15,576	15,581	15,586	-	-	-	-	-	-	-	-	-	62,314	-
Depreciation Expense	2,943	6,356	6,356	9,719	9,262	9,512	9,512	9,512	9,512	9,512	9,512	9,512	-	101,217	48,444
Cash Flow from Investing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditures	-	(22,804)	-	(54,053)	-	(15,000)	-	-	-	-	-	-	-	(91,857)	(10,857)
Ending Cash Balance	2,454,553	2,588,487	2,826,934	2,910,377	2,874,978	2,892,426	2,840,730	2,818,423	3,055,970	2,939,238	2,841,839	2,503,885	2,503,885	2,503,885	911,294

Journey School Financial Analysis October 2023

Net Income

Journey School is projected to achieve a net income of \$174,952 in FY23-24 compared to \$30,334 in the board-approved budget. This is \$144,619 more than the board-approved budget.

Balance Sheet

As of October 31, 2023, the school's cash balance was \$2,910,377. By June 30, 2024, the school's cash balance is projected to be \$2,503,885.

As of October 31, 2023, the Accounts Receivable balance was \$87,460.

As of October 31, 2023, the Accounts Payable balance, including payroll liabilities, totaled \$549,332.

Income Statement

Revenue

Total revenue for FY23-24 is projected to be \$7,154,430, which is \$138,986 more than the budgeted amount.

- LCFF is projected to be \$74,683 due to the higher enrollment and ADA for the first two months of the year. If the higher ADA continues the funding will increase as a result.
- State Mental Health is projected to be \$44,251 over budget as the state funding model has changed. These funds will be sent directly to the school starting this year.

Expenses

Total expenses for FY23-24 are projected to be \$6,979,478, which is \$5,633 less than the budgeted amount.

- Certificated Salaries are projected to be \$176,190 primarily due to the counselors being moved to classified salaries.
- STRS is projected to be \$38,729 due to the lower certificated salaries.
- Health and Welfare Benefits are projected to be \$27,465 over budget due to early premium costs.
- Depreciation is projected to be \$48,444 over budget due to the installation of Shade Sails and Fence.

ADA

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

Month 1 ADA: 561.33

Month 2 ADA: 560.10

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

**Journey School
Check Register
For the Month Ending October 31, 2023**

Check #	Vendor Name	Date Description	Amount
1006474	CLIFTON LARSON ALLEN LLP	10/4/2023 FY22-23 - AUDIT SERVICES	7,980.00
A012952	KAISER PERMANENTE (3383)	10/4/2023 11/23 - HEALTH PREMIUM	19,687.58
E011887	ADVANCED OFFICE	10/4/2023 09/23/23-10/22/23 - COPIER LEASE	603.14
E011888	WESTERN EXTERMINATOR	10/4/2023 09/23 - PEST CONTROL MAINTENANCE	298.30
P043245	BLACK TIGER	10/4/2023 (1) WI-FI ACCESS POINTS INSTALLATION	3,278.85
P043246	CAPISTRANO UNIFIED SCHOOL DISTRICT	10/4/2023 ICE PACKS, COPY PAPER, ERASERS, ETC	570.76
P043247	DENNIS KEPHART	10/4/2023 HOME DEPOT - WOOD, PAINT, HARDWARE	185.61
1006475	SOUTHERN CALIFORNIA EDISON	10/9/2023 08/29/23-09/27/23 - ELECTRIC	7,282.38
1006476	AMPLIFY EDUCATION, INC.	10/9/2023 SCIENCE CURRICULUM	5,785.47
A013012	OC DAVOC ENTERPRISES, INC.	10/9/2023 09/23 - JANITORIAL SERVICES	8,772.32
A013013	GOTO COMMUNICATIONS, INC	10/9/2023 10/23 - PHONES	824.95
A013014	GREAT AMERICAN INSURANCE CO	10/9/2023 09/23 - INSURANCE PREMIUM	1,998.29
A013015	EARTHROOTS FIELD SCHOOL, INC.	10/9/2023 10/23 - ECO-LITERACY INSTRUCTION	2,277.78
A013016	POSITIVE ADVENTURES LLC	10/9/2023 06/24 - FIELD TRIP DEPOSIT	16,830.00
A013017	OC DAVOC ENTERPRISES, INC.	10/9/2023 SOAP, TRASH LINERS, PAPER TOWELS, ETC	1,065.76
E011928	ADVANCED OFFICE	10/9/2023 08/23/23-09/22/23 - COPIER LEASE & OVERAGES	889.10
E011929	QUADIENT FINANCE USA, INC.	10/9/2023 09/23 - POSTAGE METER RENTAL	72.80
P043408	ALISON KEANEY	10/9/2023 AIM MALL CENTER - FINGERPRINTS	36.40
P043409	MOULTON NIGUEL WATER 3586	10/9/2023 08/14/23-09/18/23 - WATER SERVICES	411.30
P043410	KELLY LARSON	10/9/2023 HOME DEPOT - STORAGE BINS	34.42
P043411	SARAH KANDEL	10/9/2023 SECUR LIVE SCAN - FINGERPRINTS	30.00
P043412	MOULTON NIGUEL WATER 3587	10/9/2023 08/14/23-09/18/23 - WATER SERVICES	379.04
P043413	BRANDON WICKES	10/9/2023 MULTIPLE VENDORS - GROCERIES FOR COOKING	202.42
P043414	MEDICAL ENVIRONMENTAL TECHNOLOGIES LLC	10/9/2023 09/23 - MEDICAL WASTE DISPOSAL 08/26/23-09/25/23 - PHONE & HOTSPOT FOR FACULTY	147.05
2467-1M	VERIZON WIRELESS	10/11/2023 USE	72.78
2467M	VERIZON WIRELESS	10/11/2023 VOID - \$72.28 - VOID	0.00
2468M	WELLS FARGO	10/12/2023 09/23 - CREDIT CARD PURCHASES	1,961.81
2469M	FIRST NATIONAL BANK OF OMAHA	10/12/2023 09/23 - CREDIT CARD PURCHASES	8,514.77
1006477	ANGEL BROWNING	10/16/2023 REIM061623AB 08/01/23-09/30/23 - INSTRUCTIONAL AIDES,	114.69
1006478	STRATEGIC KIDS, LLC	10/16/2023 SUBSTITUTE TEACHERS	19,733.74
2470M	PACIFIC COACHWAYS CHARTER SERVICES, INC	06/24 - 8TH GRADE FIELD TRIP TRANSPORTATION	
2471M	OCEAN INSTITUTE	10/16/2023 DEPOSIT	1,079.35
A013122	STAPLES BUSINESS CREDIT	10/16/2023 01/24 - 4TH GRADE FIELD TRIP DEPOSIT	1,089.00
E012039	ALPINE FRESH USA	10/16/2023 FOLDERS, PAPER, SHEET PROTECTORS, ETC	578.01
P043732	APRIL MARTIN	10/16/2023 09/23 - BOTTLED WATER SERVICE	669.00
P043733	CR&R INCORPORATED	10/16/2023 HOBBY LOBBY - RIBBON	59.31
P043734	STRATEGIC KIDS, LLC	10/16/2023 10/23 - WASTE & RECYCLING SERVICE	600.36
P043735	SCHOOLS SAFEID, LLC	10/16/2023 09/23 - ELOP INSTRUCTION	4,148.00
1006479	SHELLEY KELLEY	10/16/2023 FY23-24 - SMART DISMISSAL SOFTWARE	499.00
1006480	MICHELLE CHAN	10/23/2023 REIM061623SK	61.39
1006481	PROCOPIO, CORY, HARGREAVES & SAVITCH, LLP.	10/23/2023 REIM060923MC	71.96
1006482	EXCELLENT EDUCATION	10/23/2023 09/23 - LEGAL SERVICES	6,898.50
1006483	DEVELOPMENT	09/23 - MANAGEMENT CONTRACT FEE & PAYCHEX	
A013270	JESS JOHNSTON	10/23/2023 FEES	12,084.03
E012150	EARTHROOTS FIELD SCHOOL, INC.	10/23/2023 REIM060523JJ	63.81
E012151	COX COMMUNICATIONS	10/23/2023 11/23 - FIELD TRIP ADMISSION	1,175.00
E012152	WESTERN EXTERMINATOR	10/23/2023 10/08/23-11/07/23 - INTERNET	168.12
P044083	DEPARTMENT OF JUSTICE	10/23/2023 10//23 - PEST CONTROL MAINTENANCE	156.80
P044084	SHOON O'NEILL	10/23/2023 09/23 - FINGERPRINTS	269.00
P044085	KAYLA PENNINGTON	10/23/2023 CUSD OFFICE - MILEAGE	13.75
P044086	UNITED HEALTHCARE	10/23/2023 WALMART - CANNING JARS	34.42
P044087	ERIC DEUTSCH	10/23/2023 11/23 - HEALTH PREMIUM	16,932.84
2472M	GUARDIAN	10/23/2023 MCKINNEY VENTO - MILEAGE	335.35
2473M	GUARDIAN	10/23/2023 DICK SPORTING GOODS - SPORTS CONES	14.99
		10/25/2023 01/24 - 4TH GRADE FIELD TRIP DEPOSIT	1,089.00
		10/25/2023 11/23 - HEALTH PREMIUM	2,179.05

**Journey School
Check Register
For the Month Ending October 31, 2023**

Check #	Vendor Name	Date Description	Amount
2474M	COLONIAL LIFE	10/25/2023 11/23 - INSURANCE PREMIUM	622.89
2475M	ORANGE COUNTY ZOO	10/25/2023 10/23 - INDEPENDENT STUDY FIELD TRIP	88.00
1006484	GAVIN KELLER	10/30/2023 CCSA - CONFERENCE MILEAGE	19.78
E012254	MERCURIUS	10/30/2023 PENCILS & PENCIL SHARPENERS	63.58
P044447	BLACK TIGER	10/30/2023 10/23 - ROUTER & FIREWALL INSTALLATION	495.00
P044448	MOULTON NIGUEL WATER 3586	10/30/2023 09/18/23-10/16/23 - WATER SERVICES	246.72
		FY23-24 - WORKERS COMPENSATION PREMIUM (4 OF	
P044449	MARSH & MCLENNAN AGENCY LLC	10/30/2023 10)	3,150.00
P044450	MOULTON NIGUEL WATER 3587	10/30/2023 09/18/23-10/16/23 - WATER SERVICES	201.90
		MULTIPLE VENDORS - GROCERIES & SUPPLIES FOR	
P044451	BRANDON WICKES	10/30/2023 COOKING CLASS	216.02
Total			165,415.44

Board Report on Journey School Achievement

Overview of Assessment Systems

Journey School participates annually in The California Assessment of Student Performance and Progress (CAASPP) administration, which for Journey School includes the Smarter Balanced Summative Assessments (SBAC) and the California Science Test (CAST). Additional assessments include the California Alternate Assessments (CAAs), the CAA for Science and the California Spanish Assessment (CSA), which are administered across the state if a specific student is eligible for the assessments. Currently these assessments are not administered for students enrolled at Journey School. An overview of the assessment system is provided below and the hyperlinks can be used to take a deeper dive into the assessments, including sample questions, blueprints, scoring guides, test duration, etc.

Smarter Balanced Summative Assessments

Students in grades three through eight at Journey take the [Smarter Balanced Summative Assessments for English language arts/literacy \(ELA\) and mathematics](#). These assessments are administered online. A student may be exempted from taking the Smarter Balanced assessments in the following three situations:

1. The student is taking the CAAs.
2. The student has been designated as an English learner and is within his or her first 12 months of enrollment in a U.S. school as of April 15 of the previous year. (This exemption applies only to the ELA portion of the Smarter Balanced Summative Assessment.)
3. The parent has expressed in writing that his or her student should be excluded from taking the summative assessments.

California Science Test

The [CAST](#) can be administered to all students in grades five and eight at Journey School. This assessment is administered online. A student may be exempted from taking the CAST in the following three situations:

1. The student is taking the CAAs.
2. The parent has expressed in writing that his or her student should be excluded from taking the summative assessments.

In addition to the CAASPP administration, Journey School utilizes Fastbridge interim assessments developed by Illuminate Education in grades three through eight. Please click [here](#) for an overview of the various assessments included in Fastbridge. Data generated from the assessment system serves as an additional source of information for evaluation of student performance and progress as well as data to guide instructional planning.

Additionally, Fastbridge is one of the 14 assessment systems approved by the California State Board of Education that charter schools may use to gather “verified data” for charter renewal purposes. Verified data is defined as assessment data from nationally-recognized, valid, peer-reviewed, reliable sources that are externally produced and can be used as alternative information to show that a school achieved measurable increases in academic achievement, as defined by at least one year’s progress. Authorizers are now required to consider “verified data” for charter school renewals in accordance with Assembly Bill (AB) 1505. For a more in-depth analysis of AB 1505, [please see Lozano Smith Client News Brief No. 49.](#)

Analysis of Assessment Data

Detailed assessment results were compiled by Multiple Measures and pertinent reports were consolidated and shared in the board packet.

CAST Achievement

The number of Journey School students who did not meet science standards on the 2023 assessment decreased in comparison to previous school years. We also observed an increase in the number of students who exceeded grade levels standards in 2023 and that is exciting news. However, there was an overall decrease in the number of students who either met and or exceeded grade level standards. These combined bands (represented by the blue and green bars in the provided graphs) is the metric that the State uses to assess overall school performance and progress. As such, there was a 5% decrease in this metric, decreasing from 44% to 39% of students. This decline in performance levels was observed in both 5th and 8th grade. It should be noted that our 8th graders did not take the CAST test in 2020, as standardized testing was paused due to COVID related school closures and so this was their first experience taking the CAST.

Journey School adopted a formalized science curriculum in 5th grade and a science class is scheduled once a week. This is a new program for Journey School whereas science standards were previously addressed through integrated classes, experiences, and main lesson blocks in the primary grades. We are hopeful that formalized and structured science instruction will improve scores in 5th grade and may be considered for wider deployment in future school years.

SBAC Achievement

Journey had 311 students participate in the 2023 SBAC assessments. Overall performance results indicated a decline from 2022 results. Again, the metric the State uses to determine school performance and progress is the percent of student who have met and or exceeded

grade level standard. Journey's performance in this combined band decreased by 10% in ELA and 6% in Math.

These are alarming numbers, however a quick investigation as to possible factors driving dramatic decrease reveal some resolve for our current approach and programming. Of those 311 students who took the 2023 SBAC, only 220 were enrolled and or participated in the 2022 SBAC assessment. This is a stark difference and had a large effect on overall results that included 129 additional students with varying abilities in 2023. In other words, it is quite difficult to utilize 2023 achievement results as an evaluation of progress given a vastly different test group. Instead, as a measurement of progress, we compared the performance of a matched cohort, the 220 test takers that participated in 2022 and 2023. We were pleased to see an increase in math performance and stable rate of performance in ELA.

Additionally, Journey programming has largely returned to the traditional Waldorf inspired approach that was in place pre-pandemic, where classrooms and instruction are technology free in grades three through five. This may have influenced results as technology may once again be presenting a barrier for our younger students in demonstrating what they have learned academically. Conversely, we saw an increase in test scores through the pandemic in younger grades because they became adept at using computers through school closures.

Journey will seek to provide younger grades technology access while balancing our commitment and approach to a slow and in some cases no technology approach. Typing guidance, use of a mouse/touch pad, navigation of the test delivery system are supports that immediately come to mind.

SBAC Subgroup Achievement

Please refer to the charts on subgroup achievement levels. Similarly, to all school results we saw a decrease in performance for all students, largely because of a significant difference in test takers from year to year. Subgroups with fewer than 11 test takers produced data however it was suppressed by CAASPP to protect student privacy. Details of subgroup performance will be highlighted at the board meeting.

Illuminate Education Fastbridge Assessment

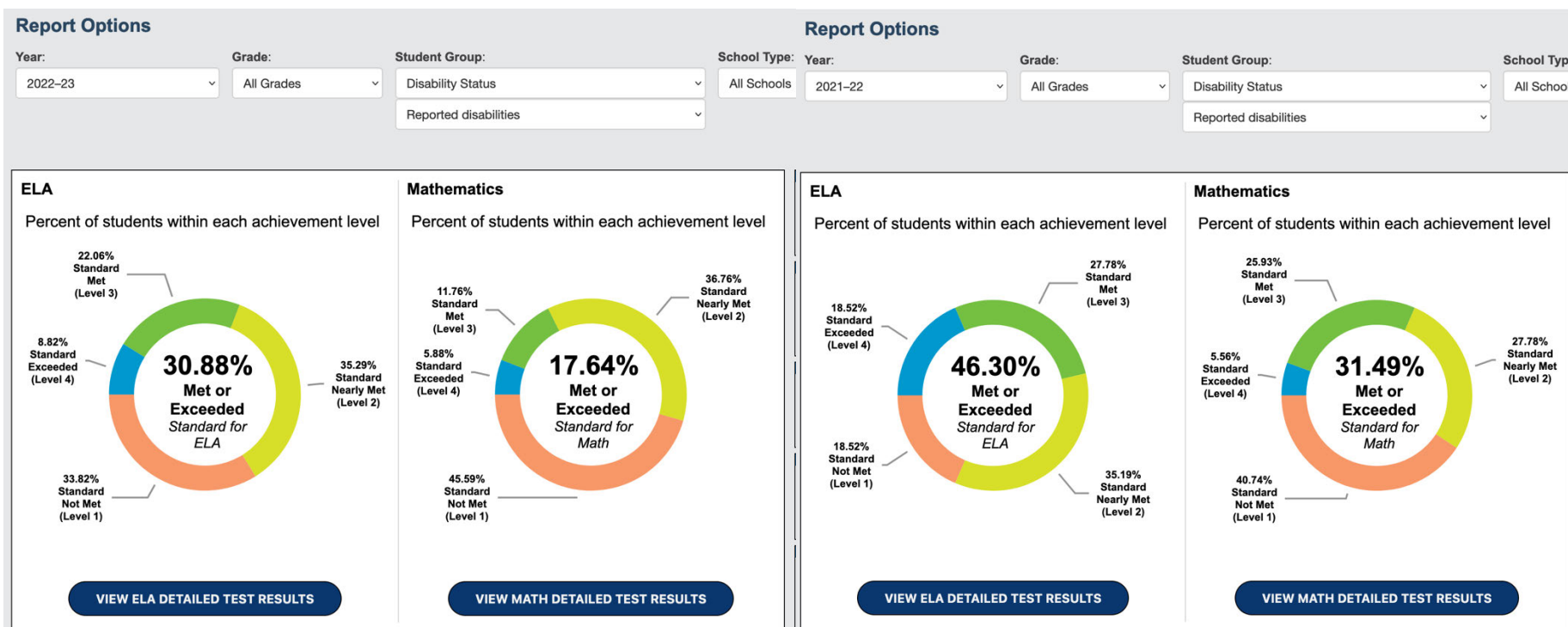
Discussed at the board meeting

Journey Subgroup Performance and Progress – SBAC

Please find additional charts overviewing subgroup performance on recent SBAC assessments

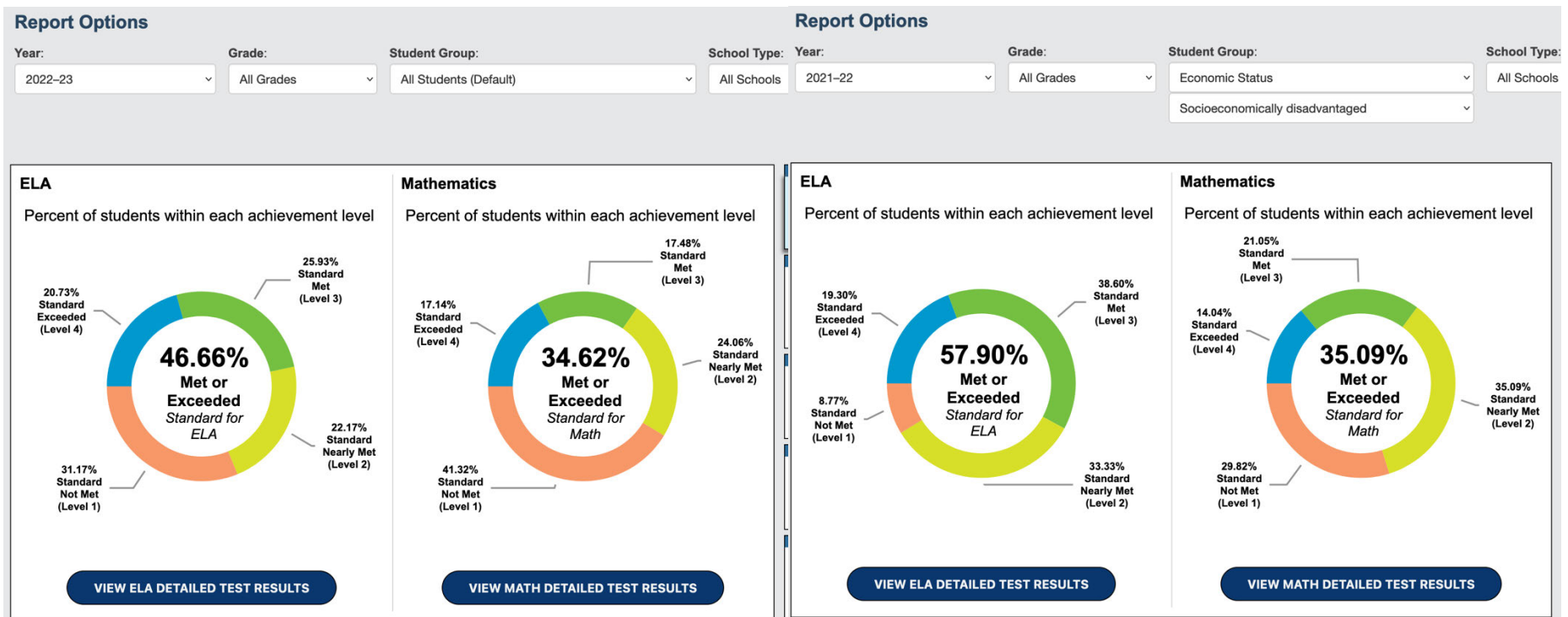
Students with Reported Disabilities

- 55 students in 2022
- 70 students in 2023
- 39 student in a matched cohort (tested in 2022 and 2023)



Students who are socioeconomically disadvantaged

- 59 students in 2022
- 79 students in 2023
- 43 students in a matched cohort (tested in 2022 and 2023)



Student's Race and Ethnicity Reported as Asian

- 18 students in 2022
- 18 students in 2023
- 15 students in a matched cohort (tested in 2022 and 2023)

Report Options

Year: 2022-23 | Grade: All Grades | Student Group: Race and Ethnicity | School Type: All Schools

Asian

Report Options

Year: 2021-22 | Grade: All Grades | Student Group: Race and Ethnicity | School Type: All Schools

Asian

ELA

Percent of students within each achievement level

Achievement Level	Percentage
Standard Exceeded (Level 4)	27.78%
Standard Met (Level 3)	38.89%
Standard Nearly Met (Level 2)	27.78%
Standard Not Met (Level 1)	5.56%
Met or Exceeded Standard for ELA	66.67%

[VIEW ELA DETAILED TEST RESULTS](#)

Mathematics

Percent of students within each achievement level

Achievement Level	Percentage
Standard Exceeded (Level 4)	22.22%
Standard Met (Level 3)	44.44%
Standard Nearly Met (Level 2)	16.67%
Standard Not Met (Level 1)	16.67%
Met or Exceeded Standard for Math	66.66%

[VIEW MATH DETAILED TEST RESULTS](#)

ELA

Percent of students within each achievement level

Achievement Level	Percentage
Standard Exceeded (Level 4)	38.89%
Standard Met (Level 3)	27.78%
Standard Nearly Met (Level 2)	27.78%
Standard Not Met (Level 1)	5.56%
Met or Exceeded Standard for ELA	66.67%

[VIEW ELA DETAILED TEST RESULTS](#)

Mathematics

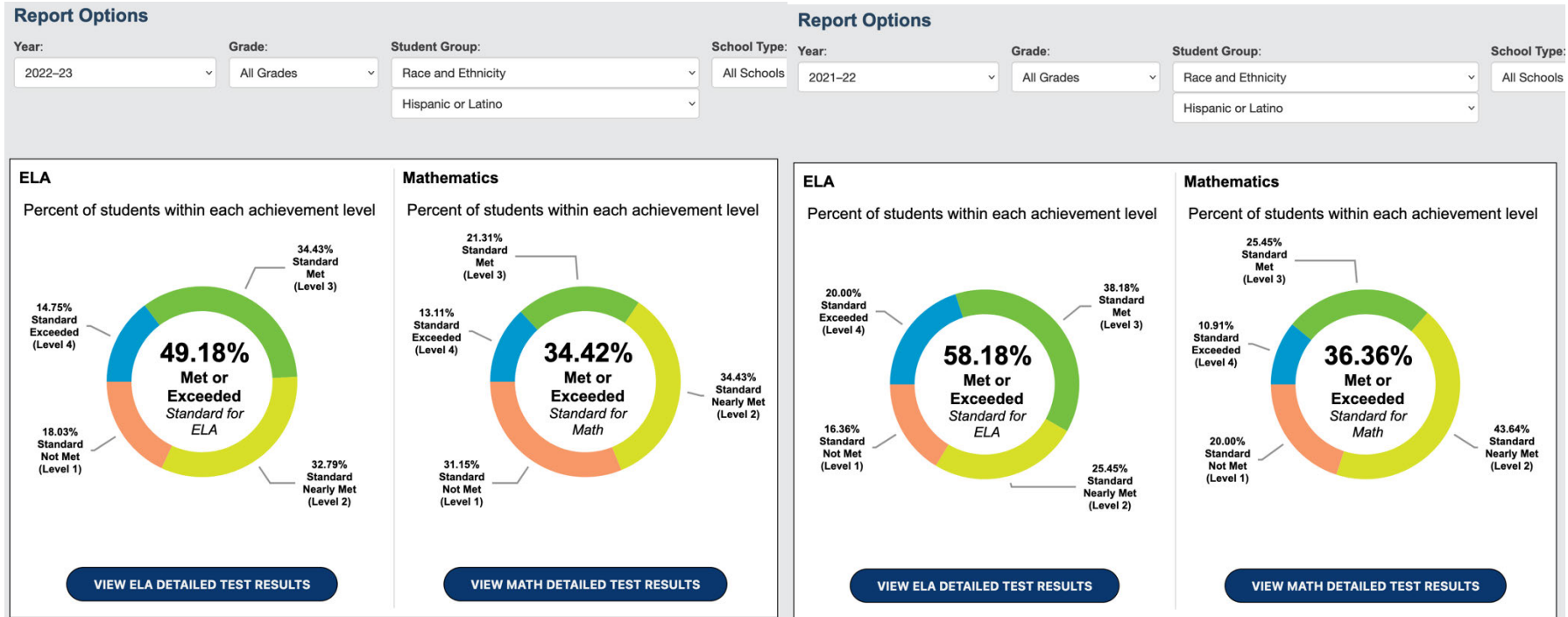
Percent of students within each achievement level

Achievement Level	Percentage
Standard Exceeded (Level 4)	38.89%
Standard Met (Level 3)	33.33%
Standard Nearly Met (Level 2)	16.67%
Standard Not Met (Level 1)	11.11%
Met or Exceeded Standard for Math	72.22%

[VIEW MATH DETAILED TEST RESULTS](#)

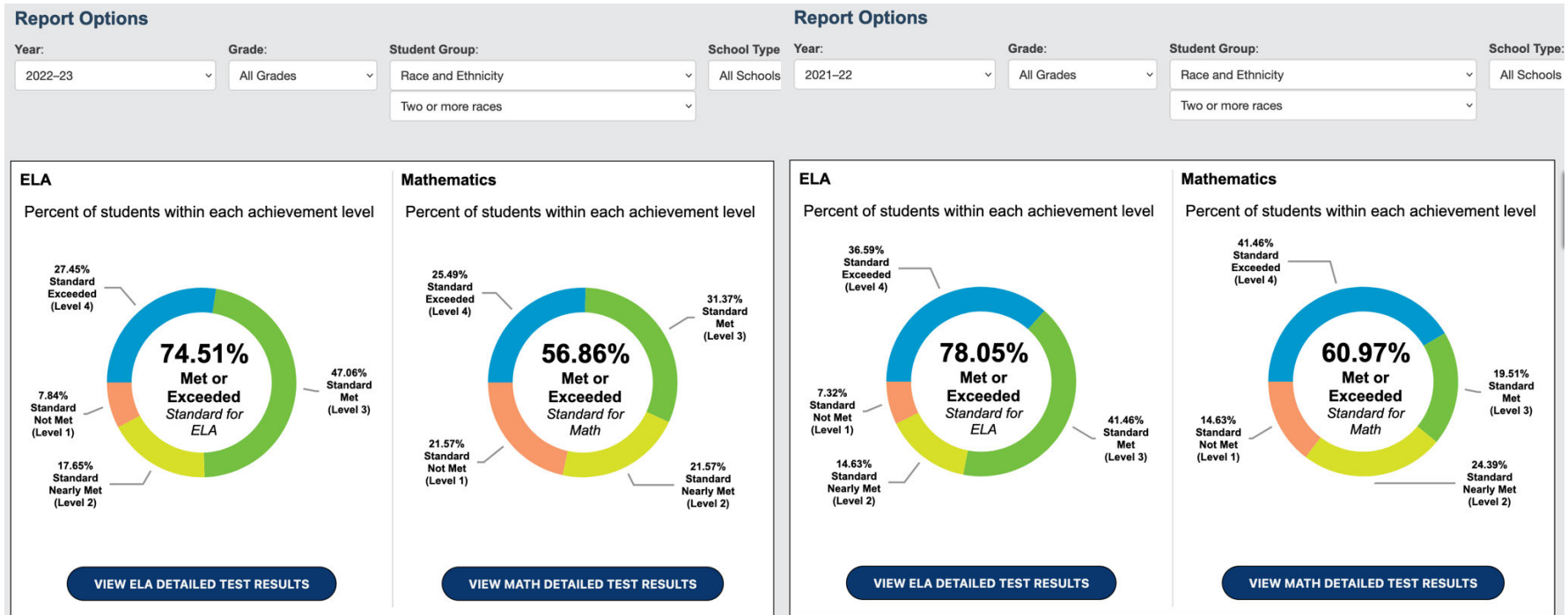
Student's Race and Ethnicity Reported as Hispanic or Latino

- 55 students in 2022
- 61 students in 2023
- 44 students in a matched cohort (tested in 2022 and 2023)



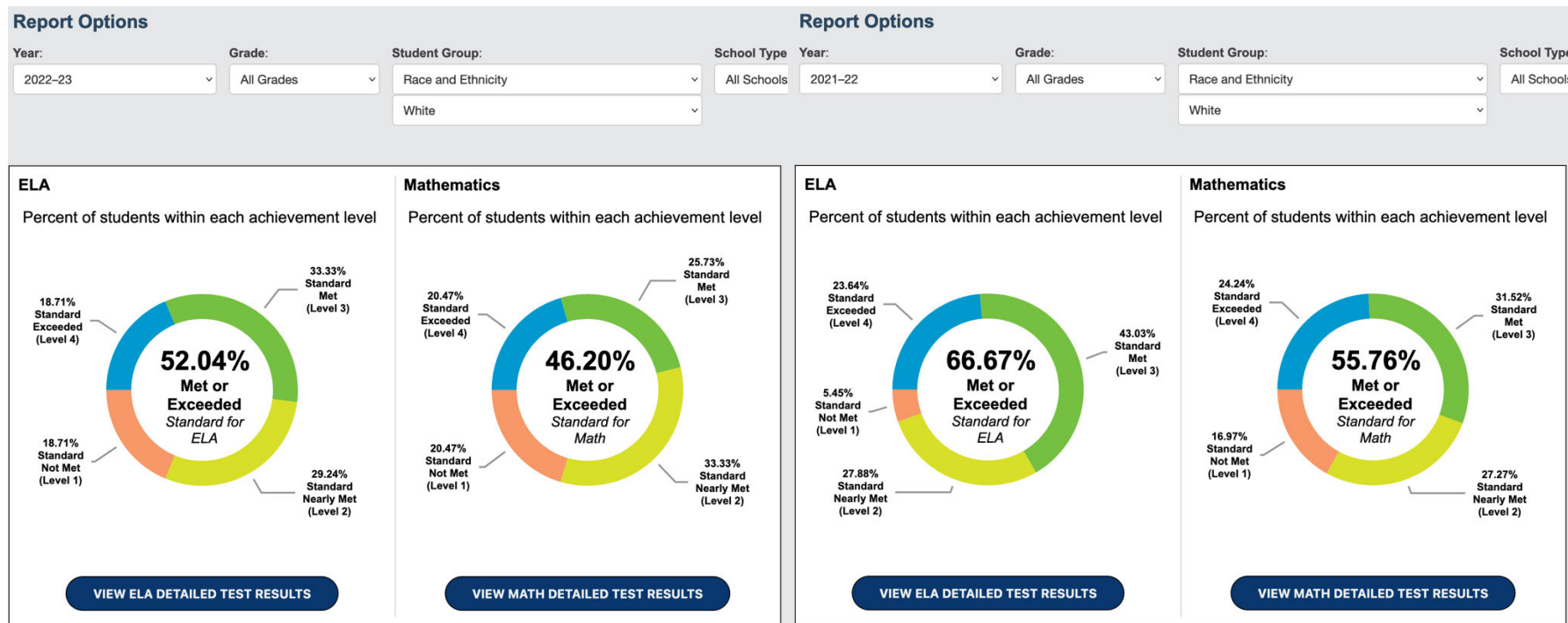
Student's Race and Ethnicity Reported as Two or More Races

- 41 students in 2022
- 51 students in 2023
- 37 students in a matched cohort (tested in 2022 and 2023)



Student's Race and Ethnicity Reported as White

- 165 students in 2022
- 171 students in 2023
- 107 students in a matched cohort (tested in 2022 and 2023)



NOTE:

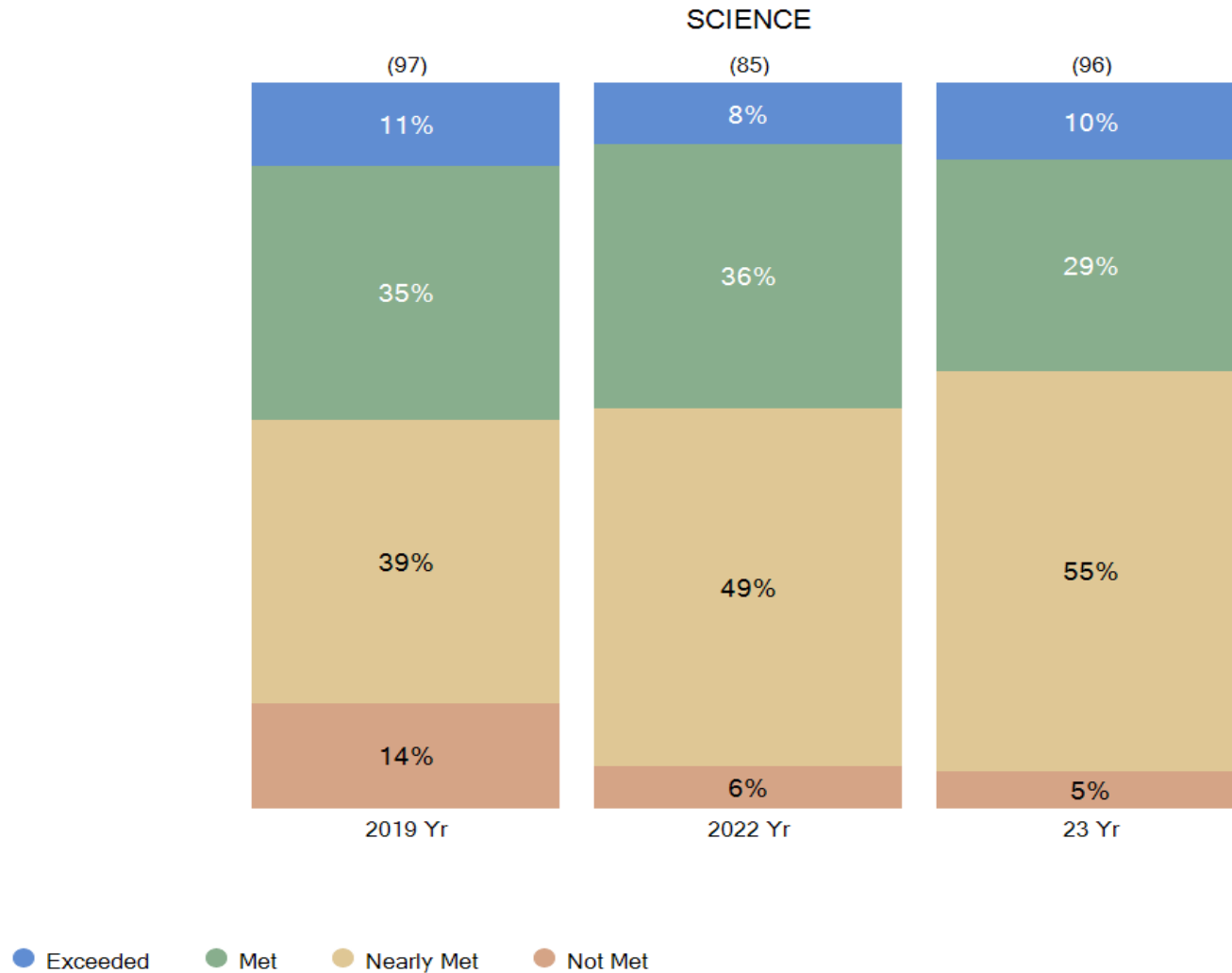
Student's Race and Ethnicity Reported as Black, Filipino, Native Hawaiian or Pacific Islander (Note: The data for each of these subgroups was suppressed by CAASPP in order to protect student privacy, fewer than 11 test takers with these designations)

English Learners (Note: data suppressed by CAASPP in order to protect student privacy, fewer than 11 test takers with this designation)

CAST Achievement

Each bar represents the distribution of students testing that term, showing the percentage at each achievement level.

Journey School
All Tchrs
All Grades

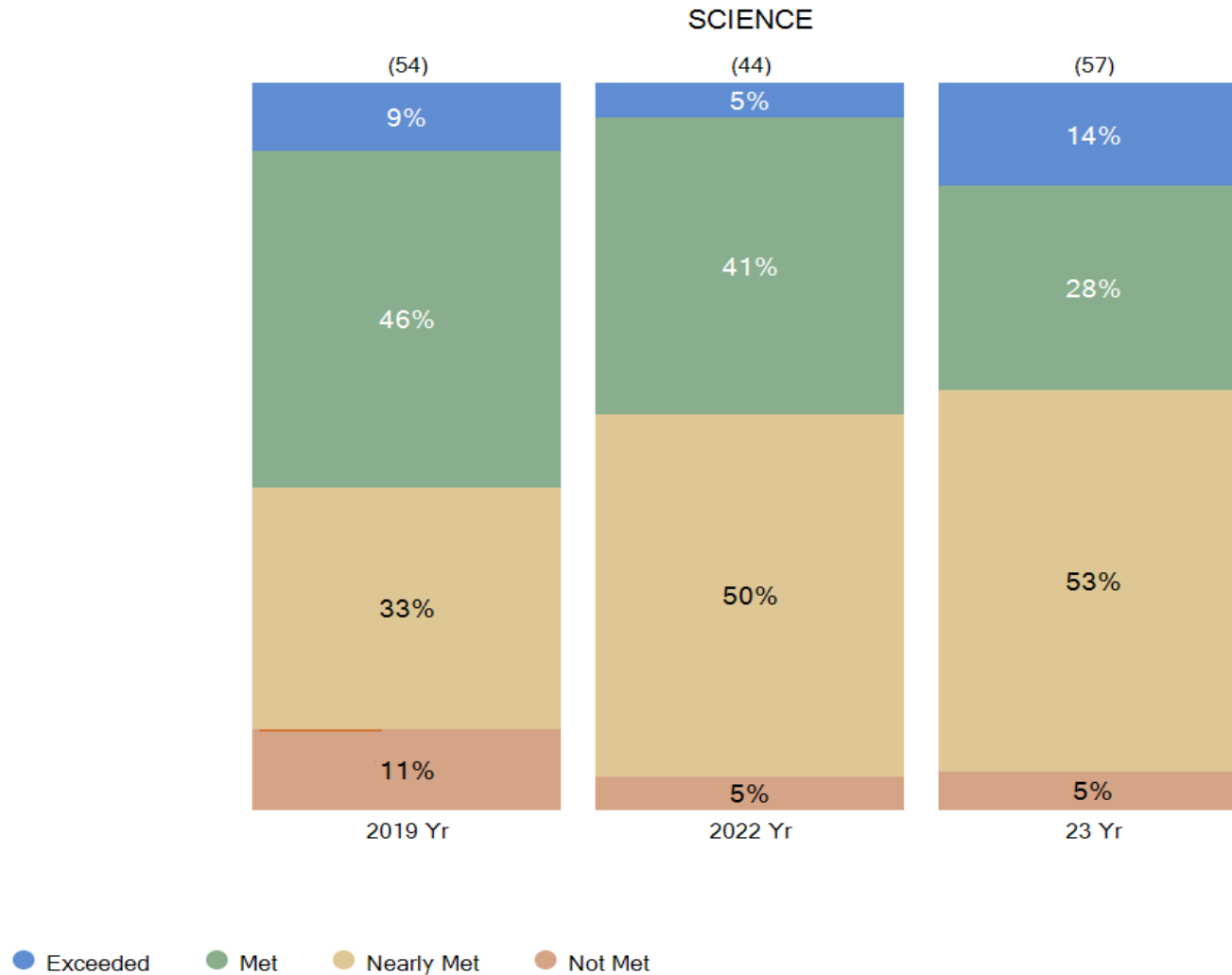


CAST Achievement

Performance Level

Each bar represents the distribution of students testing that term, showing the percentage at each achievement level.

Journey School
All Tchrs
Tested Grade 5

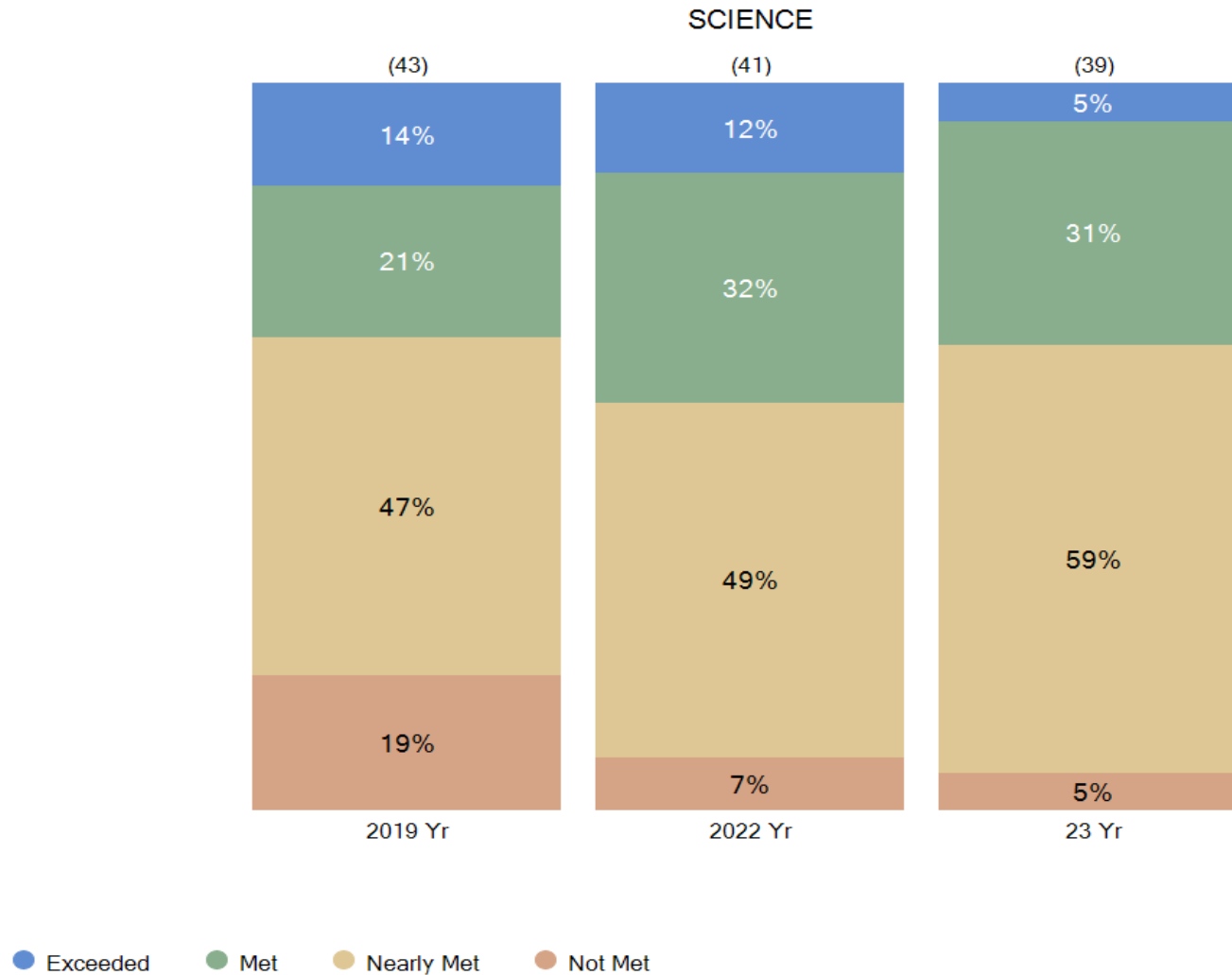


CAST Achievement

Performance Level

Each bar represents the distribution of students testing that term, showing the percentage at each achievement level.

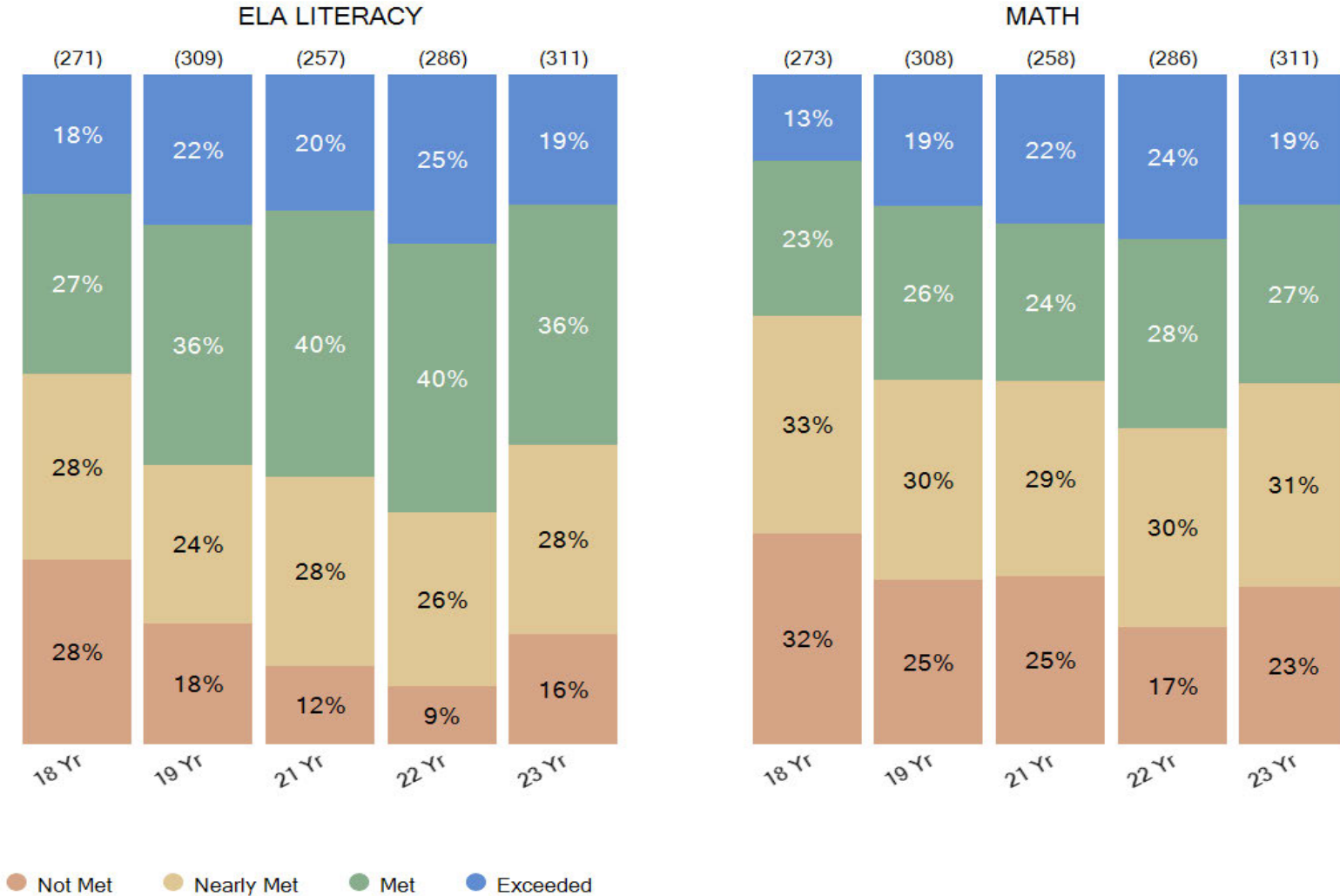
Journey School
All Tchrs
Tested Grade 8



SBAC Achievement

Each bar represents the distribution of students testing that term, showing the percentage at each achievement level.

Journey School
All Tchrs
All Grades



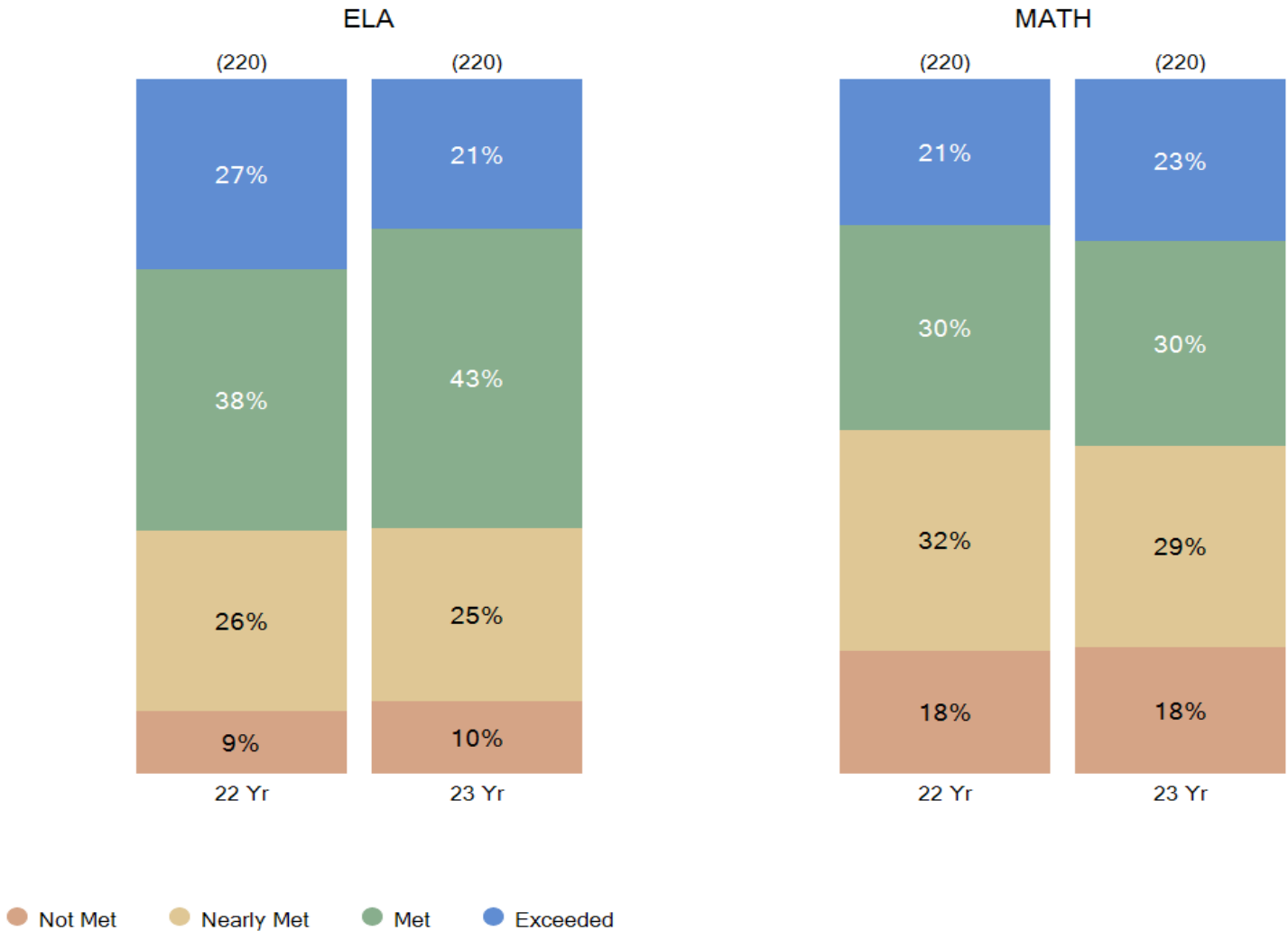
SBAC Achievement

Each bar shows the percentage of students at each achievement level. Each block of years is a COHORT, showing the exact same set of students over time.

Journey School

All Teachers

2023 All Grades MATCHED COHORT



SBAC Achievement

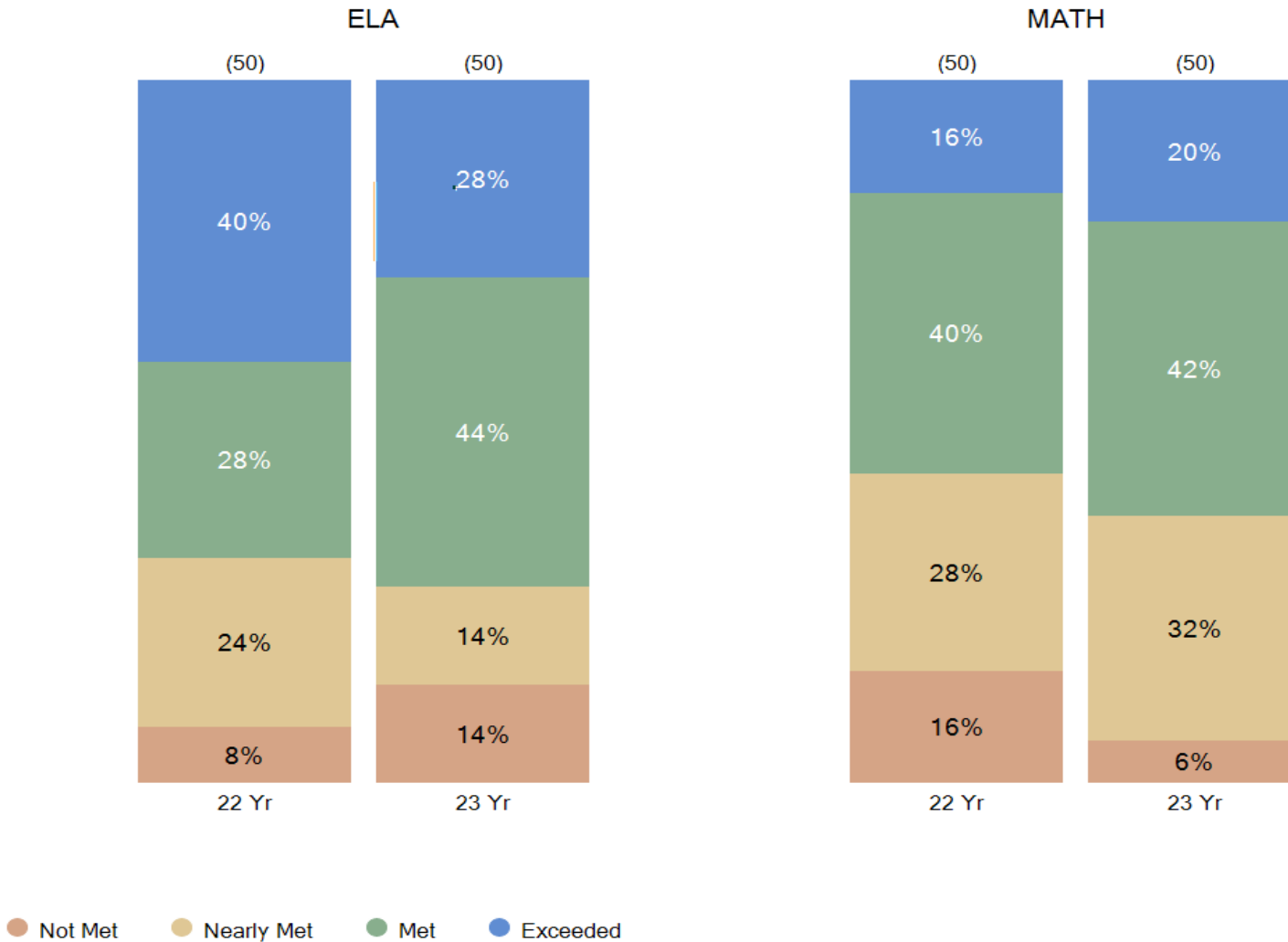
Performance Level

Each bar shows the percentage of students at each achievement level. Each block of years is a COHORT, showing the exact same set of students over time.

Journey School

All Teachers

2023 Tested Grade 4 MATCHED COHORT



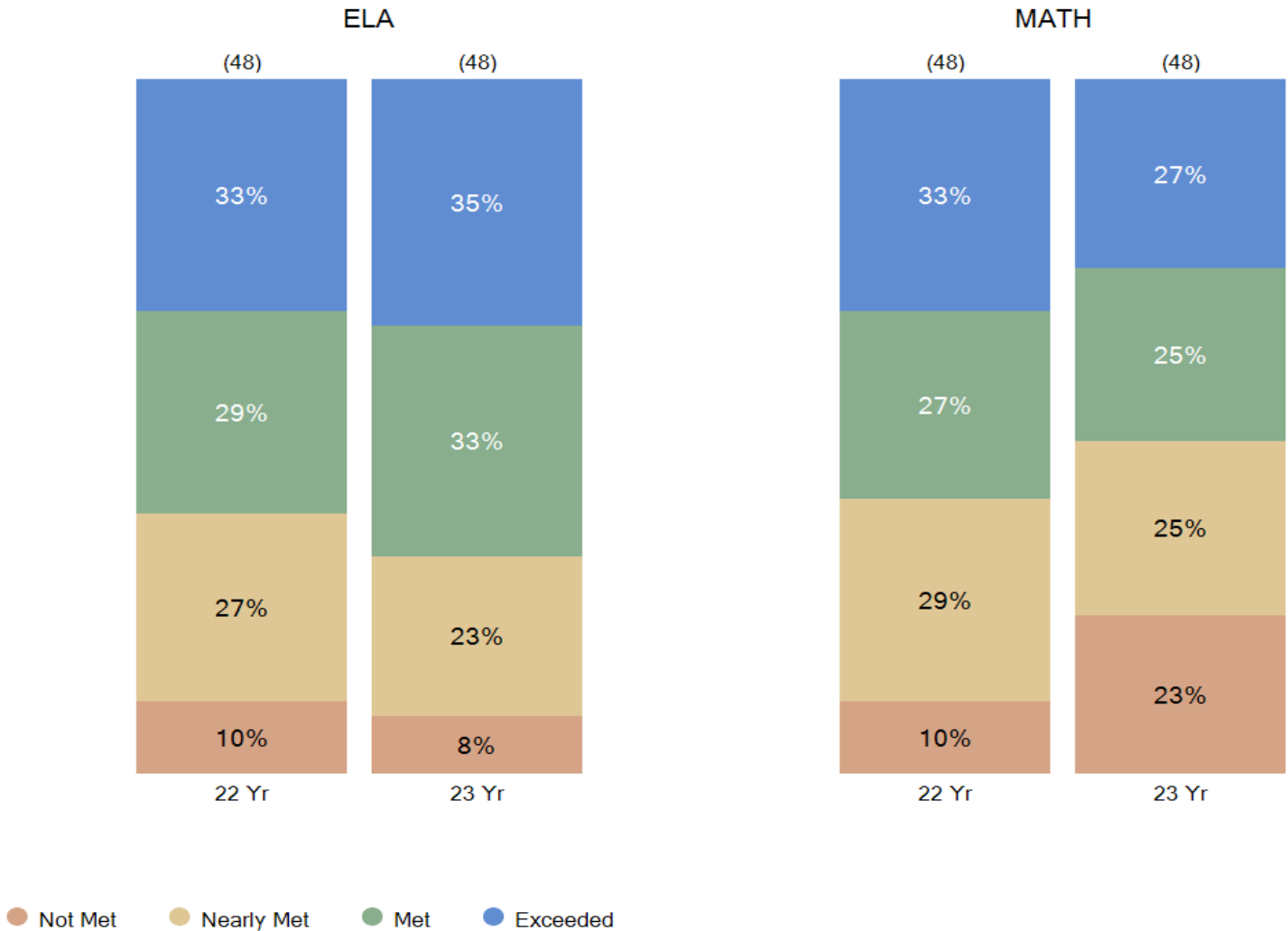
SBAC Achievement

Each bar shows the percentage of students at each achievement level. Each block of years is a COHORT, showing the exact same set of students over time.

Journey School

All Teachers

2023 Tested Grade 5 MATCHED COHORT



SBAC Achievement

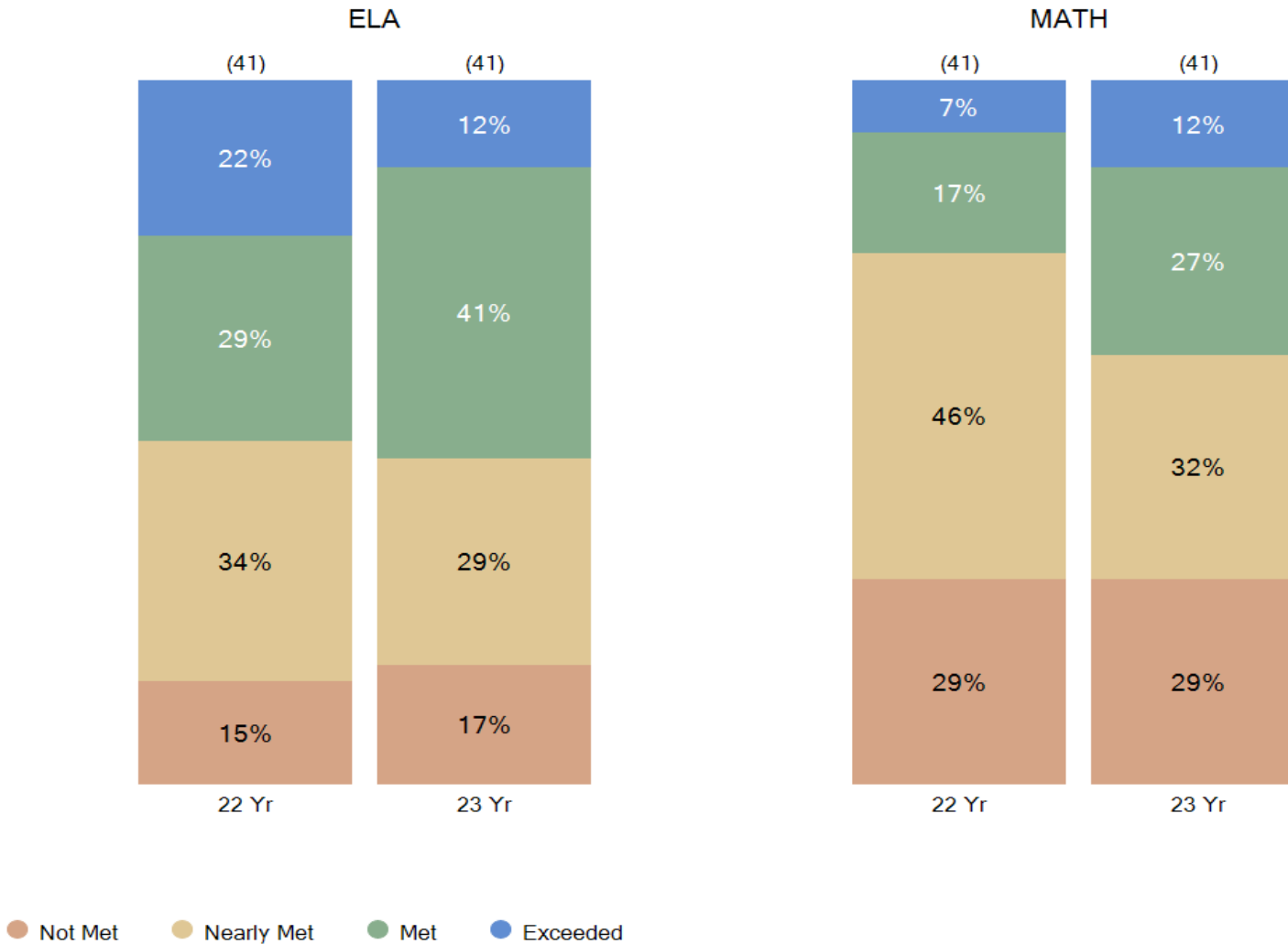
Performance Level

Each bar shows the percentage of students at each achievement level. Each block of years is a COHORT, showing the exact same set of students over time.

Journey School

All Teachers

2023 Tested Grade 6 MATCHED COHORT



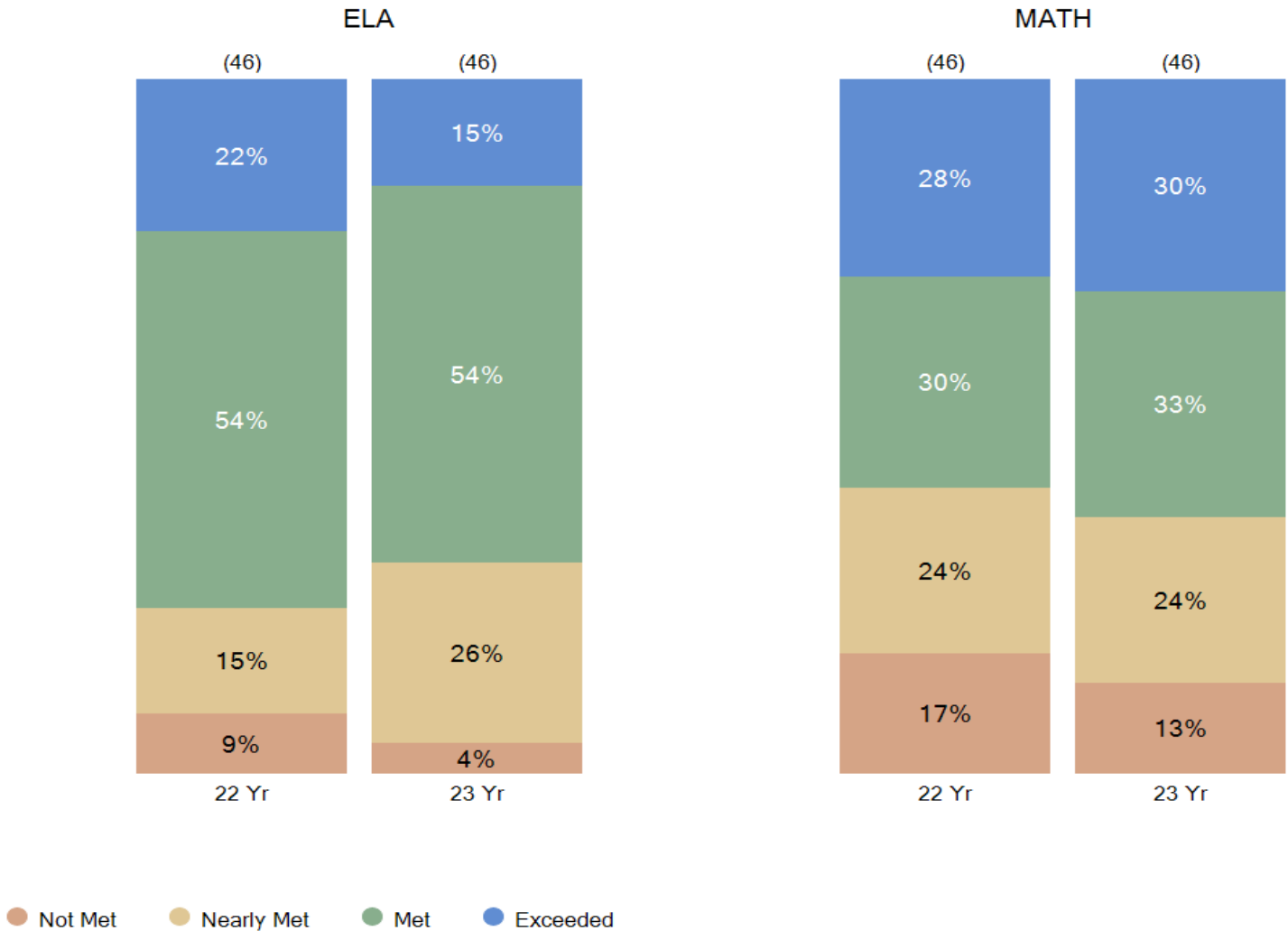
SBAC Achievement

Each bar shows the percentage of students at each achievement level. Each block of years is a COHORT, showing the exact same set of students over time.

Journey School

All Teachers

2023 Tested Grade 7 MATCHED COHORT



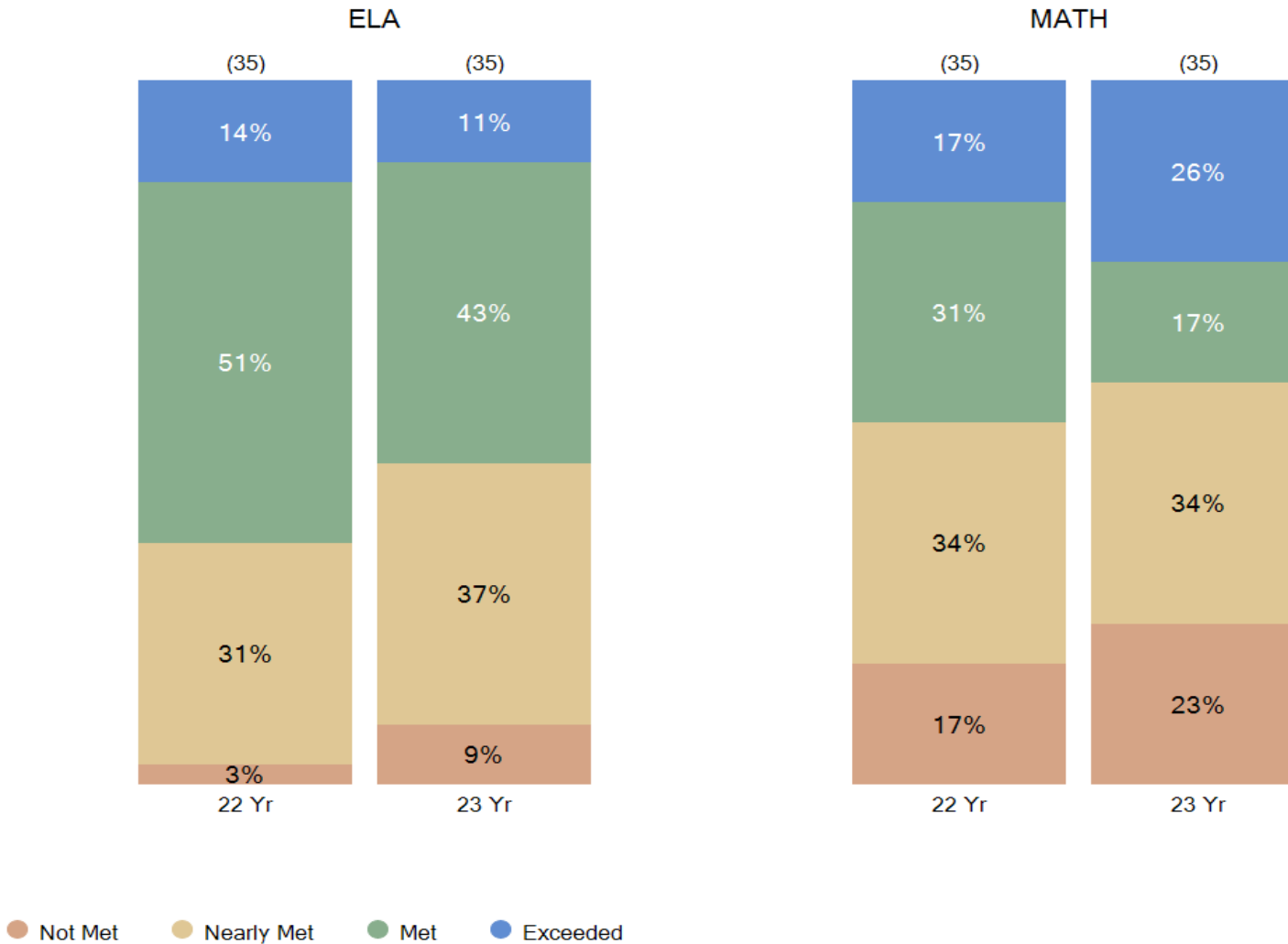
SBAC Achievement

Each bar shows the percentage of students at each achievement level. Each block of years is a COHORT, showing the exact same set of students over time.

Journey School

All Teachers

2023 Tested Grade 8 MATCHED COHORT

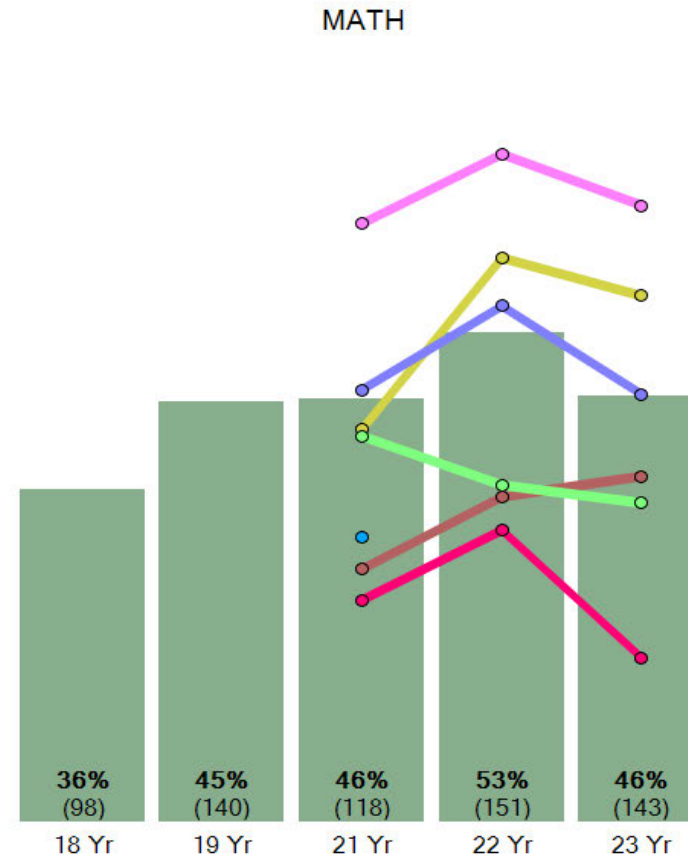
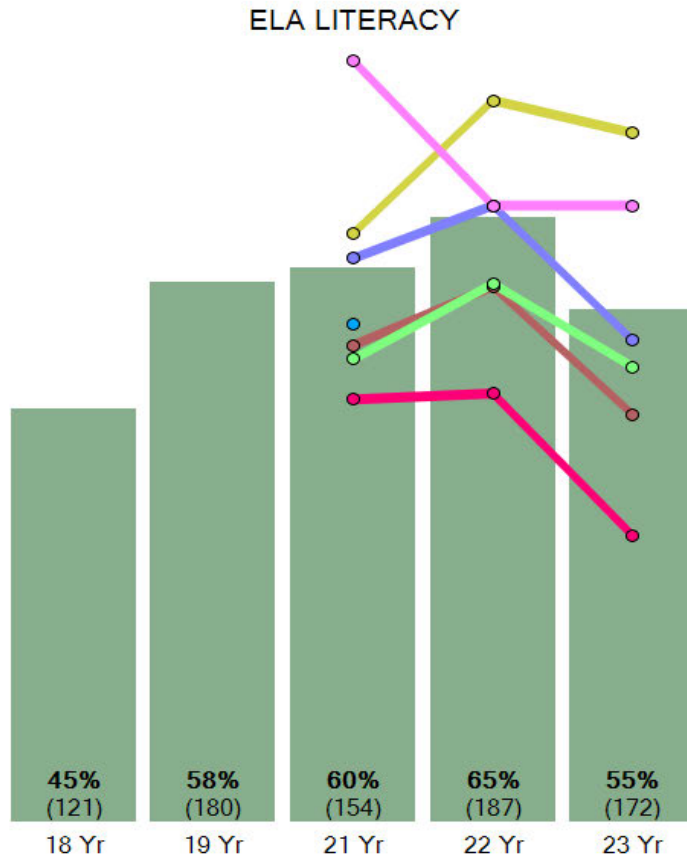


SBAC Standard

Performance Level

Each bar represents the percentage of students meeting or exceeding standard. The superimposed lines represent the comparison groups, as shown in the legend.

Journey School
All Tchrs
All Grds



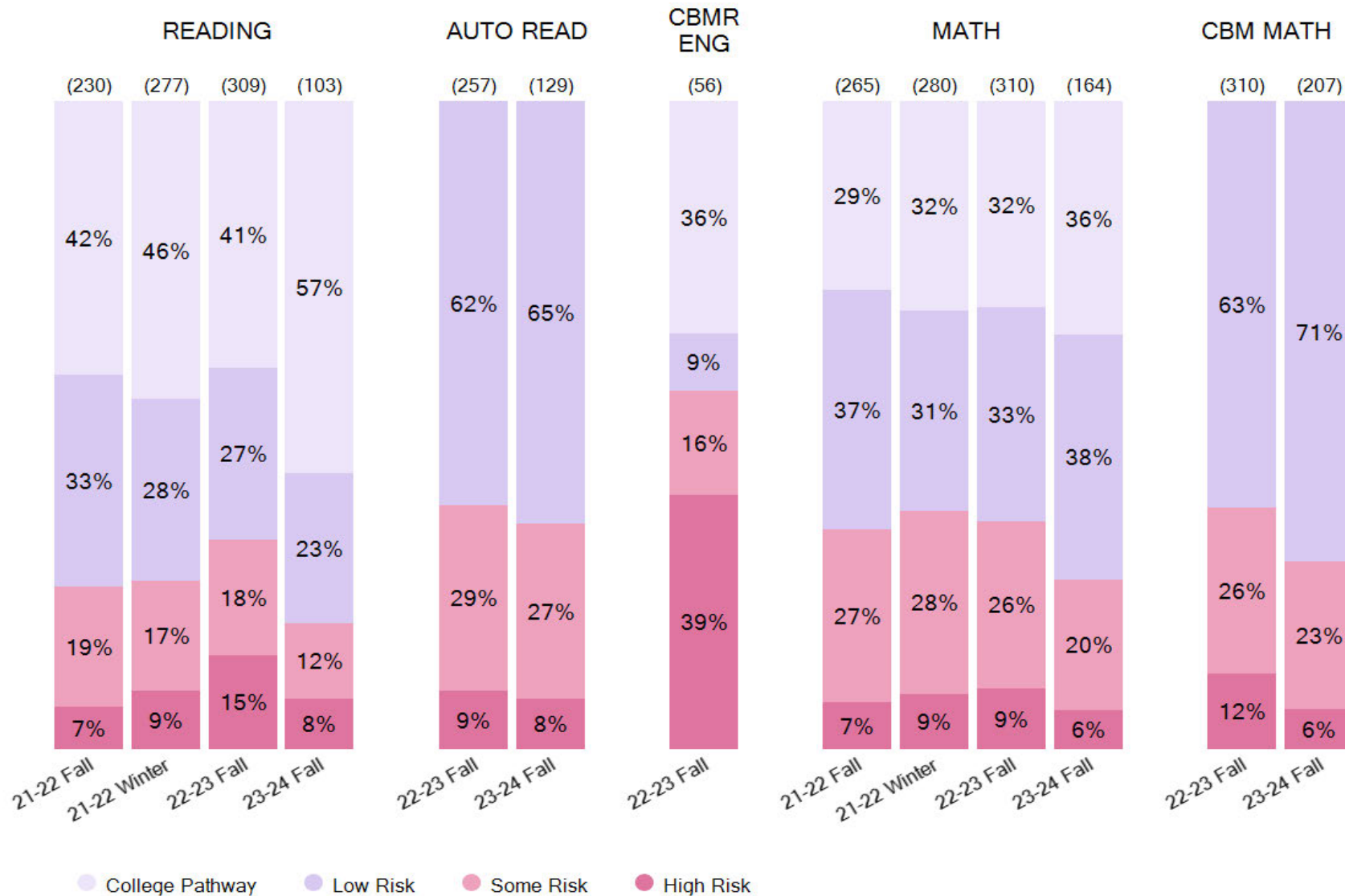
Fastbridge Benchmark Levels

Performance Level

Journey School

All Teachers

All Grades



Special Education Local Plan Agency (SELPA) Options for Journey School

A SELPA is a membership of school districts, charter schools, and/or County Offices of Education who provide special education and related services to students with disabilities.

Similar to School Districts, SELPA's provide local control and accountability, but with a sufficient size and scope to provide all of the special education assurances.

The California Department of Education has a web page that helps describe SELPAs. Also, the Legislative Analyst's Office (LAO) has a quick video that can help explain a SELPA.

The LAO has other short videos and information pertaining to special education in California:

<http://www.lao.ca.gov/Videos/Player?playlistId=107>

<http://www.lao.ca.gov/reports/2013/edu/special-ed-primer/special-ed-primer-010313.aspx>

<http://www.cde.ca.gov/sp/se/as/caselpas.asp>

Under California law, charter schools have two options for the delivery of special education services:

- Operate as an “arm of the district” or “school of the district” for special education purposes. This is the option that Journey School currently has in place through agreement with Capistrano Unified School District.
- Become an LEA for special education purposes by joining a charter SELPA

Option 1: School of the District Status

If a charter school determines that it will remain a “school of the district,” it will not become an LEA member of a SELPA. LEA status as it pertains to special education will remain in the hands of the district and all special education services will be provided by the district, unless agreed to otherwise.

District Responsibilities

The district is responsible for ensuring that all special education services are delivered to students of the charter school in the same manner as traditional district schools. In most cases, the district will assume full responsibility for providing services to students in the charter schools. In exchange, the district will retain the full amount of state (AB 602) and federal (IDEA) special education funding that it receives from the SELPA on behalf of each charter school.

In addition, the Ed. Code also requires each charter school operating under this model to contribute financially to district-wide special education costs. This contribution is typically referred to as a “fair share contribution.” (EC Section 47646)

Charter School Responsibilities

While the charter school relies primarily on the district to provide special education services, the school still carries certain responsibilities with regard to special education. The school must

work with the district to ensure that students are appropriately identified for special education, support service delivery, and implement and monitor the individualized education program of each eligible student. In some cases, the charter school does not receive any funding to carry out these functions, nor will the charter school have the ability to make decisions about how or by whom services are provided.

Option 2: Local Educational Agency Status for Purposes of Special Education

If a charter school chooses to be its own LEA for special education purposes it would be required to join a SELPA serving small school districts and charters. By becoming an LEA for purposes of special education, a charter school has more autonomy in funding, oversight, and service delivery.

"School of the District"	LEA for Special Education
<ul style="list-style-type: none"> • The default arrangement • The District, not the charter school, is the member of the SELPA and participates in the governance of the SELPA. 	<ul style="list-style-type: none"> • The charter school must be accepted as a member of a SELPA. • The charter school participates in the governance and decision-making of the SELPA and represents the interests of its students
<ul style="list-style-type: none"> • The charter school must enroll special education students in the same manner that it enrolls other students. • The District must ensure that all charter students receive FAPE 	<ul style="list-style-type: none"> • The charter school must enroll special education students in the same manner that it enrolls other students. • The charter school must ensure that all of its students with disabilities receive FAPE. In order to do so, a charter school must be able to provide a full "continuum of services" for its students.
<ul style="list-style-type: none"> • The District receives funding from the SELPA on behalf of the charter school, and must provide special education services to charter school students in the same manner as provided to students of traditional public schools of that District. • The charter school is required to contribute a portion of its general block grant funding to support District special education costs. 	<ul style="list-style-type: none"> • The charter school receives special education funds and/or services in accordance with the SELPA plan.

Why Become an LEA for Special Education Services?

Improved Quality of Services:

- Selection and assignment of staff
- Selection of strategies and programs
- Alignment with your unique charter school philosophy

Financial Considerations:

- Direct access to special education revenue
- Ability to determine how funds are spent



El Dorado Charter SELPA Application Timeline for joining in 2024-25

COHORT 1

<i>Date</i>	<i>Activity</i>
September 29, 2023 PNPM	Potential New Partner Meeting – Zoom (9am-12pm)
October 2, 2023	Application Portal Opens
October 13, 2023 at Noon	Stage 1 Deadline
October 16, 2023 – October 20, 2023 at Noon	Stage 1 Review Period
October 23, 2023	Stage 2 Opens
November 9, 2023 at Noon	Stage 2 Deadline
November 13, 2023 – December 1, 2023	Stage 2 Review Period
December 8, 2023	Capacity Interviews
December 13, 2023	Selection Committee Meeting

COHORT 2

<i>Date</i>	<i>Activity</i>
January 19, 2024 PNPM	Potential New Partner Meeting – Zoom (9am-12pm)
January 22, 2024	Application Portal Opens
February 2, 2024 at Noon	Stage 1 Deadline
February 5, 2024 – February 9, 2024 at Noon	Stage 1 Review Period
February 13, 2024	Stage 2 Opens
March 1, 2024 at Noon	Stage 2 Deadline
March 4, 2024 – March 22, 2024 at Noon	Stage 2 Review Period
April 9, 2024	Capacity Interviews
April 11, 2024	Selection Committee Meeting
April 26, 2024 (11am-4pm)	New Partner Induction Meeting – UC Davis Continuing and Professional Education
June 30, 2024	Submission of 2024-25 Local Plan Revision to CDE

State AB602 Funds	
Funding Rate	\$ 887.40
P2 ADA	540.11
Estimated Funding	\$ 479,295.77
Federal IDEA Funds	
Funding Rate	\$ 146.81
PY Enrollment	580
Estimated Funding	\$ 85,149.80
Mental Health Funds	
Funding Rate	\$ 50
P2 ADA	540.11
Estimated Funding	\$ 27,005.50
Total Estimated Funding 24-25	\$ 591,451.07
CUSD Encroachment (current rate 23-24)	\$ 270,000
Current Cost of Special Education Services 23-24 (Inclusive of Journey Staff)	\$ 1,001,506
CUSD Encroachment (Includes estimated increase for 24-25 school year)	\$ 540,000
Projected Cost of Special Education Services 24-25 with CUSD	\$ 1,271,506

Estimated Budget and Expenditures with El Dorado

1000 Certificated Salaries	\$	500,000
2000 Classified Salaries	\$	180,000
3000 Employee Benefits	\$	228,833
4000 Supplies/Curriculum	\$	20,000
5000 Operating Services	\$	117,529
Total Expenditures	\$	1,046,362

1000 Certificated Salaries

Education Specialist (Case Carrier)	\$	75,000
Education Specialist (Case Carrier)	\$	75,000
Education Specialist (Case Carrier)	\$	75,000
School Psychologist	\$	85,000
Speech Language Pathologist	\$	80,000
Administration	\$	110,000
Total 1000 Certificated Salaries	\$	500,000

2000 Classified Salaries

Paraprofessional	\$	36,000
Paraprofessional	\$	36,000
Paraprofessional	\$	36,000
Paraprofessional	\$	36,000
Paraprofessional	\$	36,000
Total 2000 Certificated Salaries	\$	180,000

3000 Employee Benefits

STRS Retirement	\$	108,389
Pers Retirement	\$	35,695
OASDI - State Disability	\$	1,250
MEDICARE	\$	956
H&W - Health and Welfare	\$	81,704
SUI - Unemployment	\$	349
Worker's Comp Insurance Increase	\$	490
Total 3000 Employee Benefits	\$	228,833

4000 Supplies and Curriculum

Student materials	\$	5,000
Office supplies	\$	5,000
Curriculum	\$	10,000
Total 4000 Supplies and Curriculum	\$	20,000

5000 Operating Services

Legal	\$	50,000.00
Conferences/Travel/PD	\$	10,000.00
Related Services Contract	\$	25,000.00
Special Education Fees*	\$	32,529.00
Total 5000 Operating Services	\$	117,529.00

*El Dorado Fees: Year 1 = 5.5% of special education revenue, Year 2 = 4.5% of special education revenue, Year 3 = 4.5% of special education revenue

Plan for Universal Prekindergarten – Journey School

Updated 12/18/23

Overview of Universal PreKindergarten (UPK) in California

Decades of research demonstrate that an early and strong foundation for learning matters. Children who have effective learning opportunities before kindergarten have an advantage in school and in life over children who do not, especially children with adverse childhood experiences. Children who attend quality preschool programs are more prepared for school in terms of their early literacy, language, and math skills, their executive function, and social emotional development. In some cases, preschool participants are less likely to be identified for special education services or to be held back in elementary school than children who do not attend developmentally-informed preschool programs that include strong educational components.

California is poised to realize Universal PreKindergarten (UPK) for all four-year-old children, and to expand services for three-year-old children through bold leadership and the unprecedented investments in the Budget Act of 2021, including universal transitional kindergarten (UTK) and expansion of the California State Preschool Program (CSPP).

The tumult of the COVID-19 pandemic accelerated a call to action to ensure a strong educational foundation for all children, emphasizing the critical role of our education system in supporting children and families' needs and how local flexibility fuels community capacity to meet their needs. California's leaders responded with historic investments in family support, child development and care, and education. Yet, as the Master Plan for Early Learning and Care highlights, realizing the promise of early childhood investments will require all partners—across early learning and care, early education, elementary education, and expanded learning and extended care communities—to work together to create a stronger system designed to meet the needs of the whole child.

Universal Transitional Kindergarten Implementation Timeline

As a condition of receipt of grant apportionment, LEAs must implement universally available TK for all four-year-old children by 2025–26 (*EC* Section 48000[c][1]). LEAs are encouraged to consider how this implementation timeline will impact elements of their UPK Program, including whether implementing UTK on a fast timeline will allow the LEA to reach economies of scale with regard to the number of classrooms and TK teachers needed. The table below illustrates the UTK implementation timeline, including eligibility and ratios.

Table: Transitional Kindergarten Eligibility, Ratio, and Class Size Requirements by Fiscal Year

Type of Requirement	2022–23	2023–24	2024–25	2025–26
Eligibility	Turn five between September 2 and February 2; at district discretion, turn five between February 3 and the end of the school year***	Turn five between September 2 and April 2; at district discretion, turn five between April 3 and the end of the school year***	Turn five between September 2 and June 2; at district discretion, turn five between June 3 and the end of the school year***	Turn four by September 1
Ratios	1:12	1:10**	1:10**	1:10**
Class Size	24	24	24	24

* average class size across the school site

** Subject to future legislative appropriation

*** Pursuant to *EC* Section 37200 the end of the school year is June 30th

Full-Day, Extended Learning and Care

State law does not require LEAs to operate a TK program that offers full-day early learning to all children the year before kindergarten; however, LEAs must articulate how they plan to offer full-day, early learning programming to all students, and how they are partnering or plan to partner with other programs, such as those listed in the statute, to ensure that every child has access to extended learning and care that, combined, equates to a full-day of programming that meets the community's needs.

Additionally, starting in the 2022–23 school year, LEAs receiving ELO-P funding must offer nine hours of combined instructional time and expanded learning opportunities per instructional day to at least all unduplicated children enrolled in TK and at least 30 intersession days; however, LEAs are not required to exclusively use ELO-P funding to meet the requirement. LEAs can also partner with Head Start, CSPP, ASES, or other community-based childcare programs to fund and provide the additional extended learning and care hours needed to reach nine hours. (*EC Section 46120*). This would allow the LEA to use ELO-P funds to provide additional service hours or services for additional children.

Vision and Coherence

As a charter school, UPK programming is not required of Journey School, however, we feel it is important to offer access to TK age eligible students in creation of a 2-year kindergarten program. Journey currently offers access to limited TK seats that are made available through a public lottery held in March of each year. Upon filling those seats, a waitlist is formed in accordance with Journey's enrollment policy.

Journey School established combination classrooms (K and TK) to serve our TK population. **Moving into the 2024-2025 school year, the combination classrooms will serve TK students born in the September – December timeframe. Additionally, Journey plans to offer a TK only classroom in the 2024-2025 school year that will serve students born in the January – June timeframe (eventually Sept.). Combination classes will each have 1 assistant and class size will be reduced from 22 students to 20 students to meet required ratios of 10:1. The TK only class will also have an assistant and will be capped at 16 students. The TK only class will meet instructional minute requirements and will operate as an afternoon class 11:00-3:00pm daily due to space constraints on campus.**

Journey School utilizes E-LOP funding to extend the kindergarten day for interested families. Programming begins on campus at 8am through 9am when the formal school day begins. Programming is also available from dismissal until 5pm through the Little Acorn program.

During the academic day, the emphasis is on learning through doing, and the children are active in work and play, song, and movement. Every effort is made to make our TK/Kindergarten a warm and home-like environment for the children. Great care is given to the development and nurturing of the children's senses for learning. All the materials are part of life, and the room has a balance of color, form, simplicity, and purpose.

The teacher plays a central role, and through her example the children enter the life of the TK/kindergarten deeply. They experience the regular rhythm of each day's activities, be they complete household work, math, language arts, arts, and crafts. They are led into the yearly rhythm of the seasons with their many colors, moods, and activities. The teacher introduces them to song, movement, gesture, and verse in the daily activity of "circle time." The children drink in the world of stories, both nature tales and appropriate fairy tales, which are usually told to them through the oral tradition.

During this time in TK/Kindergarten we believe the children learn through imitation. The teacher sets up for herself various meaningful, practical activities – baking or cooking the week's snack, slicing fruit, washing dishes, sewing, fixing a toy, or working on seasonal crafts such as stringing corn for necklaces at Thanksgiving or planting gardens in spring. The children will watch her, and depending on their own interests, will imitate her in a variety of ways. In the play yard, a teacher picking up a broom might

soon be followed by a chorus of sweepers. Perhaps a teacher sewing puppets might find herself quite literally surrounded by a group of little tailors. She supplies them with the necessary tools and soon each child will be thinking, if not shouting, “Look, I can sew!” A teacher baking a loaf of bread in the kitchen, along with her helpers, of course, might inspire another group of children to “bake” a birthday cake in their “kitchen,” imitating the teacher’s real work in their fantasy play. Most importantly it is the purposefulness and intent of the teacher in her activity that will be imitated in the purposefulness and focus of the children’s activity, related or not by subject matter. Aware of this, TK/Kindergarten teachers strive to perfect not only their skills, but also their appearance, speech, gestures, movements and poise.

Play is the quintessential activity of children. It is the serious work of childhood. In play, children learn to experience the possibilities of life. Although play may need some guidance and teacher input, for most children play comes naturally and their swiftly growing bodies require it for healthy development. Through play, children create the world anew each day, and try on every imaginable situation within it. They build houses and ships, rockets, and fire engines. They explore life in homes and farms, forests and mountains, underwater and in outer space. All of this is initiated by the children, with occasional help from the teacher. They create their play worlds using the simplest of materials, such as logs and stumps, stones and shells, cloth and play stands. During play their growth in all areas is stimulated – physically, emotionally and socially, mentally and spiritually. As has been confirmed by a growing body of research, such open-ended imaginative play that comes out of the child’s inner life and capacities lays a foundation for imaginative and lively thinking in the adolescent and adult. It also stimulates an interest for all aspects of life, which can then be cultivated through academic studies in the elementary grades and beyond.

Children need to move their whole bodies! Most toys, and furnishings in the TK/Kindergartens are those that encourage large scale activity and play, and the children are thus engaged for a good portion of the morning. This propensity to move is also recognized in having the children set the table and clear it, or in moving their own chairs to form the story time circle, and in the accompanying gestures for circle time songs and poems – a tree is not just a tree, it is arms outstretched above one’s head.

A child’s capacity for fantasy and imagination are intentionally encouraged and protected in our TK/Kindergarten. This capacity is recognized, again, in the toys, where their simple forms and lack of definition allow the children’s imagination to determine the use and fill in the details. Examples are the simple doll, the large play frames, the wooden crate, or the colorful cloth which can be transformed into an endless variety of structures. The child’s capacities for fantasy and imagination are also nurtured in our telling and acting out of poems, songs, stories, and puppet shows. Telling a story, by heart, allows the children to create their own inner pictures, again a capacity for later creative thinking.

Children need familiarity and predictability in their lives. The yearly rhythm is created with the help of seasonal stories and crafts and the nature table and is enhanced by the celebration of the festivals and the children's birthdays. Great care is given to be inclusive and respectful of the various cultures and religions of the children in the kindergarten. The weekly rhythm is achieved by having a special activity each day, Monday for baking, and so on. The daily rhythm is established by following a set pattern of, for example, greeting, circle time, indoor play, clean up, snack, outdoor activities, and story time, close and then lunch. The children always know what to expect, and this helps give their busy lives a sense of order and provides a secure environment in which they can develop.

Academics and readiness skills are an important aspect to the TK/kindergarten curriculum and are built into all that the students do and experience. Social skills are developed through all the activities in the TK/Kindergarten – for example, interactive play, baking bread and circle time. Fine motor skills are developed through beeswax modeling, crayoning, painting, fingerplays, lacing shoes and buttoning oneself, and cooking activities. Larger motor skills are developed through the type of indoor play that is encouraged, through various cleaning activities, and through outdoor play. Circle time, songs, nursery rhymes, puppet shows and the oral tradition of the teacher's storytelling develop listening skills and memory, cultivating in the child a feel for language and the world of words. Along with creative play these aspects of the TK/kindergarten life also strengthen the power of imagination. Similarly, counting games, building, and rhythmic activities build a solid foundation for numbers and spatial relationships. The animal stories and nature table, along with a general cultivation of a sense of wonder, engender in the child an unconscious appreciation for the sciences which the child will discover later.

In our TK/Kindergartens, we aim to kindle a sense of wonder and gratitude in our everyday lives. We strive to connect the child to the earth's rhythms, beauty, and meaning, restoring an understanding and respect for all life.

Universal Prekindergarten FAQs

Frequently asked questions (FAQs) regarding California state law relating to Universal Prekindergarten (UPK) and Transitional Kindergarten (TK).

<https://www.cde.ca.gov/ci/gs/em/kinderfaq.asp>



October 4, 2023

ECF Funding Commitment Decision Letter 2022

Contact Information:

Janet Gates
JOURNEY SCHOOL
27102 FOXBOROUGH
ALISO VIEJO CA 92656
janet@journeyschool.net

ECF FCC Form 471: ECF202200629

BEN: 16073278
Obligation File: 35
Application Nickname: April22

Totals

Total Committed	\$25,700.00
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What is in this letter?

Thank you for submitting your Emergency Connectivity Fund (ECF) funding application.

Attached to this letter, you will find the funding statuses for the ECF FCC Form(s) 471, Services Ordered and Certification Form, referenced above.

The Universal Service Administrative Company, (USAC) is sending letters to both the associated applicant and the service provider(s) so that you can work together to complete the funding process.

Next Steps

Submit Requests for Reimbursement to the Emergency Connectivity Fund (ECF) Portal.¹

The Commission in the *Emergency Connectivity Fund Report and Order* provided two ways for applicants to be able to invoice for eligible equipment and services through the Emergency Connectivity Fund Program.² Applicants and service providers, who agree to invoice on behalf of the applicant(s), are allowed to submit ECF Program requests for reimbursement.

¹ The *Emergency Connectivity Fund Report and Order* directed USAC to make the invoicing system available 15 days after the issuance of the first wave of commitments for the Emergency Connectivity Fund Program. *Establishing the Emergency Connectivity Fund to Close the Homework Gap*, WC Docket No. 21-93, Report and Order, FCC 21-58, para. 98 (rel. May 11, 2021) (*Emergency Connectivity Fund Report and Order*) If your funding commitment was released as part of the first wave, you may need to wait 15 days prior to submitting your request for reimbursement. USAC will announce when the invoicing system is available and requests for reimbursement can be submitted.

² *Emergency Connectivity Fund Report and Order*, at para.93.

- **If you (the applicant) are invoicing:** After receiving the ECF-supported eligible equipment and/or services, you will file the ECF FCC Form 472, the Billed Entity Applicant Reimbursement (BEAR) Form to invoice for reimbursement of the ECF-supported eligible equipment and/or services. If you request reimbursement prior to paying your service provider(s), you will be required to provide verification that you paid your service provider(s) within 30 days of receipt of funds.
- **If your service provider(s) is invoicing:** The service provider(s) must provide the ECF-supported eligible equipment and/or services and then file the ECF FCC Form 474, the Service Provider Invoice (SPI) form, to invoice for reimbursement for the ECF-supported eligible equipment and/or services provided.

Applicants and service providers, who agree to invoice on behalf of the applicant(s), must provide invoices detailing the items purchased, along with the requests for reimbursement. In general, any request for reimbursement submitted without the necessary information will be rejected with an explanation as to the deficiency, and the funding recipient will need to timely resubmit its invoice submission in order to receive reimbursement.

Notice on Rules and Requirements

The applicants' receipt of funding commitments is contingent on their compliance with all federal, statutory, regulatory, and procedural requirements of the ECF Program and the FCC's rules. This also includes the certifications under penalty of perjury contained in their funding application(s). Funding recipients are subject to audits and other reviews that the Commission and other appropriate authorities may undertake periodically to ensure that committed funds are being used in accordance with such requirements and for their intended purpose. Please see paragraphs 116-134 of the Commission's *Emergency Connectivity Fund Report and Order* for more information regarding the Program's documentation, certification, and audit requirements.

As referenced in paragraph 101 of the *Emergency Connectivity Fund Report and Order*, attached to this letter is the full text of Appendix A to 2 CFR Part 170, which provides additional information about the reporting requirements for reporting executive compensation (through <https://www.sam.gov>) and subaward activity (through <http://www.fsrc.gov>) under the Federal Funding Accountability and Transparency Act of 2006 as amended by the Digital Accountability and Transparency Act of 2014 (collectively the Transparency Act or FFATA/DATA Act) for award and subaward payments that equal or exceed \$30,000.

On behalf of the FCC, USAC may be required to reduce or cancel funding commitments that were not issued in accordance with these requirements, whether due to action or inaction of USAC, the applicant, or the service provider. The Commission and other appropriate authorities may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 30 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request. **Please note that this is shorter than the deadline for appeals in the E-Rate Program.**

Note: The Federal Communications Commission (FCC) will not accept appeals of ECF Program decisions that have not first been submitted and addressed in the Emergency Connectivity Fund (ECF) Portal. However, if you are seeking a waiver of ECF Program rules, you must submit your request directly to the FCC and not in the ECF Portal. Waivers of the ECF Program rules cannot be addressed within the ECF Portal.

- **To submit an appeal that is not a waiver, visit the Appeals section in the Emergency Connectivity Fund (ECF) Portal and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit the ECF Program's website for additional information on submitting an appeal, including step-by-step instructions.**
- **To request a waiver of the FCC's rules, please submit your request to the FCC in proceeding number WC Docket No. 21-93 using the Electronic Comment Filing System (ECFS). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.**

For all appeals and waivers, be sure to keep a copy of your entire appeal or waiver document, including any correspondence and documentation, and provide a copy to the affected service provider(s).

ECF Funding Commitment Decision Overview

2022

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
ECF2290000627	Pacific OneSource, Inc.	\$124,000.00	\$25,700.00	Funded

FRN ECF2290000627	Service Type Equipment	Status Funded
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Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	18		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$25,700.00
Total Charges		\$124,000.00	
Committed Amount		\$25,700.00	

Dates	
Service Start Date	7/1/2022
Service End Date	12/31/2023
Service Delivery Date	6/30/2024
Invoice Deadline Date	8/29/2024

Service Provider Information	
Service Provider	Pacific OneSource, Inc.
SPIN (498ID)	143046479

Consultant Information	
Consultant Name	
Consultant's Employer	
CRN	

Funding Commitment Decision Comments

MR1: The FCCRN was modified from N/A to 0032236010 to agree with the applicant documentation.

MR2: The student count of this ECF FCC Form 471 application was increased from 0 to 533 to a level that could be validated based on third party data.

MR3: Based on the applicant's request, the Quantity of HP Laptops of FRN ECF2290000627 Line Item 1 Product and Service Detail was changed from 250 to 50.

MR4: Based on the applicant's request, the Quantity of Dell Laptops of FRN ECF2290000627 Line Item 2 Product and Service Detail was changed from 60 to 40.

MR5: The requested quantity for Dell Laptops for Line Item 2 was reduced from 40 to 34 to remove the quantity intended for non-teaching staff and staff members without an unmet need that were reported that will be served using

BEN Name: JOUNEY SCHOOL
BEN: 16073278

ECF FCC Form 471: ECF202200629
Obligation File: 35

Emergency Connectivity Fund support. As a result, the FRN ECF2290000627 was reduced from \$124,000.00 to \$25,700.00.

MR6: The FRN ECF2290000627 line 1 was modified from Lenovo 100e to HP Chromebook 11 G9 to agree with the applicant documentation.

MR7: The FRN ECF2290000627 line 2 was modified from Lenovo 14e to Dell Latitude 7400 to agree with the applicant documentation.

MR8: In consultation with the applicant, the service provider has been changed to Pacific OneSource, Inc. SPIN number 143046479.

MR9: RAL change(s) requested were not implemented because they are not allowed. The RAL change that was not allowed: update for Billed Entity Name.

Appendix A to Part 170—Award Term

I. Reporting Subawards and Executive Compensation

a. Reporting of first-tier subawards.

Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).

2. Where and when to report.

- i. The non-Federal entity or Federal agency must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
- ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. **What to report.** You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting total compensation of recipient executives for non-Federal entities.

1. **Applicability and what to report.** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

- i. The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000 as defined in 2 CFR § 170.320;
- ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards), and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards); and,
- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under sections 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. **Where and when to report.** You must report executive total compensation described in paragraph b.1. of this award term:

- i. As part of your registration profile at <https://www.sam.gov>
- ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. **Applicability and what to report.** Unless you are exempt as provided in paragraph d. of this award term, for each first-tier non-Federal entity subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- i. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards) and,

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under sections 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions.*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:

1. *Federal Agency* means a Federal agency as defined at 5 U.S.C. § 551(1) and further clarified by 5 U.S.C. 552(f).

2. *Non-Federal entity* means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization; and

iv. A domestic or foreign for-profit organization

3. *Executive* means officers, managing partners, or any other employees in management positions.

4. *Subaward:*

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR § 200.331).

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

5. *Subrecipient* means a non-Federal entity or Federal agency that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

6. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR § 229.402(c)(2)).



Invoice
 #INV-0012887
 11/14/2023

PAYMENT REMITTANCE ADDRESS:
 Pacific OneSource Inc.
 P.O. Box 31001-3055
 Pasadena, CA 91110-3055

Bill To
 Journey School
 27102 FOXBOROUGH
 ALISO VIEJO CA 92656-3377

Ship To
 Journey School
 Attn: Janet Gates
 27102 Foxborough
 Aliso Viejo, CA 92656

PO #	Terms	Sales Rep	Ship Date	Carrier
ECF202200627 / PO# 627	Net 30	Jeremy Gilbert	11/14/2023	UPS

Item	Description	Quantity	Rate	Amount
Off-List	Off-List Bundle	34	\$0.00	\$0.00
5490 - i7 - 8th - WC - R	Dell Latitude 5490 Intel i7-8th Gen (8650U, etc), 14" WITH Webcam, Working Battery, A/C Adapter.	34	\$400.00	\$13,600.00
RAM - 16GB - SODIMM - 2nd Life Sale	RAM - 16GB Total SODIMM	34	\$0.00	\$0.00
Pre-Installed HDD	Pre-Installed Hard Drive in System (240-256GB SSD)	34	\$0.00	\$0.00
Battery - Tested Working	Battery - Tested Good Working	34	\$0.00	\$0.00
WebCam - LT - 2nd Life	WebCam - LT - 2nd Life	34	\$0.00	\$0.00
Special Instructions - SO:No Keyboard/Mouse Set	No Keyboard/Mouse Set	34	\$0.00	\$0.00
Windows 11 Pro Citizenship - Digital - TPR	Microsoft Windows 11 Professional Citizenship (school/non-profit) - Digital Licenses (QLF-00626); INCLUDES GMRL Sticker (R20-300001)	34	\$0.00	\$0.00
STSVp	STS Value Protection Plan Includes: STS Lifetime Parts Guarantee, STS Certification Process, STS Live Phone Support, STS Customer Portal, and STS Free Imaging Service	34	\$0.00	\$0.00
Shipping Federal Express Ground	Federal Express Ground	1	\$0.00	\$0.00

Subtotal	\$13,600.00
Tax (7.75%)	\$1,054.00
Payments/Credits	-\$0.00

Total \$14,654.00





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#INV-0012887
11/14/2023

PAYMENT REMITTANCE ADDRESS:

Pacific OneSource Inc.
P.O. Box 31001-3055
Pasadena, CA 91110-3055

PLEASE SEND ALL OTHER CORRESPONDENCE TO OUR OFFICE ADDRESS:

STS EDUCATION, 130-A WEST COCHRAN STREET, SIMI VALLEY, CA 93065
(866) 499-2580

Tracking Numbers

1Z88YW026814377567



INV-0012887



Invoice
#INV-0012887
11/14/2023

PAYMENT REMITTANCE ADDRESS:

Pacific OneSource Inc.
P.O. Box 31001-3055
Pasadena, CA 91110-3055

Item	Serial Number(s)	PO #
5490 - i7 - 8th - WC - R Dell Latitude 5490 Intel i7-8th Gen (8650U, etc), 14" WITH Webcam, Working Battery, A/C Adapter.	gs1szq2, 842szq2, 10z4st2, 7fgwtt2, 58LMNF2, J3STTT2, 6949LQ2, JDRHWT2, 5QGSTT2, 47VWWT2, HLDVTT2, 97D3XT2, H2KNNF2, 6H0ZPV2, 9H0ZPV2, h8m5st2, d1z4st2, 9fx4st2, 47SPPV2, h7bnnf2, 4hcctt2, 47jytt2, 644qtt2, 931blq2, 9zkrtt2, gd3szq2, 9n9ztt2, hts4st2, fccttt2, dy4vtt2, hm45xt2, 1n9ztt2, 6qgwtt2, bv0wwt2,	ECF202200627 / PO# 627



INV-0012887