

**Journey School
A California Public Charter School**

Thursday, October 26, 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, Council Vice President
Margaret Moodian, Council Secretary
Jeannie Lee, Board Member
Michael Allbee, Board Treasurer*

ADVISORY POSITIONS:

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

INSTRUCTIONS FOR PRESENTATIONS TO THE COUNCIL BY PARENTS AND CITIZENS

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

- 1. Agendas are available to audience members during the meeting and on the school website.*
- 2. "Request to Speak" cards are available for all audience members who wish to speak 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	Michael Allbee	6:05
3	Approval of Agenda* NOTE: The order of the agenda may be changed without prior notice to the public.	Amy Capelle	6:08
4	BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action): A. Board Strategic Planning*: Update regarding Alumni Survey.	Amy Capelle Melissa Dahlin	6:10
5	PUBLIC COMMENT: Members of the public may contribute public comment. Reminder: See policy above for time guidelines.	Amy Capelle	6:50
6	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 Special Meeting held September 28, 2023. B. Recurring Expenses*: Updates to 2023-24 expenses	Gavin Keller	7:00
7	INFORMATION ITEMS: Reports A. Financial Update*: Report on September financials B. Faculty Update: Update on Faculty activities. C. Parent Cabinet Update: Update on Parent Cabinet activities	Larry Tamayo TBD Cassie Kawling	7:10

	D. Administrative Update: Update on school operations including school programming/events, attendance, immunization compliance, Green-Ribbon Award, overnight field trips, and staffing.	Gavin Keller	
8	SCHOOL OPERATIONS: Discussion/Action A. Schedule of Meetings*: Review & discuss schedule of regular meetings B. Investment Policy*: Discussion and Review of investment policy C. Financial Services Engagement Agreement *: Discussion and Review of engagement agreement with E&E Financial Services D. Volunteer Policy*: Discussion and Review of changes to Volunteer Policy.	Gavin Keller	7:50
9	Adjournment	Amy Capelle	8:30

*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.*

Descriptives – Family Survey¹

Respondent Information

63 families responded. Some responded for multiple children, for a total of 85 students.²

- 87% of students (n=74) attended all of middle school (6-8th grade) at Journey School (“Journey”).
- 39% of students (n=33) attended Journey from Kindergarten through 8th grade.

Over half of the students had finished high school (60%, n=51), with the remainder in high school at the time of the survey (40%, n=34).

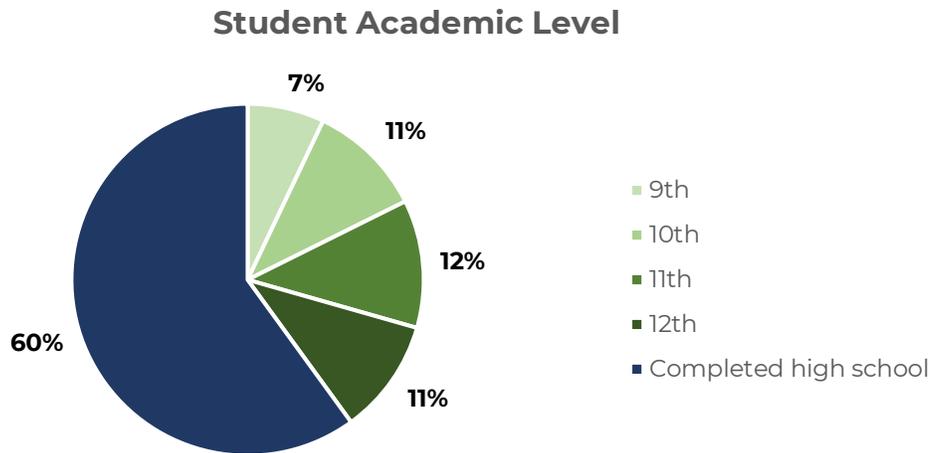


Figure 1. Most families responded on behalf of a student who had completed high school.

Students attended, or are attending, a variety of public and private high schools³:

- Dana Hills High School (13)
- Capistrano Valley High School (9)
- JSerra Catholic High School (7)
- Laguna Hills High School (7)
- San Juan Hills High School (7)
- Mission Viejo High School (5)
- Orange County School of the Art (6)
- Aliso Niguel High School (4)
- St Margaret's (4)
- El Toro High School (2)
- San Clemente (3)
- San Clemente (3)
- University High School, Irvine (3)
- Waldorf School of Orange County (3)
- Trabuco Hills High School (2)
- Samueli Academy, Santa Ana
- San Diego Jewish Academy
- Tesoro High School
- Beckman High School
- Cabrillo Point Academy
- California Preparatory Academy
- Canyon Crest Academy
- CAVA online public school
- Julian Charter School
- Hallstrom
- Heritage Christian
- Home school
- Various
- Outside CA (4)

¹ Survey responses are from May – August 2023. Distribution was via emails to families of Journey alumni. Emails were sent out three times to support as high a response rate as possible.

² Families were able to respond separately for each child for child-level quantitative data (e.g., high school, transition experience, post high school plans/actions, and high school performance). If a student did not attend Journey in middle school, they were excluded because the transition experience was not from Journey into high school. Data from these families were kept for coding of open-ended responses, which focused more on Journey as an overall educational experience.

³ Some students went to more than one high school.

Journey alumni go on to, or plan to pursue, a number of different pathways after high school, with just over half attending/having attended a four-year institute of higher education, and nearly 80% of current high school students planning to attend one (see Figures 2 and 3 below).

Current Pathways (High School Graduates)

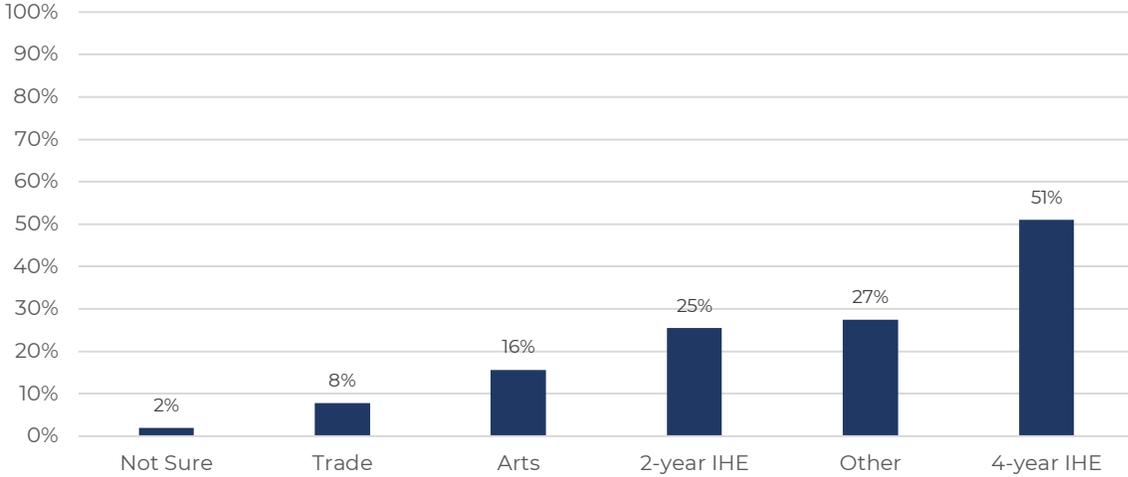


Figure 2. Pathways for High School Graduates (n=51). Some students attended a two-year institute before transferring, thus the total across pathways is over 100 percent. “Other” responses include: pursuing graduate degrees; careers in graphic design, working, culinary arts.

Future Plans (High School Students)

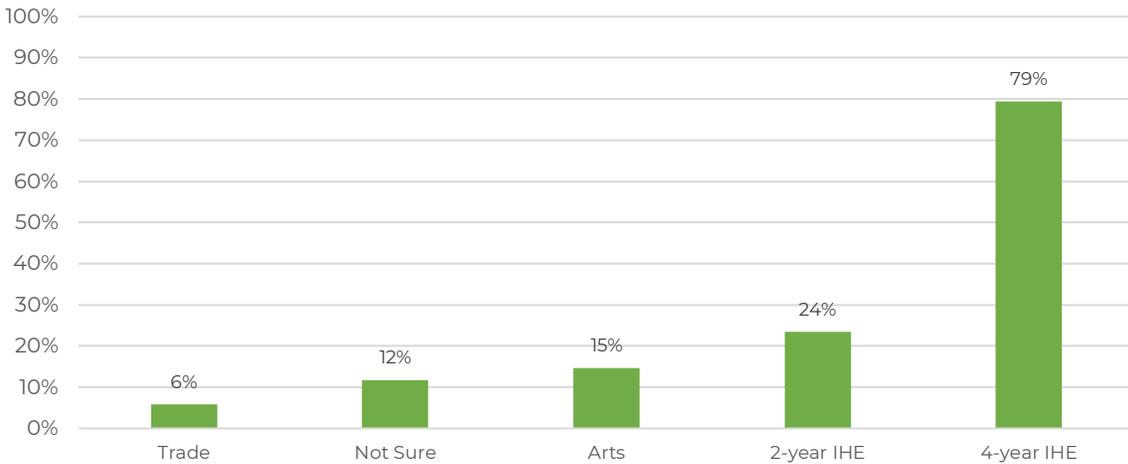


Figure 3. Possible Pathways for High School Students (n=34). Families could select multiple options, hence the total percentage across categories is over 100%. No one selected the “other” option.

Journey alumni are pursuing, or plan to pursue, many different types of majors, as demonstrated in Figures 4 and 5 below.

Majors (High School Graduates)

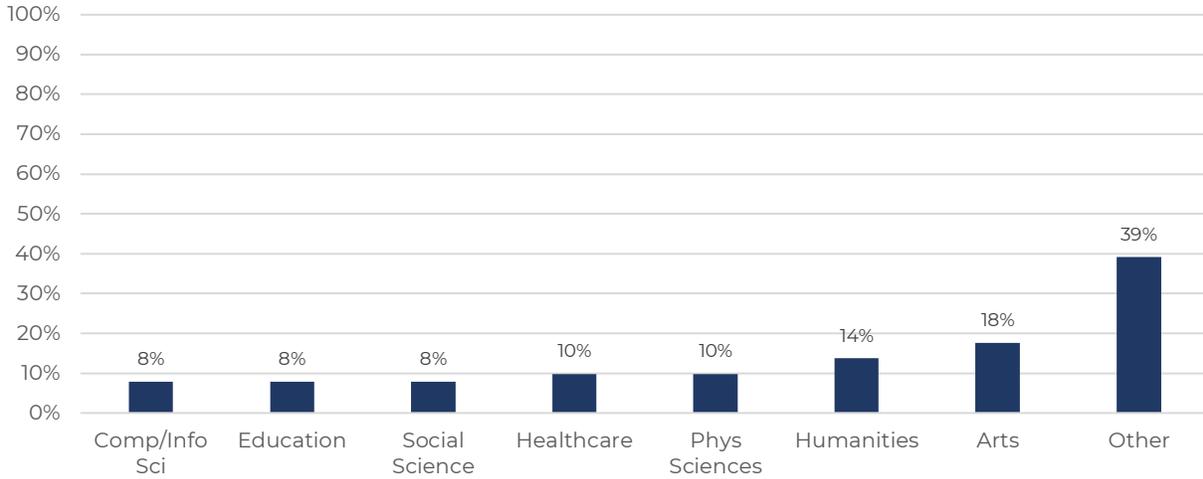


Figure 4. Majors High School Graduates are Pursuing (n=51). “Other” includes: Theater, Architecture; Aviation Administration, Business/Investment, Chemical Engineering, Construction, Fire Academy, Graphic Design, Environmental Studies, Horticulture, Culinary Arts, Music Renewable Energy/Electrical; Sales; Songwriting; Sports Management.

Potential Majors (Current High School Students)

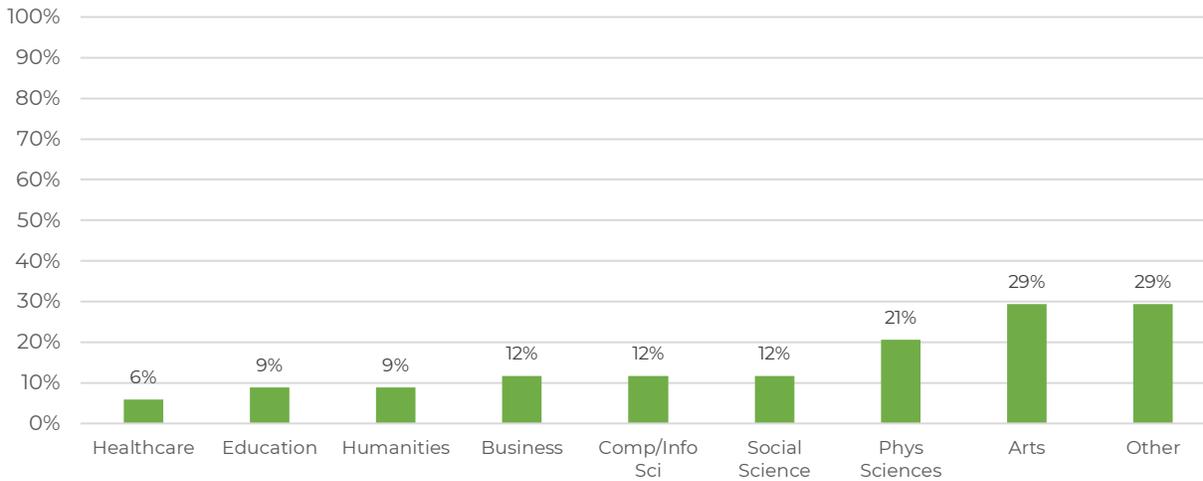


Figure 5. Majors High School Students are Planning to Pursue (n=34). Families could select multiple majors. “Other” includes: Engineering(3); Architecture; Unsure (3); International Relations; Music; Sports and Nutrition; Criminology

Activities

Many students participated in sports, music, and other activities alongside their Journey education. Fewer families reported using tutoring services.

Outside Activities While a Journey Student

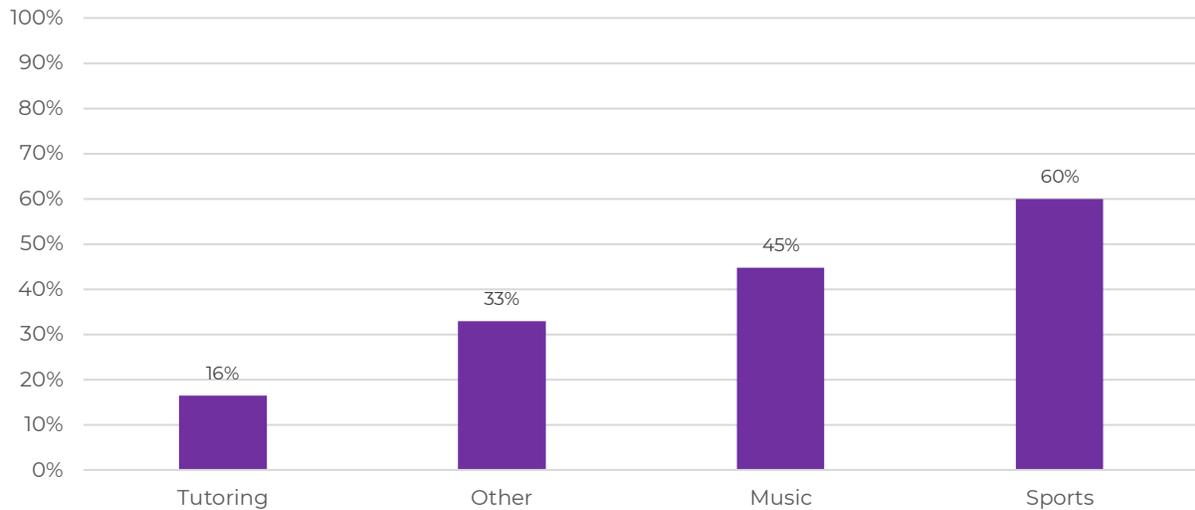


Figure 6. Activities While a Journey Student (n=85). "Other" includes: Performing Arts/Drama (5); Scouts (3); Theater (3); Volunteering (2); Church Activities (2); Did Not, But Needed (2); Ballet (2); Art (2); Foreign Language; Outdoor Camp; Gardening; Sewing; Music Lessons; Robotics; Handwork; Animal Rescue.

Families reported their children engaged in high rates of participation in advanced coursework or others activities during high school.⁴

High School Activities

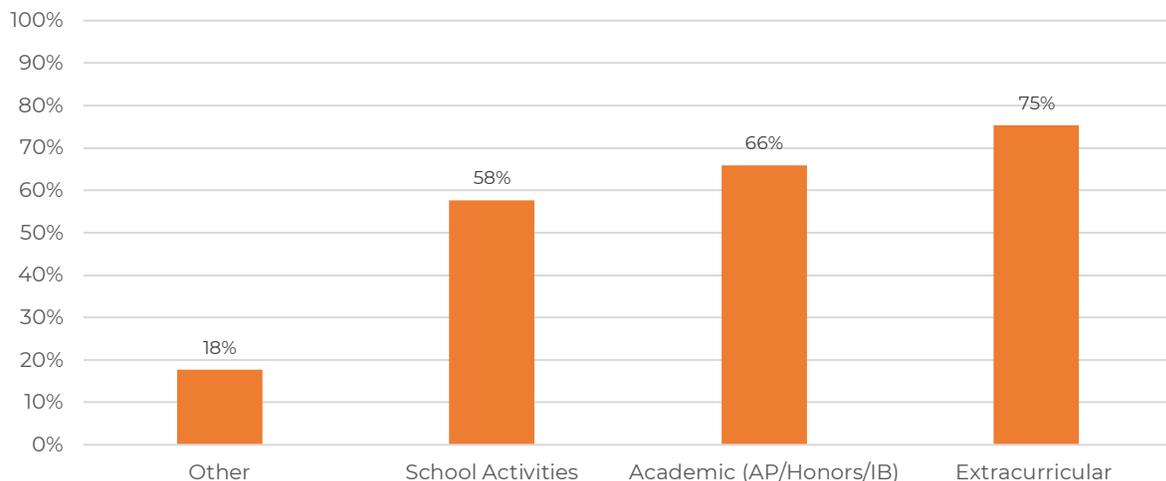


Figure 7. High School Activities (n=85). "Other" activities include: Theater Productions/Acting/Singing (3); Scouts (2); EMT; Orchestra; Digital Media Conservatory; Animal rescue; CCAP; Community College Courses.

⁴ Note: It is likely that those more involved in advanced coursework and activities are also more likely to participate in surveys than other students and these results may reflect the upper bound.

Transition Experiences

The transition areas with the highest reported difficulty were time management, test-taking, and homework. Project-based learning and mental health had the highest reported rates of being easy or really easy.

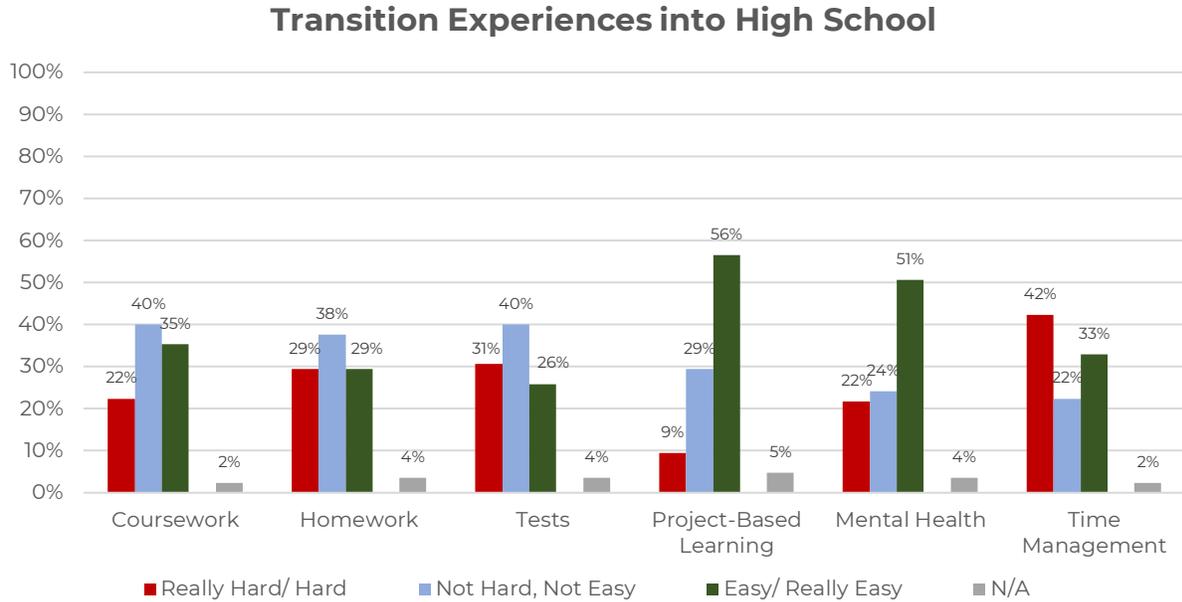


Figure 8. Transition Experiences (n=85).

The vast majority of families believed Journey prepared their child somewhat well (48%) or very well (42%) for high school.

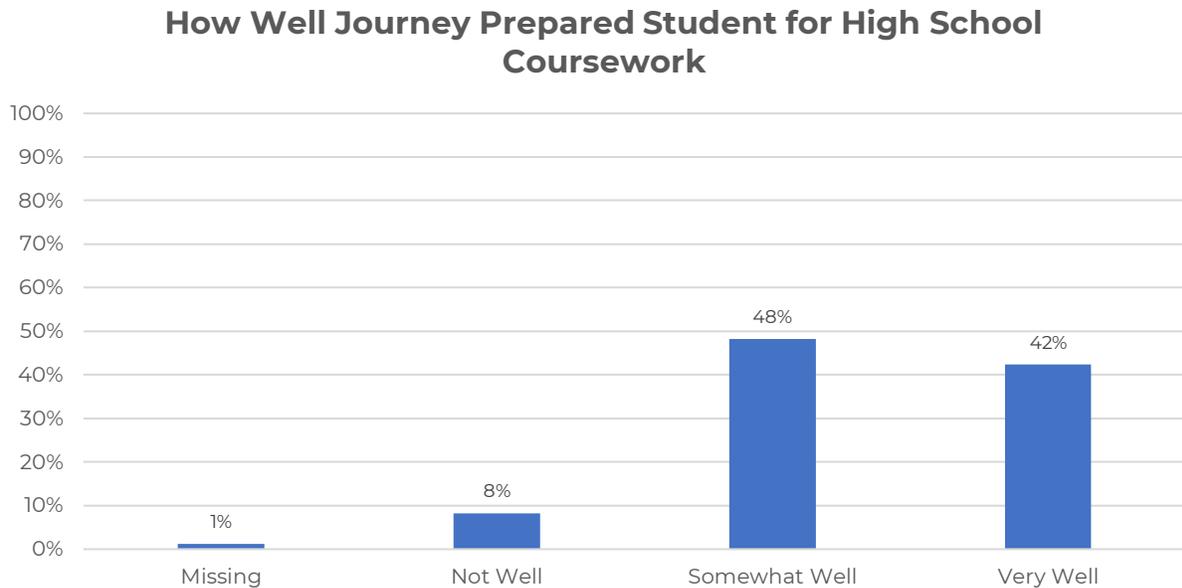


Figure 9. Extent to Which Journey Prepared Students for High School (n=85).

When asked about tools cultivated at Journey that helped with the high school transition, families shared descriptions regarding:

- **Educational Approach (30%)**
 - Families described how Journey’s approach to education was important, such as: educators’ instruction, digital citizenship, sense of community/belonging, Head, Hearts, and Hands approach, traditions, handiwork, and arts/music.
 - Four families specifically used the term “foundation” to describe their child’s Journey experience as influencing later educational experiences.
- **Personal Development (29%)**
 - Families described the skills, attitudes, and other factors their child left Journey with as important in the transition, including: knowing themselves, confidence, high self-esteem, a love of learning, critical thinking skills, and problem-solving skills.
 - Many families (n=13) mentioned how their child interacted with others in terms of humanity, empathy, compassion, and caring.
- **Other**
 - One family shared their child did not have a sense of belonging due to bullying, but that they had heard things were different at Journey now.

When asked how Journey School can improve the transition experience, almost half of families said there were no transition issues (21%) or did not comment (30%). Of those who did respond, most responses centered around:

- **Academics (32%)⁵**
 - Preparedness for content and test-taking were frequently cited as challenges students faced when transitioning into high school. Some linked these to struggles students faced with the pressure on time tests and with expectations.
 - Some talked about students struggling with math, while others said this area was not an issue (this pattern was similar for responses related to English Language Arts).
- **Learning Environment/Structure (17%)**
 - Families talked about need to prepare students for high school environments, such as exposure to different teachers with different expectations, increased homework, reduced leniency (e.g., for turning in late assignments; grammar, punctuation, and spelling mistakes), note-taking, and advanced tracks. One recommendation was having visiting teachers from other schools come to Journey.
- **Social (11%)**
 - Some discussed how their child was prepared socially, while others noted challenges in moving from a tight-knit small community to a large campus (e.g., going from “long-termers” to “new-comers”).
- **Time Management/Self-Discipline (6%)**
 - A few families shared struggles their child face in time management and how that created issues with their academic performance in high school.
- **Other Responses:**
 - Three shared that the COVID pandemic experience meant their child did not have a typical experience and, thus, it was not appropriate to respond.
 - One family suggested sharing more information with families on opportunities such as campus visits to surrounding high schools and, better connections between Journey School and local high schools.
 - Another family member highlighted how even within a family, one child can have a positive transition experience to high school, while another child can struggle.

⁵ Percentage reflects percent of total families who responded (n=63).

High School Academic Performance

Overall, families reported that students performed similarly in high school as they did at Journey in most areas (English, Math, Science, History/Social Science), with many students performing even better in high school (see Figure 10 below).

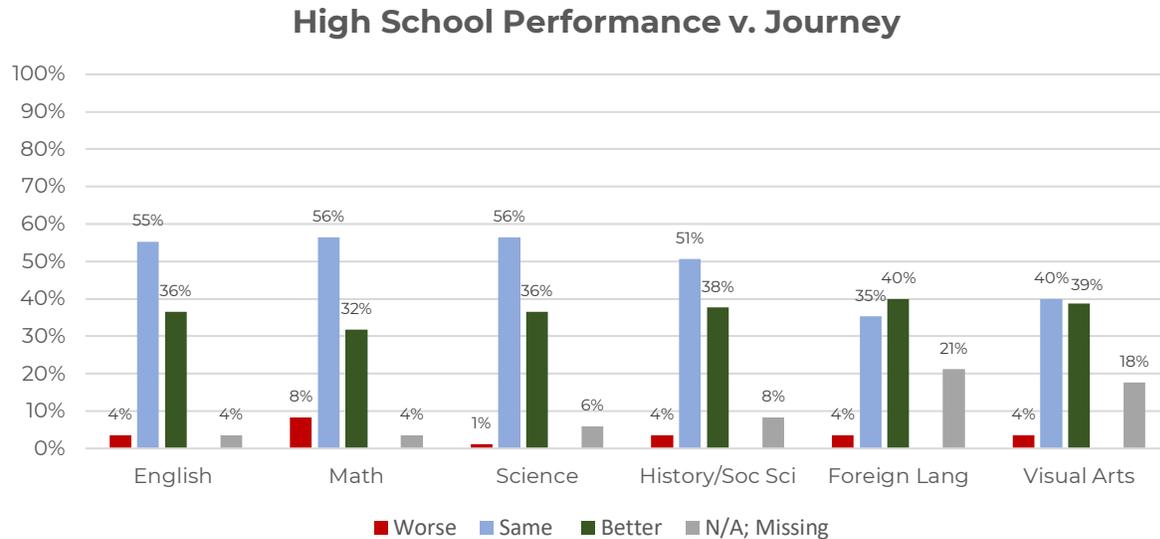


Figure 10. Performance in High School Compared to Journey. (n=85).

Nearly all students had a GPA above a 3.0, with half of students holding a 4.0 GPA or higher.⁶

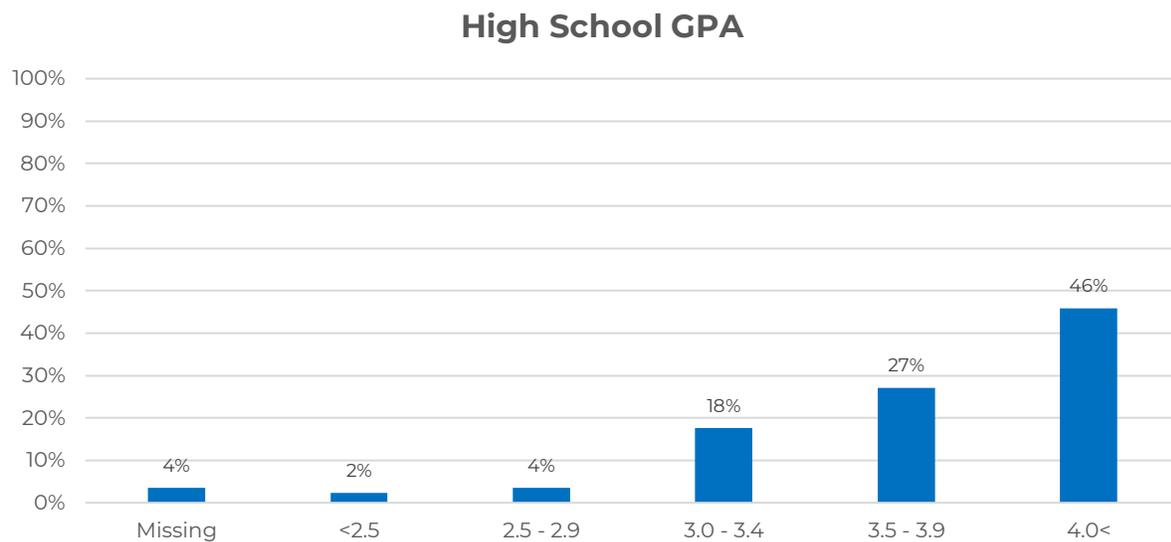


Figure 11. High School GPA (n=85).

⁶ This finding may reflect self-selection in which families with students who are performing highly may be more likely to take the survey. Use caution in interpreting findings.

Student Successes/Achievements

Families shared many exciting achievements and personal successes of Journey alumni, including:

- **Professional Pursuits (17%)**
 - Journey alumni pursue a variety of careers including: music producer, teacher, graphic designer, industrial designer, independent construction contractor/ceramic studio owner, horticulturalist, computer scientist, elected member of a city council, partner/sales director in a real estate firm, and chef in a Michelin Star restaurant.
 - One family shared how their child has been recognized by workplace supervisors (and educators) for their hard work, teamwork, and kindness.
- **Academic (16%)**
 - Families shared numerous accomplishments, including: winning the school district Shark Tank competition, National Honors Society membership, certifications (e.g., IB, Bilingual, Social Sciences Merit), graduating high school Cum Laude or Magna Cum Laude, honor roll or student of the semester recipient, math success, receiving full rides to private high schools or universities, and acceptance into prestigious universities (e.g., MIT).
- **Personal (e.g., life skills, who child is as a person) (11%)**
 - The following adjectives were used by families, with many attributing Journey School to the cultivation of these successes: confident, prepared for life, “good in their skin”, not technology dependent, possessing internal drive, independent thinker, creative, compassionate, supports friends, “fearless” in speaking in front of large audiences/performing, good public speaker, engaged in volunteering, and being viewed as an “amazing human being.”
- **Arts/Music (6%)**
 - Some families shared exciting successes in the arts, such as: international travel as part of a theater company, selection as 1st violin chair in high school orchestra, participation in a band that tours locally, and participation in theater (with one family noting their child was offered movie roles by producers who were in the audience of a performance).
- **Sports/Clubs (5%)**
 - Families shared club/sports successes including: starting a book club, participation on high school sports teams, and being named female track and field athlete of the year from their high school.

Family Concerns about Attending Journey School

When asked about concerns they had with their child attending Journey, most responses centered around concern about academics (35%), social emotional challenges during the transition to high school (6%), and classroom management/discipline (3%). Most said their fear was not realized; though two stated they would have had their child go elsewhere for middle school.

- Other concerns included teacher turnover in middle school, lack of discipline for bullies, and lack of classroom management in middle school.
- One family member expressed concern with the math program.
- Often families shared how their concerns were “unfounded.” One family shared their concern that the experience would not be academically rigorous enough, but that their child is now thriving in an engineering magnet school!

Reflections on Journey Experience/Recommendations

Nearly a fifth of respondents (19%) said they wouldn’t change anything about their child’s experience at Journey, and 37% did not provide any response. The most common reflections centered around:

- **Structure/Approach to Learning (22%)⁷:**
 - Keeping the Waldorf approach, or taking care in blending it.
 - Focusing on problem-solving, critical-thinking, and humanitarianism.
 - Incorporating approaches and skills in middle school that prepare students for high school (e.g., advanced tracks in middle school, note-taking, reading-annotating, analysis, testing, long written projects, visits to high schools, mini research projects, more “academics”, language courses).
- **Educators (8%)**
 - Hiring Waldorf trained educators.
 - Hiring teachers credentialed in specific subjects for junior high courses.
 - Ensuring junior high educators are rigorous.
- **Discipline (3%)**
 - Ensuring consequences for bullying.
- **Other types of responses (21%) include examples such as:**
 - Improving mental health outreach, more outreach and connections for alumni, making sure there is no differential treatment between boys and girls, and supporting community (since it is a large school now).

Value of a Journey Education

Families highlighted many benefits of a Journey education, with one family describing it as “priceless.” Comments centered around a few key areas:

- **Community at Journey for Families and for Children (27%)**
 - Families frequently commented on feeling part of a community (“family”) at Journey School, making them feel they had a support system.
- **Individual Child Benefits (19%)**
 - Families discussed children who are happy, have high self-esteem, are their “authentic self”, kind, confident, life-long learners, self-sufficient, productive members of society, grounded, and “amazing” because of their Journey experience.
- **Caring for Others/Engaging Socially (17%)**
 - Families described their children as being compassionate, moral, thoughtful, connected to others, and social.
- **Journey School’s Approach to Learning (16%)**
 - Families shared their appreciation for how a Journey education was well-rounded, provided space for experiencing childhood, and supported children in identifying individual skills and gifts. Families also mentioned teaching of: respect for self and others, thinking outside the box, critical thinking, personal responsibility, and individuality.
- **Appreciation for Nature (16%)**
 - A few families highlighted how Journey cultivated connection, respect, and care for the natural world/Earth/environment.
- **Arts, Theater, and Music (6%)**
 - Families valued the opportunities for developing an appreciation of and access to music, theater, and arts development.
- **Other (6%)**
 - One family mentioned science. One shared appreciation for Waldorf education made available to those who could not afford private Waldorf. Another shared concerns that the increase in students served over the years could be a challenge to maintaining community (e.g., loss of Parent Room, more families making it necessary for more intentionally around building connections).

⁷ Percentage is indicative of percent of all families (i.e., n=63).

Final Reflections

When asked to share any anything they felt they did not get to say during the survey yet, six families responded. Most shared thanks for the opportunity for their child to attend Journey. Specific examples include:

- A family sharing how their child hopes to send their own children to Journey one day.
- Feeling impressed by administration (though some concerns with teaching approach).
- Giving children time to become who there are and “be children” before stressing academics. This family was concerned their child would fall behind peers in traditional public schools, but noted this did not happen and they were glad they stayed the course.
- Appreciation for Head, Heart, and Hands approach
- Thankfulness to Journey, saying “miss you.”
- Encouraging Journey to “please keep it up”

Descriptives – Student Survey¹

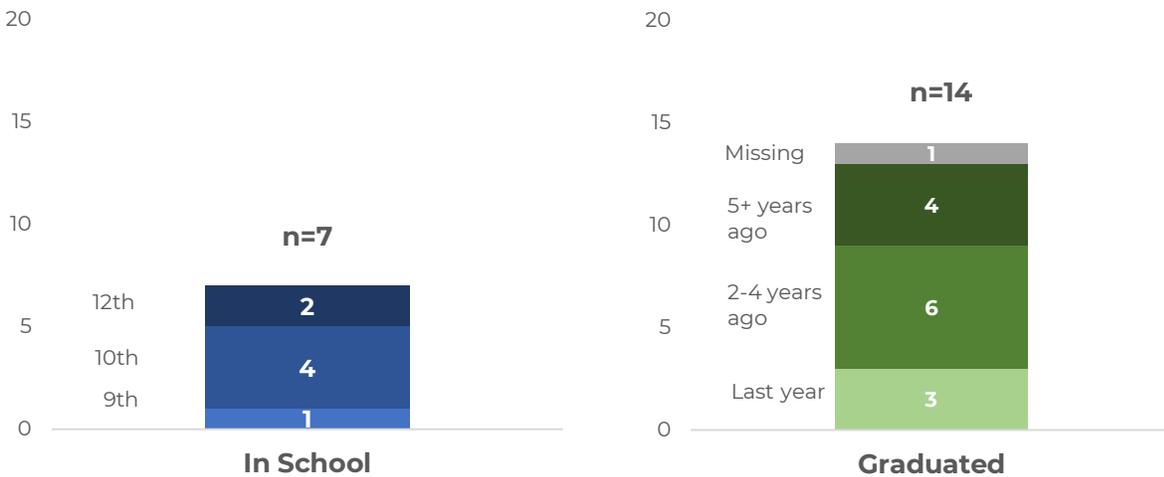
Descriptive data from the student survey are presented below. Please exercise caution with interpreting results as only a handful of students took the survey, and these were likely alumni who feel strongly about their Journey School (“Journey”) experience (positively or negatively) and have characteristics or circumstances that make them more likely to complete a survey that may overlap with how well they transitioned to or are doing in school (e.g., organized, have free time, self-motivated, etc.).

Who are the respondents?

21 students², with all attending 8th grade at Journey.

- 19 attended all of middle school at Journey (6-8th grade)
- 10 students attended K-8th grades

The majority had finished high school (n=14), and a third were currently in high school (n=7)



Students attended a variety of public and private high schools in Orange County³:

- Dana Hills High School (7)
- Aliso Niguel High School (3)
- San Clemente High School (2)
- Saddleback Valley Christian School (2)
- California Preparatory Academy
- El Toro High School
- JSerra Catholic High School
- Laguna Beach High School
- Laguna Hills High School
- Mission Viejo
- San Diego Jewish Academy
- Homeschooled

¹ Note that due to the low number of responses, figures are presented with numbers instead of percentages. Survey was available May to September 2023.

² 30 responses were received but 9 were excluded- 7 with no substantive data (e.g., putting years went to Journey but no other data), 2 who left Journey before 5th grade and, thus, any transition information would likely not be relevant because of the time gap/other school experiences (e.g., 1 only attended Kindergarten). When relevant, open-ended responses were included if there was general feedback that was of formative use for Journey School.

³ Some students went to more than one high school.

Students who had graduated high school went on to a number of different institutes of higher education (IHE). Some went to community college and transferred to four-year-institutes. IHEs attended included:

- AB TECH (NC)
- Brigham Young University Idaho
- Cal Poly Pomona
- Cal Poly San Luis Obispo
- California State University, Fullerton
- California State University - Long Beach
- Goldsmiths University of London
- Georgia State University
- Orange Coast College
- Saddleback Community College (5)
- Southern Illinois University
- UC Santa Cruz
- UC San Diego
- Vassar College

Transition Experiences

The transition areas with the highest reported difficulty were: coursework, the hours spent on homework, their mental health, and time-management. No students felt project-based learning in high school was a hard transition.

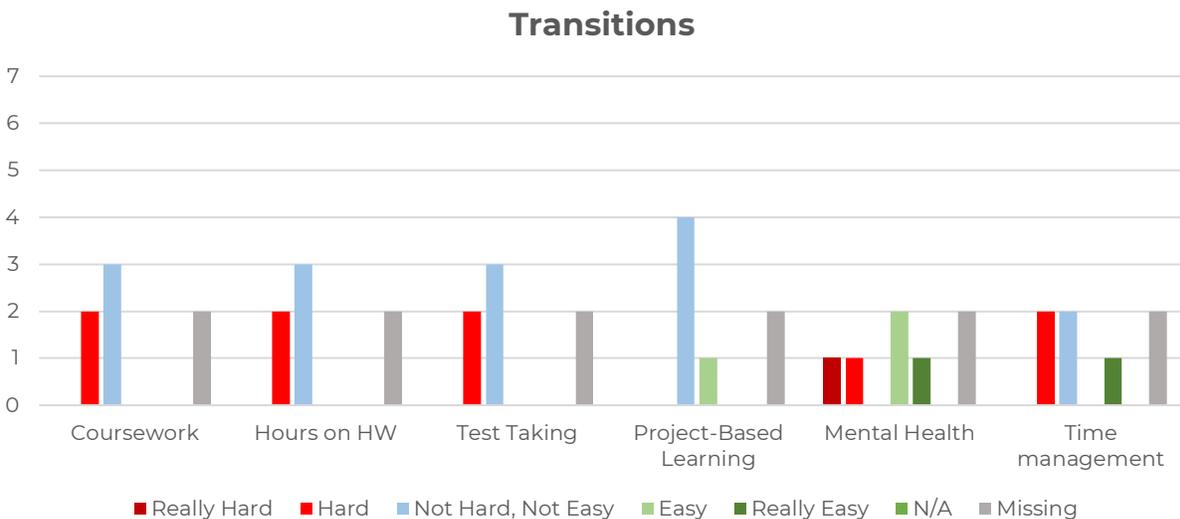


Figure 1. Transition Experience (Students in high school only, n=7).

Students shared highs and lows of the transition to high school.

- **Highs:** Emotional competence. Better grammar, performance in English. Caring about quality of work over quantity. Respect for classroom environment, nature/Earth. Arts and nature competence. Active imagination and critical thinking. Longer attention span. Less reliance on technology. Belief in self. Persistence. Thinking outside the box.
- **Lows:** Being separated from other Journey students. How kids in high school treated each other and educators (meanly). Amount of coursework and the time-management, studying, and note-taking skills necessary. One mentioned that being so different from non-Journey students was difficult.
- **Some noted differential experiences from siblings** (different teachers, COVID, etc.)

High School Experiences

Journey Alumni respondents show high levels of participation in activities.⁴

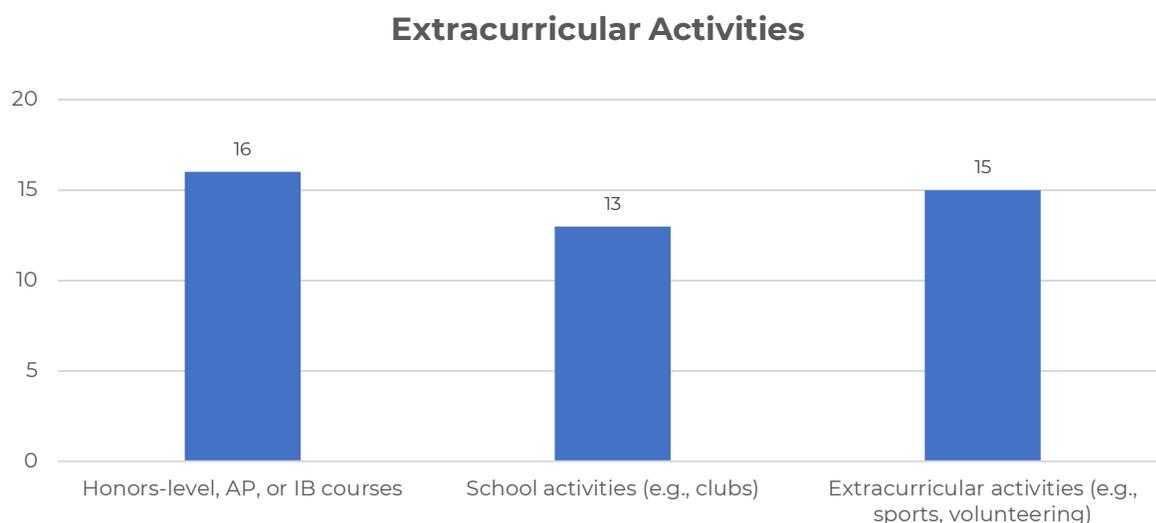


Figure 2. Engagement in High School Activities (n=21). 2 shared other activities: National Honor Society, choir.

Skills and Mindsets

Overall, alumni felt they demonstrated the types of skills and mindsets a Journey education aims to cultivate at the same level or, often, more so than their peers. In particular, most alumni felt they engaged in the following more often than their peers: demonstrating empathy, resisting peer pressure, critical thinking, and advocating for environmental awareness.

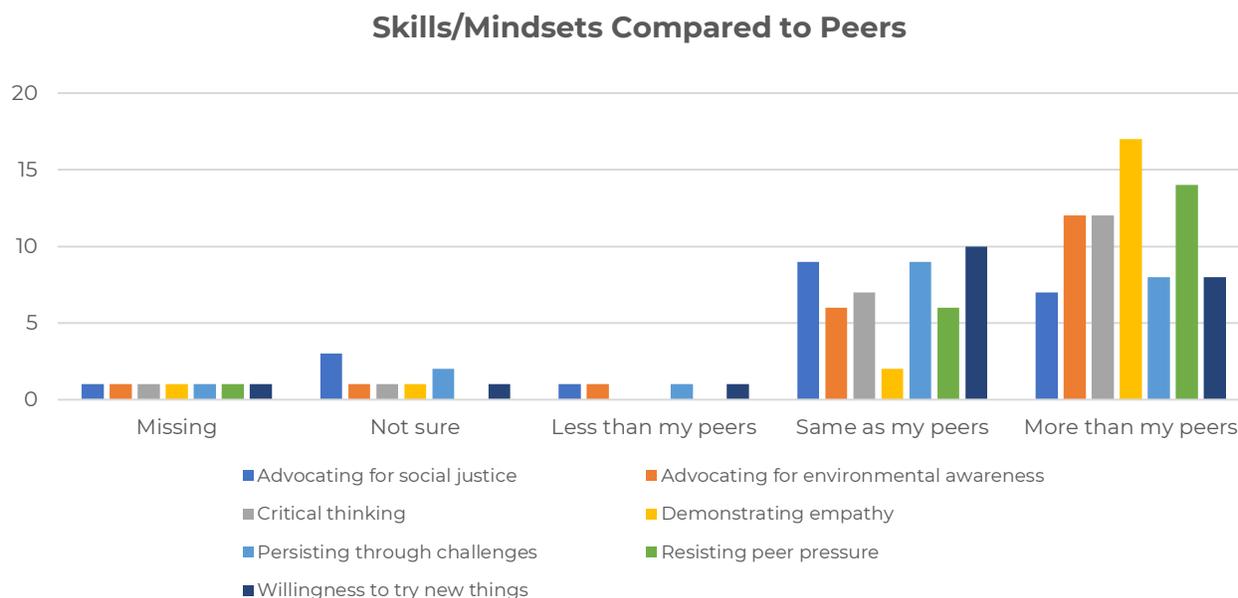


Figure 3. Skills/Mindsets, by Perception (n=21)

⁴ Note: It is likely that those more involved in advanced coursework and activities are also more likely to participate in surveys than other students and these results may reflect the upper bound.

Skills/Mindsets Compared to Peers

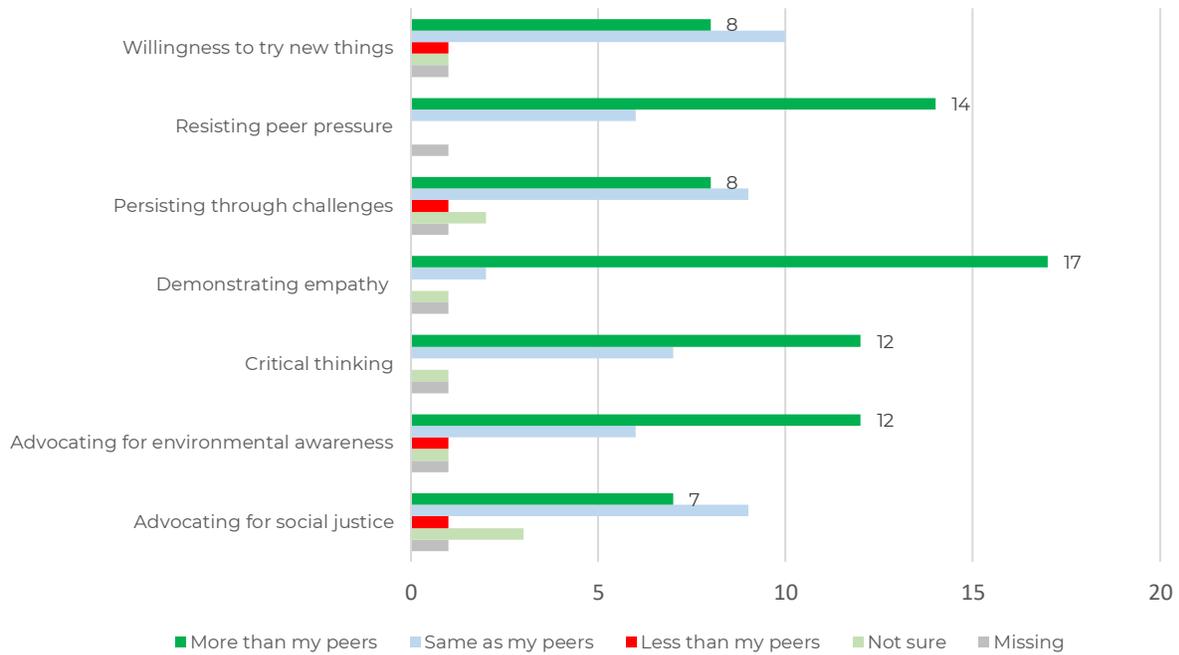


Figure 4. Skills/Mindsets, by Area (n=21)

High School Academic Performance

Around three-fourths of alumni respondents had high GPAs (3.5 or higher) in higher school.

GPA in High School

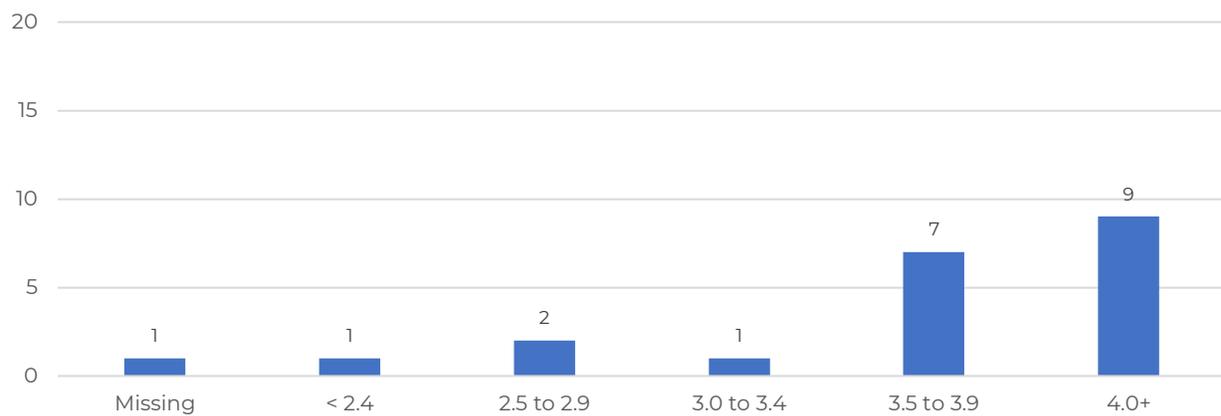


Figure 5. High School GPA (n=21)

Journey School Influence

The majority Journey School alumni felt Journey influenced the major they were in (post-high school respondents) or the major they were considering (those in high school). Journey alumni go on to pursue degrees in numerous fields (e.g., arts, humanities, sciences, social sciences)

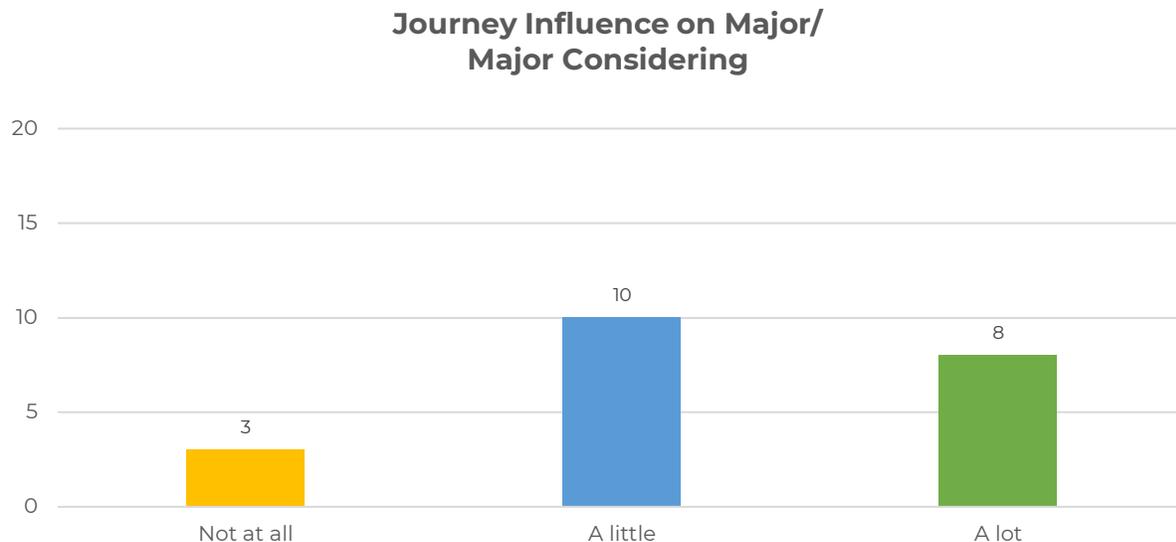


Figure 6. Journey's Influence on Major or Potential Major (n=21).

Of students in or who had completed higher education coursework, degree majors included (n=14):

- Nursing, Communications, Music Composition, Architecture, Child and Adolescent Studies, History, Computer Science, Drama and Theatre Studies, Psychology, Computer Science

Reflections on Journey Experience

Open-ended responses about they felt about their Journey experience elicited many responses that described how Journey “molded” them as a person and how it helped in “every facet” of life, summarized below.

- **Personal development**
 - Confidence in self/knowing one self
 - Thinking for oneself (i.e., not engaging in “groupthink”)
 - Independent
 - Self-driven
 - Creative
 - Exercising personal responsibility
 - Critical thinking
 - Perseverance
 - Strength
 - Discipline (to complete things)
 - “Well rounded person with a developed personality and moral compass”
- **Interpersonal aspects**
 - Relationships – with educators (who “truly knew” them and supported them) and peers
 - Respect for others
 - People skills
- **Appreciation of arts, nature, gardening, handiwork, and woodworking**
- **Having a “real childhood” that shaped them into the person they are today**

Components Alumni Enjoyed About Journey

Folks enjoyed Journey School because of the community, approach to education, and great memories, as described below.

- **Community**
 - Knowing everyone, “beautiful community” nice teachers, class as friends/family, “small, tight knit community”, teachers/educators, connections with classmates and teachers due to low class size, “bond I had with my classmates”
- **Approach to education**
 - Engaging lessons that are useful, “feeling freedom”, learning that supports looking at things with a different perspective, creativity, uniqueness, art/music/drama/gardening, making learning fun no matter the subject, traditions, plays, nature walks
- **Great memories**

Ways Journey School Can Improve

Some shared reflections on ways Journey School could improve, including more supports for students with dyslexia, the need to address bullying, feelings of teacher favoritism, and anti-LGBTQ+ sentiments.

When asked about what they wished they could change about their experience, reflections included:

- Nothing (x3)
- Preparing students for high school – handling stress, note-taking, time management skills, essay writing, language arts/English, test-taking
- Ensuring teachers know high school expectations and prepare students for them
- School counselors
- Disciplining bullies
- Taking care of minoritized students
- Connecting learning to “real life” (e.g., visiting construction sites, recording studios)
- Providing more socialization opportunities (e.g., more peers in a class or mixing of classes)
- Continuing to limit media
- Continuing to provide a Waldorf education
- Providing supports for students with dyslexia
- Increasing math supports

Successes and Personal Achievements

When asked about successes or personal achievement, alumni shared numerous examples of academic, extracurricular, leadership, and other achievements. Many cited their Journey experience as giving them the confidence to pursue opportunities/foundation for success. Example include:

- **Academic**
 - Student of the month
 - Valedictorian (x2)
 - High GPA
 - Seal of Biliteracy (Spanish)
 - Acceptance into major arts schools for drama, and writing about how Waldorf education in application essays.
 - IB coursework (Journey as strong foundation for this)
 - Honors classes in high school and college
 - Excelling in high school and college
- **Extracurricular**
 - Pursuit of art-related activities, drama club, choir
 - Section leader in choir
 - Club leadership

- **Athletics**
 - Soccer championship
 - Track and field coach.
- **Career**
 - Pursuing teacher credential
 - Pursuing career they want, being own boss
 - Job promotions (attribute character to what they gained at Journey)
 - Degree tracks in arts and sciences, with Journey as the impetus for the alumni making the connection
- **Other**
 - Known for humanitarian nature, respect for others

Diversity, Equity, and Inclusion

Some alumni shared examples of how Journey has not felt inclusive.

- Experience of being bullied or knowing someone bullied at Journey (n=4),
 - Graduated from Journey in past four years (n=1)
 - Graduated from Journey 5+ years ago (n=1)
- None or N/A (n=4)
- Felt it was inclusive (n=2)

A few shared recommendations, summarized below.

- Build awareness, acknowledge, and build compassion for minoritized groups (educators/students).
- Talk with students about different identities to reduce bullying.
- Provide more resources to support students with dyslexia.
- Communicate what Journey is about to the community. A respondent gave an example that some Latino families think it is a cult/religious school.
- Address bullying.
- Incorporate LGBTQ+ lessons and history.

Additional Reflections

When asked to share any additional thoughts, alumni shared the following:

- Update facilities.
- Add some technology at earlier ages to build in knowledge of how to use tools expected to use in high school (e.g., google docs, sheets).
- When diagnosed with a learning disorder, Journey staff made a student feel supported and “lifted up”
- Thanks for “the wonderful and selfless work you do every day”
- Journey as a “absolute privilege” to call home
- Want to go back and do it all over again.

Journey School
A California Public Charter School

MINUTES for SPECIAL MEETING

Thursday, September 28, 2023 at 6:00 p.m.

Held at Journey School, 27102 Foxborough, Aliso Viejo, CA 92656

AGENDA ITEM	
1	<p>Call to Order and Roll Call: The meeting was called to order at 6:08 p.m. by Amy Capelle.</p> <p>BOARD MEMBERS: Amy Capelle, Council President PRESENT Melissa Dahlin, Council Vice President NOT PRESENT Margaret Moodian, Council Secretary PRESENT Michael Allbee, Board Treasurer PRESENT Jeannie Lee, Board Member PRESENT</p> <p>ADVISORY POSITIONS: Cassie Kauwling, Parent Cabinet Advisor NOT PRESENT Faculty Advisor, TBD NOT PRESENT</p>
2	<p>Inspirational Passage: Jeannie Lee shared 2 Rudolph Steiner quotes</p>
3	<p>Approval of Agenda*</p> <p>Margaret made a motion to approve the agenda. Jeannie seconded the motion. The agenda was unanimously approved with the following changes: Move 6D Financial Update to first item after public comment.</p>
4	<p>PUBLIC COMMENT: There weren't any members of the public in attendance for comment. Amy Capelle mentions that there is a written public comment that will be read prior to the item 7B.</p>
5	<p>CONSENT AGENDA ITEMS:</p> <ul style="list-style-type: none"> A. Approval of Minutes*: Minutes from regular meeting of August 31, 2023 B. Staffing Plan 2023-24*: Updates to Staffing Plan C. Limited Use Agreement with AVCA for park space*: Renewal of agreement to use Aliso Viejo community spaces <p>Margaret made a motion to approve the Consent Agenda, Mike seconded the motion. All approved.</p>
6	<p>INFORMATION ITEMS: Reports</p> <ul style="list-style-type: none"> A. Faculty Update: Shelley Kelley shared highlights from the Michaelmas Pageant held on campus and how we utilize the "taming of the dragon" as a disciplinary approach. She shared about

Journey School
A California Public Charter School

	<p>several field trips and overnights. 7th grade visited Pali Institute, 5th grade visited Catalina, 8th grade went to Le Mis at the Pantages. It has been busy!</p> <p>B. Parent Cabinet Update: Cassie shared that Parent Cabinet has been busy planning Harvest Faire and had a very well attended meeting at their first PC meeting. Candice Reece spoke very well at Back to School Night. Pumpkin City Event coming up Monday.</p> <p>C. Administrative Update: Gavin and Shelley reviewed conscious discipline and professional development, the first few days of school, Back to School Nights, overnight trips in 7th, 5th, upcoming field trips, fence/gate renovations on campus. We are gearing up to apply for the Green Ribbon award; the deadline is late October. We assisted EarthRoots in their pursuit of a grant in partnership with the Laguna Canyon Foundation to revitalize and restore Aliso Creek</p> <p>D. Financial Update*: Report on budget updates for 2023-2024 school year.</p> <p>Larry Tamayo reviews financials, noting that enrollment is higher than budgeted. It is too early to see actuals and we have to wait until Census day to determine FRPM and unduplicated numbers. The largest change is in the "other category", depreciation expenses due to shade sale and fencing project. Some of the block grants are fully available to be used and they are not budgeted and could be a source of funding when needed. COLA came in as budgeted, at 8.22%. Cash balance at \$2.5M, noting that the Employee Retention Credit won't show up as revenue in 22-23, instead accrued as a liability.</p> <p>Larry reviews the cash balance history from 2009-2010 to current including the number of days of cash on hand, noting a great improvement over the course of the last decade plus.</p>
7	<p>SCHOOL OPERATIONS: Discussion/Action</p> <p>A. Investment Policy*: Discussion and Review of investment policy</p> <p>The board reviewed the investment policy and requested that administration engage Eric Sams in drafting a financial advisor agreement and bring the policy back to the board in October along with a financial advisor contract/agreement for review. The board requested that Eric Sams be available for the October meeting.</p> <p>No action was taken on the investment policy.</p> <p>B. Volunteer Policy*: Discussion and Review of changes to Volunteer Policy. Preceding this agenda item the following public comment was read aloud by Amy Capelle:</p> <p style="padding-left: 40px;">"Alicia Cordova November 28, 2023 Journey School Council 27102 Foxborough Aliso Viejo, CA 92656"</p> <p style="padding-left: 40px;">"Re: Public Comment Regarding Agenda Item 7C, Volunteer Policy</p> <p style="padding-left: 40px;">"Dear President Esteemed Members of the Board, Thank you for the important work you do in governing our school.</p>

Journey School
A California Public Charter School

I am a parent of two children at Journey School. I am a K-8 California Credentialed Teacher holding a Master of Educational Psychology degree, a Certified Waldorf Educator and co-founder of Sycamore Creek Waldorf School in Huntington Beach. I am presently in service of the school and parent body as a Parent Cabinet Rep for the last and present year.

"Regarding Agenda Item 7C, Volunteer Policy: The proposed change to the policy adds the phrase: "Volunteers with Direct Student Contact (Unsupervised)" however Ed Code 51100 and 35021 only address employee supervision not the degree of student contact. Education Code 51100 provides for the rights of parents including:

"To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher."

"It is commonly understood that volunteers may have variable degrees of contact with students however the words 'Direct Contact' adds needless subjective specificity and does not clearly align with Ed Code.

"A simpler and more objective alternative is to clearly delineate Unsupervised Contact VS Supervised Contact which more clearly and conservatively addresses student safety regardless of any degree of contact.

"Our authorizing agency, Capco USD's Volunteer Policy, clearly defines Unsupervised Contact VS Supervised Contact and furthermore defines the specific roles volunteers may take and how each fits the definitions of Unsupervised and Supervised Contact within Board Policy 1240(a). I recommend the Board direct the school to look at the best practices of their Authorizing Agency and other Districts when formulating their volunteer policy.

"It is important that the Board adopt clear and objective policies they are certain, in practical application, will not inadvertently put children at risk or interfere with the rights of parents to participate in their child's education. Please include a copy of my letter and the Board's response in the minutes of your next meeting."

*"With gratitude,
Alicia Cordova"*

The board was not familiar with the specific education code references noted in the public comment and directed administration to take the volunteer policy through legal counsel for additional review. No action was taken on the volunteer policy.

C. Universal Pre Kindergarten*: Review of UPK Plan

Journey School
A California Public Charter School

	<p>Administration provided the board a review of UPK requirements, age guidelines and reviewed impacts this will have on the Journey School kindergarten program. No action was necessary at this time, simply an informational item only.</p>
8	<p>BOARD DEVELOPMENT and OVERSIGHT (Discussion/Action):</p> <p>A. Board Strategic Planning: There wasn't any additional information regarding alumni survey results and/or data. Administration reports that the pedagogical council is working on a written report for the Alliance for Public Waldorf Education accreditation visit and will present this data to the board in October.</p> <p>B. Council Nominating Committee: Jeannie will speak with faculty about the board advisory role. A parent from the PC executive committee has expressed interest in joining the board and Amy Capelle will follow up with this parent. The board will continue to look for and engage interested parties.</p> <p>C. Schedule of Meetings*: Review & discuss schedule of regular meetings</p> <p>The board adjusted the calendar to reflect the addition of the 9/28 special meeting held in lieu of the 9/28 regularly scheduled meeting.</p> <p>The board adjusted the December 7 meeting to December 14.</p>
9	<p>CLOSED SESSION: Mike made a motion to enter closed session. Jeannie seconded and it was approved by all. The entered closed session at 8:31 p.m. to discuss the matter described below:</p> <ol style="list-style-type: none"> 1. Pursuant to Government Code § 54956.9(d)(2): Anticipated Litigation: 2 matters 2. Pursuant to Government Code §54957: Public Employee Performance Evaluation, Title: School Executive Director <p>The board exited closed session at 9:43 p.m. Report on board action in closed session:</p> <p>Item 1: The board took action to unanimously approve updates to the Independent Study policy to include a process for school removal from the independent study program for students who are not making adequate education progress.</p> <p>Item 2: No action was taken on Item 2.</p>
10	<p>Adjournment: Margaret made a motion to adjourn the meeting. Mike seconded the motion, it was approved by all and the meeting was adjourned at 9:45 p.m.</p>

Agenda publicly posted on the school website at www.journeyschool.net on September 27, 2023.

Journey School
A California Public Charter School

****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.***

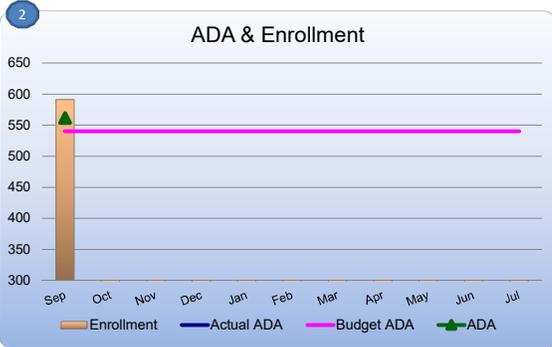
Recurring Expenses 2023-24

VENDOR	2023-24 MAX MONTHLY	2022-23 MAX MONTHLY	FREQUENCY	DESCRIPTION			
Marsh & McLennan	\$9,165.00	\$9,296.00	10/yr	Worker's Comp-Nova (Max. monthly reflects initial deposit. Typical monthly is \$3,150)			
United Healthcare	\$13,000.00	\$9,000.00	monthly				
Kaiser Permanente	\$25,000.00	\$25,000.00	monthly				
Great American	\$6,500.00	\$6,050.60	monthly	Umbrella policies			
Guardian	\$1,800.00	\$1,800.00	monthly	vision/dental	est.- increase in rates and eligible employees		
CUSD - Rent	\$16,506.00	\$16,506.00	monthly		max. amt. amt. varies		
CUSD - SPED Encroachment	\$36,131.00	\$16,934.00	monthly				
ExED	\$10,000-\$12,000	\$10,000-\$12,000	monthly	contract for financial services			
OCDE	\$1,800.00	\$1,800.00	4/year	contract-retirement services	est. based on \$9.27/employee		
OC Janitorial	\$8,000.00	\$7,500.00	monthly	janitorial service & supplies			
So. Calif. Edison	\$8,000.00	\$3,300 to \$5,500	monthly	utilities			
Little Acorns	\$2,000 na		monthly	Expanded Learning Opportunity Program			
Strategic Kids - ELOP	\$6,000	\$6,000	monthly	Expanded Learning Opportunity Program			
Strategic Kids - Instructional Aides	\$18,500	\$25,000	monthly	Instructional Aides and Subs			

JOURNEY SCHOOL - Financial Dashboard (September 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: LAO: Revenues Up, but Deficit Remains

The Legislative Analyst's Office's (LAO) latest blog on state revenues offers comforting news that recent trends indicate that the "Big Three" taxes could bring in \$9.5 billion more than 2023 Budget Act estimates across the three-year budget window. This welcomed news is accompanied by warnings that, despite better-than-expected revenue performance, the state would still face a \$10 billion budget deficit in 2024-25, and a caution that it is early in the fiscal year and, consequently, actual revenues could be significantly higher or lower than revised estimates.

Specifically, the LAO notes that actual revenues for the current year could be \$15 billion above or below forecast. The margin is even wider when looking at potential revenue scenarios for 2024-25, at \$30 billion higher or lower than the LAO's latest projection.the LAO explains that indicators that have historically signaled impending economic contractions (and consequently lower state revenues) may not be as reliable as they have in the past.

Finally, the LAO reminds us that the Budget Act contemplated a \$14 billion budget deficit in 2024-25, and that actual state revenues would need to exceed that amount to maintain current spending levels. Consequently, even with its latest projection of above-forecast revenues, the LAO predicts that Governor Gavin Newsom and California lawmakers will have to contend with a \$10 billion budget deficit next year.

3 Average Daily Attendance Analysis

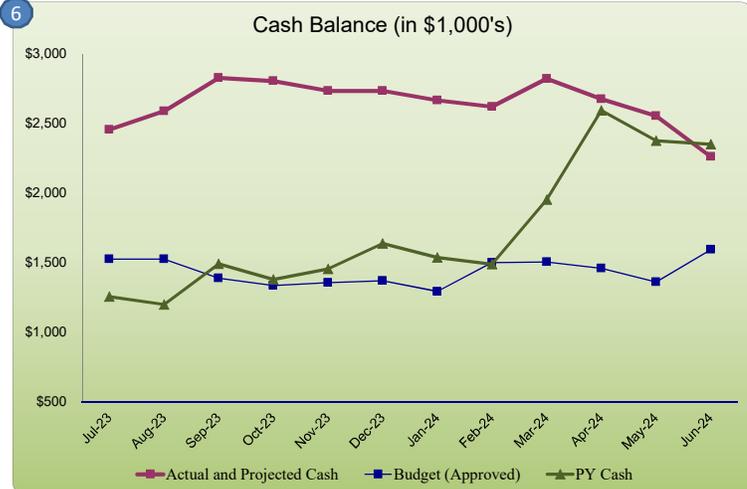
Category	Actual through Month 1	Forecasted P2	Budgeted P2	Better/ (Worse)	Prior Year P2
Enrollment	591	580	580	0	571
ADA %	95.0%	93.4%	93.1%	0.3%	92.1%
ADA	561.33	543.40	540.11	3.29	533.24

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%	11.8%	-18.4%	11.8%

5 INCOME STATEMENT

INCOME STATEMENT	Forecast	VS. Budget		FY 23-24 YTD			Historical	
	As of 09/30/23	FY 23-24 Budget	Variance B/(W)	Actual YTD	Budget YTD	Variance B/(W)	FY 22-23	FY 21-22
Local Control Funding Formula	6,126,581	6,090,208	36,373	1,151,707	1,442,876	(291,169)	5,503,044	4,289,194
Federal Revenue	124,124	124,124	0	-	74,849	(74,849)	127,380	323,588
State Revenue	608,694	548,460	60,233	39,512	33,422	6,090	979,037	491,993
Other Local Revenue	23,151	9,651	13,500	13,749	1,534	12,215	47,713	6,908
Grants/Fundraising	243,000	243,000	0	31,354	39,508	(8,154)	293,886	368,891
TOTAL REVENUE	7,125,551	7,015,444	110,107	1,236,322	1,592,189	(355,868)	6,951,059	5,480,574
<i>Total per ADA</i>	13,113	12,989	124				13,036	11,408
<i>w/o Grants/Fundraising</i>	12,666	12,539	127				12,484	10,640
Certificated Salaries	2,419,006	2,525,934	106,928	435,169	490,126	54,958	2,091,898	1,988,789
Classified Salaries	1,235,896	1,144,385	(91,510)	188,745	237,932	49,187	1,161,891	990,020
Benefits	1,398,806	1,391,653	(7,153)	321,048	306,910	(14,138)	1,230,170	1,040,791
Student Supplies	286,294	283,294	(3,000)	54,688	130,813	76,125	395,837	165,492
Operating Expenses	1,601,607	1,587,072	(14,535)	408,391	412,572	4,181	1,619,604	1,536,017
Other	88,035	52,772	(35,263)	15,655	9,844	(5,812)	26,002	19,469
TOTAL EXPENSES	7,029,644	6,985,110	(44,534)	1,423,695	1,588,196	164,501	6,525,402	5,750,577
<i>Total per ADA</i>	12,936	12,933	(4)				12,237	11,970
NET INCOME / (LOSS)	95,906	30,334	65,573	(187,373)	3,993	(191,366)	425,657	(270,004)
OPERATING INCOME	183,942	83,106	100,836	(171,718)	23,681	(195,399)	451,659	(250,535)



7 Balance Sheet

Balance Sheet	6/30/2023	9/30/2023	6/30/2024 FC
Assets			
Cash, Operating	2,349,524	2,826,934	2,261,765
Accounts Receivable	490,180	87,460	534,143
Due From Others	299	0	0
Other Assets	426,847	337,581	389,652
Net Fixed Assets	306,393	313,542	256,162
Total Assets	3,573,243	3,565,517	3,441,722
Liabilities			
A/P & Payroll	525,112	284,208	363,178
Due to Others	280,114	700,664	437,794
Deferred Revenue	776,913	776,913	553,739
Other Liabilities	188,367	188,367	188,367
Total Debt	0	0	0
Total Liabilities	1,770,506	1,950,152	1,543,078
Equity			
Beginning Fund Bal.	1,377,081	1,802,738	1,802,738
Net Income/(Loss)	425,657	(187,373)	95,907
Total Equity	1,802,738	1,615,365	1,898,644
Total Liabilities & Equity	3,573,243	3,565,517	3,441,722

Days Cash on Hand	132	149	119
Cash Reserve %	36.1%	40.7%	32.6%

Year-End Cash Balance

Projected	Budget	Variance
2,261,765	1,592,591	669,174



	ACTUAL	ACTUAL	ACTUAL	Oct-23	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											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	146,385	146,385	146,385	146,385	146,385	-	1,519,778	10,393
8012 Education Protection Account	-	-	26,662	-	-	28,679	-	-	26,341	-	-	26,341	-	108,022	(29,840)
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	589,528	294,764	294,764	294,764	276,799	4,498,781	55,820
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	525,442	762,254	441,150	441,150	467,490	276,799	6,126,581	36,373
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, SSAE	-	-	-	-	-	4,000	-	-	4,000	-	-	2,000	-	10,000	-
8299 All Other Federal Revenue	-	-	-	74,849	-	-	-	-	-	-	-	-	-	74,849	-
Total 8100-8299 - Other Federal Income	-	-	-	74,849	-	19,710	-	-	19,710	-	-	9,855	-	124,124	-
8300-8599 - Other State Revenue															
8550 Mandate Block Grant	-	-	-	-	-	10,584	-	-	-	-	-	-	-	10,584	-
8561 State Lottery - Non Prop 20	-	-	934	-	-	25,064	-	-	25,064	-	-	25,064	24,130	100,257	8,438
8562 State Lottery - Prop 20	-	-	1,030	-	-	-	-	-	10,196	-	-	-	-	29,557	4,595
8560 Lottery Revenue	-	-	-	-	-	25,064	-	-	35,260	-	-	25,064	53,687	141,039	13,033
8592 State Mental Health	2,157	2,157	3,883	3,883	3,883	3,883	3,883	3,957	3,957	3,957	3,957	3,957	456	43,972	43,972
8595 Expanded Learning Opportunity Program	45,127	(29,679)	13,903	13,903	13,903	13,903	13,903	13,903	13,903	13,903	13,903	13,903	21,428	175,906	-
8596 Prop 28 Arts & Music	-	-	-	-	-	-	-	-	-	-	-	-	-	72,388	1,045
8599 State Revenue - Other	-	-	-	-	107,123	-	-	-	-	41,201	-	-	16,481	164,805	2,184
Total 8300-8599 - Other State Income	47,284	(27,522)	19,750	17,786	124,909	53,434	17,786	17,860	53,120	59,062	17,860	42,925	164,439	608,694	60,233
8600-8799 - Other Local Revenue															
8660 Interest & Dividend Income	0	6,323	6,317	818	818	818	818	818	818	818	818	818	0	20,000	12,000
8689 All Other Fees & Contracts	1,000	500	(500)	167	167	167	167	167	167	167	167	167	-	2,500	1,500
8692 Grants	-	-	-	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	-	60,000	-
8695 Contributions & Events	3,398	1,713	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733	52,555	75,000	-
8696 Other Fundraising	2,324	6,600	15,585	9,277	9,277	9,277	9,277	9,277	9,277	9,277	9,277	9,277	-	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	18,715	18,715	18,716	18,716	18,716	18,715	18,715	18,715	18,715	52,609	266,151	13,500
TOTAL INCOME	125,629	343,585	767,108	619,329	651,603	628,516	544,479	562,018	853,800	518,927	477,726	538,985	493,847	7,125,551	110,107
Expense															
Total 1000 - Certificated Salaries	29,779	192,368	213,021	220,426	-	2,419,006	106,928								
Total 2000 - Classified Salaries	36,057	35,702	116,987	116,350	-	1,235,896	(91,510)								
3000 - Employee Benefits															
3111 STRS - State Teachers Retirement System	5,688	35,501	46,955	45,801	45,801	45,801	45,801	45,801	45,801	45,801	45,801	45,801	-	500,356	26,949
3212 PERS - Public Employee Retirement System	9,115	10,853	19,065	29,042	29,042	29,042	29,042	29,042	29,042	29,042	29,042	29,042	-	300,412	4,910
3311 OASDI - Social Security	2,205	2,590	5,100	6,013	6,013	6,013	6,013	6,013	6,013	6,013	6,013	6,013	-	64,008	(7,616)
3331 MED - Medicare	947	3,301	4,691	4,883	4,883	4,883	4,883	4,883	4,883	4,883	4,883	4,883	-	52,889	331
3401 H&W - Health & Welfare	87,029	36,592	38,538	38,538	38,538	38,538	38,538	38,538	38,538	38,538	19,269	168	-	451,197	(34,667)
3501 SUI - State Unemployment Insurance	33	114	162	168	168	168	168	168	168	168	168	168	-	1,824	11
3601 Workers' Compensation Insurance	-	10,772	1,543	1,543	1,543	1,543	1,543	1,543	1,543	1,543	1,543	1,543	-	23,119	4,929
3902 Other Benefits	-	255	-	527	527	527	527	527	527	527	527	527	-	5,000	(2,000)
Total 3000 - Employee Benefits	105,016	99,977	116,054	126,517	105,704	86,435	-	1,398,806	(7,153)						
4000 - Supplies															
4111 Core Curricula Materials	2,800	7,646	6,002	470	470	470	470	470	470	470	470	470	-	20,680	(3,000)
4211 Books & Other Reference Materials	-	1,651	796	450	450	450	450	450	450	450	450	450	-	6,500	-
4311 Student Materials	1,054	5,800	5,249	5,610	5,610	5,610	5,610	5,610	5,610	5,610	5,610	5,610	-	62,591	-
4351 Office Supplies	327	786	1,277	1,396	1,396	1,396	1,396	1,396	1,396	1,396	1,396	1,396	-	14,952	-
4371 Custodial Supplies	174	951	1,760	1,968	1,968	1,968	1,968	1,968	1,968	1,968	1,968	1,968	-	20,600	-
4390 Other Supplies	82	640	1,589	7,922	7,922	7,922	7,922	7,922	7,922	7,922	7,922	7,922	-	73,611	-
4411 Non Capitalized Equipment	1,760	9,929	4,415	7,917	7,917	7,917	7,917	7,917	7,917	7,917	7,917	7,917	-	87,360	-
Total 4000 - Supplies	6,197	27,402	21,089	25,734	-	286,294	(3,000)								
5000 - Operating Services															
5211 Travel & Conferences	675	7,664	1,329	2,274	2,274	2,274	2,274	2,274	2,274	2,274	2,274	2,274	-	30,135	-

	ACTUAL	ACTUAL	ACTUAL	Oct-23	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											Jul-23 - Jun-24	Better / (Worse)
5311 Dues & Memberships	8,730	322	-	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	19,557	-
5451 General Insurance	33,118	16,214	3,616	3,616	3,616	3,616	3,616	3,616	3,616	3,616	3,616	3,616	3,616	178	178
5511 Utilities	1,407	9,294	1,391	7,479	7,479	7,479	7,479	7,479	7,479	7,479	7,479	7,479	7,479	79,400	-
5531 Housekeeping Services	7,425	7,725	10,458	7,857	7,857	7,857	7,857	7,857	7,857	7,857	7,857	7,857	7,857	96,324	(10,000)
5599 Other Facility Operations & Utilities	298	1,256	538	370	370	370	370	370	370	370	370	370	370	5,420	-
5619 Other Facility Rentals	15,130	15,130	15,130	15,463	15,463	15,463	15,463	15,463	15,463	15,463	15,463	15,463	15,463	184,562	-
5621 Equipment Lease	1,610	565	1,168	1,567	1,567	1,567	1,567	1,567	1,567	1,567	1,567	1,567	1,567	17,450	-
5631 Vendor Repairs	3,735	3,138	4,152	3,353	3,353	3,353	3,353	3,353	3,353	3,353	3,353	3,353	3,353	41,200	-
5812 Field Trips & Pupil Transportation	9,108	3,176	16,911	12,248	12,248	12,248	12,248	12,248	12,248	12,248	12,248	12,248	12,248	139,425	-
5821 Legal	876	6,531	2,336	2,251	2,251	2,251	2,251	2,251	2,251	2,251	2,251	2,251	2,251	30,000	-
5823 Audit	-	-	7,980	1,213	1,213	1,213	1,213	1,213	1,213	1,213	1,213	1,213	1,213	18,900	-
5831 Advertisement & Recruitment	-	-	112	210	210	210	210	210	210	210	210	210	210	2,000	-
5841 Contracted Substitute Teachers	-	-	-	2,445	2,538	2,538	2,538	2,538	2,538	2,538	2,538	2,538	2,538	22,748	-
5849 Other Student Instructional Services	4,620	82,634	4,556	21,436	20,639	20,639	20,639	20,639	20,639	20,639	20,639	20,639	20,639	278,360	-
5852 PD Consultants & Tuition	8,265	1,525	945	1,056	1,056	1,056	1,056	1,056	1,056	1,056	1,056	1,056	1,056	20,238	-
5854 Nursing & Medical (Non-IEP)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5859 All Other Consultants & Services	56,823	-	11,667	8,551	8,551	8,551	8,551	8,551	8,551	8,551	8,551	8,551	8,551	145,445	-
5861 Non Instructional Software	10,923	1,020	1,123	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	27,470	-
5865 Fundraising Cost	-	-	-	281	281	281	281	281	281	281	281	281	281	2,526	(2,526)
5871 District Oversight Fees	-	-	-	6,807	6,807	6,807	6,807	6,807	6,807	6,807	6,807	6,807	6,807	61,266	(364)
5872 Special Education Fees (SELPA)	-	-	-	21,736	21,736	21,736	21,736	14,780	61,585	30,793	30,793	30,793	30,793	271,700	(1,645)
5899 All Other Expenses	422	2,841	1,421	1,011	1,011	1,011	1,011	1,011	1,011	1,011	1,011	1,011	1,011	13,787	-
5911 Office Phone	-	-	-	710	710	710	710	710	710	710	710	710	710	6,386	-
5913 Mobile Phone	122	51	-	238	238	238	238	238	238	238	238	238	238	2,318	-
5921 Internet	354	304	222	360	360	360	360	360	360	360	360	360	360	4,120	-
5923 Website Hosting	132	-	-	11	11	11	11	11	11	11	11	11	11	234	-
5931 Postage & Shipping	-	123	-	183	183	183	183	183	183	183	183	183	183	1,768	-
5999 Other Communications	50	-	-	22	22	22	22	22	22	22	22	22	22	250	-
Total 5000 - Operating Services	163,823	159,512	85,055	125,516	124,813	124,813	124,813	117,857	164,662	133,869	130,431	130,431	16,012	1,601,607	(14,535)
6000 - Capital Outlay															
6901 Depreciation Expense	2,943	6,356	6,356	7,848	7,848	8,098	8,098	8,098	8,098	8,098	8,098	8,098	8,098	88,035	(35,263)
Total 6000 - Capital Outlay	2,943	6,356	6,356	7,848	7,848	8,098	88,035	(35,263)							
TOTAL EXPENSE	343,816	521,317	558,562	622,392	621,688	621,938	621,938	614,982	661,787	630,995	606,744	587,474	16,012	7,029,644	(44,534)
NET INCOME	(218,186)	(177,732)	208,546	(3,063)	29,915	6,578	(77,459)	(52,964)	192,013	(112,068)	(129,018)	(48,489)	477,835	95,906	65,573
Operating Income														183,942	
EBITDA														183,942	
Beginning Cash Balance	2,349,524	2,454,553	2,588,487	2,826,934	2,804,033	2,734,672	2,734,348	2,664,987	2,620,120	2,820,231	2,675,060	2,554,140	2,261,765	2,349,524	(67,192)
Cash Flow from Operating Activities	-														
Net Income	(218,186)	(177,732)	208,546	(3,063)	29,915	6,578	(77,459)	(52,964)	192,013	(112,068)	(129,018)	(48,489)	477,835	95,906	65,573
Change in Accounts Receivable															
Prior Year Accounts Receivable	61,768	302,790	38,162	47,164	-	-	-	-	-	-	-	-	-	449,884	392,325
Current Year Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	(493,847)	(355,427)
Change in Due from	299	-	-	-	-	-	-	-	-	-	-	-	-	299	299
Change in Accounts Payable	(183,085)	(31,034)	(33,504)	-	-	-	-	-	-	-	-	-	-	(168,654)	(152,248)
Change in Due to	451,087	(753)	(29,784)	-	-	-	-	-	-	-	-	(278,882)	16,012	157,681	838,316
Change in Accrued Vacation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Change in Payroll Liabilities	(69,662)	43,245	33,138	-	-	-	-	-	-	-	-	-	-	6,720	6,720
Change in Prepaid Expenditures	44,295	(1,709)	(48)	-	-	-	-	-	-	-	-	(52,071)	-	(9,533)	38,796
Change in Deferred Revenue	-	-	-	(74,849)	(107,123)	-	-	-	-	(41,201)	-	-	-	(223,174)	(223,174)
Change in Other Long Term Assets	15,571	15,576	15,581	-	-	-	-	-	-	-	-	-	-	46,727	-
Change in Other Long Term Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation Expense	2,943	6,356	6,356	7,848	7,848	8,098	8,098	8,098	8,098	8,098	8,098	8,098	8,098	88,035	35,263
Cash Flow from Investing Activities	-														
Capital Expenditures	-	(22,804)	-	-	-	(15,000)	-	-	-	-	-	-	-	(37,804)	43,196
Ending Cash Balance	2,454,553	2,588,487	2,826,934	2,804,033	2,734,672	2,734,348	2,664,987	2,620,120	2,820,231	2,675,060	2,554,140	2,261,765	2,261,765	2,261,765	669,174

**Journey School
Financial Analysis
September 2023**

Net Income

Journey School is projected to achieve a net income of \$95,906 in FY23-24 compared to \$30,334 in the board-approved budget. This is \$65,573 more than the board-approved budget.

Balance Sheet

As of September 30, 2023, the school's cash balance was \$2,826,934. By June 30, 2024, the school's cash balance is projected to be \$2,261,765.

As of September 30, 2023, the Accounts Receivable balance was \$87,460.

As of September 30, 2023, the Accounts Payable balance, including payroll liabilities, totaled \$984,872. This includes a liability entry for the Employee Retention Credit recommended by the auditor pending IRS review.

Income Statement

Revenue

Total revenue for FY23-24 is projected to be \$7,125,551, which is \$110,107 more than the budgeted amount.

- LCFF is projected to be \$36,373 due to the higher enrollment and ADA as of Month 1. If the higher ADA continues the funding will increase as a result.
- State Mental Health is projected to be \$43,972 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 \$7,029,644, which is \$44,534 more than the budgeted amount.

- Health and Welfare Benefits are projected to be \$34,667 over budget due to early premium costs.
- Depreciation is projected to be \$36,755 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

**Journey School
Check Register
From 09/01/2023 to 09/30/2023**

Check #	Vendor Name	Date	Description	Amount
2458M	CATALINA ISLAND CAMPS	9/1/2023	09/23 - 5TH GRADE FIELD TRIP 07/01/23-08/21/23 - ELOP SUMMER SCHOOL	16,911.24
1006470	STRATEGIC KIDS, LLC	9/5/2023	PROGRAM	45,487.73
A012545	KAISER PERMANENTE (3383)	9/5/2023	10/23 - HEALTH PREMIUM & RETRO ADJ	23,459.99
E011492	STAPLES BUSINESS CREDIT (701348)	9/5/2023	TAPE, TRASH CANS, FIRST AID, COFFEE, ETC	758.85
P041952	SUMMER JONES	9/5/2023	UPS STORE - FINGERPRINTS	46.00
P041953	PAUL BREAZEALE	9/5/2023	STAPLES - LAMINATING SHEETS	81.80
P041954	HEATHER BOLEY	9/5/2023	AMAZON - REFERENCE BOOK	20.63
P041955	KAYLA PENNINGTON	9/5/2023	SECUR - FINGERPRINTS	30.00
P041956	JESS JOHNSTON	9/5/2023	AMAZON - BOOKS, STORAGE BINS, TAPE, PINS, ETC	229.56
P041957	MOULTON NIGUEL WATER 3587	9/5/2023	07/17/23-08/14/23 - WATER SERVICES	179.78
P041958	MOULTON NIGUEL WATER 3586	9/5/2023	07/17/23-08/14/23 - WATER SERVICES	189.20
P041959	JUNNIPER TREE PUPPETS	9/5/2023	08/23 - PUPPETRY ARTS WORKSHOP	693.90
2459M	EARTHROOTS FIELD SCHOOL, INC.	9/7/2023	09/23 - ECO-LITERACY INSTRUCTION	2,277.78
2460M	PRO GREEN CARPET CLEAN	9/7/2023	08/23 - CARPET CLEANING SERVICE	1,685.25
2461M	FIRST NATIONAL BANK OF OMAHA	9/8/2023	08/23 - CREDIT CARD PURCHASES	6,444.42
A012602	GOTO COMMUNICATIONS, INC	9/11/2023	09/23 - PHONE 07/26/23-08/25/23 - PHONE & HOTSPOT FOR	786.68
A012603	VERIZON WIRELESS	9/11/2023	FACULTY USE	133.21
E011539	MERCURIUS	9/11/2023	COLORED PENCILS	567.09
E011540	SCHOOLMATE	9/11/2023	STUDENT ACADEMIC PLANNERS	1,104.00
P042163	LEARNING PLUS ASSOCIATES	9/11/2023	ELA CURRICULUM	530.56
P042164	PAUL BREAZEALE	9/11/2023	JOANN - CURTAIN FABRIC 04/23-06/23 - Q4 PAYROLL/RETIREMENT	43.38
P042165	ORANGE COUNTY DEPT OF EDUCATION	9/11/2023	SERVICES	1,864.77
P042166	NICOLA WELLNER EMPLOYMENT DEVELOPMENT	9/11/2023	JOANN - FABRIC, YARN	996.61
P042167	DEPARTMENT	9/11/2023	04/23-06/23 - SEF LOCAL EXPERIENCE CHARGE	255.00
P042168	QUADIANT FINANCE USA, INC.	9/11/2023	08/23 - POSTAGE	100.00
P042169	CADENCE LUSINSKY	9/11/2023	AA LIVE SCAN - FINGERPRINTS	20.00
2462M	YOUNG, MINNEY & CORR, LLP	9/13/2023	09/23 - FALL WORKSHOP REGISTRATION	1,050.00
2463M	WELLS FARGO	9/14/2023	08/23 - CREDIT CARD PURCHASES	3,509.43
1006471	LISA O'NEILL	9/18/2023	REIM062223LO 08/23 - MANAGEMENT CONTRACT FEE &	247.00
1006472	EXCELLENT EDUCATION DEVELOPMENT	9/18/2023	PAYCHEX FEES	12,054.09
A012692	OC DAVOC ENTERPRISES, INC.	9/18/2023	08/23 - JANITORIAL SERVICES	7,996.34
E011618	MERCURIUS	9/18/2023	PAPER, MAIN LESSON BOOKS	1,611.26
E011619	ALPINE FRESH USA PROCOPIO, CORY, HARGREAVES &	9/18/2023	08/23 - BOTTLED WATER SERVICE	147.00
E011620	SAVITCH, LLP.	9/18/2023	08/23 - LEGAL SERVICES	2,336.00
P042453	STACY KINNEY	9/18/2023	AMAZON - REFERENCE BOOK	21.50
P042454	HELLENE BRODSKY	9/18/2023	FRANCOS FLOWERS - FLOWERS	34.48
P042455	NICOLA WELLNER	9/18/2023	JOANN - YARN, THREAD, FABRIC MARIN WALDORF SCHOOL - MILEAGE TO	724.74
P042456	KELLY LARSON	9/18/2023	CONFERENCE	643.21
P042457	SOUTHERN CALIFORNIA EDISON	9/18/2023	07/31/23-08/28/23 - ELECTRIC	5,419.79
P042458	CR&R INCORPORATED	9/18/2023	09/23 - WASTE & RECYCLING SERVICE	600.36
P042459	JOY HALVERSON	9/18/2023	EPIC - JUMP ROPES	479.37
P042460	KAYLA PENNINGTON	9/18/2023	SPROUTS - STUDENT SNACKS	96.51
1006473	SOUTHERN CALIFORNIA EDISON	9/25/2023	082923SCE	5,419.79
2464M	COLONIAL LIFE	9/25/2023	10/23 - INSURANCE PREMIUM	622.89
2465M	KAREN GRAHAM	9/25/2023	09/23 - GARDEN MAINTENANCE	240.00
2466M	GUARDIAN	9/25/2023	10/23 - HEALTH PREMIUM	3,022.82
E011722	DEPARTMENT OF JUSTICE	9/25/2023	08/23 - FINGERPRINTS 09/08/23-10/07/23 - INTERNET & TELECONNECT	273.00
E011723	COX COMMUNICATIONS	9/25/2023	FUND	168.12
P042757	JILL MURPHY LISCHALK	9/25/2023	AMAZON - CURTAINS, PILLOWS, LIGHTS	113.03
P042758	JOURNEY SCHOOL PARENT CABINET	9/25/2023	08/23 - CPK FUNDRAISER FUNDS	1,051.83
P042759	MIGUEL J CASILLAS	9/25/2023	08/23 - LANDSCAPING SERVICE	300.00
P042760	LILIPOH PUBLISHING INC	9/25/2023	REFERENCE PUBLICATION	12.00
P042761	UNITED HEALTHCARE	9/25/2023	10/23 - HEALTH PREMIUM & RETRO ADJ FY23-24 - WORKERS COMPENSATION PREMIUM	21,782.07
P042762	MARSH & MCLENNAN AGENCY LLC	9/25/2023	(3 OF 10)	3,150.00
Total				178,024.06

Journey School Council Regular Meeting Schedule

Approved June 15, 2023
Revised August 31, 2023
Revised September 28, 2023

2023-24 School Year

Day	Date	Year	Notes	
	July	2023	No regular meeting	
Thursday	August 31	2023	^	Margaret
	September	2023	No regular meeting	
Thursday	September 28	2023	Special Meeting	Jeannie
Thursday	October 26	2023	*	Mike
Thursday	December 14	2023	^	Melissa
Thursday	January 25	2024	*	Shelley
Thursday	February 29	2024	*	Cassie
Thursday	March 28	2024	^	Gavin
Thursday	April 25	2024	*	Amy
Thursday	May 23	2024	*	Shelley
Thursday	June 27	2024	^ Annual Meeting	Mike

*4th Thursday of the month

^ Exception due to holiday or other scheduling issue

Special Meeting

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

Journey School Investment Policy

DRAFT 9.28.23

PURPOSE

This policy is intended to provide the structure for the prudent investment of the funds entrusted to Journey School (the “Charter School”) and outline the policies to assist in maximizing the efficiency of the Charter School’s cash management system while meeting its daily cash flow Demands.

I. POLICY STATEMENT

The investment practices and policies of the Charter School are based on compliance with State law and prudent money management. The primary goal is to invest public funds in a manner which will provide the maximum security of principal invested with secondary emphasis on providing adequate liquidity and lastly to achieve a market rate of return within the parameters of prudent risk management while conforming to all applicable statutes and resolutions governing the investment of public funds. The Charter School shall retain, hold, manage, invest, and reinvest the public funds in compliance with the “prudent investor” standard and this Investment Policy.

II. SCOPE

The scope of this Investment Policy applies to all financial assets of the Charter School.

III. PRUDENCE

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the Charter School shall act with care, skill, prudence, and diligence under the circumstances then prevailing, specifically including, but not limited to, the general economic conditions and the anticipated needs of the Charter School that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Charter School and the other depositors. Within the limitation of this section and considering individual investments as part of an overall investment strategy, investments may be acquired as authorized by law. Investments shall be made with judgment and care, under circumstances then prevailing, which person of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as the probable income to be derived.

The Charter School and those delegated staff shall act in accordance with written procedures and investment policy, exercise due diligence, report in a timely fashion and implement appropriate controls to mitigate adverse developments.

IV. DELEGATION OF AUTHORITY

The Charter School may delegate investment authority to such persons within the Charter School as deemed appropriate.

V. OBJECTIVES

Criteria for selecting investments and the absolute order of priority are:

1. SAFETY

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall Portfolio.

The Charter School shall seek to preserve principal and minimize capital losses by mitigating credit risk and market risk as follows:

a) Credit Risk: Defined as an issuer's ability and willingness to repay interest and principal. Credit risk shall be mitigated by diversifying the fund among issues and issuers so that the failure of any one issue or issuer would not result in a significant loss of income or principal to participants.

b) Market Risk: Defined as the risk of market value fluctuations due to changes in the general level of interest rates. Because longer-term securities generally have greater market risk than shorter-term securities, market risk will be mitigated by establishing a maximum weighted average maturity or duration for the portfolio. Occasional market losses on individual securities are inevitable with active portfolio management and must be considered within the context of the overall investment return.

2. LIQUIDITY

Liquidity refers to the recurring maturity of a portion of the investment portfolio, as well as the ability to sell an investment at any given moment with a minimal chance of principal loss.

3. YIELD

Yield refers to the objective of attaining a market rate of return commensurate with the risk profile and cash flow characteristics of the portfolio throughout budgetary and economic cycles. Although the Charter School may employ certain indices to gauge the funds' rate of return, such indices shall be used solely for comparative purposes and do not constitute a warranty or guarantee of actual fund performance.

VI. AUTHORIZED INVESTMENTS

Investments not specifically listed below are prohibited. Consistent with the requirements of law and this Investment Policy, the Charter School may place orders for the execution of transactions with or through such broker/dealers, banks or counterparties as may be selected from time to time. All securities must be U.S. dollar denominated. To the extent consistent with the objectives stated above, the investment restrictions outlined below, and the investment limitations specified in Sections VII and VIII, the Charter School may invest in the following areas.

1. U. S. TREASURY SECURITIES

United States Treasury bills, notes, bonds, or certificates of indebtedness, for which the full faith and credit of the United States are pledged for the payment of principal and interest. There is no limit on the percentage of a portfolio that can be invested in this category.

2. U. S. GOVERNMENT AGENCY SECURITIES

Obligations, participations, or other instruments of, or issued by, a federal agency or a United States government-sponsored enterprise.

3. COMMERCIAL PAPER

Eligible commercial paper shall be of "prime" quality of the highest ranking or of the highest letter and number rating as provided by a Nationally Recognized Statistical Rating Organization ("NRSRO"), shall not exceed 270 days maturity. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (a) or paragraph (b):

a) Has total assets in excess of five hundred million dollars (\$500,000,000), is organized and operating within the United States as a general corporation, and has debt other than commercial paper, if any, that is rated "A" or higher by a NRSRO.

b) Is organized in the United States as a special purpose corporation, trust, or limited liability company, has program-wide credit enhancements including, but not limited to overcollateralization, letters of credit or a surety bond, has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

Split ratings (i.e. A2/P1) are not allowed.

4. NEGOTIABLE CERTIFICATES OF DEPOSIT

Negotiable certificates of deposit issued by a U.S. national or state-chartered bank, savings bank, savings and loan association, or credit union in this state or state or federal association (as defined by Section 5102 of the California Financial Code) or by a

state-licensed branch of a foreign bank. Issuing banks must have a short-term rating of not less than A1/P1 and a long-term rating of not less than an "A" from a NRSRO, if any.

Quarterly, the Charter School will monitor custodial credit risk and report the outcome to the Board of Directors. All deposits are to be in FDIC insured institutions and will be reviewed as to the nature and extent of its present compliance with regulations, federal regulatory requirements, profitability/loss trend, liquidity and capital ratios.

5. REPURCHASE AGREEMENTS

Investments in repurchase agreements for the purpose of this Investment Policy Statement (as defined by section 53601(j) of the California Government Code) means a purchase of securities by the Charter School pursuant to an agreement by which the seller will repurchase the securities on or before a specified date and for a specified amount and will deliver the underlying securities to the Charter School by book entry, physical delivery, or by third party custodial agreement. The term of a repurchase agreement shall not exceed one year. The term " securities," for the purpose of repurchase agreements, means securities of the same issuer, description, issue date, and maturity.

To participate in repurchase agreements, a master repurchase agreement must be completed and signed by all parties involved. The Charter School will maintain a signed copy of the agreement. Repurchase agreements are required to be collateralized by securities or cash authorized under California Government Code Section 53601(j)(2).

a) Collateralization:

In order to anticipate market changes and provide a level of security for all repurchase agreement transactions, the market value of securities that underlie a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities and the value shall be adjusted no less frequently than weekly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102% no later than the next business day.

Collateral will be limited to U.S. Treasury and U.S. Government Agency securities. For compliance purposes, U.S. Treasury and/or U.S. Government Agency collateral are exempt from the issuer limits as stated in Section VIII.2. Collateral will be held by an independent third party with whom the Charter School has a current custodial agreement. A clearly marked evidence of ownership (safekeeping/custody receipt) must be supplied to the Charter School and retained. The Charter School retains the right to substitute or grant substitutions of collateral.

Investments in repurchase agreements may be collateralized by any securities authorized within this section. Agreements are subject to California Government Code Section 53601 and must comply with the delivery requirements and the maturity provision from Section 53601.

6. BANKERS' ACCEPTANCES

Bankers' acceptances, also known as time drafts (bills of exchange), are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days maturity. Issuing banks must be rated by at least two of the NRSRO and have a short-term rating of at least A1/P1 and a long-term rating of not less than "A" from a NRSRO, if any.

7. MONEY MARKET MUTUAL FUNDS

Shares of beneficial interest issued by diversified management companies that are mutual funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq), which only invest in direct obligations in U.S. Treasury bills, notes and bonds, U.S. Government Agencies and repurchase agreements with a weighted average maturity of 60 days or less. Mutual funds are not required to conform to the restrictions detailed in this Investment Policy. The Charter School shall be required to investigate money market mutual funds prior to investing and perform a quarterly review thereafter while the funds are invested in the money market fund. At a minimum, approved mutual funds shall have met either of the following criteria:

- a) Attained the highest ranking or the highest letter and numerical rating provided by no less than two NRSROs.
- b) Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years experience managing money market mutual funds with assets under management in excess of \$500,000,000.

8. MUNICIPAL DEBT

Such instruments are defined as being issued by a local or state agency, including:

- a) Bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency or authority of the local agency.
- b) Registered state warrants or treasury notes or bonds, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of a state.
- c) Bonds, notes, warrants, or other evidences of indebtedness of any local agency within a state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

Issuing municipalities must have a short-term rating of not less than A1/P1 and a long-term

rating of not less than an “A” from a NRSRO.

9. INVESTMENT POOLS

Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7 that invests in the securities and obligations as authorized

under 53601 (a) to (o), inclusive, and that comply with the investment restrictions of Government Code Sections 53600 through 53610 and Section 53630. The Charter School shall be required to investigate all local government investment pools prior to investing and perform a quarterly review thereafter while the funds are invested in the pool. The analysis shall include, but is not limited to, the following characteristics of a pool/fund as part of its investigation and quarterly review:

- Eligible securities
- Maximum maturity
- REPO collateral/counter-party
- Size of the pool/fund
- Limits on withdrawal/deposit
- Expense ratio

VII. INVESTMENT RESTRICTIONS

1. CREDIT RATINGS

Credit ratings will be applied at the time of purchase of a security. A subsequent downgrade in a security’s credit rating will not constitute a violation of the Investment Policy. Securities which are downgraded below the minimum acceptable rating levels must be reviewed for possible sale within a reasonable amount of time.

U.S. Government obligations (as defined in Section VI(1) and VI(2)) are exempt from the credit rating requirements listed below.

The credit ratings referred to below must be assigned by one of the following NRSROs: Standard & Poor’s Corporation (“S&P”), Moody’s Investors Service, Inc. (“Moody’s”), and Fitch Ratings (“Fitch”).

- a)** Short-term debt ratings – (two of the following and not less than the following) “A-1” or “SP-1” (S&P); “P-1” or “MIG 1/VMIG 1 (Moody’s); or “F1” (Fitch) Ratings.

Split ratings are not allowed, i.e. A-1/P-1/F2 or similar. An issuer of short-term debt must have no less than an “A” rating on long-term debt.

- b)** Long-term debt ratings – Investments purchased with remaining maturities of 397 days or less- shall be rated by at least two NRSROs and have obtained no less than an “A”rating by any.

Investments purchased with remaining maturities longer than 397 days– shall be rated by at least two NRSROs and have obtained no less than an “AA” rating by any. If an issuer of long-term debt has a short-term rating, then it may not be less than A-1/SP-1 or P-1/MIG1 or F1.

c) Repurchase Agreement counterparties shall have a minimum short-term rating, or counterparty rating, of no less than A-1 or equivalent by two NRSROs and have capital of not less than \$500 million.

d) Any issuer that has been placed on “Credit Watch-Negative” by a NRSRO will be removed from our approved list unless the following criteria are met: The issuer has (a) an A-1+ or F1+ short-term rating; or (b) at least an AA or Aa2 long- term rating.

VIII. DIVERSIFICATION AND MATURITY RESTRICTIONS

It is the policy of the Charter School to diversify its funds. Investments are diversified to minimize the risk of loss resulting in over concentration of assets in a specific maturity, specific issuer, or a specific class of securities. Diversification strategies shall be established by the Charter School and periodically reviewed.

1. AUTHORIZED INVESTMENTS

The following diversification limits will be applied at the time of purchase of a security.

Type of Investment	Cal. Gov. Code % of Funds Permitted	Cal Gov. Code Maximum Final Maturity
U.S. Treasury Securities	100%	5 Years
U.S. Government Agency Securities	100%	5 Years
Municipal Debt	100%	5 Years
Medium-Term Notes	30%	5 Years
Bankers Acceptances	40%, 30% of a single issuer	180 Days
Commercial Paper	40%, 10% of a single issuer	270 Days

Negotiable Certificates of Deposits	30%	5 Years
Repurchase Agreements	100%	1 Year
Mutual Funds	20%, 10% in a single fund	N/A
Investment Pools	100%	N/A

2. MATURITY

The maximum maturity of any investment purchased will be five years with the exception of investments authorized by the Board of Directors to be invested in longer than five year maturities. For purposes of calculating final maturity, the earlier of final maturity date or mandatory put or tender option date will be used.

IX. PROHIBITED TRANSACTIONS

At the time of purchase, all permitted investments shall conform in all respects with this Investment Policy, as may be amended from time to time. No investment prohibited by California Government Code shall be permitted herein.

Any investment transactions, credit risk criterion, percentage limitations or market valuation that are not in compliance with this Investment Policy and cannot be corrected without penalty ***at time of purchase*** must be documented and approved by the Charter School in writing as soon as possible. Thereafter, action shall be taken by the Charter School to correct such matter as soon as practical. If a percentage restriction is adhered to at the time of purchase, a later increase or decrease in percentage resulting from a change in values or assets will not constitute a violation of that restriction.

1. The following transactions are prohibited:

- a) Borrowing for investment purposes (“Leverage”).
- b) Reverse Repurchase Agreements, as defined by California Government Code Section 53601(j)(3) and (j)(4) or otherwise.
- c) Structured Notes (e.g. inverse floaters, leveraged floaters, structured certificates of deposit, equity-linked securities, event-linked securities). This includes all floating-rate, adjustable-rate or variable-rate securities in which a change in interest rates or

other variables that can reasonably be foreseen to occur during their term would result in their market value not returning to par at the time of each interest rate adjustment.

Simple “floating rate notes,” whose periodic coupon adjustment is based on a short-term (one-year or less) rate index (such as Treasury bills, federal funds, prime rate or LIBOR) and which have a reasonable expectation of maintaining a value of par at each interest rate adjustment through final maturity, are exempt from this definition. Additionally, U.S. Treasury and Agency zero coupon bonds, U.S. Treasury and Agency strips, Resolution Funding Corporation (“REFCORP”) strips or other callable securities which otherwise meet the quality, maturity and percent limitations assigned to their respective security category, are exempt from this section.

d) Structured Investment Vehicles (“SIV”).

e) Derivatives (e.g. options, futures, swaps, swap options, spreads, straddles, caps, floors, collars) shall be prohibited.

X. ETHICS AND CONFLICT OF INTEREST

The Charter School and all persons involved in the investment process shall refrain from personal business activity which could create a conflict with proper execution of the investment program, or which could impair the ability to execute impartial investment decisions. The Charter School and all treasury and investment personnel shall disclose to the Board of Directors any material financial interests in financial institutions, broker dealers and vendors (“outside entities”) and shall disclose any material financial investment positions in such outside entities.

XI. AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS

Any permitted investment shall be purchased either from a “primary” or regional broker/dealer qualifying under SEC Rule 15c3-1 (uniform net capital rule) or a “well capitalized” financial institution, as defined in Title 12 of the Code of Federal Regulations (“CFR”) Part 6.4. Any broker, brokerage, dealer or securities firm that has made a contribution to the Charter School, any member of the Board of Directors, or any candidate for those offices is ineligible for selection by the Charter School.

XII. PERFORMANCE EVALUATION

The Charter School shall submit monthly, quarterly and annual reports (in compliance with Government Code Sections 53607 and 53646) to the Board of Directors. These reports shall contain sufficient information to permit an informed outside reader to evaluate the performance of the investment program and shall be in compliance with the Government Code.

XIII. SAFEKEEPING

All security transactions, including collateral for repurchase agreements, entered into by the Charter School shall be conducted on a delivery-versus-payment (“DVP”) basis. All investments shall have the Charter School as its registered owner.

All securities shall be held by a third party custodian designated by the Charter School and approved by the Board of Directors. The third party custodian shall be required to issue a safekeeping statement to the Charter School listing the specific instrument, rate, maturity and other pertinent information.

XIV. MAINTAINING THE PUBLIC TRUST

All participants in the investment process shall act as custodians of the public trust. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

XV. INTERNAL CONTROLS

The Charter School shall establish a system of written internal controls, which will be reviewed annually with the Charter School’s independent (external) auditor. The controls shall be designed to prevent loss of public funds due to fraud, employee error, and misrepresentation by third parties, unanticipated market changes or imprudent actions by employees of the Charter School. All agreements, statements and trade packets will be subject to review annually by auditors in conjunction with their audit. The Charter School shall seek to maintain a debt burden factor of 1 - 2% of the Charter School’s unrestricted general fund revenues.

INVESTMENT PROCEDURES

The Charter School shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this investment policy. Procedures will include reference to safekeeping, Master Repurchase Agreements, wire transfer agreements, collateral and depository agreements, banking service contracts, and other investment and banking related activities. Such procedures shall include explicit delegation of authority to personnel responsible for investment transactions.

No investment personnel may engage in an investment transaction except as provided under terms of this policy and the procedures established by the Charter School. The Charter School shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of all Treasury and Investment personnel.

XVI. PERFORMANCE STANDARDS

The investment portfolio shall be designed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs, but focusing on preservation of capital and then liquidity as the most important objectives, with yield as the least important objective.

The Charter School's investment strategy is to actively manage the portfolios to create less risk than a benchmark comparable index and to use economies of scale to invest and administer the program at a reasonable cost. Given this strategy, the basis used by the Charter School to determine whether market yields are being achieved shall be the indices most comparable to the fund, such as money rate data published in Barron's, The Wall Street Journal, Bloomberg, etc. or other bond fund indices. The standards enumerated herein do not constitute a guarantee of the fund's performance.



Client Engagement Agreement

This Client Engagement Agreement (“Agreement”) is made and entered into on _____ (“Effective Date”) by and between _____ (“Investment Advisor Representative” or “IAR”) and _____ (“Client(s)"). Advisory services offered through Axxcess Wealth Management, LLC (the “Advisor” or “RIA”), a registered investment advisor (“RIA”) with the U.S. Securities and Exchange Commission (“SEC”). The Client(s), the IAR, and RIA may be referred to in this Agreement individually as a “Party” and together as the “Parties.”

1. **Services to be Provided**

The purpose of this Agreement is to confirm the Parties’ understanding of the engagement of RIA, to act as Adviser to the Client on a non-exclusive basis to advise and assist the Client by providing the following Services via the Client’s brokerage account(s) established at the Client’s designated custodian(s) as identified through the account opening paperwork (the “Account[s]”):

- **Core Services:** provide Clients with financial planning and/or investment management solutions based on the Client’s needs and objectives. Client accounts are monitored on a continuous basis. RIA will review the Client’s current financial position taking into account the stated financial goals and objectives of the client. Thereafter, a written plan may be customized to cover the following areas as determined by the Client:

- **Advisory Services:** provides advisory services to client projects which may be related to wealth management and investment strategy. Advisory services may be offered in conjunction with other services offered by RIA. Advisory Services as indicated:
 - Outsourced Family Office Services**
 - Investment Diligence**
 - Advisory Consulting**(See attached)

- **Financial Planning Services:** For the purposes of this Agreement, there are three classes of services. Client shall select the class of service by additionally completing the *Addendum for Financial Planning Arrangements*. The nature and scope of each are:
 - Comprehensive Planning**
 - Limited Scope Planning**
 - **Retirement/College Planning/Estate/ Succession/Business**
 - Hourly Financial Planning Consultation**

- **Corporate Services:** provides services for companies and organizations. Services include:
 - Company-sponsored Retirement Plan Advisory Services;
 - Plan Installation Consultation; includes Statement of Investment Policy and initial plan investment selection; and
 - Plan Consultation: includes participant enrollment meetings, ongoing 404(c) compliance consultation, Investment Due Diligence, and Third-Party Investment Reporting.

Corporate Services Consulting:

RIA provides these Services on either a discretionary or a non-discretionary basis. The Client hereby engages RIA to provide the Services selected above with:

Limited Discretionary Authority. RIA is hereby given limited discretion for the purpose of rebalancing/reallocating assets back as needed within target account portfolio ranges. RIA does not have the authority to direct, invest and reinvest Client assets without the Client's express consent. Investments in the Client's account(s) will be managed in accordance with the overall investment objective and styles described in the Client's Profile. RIA will use its reasonable efforts to comply with any investment restrictions and guidelines listed on the Client's Profile or otherwise provided to RIA in writing, in accordance with normal industry practice. In the event any securities are purchased outside the restrictions/guidelines, RIA will take reasonable steps to bring the Client's account back within the restrictions/guidelines.

Discretionary Authority of the Adviser. RIA is hereby given full discretion and authority to supervise, direct, invest and reinvest in all assets and investments of the Client's account(s) in accordance with the investment management styles described in the Client's Profile. RIA will use its reasonable efforts to comply with any investment restrictions and guidelines listed on the Client's Profile or otherwise provided to RIA in writing, in accordance with normal industry practice. In the event any securities are purchased outside the restrictions/guidelines, RIA will take reasonable steps to bring the Client's account back within the restrictions/guidelines.

Upon engaging RIA Client will complete a Client Profile. The Client Profile sets forth the Client's investment objectives, risk tolerance, investment guidelines, time horizons, and other important and necessary information relating to the Client's assets to be managed by RIA under this Agreement. The Client should carefully review and approve the information provided to RIA in the Client Profile prior to commencement of the Investment Management Services described herein. The Client understands that RIA relies upon the information contained within the Client Profile to customize its money management services to the Client. Consequently, if anything in the Client Profile becomes inaccurate or changes due to various circumstances, the Client understands it is his/her/its responsibility to notify RIA in writing as soon as possible. To that end, the Client agrees to indemnify RIA for any liability incurred by reason of either the Client failing to notify RIA of changes to and/or providing inaccurate information for the Client Profile.

The Client acknowledges that there may be loss or depreciation to the portfolio's value due to market fluctuations. The Client acknowledges that no party to this Agreement has made any guarantee, either orally or in writing, that Client's investment objectives will be achieved.

Axxcess Platform: RIA may recommend the services of a Third-Party Investment Managers ("TPM") to manage all or part of the Client's portfolio assets if RIA determines this is in the best interests of the Client. Typically, this involves the selection of certain wrap-fee programs or money managers, which may enter into a sub-advisory relationship with RIA ("Sleeve Strategy Managers"). The Client may authorize RIA to allocate such assets of the Client's account to TPMs, or Sleeve Strategy Managers, to hire and fire TPMs or Sleeve Strategy Managers, and reallocate the Client's assets to other TPMs as RIA recommends, consistent with the financial needs, long-term goals, and investment guidelines, restrictions, and objectives specified in the Client Profile.

2. Fees

• Core Services

The Client will pay the Advisor a quarterly investment management fee (the "Advisor Fee") based on the fair market value of portfolio assets under management in the Account[s] at the end of the preceding quarter and in accordance with the fee schedule set forth in **Appendix A**

The Advisor Fees are calculated based on the quarter-end security valuations as provided by the Client's designated Custodian (as noted in Item 3). Investment management fees will be deducted from the Client's Account[s] by the custodian as soon as is practical following the last business day of the preceding calendar quarter. The Client will provide written authorization to the Advisor for the deduction of Advisor Fees on any forms from the Custodian[s]. The Advisor or its delegate shall instruct the Custodian[s] as to the amount of the fees to be deducted from the Client's Account[s]. Clients will receive independent statements from the Custodian[s] no less frequently than quarterly.

No additional fees are assessed for special reports, services, or meetings, except in extraordinary circumstances, in which case Client(s) will be notified. Investment advisory services begin with the effective date of this Agreement. For that calendar month, fees will be adjusted pro-rata based upon the number of calendar days

At no time will the Advisor accept, maintain possession or have custodial responsibility for the Client's funds or securities. Additional details regarding custody and brokerage transactions are included in Item 4 of this Agreement.

in the calendar quarter that the Agreement was effective. For all accounts, an annual flat fee of \$50.00 per account will be assessed in addition to the core services fees outlined above.

For certain Non-Custodial Partnerships, the Advisor may not receive quarter-end investment valuations prior to its fee billing calculation. In such instances, the Advisor will use the most recent month-end or quarter-end valuation available from the applicable third-party valuator for the calculation of investment advisory fees.

Financial Planning Fees.

For Financial Planning Services, **HOURLY RATE** of \$_____ or alternatively, a **FIXED FEE** of \$_____ **one-time/recurring** on a(n) **monthly/quarterly/annual** basis. A retainer of \$_____ is due within 7 days. Balance is due within ____ days of delivery of the completed plan. Please complete the Addendum for Financial Planning Arrangements.

Corporate Services Fees:

For Corporate Services fees, **HOURLY RATE** of \$_____ or alternatively a **FIXED FEE** of \$_____, in addition to an **ANNUAL FEE** of _____% of the value of the plan assets. The corporate asset fee is billed quarterly in arrears at the end of each calendar quarter, based on the value of the plan assets at the end of the quarter. The client authorizes RIA to invoice the custodian directly or arrange for an alternate invoicing procedure. Plan fees cover the above services and are not investment management fees. No investment management is provided directly to participants of the company-sponsored plan without a separate engagement signed by the participant.

Performance Based Fees/Side by Side Billing: Under this payment option, Client agrees to pay a performance based advisory fee of the net increase in Account Value (adjusted for additional investments, redemptions, and other non-performance related changes. Please complete the Performance-Based Fee Addendum. Only Qualified Clients with more than \$2.1m of networth and have more than \$1m of Assets under Management will be considered for Performance Based Fee arrangements.

Note: Fees set forth herein do not include any other professional services which may be required by the Client to implement the recommendations made by RIA. In addition to the fees set forth above, for certain transactions Client will be assessed a transaction charge that will appear on each quarterly statement provided by RIA. RIA does not provide legal or tax advice.

Other Fees

In addition to RIA's fees set forth above, the Client is subject to certain other fees and charges that are imposed by third parties, including (i) Account custodian fees; (ii) Brokerage fees and/or expenses; (iii) Mutual Fund management fees, expenses, and sales charges. All mutual fund fees and charges will be disclosed in the prospectus for such funds and generally will be explained by an RIA representative at the time of recommending such investments. Please refer to the RIA Form ADV for more detailed information.

In instances where the Advisor trades away from the Custodian, the Account[s] will incur a trade-away fee from a Custodian for each transaction that is executed on a trade-away basis. This fee is separate from the commission/transaction fee or mark-up/mark-down imposed by the broker-dealer through which the trade was executed. The Client's Account[s] may incur higher transaction costs for securities traded away than those traded through the Custodian.

With respect to the Axxcess Platform, sub-advisor, or TPM asset management fees, when assets are allocated to a TPM, RIA may charge an advisory fee for its allocation, advisement, and recommendations based on the Client's assets under management. The Client acknowledges that the advisory fees assessed will vary dependent upon the TPM selected, the size of the account, and the services provided. The Client will be responsible for paying any TPM's investment management fees, which are separate and distinct from RIA's advisory or investment management fees. Under certain Sub-Advisory relationships, a portion of the Sleeve Strategy Manager fee is retained by RIA for various administrative, trading, and execution services provided to both the client and the Sleeve Strategy Manager. For information regarding the TPM's minimum account size, requirements, management services, and associated advisory and sub-advisory fees, please refer to the TPM's

At no time will the Advisor accept, maintain possession or have custodial responsibility for the Client's funds or securities. Additional details regarding custody and brokerage transactions are included in Item 4 of this Agreement.

Form ADV Part 2A and other Axxcess Platform materials, which discuss the Axxcess Platform and any associated conflicts of interest.

Amendments – The Advisor may modify the terms in this Section prospectively on at least 30 days prior written notice. If such amendment is not acceptable to the Client, the Client may terminate this Agreement at any time pursuant to the provisions of this Agreement.

Multiple Accounts – Unless otherwise noted in **Appendix A** of this Agreement, should the Client have multiple Accounts at the Custodian[s], Account[s] held-away from the Custodian[s], and/or Non-Custodial Partnerships, the Advisor will bill each respective Account for its respective share of Advisor Fees.

3. General Provisions for Advisory Services

a. Additions and Withdrawals

If the Client has engaged RIA to perform core, Advisory, and/or Corporate Services under this Agreement, the Client may make cash additions to and/or withdrawals from the account at any time, subject to RIA's right to terminate this Agreement and provided that all additions and withdrawals are made after giving RIA timely notice. The Client acknowledges that cash will be made available for withdrawal only when transactions effected to raise cash are settled, which may take thirty (30) days or more, dependent upon the terms of each particular investment.

The Client further acknowledges that frequent and/or significant withdrawals may adversely affect the account's performance and may impair RIA's ability to manage the Client's assets in accordance with the Client's objectives and investment strategies for the portfolio.

b. Conflicts of Interest

As discussed above, RIA may recommend the services of one or more TPMs to manage all or a portion of the Client's assets. RIA may have established a referral relationship with certain TPMs, which may result in the receipt by RIA of a portion of the fees earned by such TPMs in connection with the investment made by the Client. Such arrangements will comply with the requirements set forth in Rule 206(4)-3 of the Investment Advisers Act of 1940 (the "Advisers Act"), including the requirement that the Client is furnished a disclosure statement at the time of the referral setting forth the nature of the relationship and the compensation received. RIA may also enter into a sub-advisory agreement with the TPM. These Managers have agreed to manage their strategies on the Axxcess Platform, which allows RIA to combine different sub-advised TPMS into a single brokerage account. These Managers are called Sleeve Managers on the Axxcess Platform. Sub-advisory Sleeve Managers are paid out of the total strategy fee. RIA retains a portion of the Sleeve Strategy fee. Nonetheless, such arrangements may present a potential conflict of interest between RIA and the Client, and the Client hereby acknowledges RIA's disclosure of such conflict. The Client further understands that RIA has taken steps to mitigate these conflicts of interest, which are disclosed in RIA's Form ADV Part 2A (the "Disclosure Brochure"), Form ADV Part 3 ("Form CRS" or "Client Relationship Summary"), and the applicable Form ADV Part 2B ("Brochure Supplement[s]") and acknowledges that the Client is under no obligation to use the recommended TPM.

It is foreseeable that, in the course of providing investment management services, RIA may recommend the purchase or sale of a particular security for multiple Client accounts. When deemed by RIA to be in the best interests of such Clients, RIA may aggregate the securities to be traded for each such account into one or more trade orders. These circumstances may, in turn, give rise to actual or potential conflicts of interest among the accounts for whom the security purchase or sale is appropriate. In order to address these conflicts, RIA has adopted certain standards and procedures that it follows in allocating securities and block trades in order to provide an objective and equitable method of trade allocation so that all Clients are treated fairly; see also Section 3.d., below.

The Client acknowledges RIA's disclosure of the potential conflicts of interest and understands that no assurance can be given that these or other conflicts of interest will, in all cases, be resolved to the satisfaction of the Client, and RIA shall not be liable so long as it has acted in good faith.

c. Custody and Brokerage Transactions

Custody of account assets will be maintained with an independent qualified custodian (herein the "Custodian"). RIA will not be the custodian and will have no liability with respect to custodial arrangements or the acts,

At no time will the Advisor accept, maintain possession or have custodial responsibility for the Client's funds or securities. Additional details regarding custody and brokerage transactions are included in Item 4 of this Agreement.

conduct, or omissions of or by the Custodian. The Client has appointed the Custodian[s] set forth below to take and have possession of the assets of the Account[s]. The Client authorizes RIA to give the Custodian[s] instructions for the purchase, sale, conversion, redemption, exchange, or retention of any security, cash, or cash equivalent for the account and will instruct the Custodian[s] to provide RIA with such periodic reports concerning the status of the account as RIA may reasonably request. The Client acknowledges that directing the brokerage activities solely to the Custodian[s] may result in the loss of best execution of orders at the most favorable prices reasonably obtainable. Please refer to the RIA's Form ADV Part 2A (the "Disclosure Brochure") for additional important disclosure information.

Any Account[s] held away from the Custodian[s] and/or certain non-custodial assets, or Account[s] are outlined in **Appendix B**.

Custodian[s]:

- Charles Schwab & Co., Inc./
- TD Ameritrade Institutional (TDAI)
- First Clearing Corp/Wells Fargo
- Morgan Stanley
- Goldman Sachs
- Other: _____

The Client hereby authorizes RIA to invoice the Custodian directly for its fees and authorizes the Custodian to debit the Client's account for its quarterly investment management and financial planning fees and related charges. The Client understands that the fees and charges may not include custodial fees or additional transaction costs, for which the Client has sole responsibility.

Additionally, as soon as possible after the end of each calendar quarter, the Client hereby directs the Custodian to send RIA and Client a custodial account statement identifying, among other things, the Client's holdings, all transactions that occurred during the quarter in the Client's account, any expenses (including those advisory fees paid to RIA) incurred during the preceding calendar quarter, and the value of the account as of the last business day of the preceding calendar quarter.

Trading Away from Custodian – It is the policy and practice of RIA to strive for the best price and execution that are competitive in relation to the value of the transaction ("best execution"). As it deems appropriate, the Advisor may trade away from the Client's appointed Custodian[s] for access to securities to achieve best execution for the Client. In selecting a broker, dealer, or other intermediary, RIA will consider such factors that, in good faith and judgment, it deems reasonable under the circumstances. In such instances, the Client will complete additional authorizations with the Custodian[s] for the discretionary authority to trade away from the Custodian[s]. The Custodian[s] may also charge an additional trade-away fee for these transactions in addition to the normal securities transaction costs.

Notwithstanding the above, should the Client direct RIA to use a particular broker or dealer, RIA may, at its discretion, agree to such direction (although it is not required to do so). The Client acknowledges that RIA may not be able to achieve best execution as that term is defined above if the Client directs RIA to use a particular broker or dealer. Please refer to the RIA's Form ADV Part 2A for additional important disclosure information.

d. Aggregation.

The Client consents and agrees that RIA may aggregate ("block trade") sale and purchase orders with other client accounts that have similar orders being made contemporaneously under the management of RIA if, in RIA's judgment, such aggregation is reasonably likely to result in an overall economic benefit to the account. Such benefits may include better transaction prices and lower trade execution costs. If all aggregate orders do not fill at the same price, RIA may cause the Client and each similar order to pay or receive the average prices at which the orders were filled. If such orders cannot be fully executed under prevailing market conditions, RIA may allocate the securities traded among clients and each similar order in a manner that it considers equitable, taking into account the size of the order placed, the Client's cash position, the investment objective of the account, size of the order, and liquidity of the security.

e. Proxy Voting

At no time will the Advisor accept, maintain possession or have custodial responsibility for the Client's funds or securities. Additional details regarding custody and brokerage transactions are included in Item 4 of this Agreement.

Client hereby authorizes RIA to vote any and all proxies for Client's account(s). Decisions about how to vote on a proxy will be made based on the best interests of an account. In general, RIA will vote in favor of routine proposals, such as those for the election of auditors, and against proposals that in any way restrict a shareholder's ability to realize the full potential value of their investment, such as anti-takeover measures and cumulative voting rights. Other proposals, such as officer and director stock plans, will be reviewed on a case-by-case basis. In the event that voting on a proposal may cause a conflict of interest, RIA will vote as described above unless doing so does not address the potential conflict. In this case, RIA will communicate the proxy information and intended vote to the client. RIA will vote these proxies as decided by the Client unless the Client does not respond within a reasonable period of time, in which case RIA will vote as communicated to the Client.

f. Employee Retirement Income Security Act ("ERISA")

(i) ERISA 3(21) Retirement Plans

Both parties acknowledge that if the account is subject to the Employee Retirement Income Security Act of 1974, as amended (ERISA), the following provisions will apply: (i) RIA acknowledges that it is a "fiduciary" with respect to the Client as that term is defined under Section 3(21)(A) under ERISA; (ii) The person signing this Agreement on behalf of the Client acknowledges its status as a "named fiduciary" with respect to the control and management of the assets held in the account, and agrees to notify RIA promptly of any change in the identity of the named fiduciary with respect to the account; (iii) The Plan agrees to obtain and maintain an ERISA bond (when not otherwise provided by the plan sponsor) satisfying the requirements of Section 412 of ERISA and include RIA and its members, agents and employees among those insured under that bond; (iv) The Client confirms that any instructions that have been given to RIA with regard to the account are consistent with the governing plan documents and investment policy statements which the plan has or will deliver to RIA; (v) Client confirms that reasonably in advance of the execution of this agreement RIA provided to Client and Client received all disclosures required by 29 C.F.R. § 2550.408b-2, including, but not limited to, services to be provided, status of the Adviser and compensation to be paid by the plan, which are contained in Agreement and/or RIA's Form ADV Part 1 and 2; and (vi) The Client confirms that the account is only part of the retirement plan's assets and as such, RIA is not responsible for all plan investments and Client's consequential compliance with those requirements under ERISA.

(i) Retirement Plans and Individual Retirement Accounts

When the Advisor and its advisory persons provide investment advice to the Client regarding retirement plan accounts or individual retirement accounts, the Advisor is a fiduciary within the meaning of Title I of ERISA and/or the Internal Revenue Code, as applicable, which are laws governing retirement accounts. The way the Advisor makes money creates some conflicts with the Client's interests, so the Advisor operates under a special rule that requires the Advisor to act in the Client's best interest and not put the Advisor's interest ahead of the Client's. Under this special rule's provisions, the Advisor must (i) meet a professional standard of care when making investment recommendations (give prudent advice); (ii) never put the Advisor's financial interests ahead of the Client's when making recommendations (give loyal advice); (iii) avoid misleading statements about conflicts of interest, fees, and investments; (iv) follow policies and procedures designed to ensure that the Advisor give advice that is in the Client's best interest; (v) charge no more than is reasonable for the Advisor's services; and (vi) give the Client basic information about conflicts of interest.

5. Term and Termination

The term of this Agreement will commence upon the Effective Date set forth above and will continue until terminated by written notice by the Client of RIA for any reason. Such termination will be effective upon the date specified in the notice. Prior to the effective date of termination, the Client will provide RIA with written instructions as to the liquidation or settlement of the account, which may limit the discretion of RIA to enter into further transactions after the date such instructions are received. RIA agrees to be bound by such instructions after receipt thereof. Such termination shall not, however, affect liabilities or obligations incurred or arising from transactions initiated under this Agreement prior to the termination, including provisions regarding arbitration, which shall survive any expiration or termination of this Agreement. The Client agrees that RIA shall be entitled to a pro-rata portion of its fee, based upon the number of months of representation until the effective date of termination.

6. Covenants, Warranties, and Acknowledgements

a. Qualifications/Status of Adviser

RIA represents and warrants that it is registered with the U.S. Securities and Exchange Commission as an "Investment Adviser" as that term is defined in the Advisers Act, as amended. RIA is qualified to act as an

At no time will the Advisor accept, maintain possession or have custodial responsibility for the Client's funds or securities. Additional details regarding custody and brokerage transactions are included in Item 4 of this Agreement.

investment adviser to the account pursuant to this Agreement under the applicable securities laws of the state in which the Client is resident as of the effective date of this Agreement. RIA will promptly notify the Client of any change in such status.

b. Authority

The Client represents and warrants that it is authorized and empowered to enter into this Agreement. For corporations, partnerships, trusts, or other legal entities, the Client represents that applicable law and governing documents authorize and permit this Agreement, and RIA will be provided with copies of such governing documents, as necessary. Furthermore, the Client: (i) Has carefully reviewed this Agreement and any exhibits attached thereto; (ii) Had an opportunity to discuss the fee provisions and other arrangements relating to the account with RIA; (iii) Fully understands the services to be provided hereunder and the associated risks; (iv) Will promptly notify RIA of any material change in Client's financial circumstances relating to the account with RIA; and (v) Holds good, marketable and indefeasible title to, and is the sole legal and equitable owner of the account, free of any security interest, lien, or other encumbrance, except as may be created by RIA in the performance of its duties hereunder.

c. Receipt of Form ADV Part 3, Form ADV Part 2A, Form ADV Part 2B, and Privacy Policy

The Client has received and reviewed the RIA Disclosure Brochure, Client Relationship Summary, and Brochure Supplement[s]), which is required to be delivered pursuant to Rule 204-3 of the Advisers Act. In addition, the Client has received a copy of RIA's Privacy Notice.

7. Confidentiality

The Parties hereto agree not to disclose to any other party and to keep confidential the terms and conditions of this Agreement and any amendment or supplement thereto. Notwithstanding the foregoing, RIA may disclose Client information to such person(s) to include (a) its employees, directors, agents, attorneys, accountants, and other professional advisors; (b) any governmental authority having jurisdiction over RIA, or to the extent required in response to any court order or other governmental authority, or as otherwise required pursuant to any requirement of law; (c) any stock exchange, regulatory, or self-regulatory organization having authority over the Client or RIA; and (d) any third party whom RIA (in its sole discretion) deems it necessary to disclose such information to in connection with the management and servicing of the account.

8. Limitation of Liability

EXCEPT FOR THE PARTIES' RESPECTIVE INDEMNITY OBLIGATIONS UNDER THIS AGREEMENT, IN NO EVENT SHALL RIA OR ITS AFFILIATES BE LIABLE TO CLIENT OR ANY THIRD PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, INDIRECT, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES FOR LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF GOODWILL OR BUSINESS REPUTATION, BUSINESS INTERRUPTION, LOSS OF DATA, OR LOSS OF BUSINESS INFORMATION) ARISING OUT OF OR CONNECTED IN ANY WAY WITH THIS AGREEMENT, OR FOR ANY CLAIM BY ANY THIRD PARTY, EVEN IF RIA AS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

9. Indemnification

Except in the case of gross negligence or willful misconduct, each Party agrees to defend, indemnify, and hold harmless the other Party and its directors, officers, agents, employees, and successors in interest from all claims, losses, deficiencies, damages, liabilities, costs and expenses (including, without limitation, reasonable attorneys' fees, and all related costs and expenses) incurred by the other Party as a result of any claim, judgment, or adjudication arising out of or relating to (a) a material breach of a Party's obligations, representations or warranties in the Agreement; (b) a Party's noncompliance with applicable laws, rules or regulations; or (c) any action taken or omitted by a Party in good faith reliance upon the other Party's direction in connection with the Services. Each Party shall: (i) give the other Party prompt written notice of such claim; and (ii) allow the other Party to control and fully cooperate with the Party in the defense and all related negotiations.

The federal and state securities laws impose liabilities under certain circumstances on persons who act in good faith, and therefore nothing in this Agreement will waive or limit any rights that you may have under those laws.

10. Miscellaneous/General Provisions

a. Standard of Care and Investment Risk

It is agreed that RIA will discharge its duties under this Agreement with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like or similar capacity and familiar

At no time will the Advisor accept, maintain possession or have custodial responsibility for the Client's funds or securities. Additional details regarding custody and brokerage transactions are included in Item 4 of this Agreement.

with such matters would use in the conduct of money management of comparable character. Nothing herein will in any way constitute a waiver or limitation of any rights that the Client may have under any federal or state securities laws based on negligence, which cannot be modified in advance by contract.

Without limiting the foregoing, RIA will not be liable for any losses to Client resulting from the disposition of any investment which has been made by a predecessor Investment Adviser or by any other person authorized to invest the assets of Client, or for the retention thereof if RIA is unable to dispose of such investment or property because of any federal or state securities laws or restrictions or it is unmarketable or illiquid in nature or if any orderly liquidation is difficult under prevailing market conditions.

Under no circumstances will RIA be obligated to effect any transaction for the Client that it believes would violate any applicable state or federal law, rule or regulation, or the rules or regulations of any regulatory or self-regulatory body.

In addition, RIA will not have any duty or obligation to advise or take any action on behalf of Client or Client's accounts in any legal proceedings, including bankruptcies or class actions, involving securities held in or formerly held in the account.

b. Non-Exclusive Relationship

The Client understands and acknowledges that RIA renders investment advice to and performs other portfolio management services for other individuals and entities. RIA, its members, employees, and beneficial owners may from time to time buy, sell, or trade in securities for their own accounts, for the accounts of their family, for an account in which they have a beneficial interest, or for the accounts of others for whom they provide portfolio management services. The Client agrees that RIA may give advice and take such other action with respect to these other accounts that may differ from the advice given or the timing or nature of action taken with respect to the Client's account.

c. Notice

Any notice or other communication required or permitted to be given pursuant to this Agreement and as required by the Advisers Act ("Communications") shall be in writing and shall be deemed to have been duly given when: (i) Delivered in person when personally delivered; (ii) Sent by facsimile transmission or e-mail, at the close of business on the business day following telecopy or e-mail transmission; (iii) Sent by overnight courier, upon verification of receipt; or (iv) Sent by certified or registered mail, upon verification of receipt.

All Communications should be sent to the parties as indicated below.

Investment Advisor Representative:

Eric Sams
Telephone: (619) 487-9368

Axxcess Wealth Management, LLC

6005 Hidden Valley Rd., Ste. 290
Carlsbad, CA 92011
Telephone: (858) 217-5347
Facsimile: (443) 269-0458

Client(s)

Name:

Address:

Telephone:

E-mail:

At no time will the Advisor accept, maintain possession or have custodial responsibility for the Client's funds or securities. Additional details regarding custody and brokerage transactions are included in Item 4 of this Agreement.

The Client expressly consents to RIA delivering all Communications to the Client by e-mail and certifies that it possesses the means of accepting delivery by e-mail.

d. Assignment of Interest

This Agreement shall be binding upon and shall inure to the benefit of the parties herein to their respective successors, assigns, heirs, and personal representatives. This Agreement may not be assigned or transferred in any manner by any party without the consent of the Client, which consent may be obtained via negative consent. The foregoing does not prevent an assignment by RIA in connection with any transaction which does not result in a change of its actual control or management within the meaning of Rule 202(a)(1)-1 under the Advisers Act. Should this agreement be assigned, the Client and or IAR may choose to continue to use RIA services as administrative partners or sub-advisor.

e. Amendment

Unless stated otherwise in this Agreement, RIA may amend this Agreement at any time by providing thirty (30) days advance notice to the Client.

f. Severability

If any part of this agreement is found to be invalid or unenforceable, it will not affect the validity or enforceability of the remaining terms of this Agreement.

g. Governing Law

To the extent federal law does not apply to this Agreement, it shall be governed by and construed under and in accordance with the laws of the State of California.

h. Survival

Sections pertaining to Covenants, Warranties, and Acknowledgements; Confidentiality; Limitation of Liability; Indemnification; and Miscellaneous/General Provisions shall survive any termination or expiration of this Agreement. Any terms or conditions of the Agreement which extend beyond termination shall apply to both the successors and assignees of RIA and Client.

i. Death or Disability

In the event of the death or disability of an individual Client, RIA will freeze the Client's account and cease managing the account's assets until such time that RIA receives formal notice that a legally designated executor, administrator, guardian, or other legal representative has been appointed to manage Client's affairs. The representative must provide RIA with appropriate documentation of that person's authority to provide direction with respect to the Client's account.

j. Arbitration Provision

The Client and RIA agree that the following steps will be used to settle any controversy or claim, including, but not limited to, errors and/or omissions arising out of or relating to this Agreement or the breach thereof.

- (i) Negotiation. The Client and RIA agree that they will attempt to resolve any dispute, claim, or controversy, including but not limited to errors and omissions arising out of, or relating to, this Agreement or any alleged breach, termination, enforcement, interpretation, or validity of this Agreement (including the determination of the scope or applicability of this agreement to arbitrate) ("Dispute") by prompt, good-faith negotiations. Any dispute which is not settled by the Parties within fifteen (15) days after written notice of a Dispute is given by one Party to the other shall be referred to arbitration pursuant to Clause (ii) below.
- (ii) Arbitration. Any dispute that is not resolved pursuant to Clause (i) above shall be settled by arbitration in San Diego County, California, before a panel consisting of three individuals, with at least one panelist having knowledge of securities and investment matters. Such arbitration will be administered by JAMS, The Resolution Experts ("JAMS"), pursuant, to its Rules for Commercial Arbitration. The award of the arbitration panel shall be final and binding, and judgment upon the award granted may be entered in any court of competent jurisdiction. Damages that are inconsistent with any applicable agreement between the parties, which are punitive in nature, or that are not measured by the prevailing party's actual damages shall be unavailable in arbitration or any other forum. In no event, even if any other portion of these provisions is held to be invalid or

At no time will the Advisor accept, maintain possession or have custodial responsibility for the Client's funds or securities. Additional details regarding custody and brokerage transactions are included in Item 4 of this Agreement.

unenforceable, shall the arbitration panel have the power to make an award or impose a remedy that could not be made or imposed by a court deciding the matter in the same jurisdiction. The arbitrator will, in the award, allocate all of the costs of the arbitration, including the fees of the arbitrator and the reasonable attorneys' fees of the prevailing party, against the party who did not prevail.

The Client understands that this Agreement to arbitrate constitutes a waiver of the right to seek a judicial forum, including trial by jury, except where such waiver would be void under federal or state securities laws. The Client acknowledges that his/her/its consent to this arbitration provision is voluntary, and that arbitration is final and binding on the parties.

k. Entire Agreement

This Agreement contains the entire agreement and understanding between the Client and the Advisor with respect to the subject matter hereof and supersedes all prior written agreements and understandings with respect hereto. Neither the Client nor the Advisor may amend or modify the terms hereof without the prior consent of the party entitled to the benefits of the terms being waived. Additionally, neither the Client nor the Advisor may assign, convey or otherwise transfer any of their rights, obligations, or interests under this Agreement without the prior consent of the other party as defined under the Advisers Act. The Client's consent will be deemed to have been granted via "negative" consent if the Client does not respond in writing within a reasonable period of time following delivery of such notice. Each party acknowledges that no representation, inducement, or condition not set forth herein has been made or relied upon by either party. Subject to the terms of this Item, this Agreement shall be binding upon the heirs, successors, legal representatives, or assigns of either one of the respective parties.

In the event that any sentence or paragraph is declared by a court of competent jurisdiction to be void, that sentence or paragraph shall be deemed separate from the remainder of this Agreement, and the balance of the Agreement shall remain in effect.

By executing this Agreement, the parties acknowledge and accept their respective rights, duties, and responsibilities. The Client also acknowledges receipt of the Advisor's Disclosure Brochure, Brochure Supplements, Client Relationship Summary, and the Advisor's Privacy Policy.

Client(s) Signature:

Client Signature: _____

Client Signature: _____

Client Name: _____

Client Name: _____

Advisor Authorization:

Advisor Signature: _____

Advisor Name: _____

At no time will the Advisor accept, maintain possession or have custodial responsibility for the Client's funds or securities. Additional details regarding custody and brokerage transactions are included in Item 4 of this Agreement.

Appendix A: Advisor Compensation – Core Services- Flat Schedule

Flat Fee

The Client will pay an Advisor Fee at an annual rate of _____ % payable:

- Quarterly/Advance:** In advance of each quarter, based on the fair market value of portfolio assets under management in the Account[s] at the end of the preceding quarter. The Advisor Fee for a new Account shall be prorated from the inception date of the Account to the end of the first quarter.
- Quarterly/Arrears:** At the end of each quarter, based on the fair market value of portfolio assets under management in the Account[s] at the end of the preceding quarter. The Advisor Fee for a new Account shall be prorated from the inception date of the Account to the end of the first quarter.
- Monthly/Advance:** In advance of each month, based on the fair market value of portfolio assets under management in the Account[s] at the end of the preceding month. The Advisor Fee for a new Account shall be prorated from the inception date of the Account to the end of the first month.
- Monthly/Arrears:** At the end of each month, based on the fair market value of portfolio assets under management in the Account[s] at the end of the preceding month. The Advisor Fee for a new Account shall be prorated from the inception date of the Account to the end of the first month.

Billing Exceptions:

The Advisor Fee and billing methodology shall apply to all Account[s] held at the Custodian[s], as well as all Account[s] held away from the Custodian[s] and Non-Custodial Partnerships [as listed in Appendix B], **UNLESS NOTED OTHERWISE** below:

Type of Account	Account Number	Annual Fee	Billing Methodology

Bill To Accounts

Except as noted below, the Advisor Fee shall be billed to their respective Account[s] at the Custodian [as identified in **Appendix B**].

Name of Account	"Bill To" Account *

*** Note: IRS regulations may prohibit one qualified retirement account from paying fees attributable to another qualified retirement account.**

At no time will the Advisor accept, maintain possession or have custodial responsibility for the Client's funds or securities. Additional details regarding custody and brokerage transactions are included in Item 4 of this Agreement.

Appendix B:

Held-Away Assets

In addition to all assets and Account[s] held at the Client's Custodian[s], the following Account[s], which are not held at the Custodian[s], will also be managed by the Advisor.

Name on Account	Account Type	Custodian	Account #

Non-Custodial Partnerships

The Advisor also provides investment advisory services with respect to non-custodial partnership investments, which are not held at the Custodian[s] (the "Non-Custodial Partnerships"). In such instances, the Client shall be required to complete the applicable private placement and/or account opening documents to establish these investments. The Advisor will automatically bill for its investment advisory services with respect to these Non-Custodial Partnerships to the following brokerage account at the Custodian[s].

Name on Account	Account Number	"Bill To" Account

Please list any accommodations:

At no time will the Advisor accept, maintain possession or have custodial responsibility for the Client's funds or securities. Additional details regarding custody and brokerage transactions are included in Item 4 of this Agreement.



Volunteer Policy, Handbook & Application

APPROVED 9.22.22
Revisions proposed 10.26.23

Dear School Volunteer:

On behalf of Journey School, I would like to extend our appreciation for your dedication and support to our school and our mission. I invite you to read this handbook about your role in the school community.

Volunteers play an important and valuable role at our school. In fact, the school was started by a group of committed parent volunteers and teachers who believed they could offer a distinct educational alternative by using Waldorf educational methods in a public school setting. Students, teachers, staff, parents and the community all benefit from the volunteer efforts of individuals like you who give of your time and talents. We know that you will benefit from this experience as well.

Each family is encouraged to volunteer an average of five (5) hours per month or fifty (50) hours over the course of a school year. This handbook is directed at all volunteers who wish to devote a portion of his or her time to our school and students. We want you to get the most out of your volunteer experience and as such we want to make sure you are an informed volunteer.

Volunteers help in many different roles: as tutors, classroom assistants, playground supervisors, class library assistants, office assistants, field trip chaperones, site maintenance and beautification, hospitality groups, and special project team members. We appreciate your hard work and dedication. On behalf of the teachers, staff, and students, we say "Thank You!"

If I can ever be of assistance to you, please do not hesitate to contact me.

Sincerely,

Gavin Keller
Executive Director

Definition of Volunteers

Volunteers are individuals who donate their time, without financial compensation, to benefit the school community. Volunteer participation may occur in a classroom setting during the school day, outside the classroom on the school campus, or outside the school setting as part of an extracurricular activity. A person who comes to the school for a one-time special event in the role of a guest speaker, presenter, observer, or visitor is considered a guest and does not need to complete a volunteer application. School policy prohibits discrimination on the basis of race, color, national origin, creed, marital status, gender, sexual orientation, religion, age, disability, or any other protected status as defined by federal, state or local law.

Volunteers do not receive compensation or employee benefits from Journey School, except worker's compensation as provided for non-professional volunteers in Labor Code Section 3364.5

Volunteer Opportunities include:

- ~~Tutoring~~
- ~~Mentoring~~
- ~~Athletics~~
- Classroom assistance
- School/classroom events and field trips
- ~~Before/After school programs~~
- Non-classroom (main office, development office, etc.) assistance
- Playground supervision (Additional process, training and orientation are required)
- Site maintenance and beautification
- Hospitality
- Special projects
- Fundraising
- Committees/working groups

As a public school, we must screen school volunteers.

Screening Requirements for ALL volunteers

- Complete and submit for approval the Journey Volunteer Application
- Present or provide copy of current government-issued photo identification (driver's license, passport, military ID, US or other government identification).
- Be checked by designated site personnel against the California Department of Justice, Sexual Offender (Megan's Law) website (<http://www.meganslaw.ca.gov>).
- If performing volunteer work, sign in/out on the "Volunteer Sign-in Sheet" located at the main office.
- Display a volunteer or visitor identification badge when volunteering or visiting.
- The school reserves the right to ask all Volunteers with direct student contact, even if supervised, to get TB clearance. Upon request, such volunteers must present a Tuberculosis clearance card. (Valid for 4 years.)

Further Screening Requirements for Volunteers With Unsupervised Student Contact On Campus and Volunteers Serving as Field Trip Chaperones and Drivers

- Be fingerprinted by taking a completed Request for [Livescan form](#) to any DOJ-approved [Livescan location](#) with photo I.D. and payment. (In cases of financial hardship, Journey may subsidize the "rolling fee" of Livescan fingerprinting. Inquire at the school office.)
- This process may take up to two weeks to obtain results; please plan accordingly if you wish to be approved prior to chaperoning or driving students during an upcoming field trip.
- Proof of current automobile insurance is required for field trip carpool drivers

* Fingerprint clearance will be kept on file at the school office and ~~valid for does not expire ten (10) years~~ with the intent being that a Journey volunteer will have one fingerprint clearance that is valid during his/her student's K-8 educational years.

** Livescan is a system for the electronic submission of applicant fingerprints and the subsequent automated background check and response. Livescan technology replaces the process of recording an individual's fingerprint patterns manually through a rolling process using ink and a standard fingerprint card. Fingerprints can be digitized through an electronic process, enabling the electronic transfer of the fingerprint image data, in combination with personal descriptor information, to central computers at the Department of Justice (DOJ). This transfer of information takes place in a matter of seconds, instead of the days required to send hard copy fingerprint cards via the U.S. mail. The applicant visits an Applicant Live Scan satellite location where fingerprint images and related data are electronically transmitted to the DOJ.

Covid-19 Requirements

- Volunteers showing symptoms consistent with Covid-19 infection will not be allowed on campus during the suggested quarantine guidelines outlined by the California Department of Public Health (CDPH)-
- Volunteers who are considered to be in close contact with a known exposure to an individual confirmed to have Covid-19 will not be allowed on campus during the potential infectious period as outlined by the California Department of Public Health (CDPH)-

Acceptance as a volunteer is based on factors including, but not limited to:

- Complete a all-volunteer application and screening requirements detailed above as appropriate for the duty/role you are volunteering for.
- No record of a serious or violent felony conviction (pursuant to Ed Code 45122.1) or requirement to register as a sex offender under California law (Penal Code 290)
- When requested, Tuberculosis (TB) Clearance (~~for volunteers with any student contact~~)
- Positive attitude and ability to work cooperatively with school personnel
- Good communication skills, moral character, dependability, and health.

The school reserves the right to restrict or disallow any person from volunteering or visiting the school campus. If the Executive Director finds reasonable cause to believe that any person has disrupted or intends to interfere with the orderly and peaceful operation of the school campus, or if a person's presence disrupts the school or its pupils, s/he may direct the disruptive person to leave the campus and notify such person that consent to remain on campus has been withdrawn. (California Penal Code Sections 626.4, 626.7, and 626.8)

Volunteer Guidelines

1. Be punctual. If unavoidably absent, please notify the teacher or staff member as soon as possible.
2. **Sign in and out in the front office upon your arrival and departure.**
3. Wear your nametag or school badge throughout your stay on campus. This badge or nametag will help students, staff and other volunteers recognize that you are a volunteer or visitor.
- ~~4. Get to know the school grounds.~~
 - ~~a. Know the location and phone number of the school office.~~
 - ~~b. Know the location of important rooms such as the office, restrooms, staff lounge, etc.~~
- ~~5.4. Classroom Volunteers: Spend some time observing the class so that you can become familiar with classroom routines and find the location of supplies and materials within the classroom. Ask the teacher questions if you are unclear about anything.~~
- ~~6.5. Playground Volunteers: **Attend an orientation and training with administration. Roles are limited and selection of volunteers for this role may depend on a number of factors.** Spend some time observing students. A staff member will inform you of playground expectations. If you are unsure, ask a staff member.~~
- ~~7.6. No electronic listening or recording device, including video, may be used in a classroom without the teacher AND Executive Director's permission. (Education Code 51512.)~~
- ~~8.7. Volunteers will follow all policies, procedures and other rules established by the school and all applicable laws, including Covid-19 safety protocols.~~
- ~~9.8. No smoking or vaping in any school facility or building or within 50 feet of a school building.~~
- ~~10.9. Volunteers will not transport students unless they have been given express permission to do so by the Executive Director and have provided the appropriate insurance verification and filled out the appropriate forms.~~
- ~~11.10. Volunteers may not be alone with any student, other than their own child(ren), in any vehicle. There must be at least two students in any vehicle driven by a volunteer.~~
- ~~12.11. Volunteers will not have access to student educational records.~~

- ~~13-12.~~ Volunteers will sign a confidentiality agreement. All things that are seen and heard at school about employees or children and their families should be considered privileged information. If you are concerned about information that you observe or hear while on campus, please discuss any concerns you may have with the Executive Director.
- ~~14-13.~~ Volunteers may not photograph or videotape students unless authorized by the Executive Director or designee.
- ~~15-14.~~ Volunteers may not dress, provide personal hygiene assistance, supply medication or administer medication to students.
- ~~16-15.~~ Volunteers should not exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of your role as a volunteer.
- ~~17-16.~~ Volunteers must use universal precautions to avoid contact with bodily fluids.
- ~~18-17.~~ Volunteers should use only adult designated restrooms.
- ~~19-18.~~ Volunteers can monitor **and redirect** student behavior; however, if a situation is serious **and requires corrective discipline**, the volunteer should seek immediate assistance from school personnel.
- ~~20-19.~~ Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with school policy.
- ~~21-20.~~ Volunteers may not search students or student property.
- ~~22-21.~~ Volunteers must make every reasonable effort to make sure that the school's technology resources are used appropriately and responsibly.
- ~~23-22.~~ Volunteers should become familiar with and agree to follow the school's evacuation and lockdown procedures.
- ~~24-23.~~ Volunteers may not direct a student to remove an emblem, insignia, or garment including a religious emblem, insignia, or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
- ~~25-24.~~ Volunteers understand that the school will not be responsible for lost or damaged personal items brought to school by the volunteer.
- ~~26-25.~~ Volunteers understand that the school reserves the right to decline their volunteer services at any time.
- ~~27-26.~~ Volunteers may not be in possession of or under the influence of, alcoholic beverages and/or illegal drugs, or in possession of firearms or other weapons while serving in a volunteer capacity.
- ~~28-27.~~ **Volunteers must report suspected cases of child abuse or neglect to the Executive Director or professional staff, who are mandated reporters. (Penal Code Section 11165.7).**

Suggestions for a Successful Volunteer Experience

1. Remember that you are a role model for students and the school community.
2. Establish positive relationships with the students. Be friendly; let them know you are glad to be here! Be encouraging to students.
3. Learn the names of students as soon as possible.
4. Help students tackle their work but do not do their work for them. If they get off-track, help them get back on-track in a tactful manner.
5. Work at the student's level. If the child is sitting, sit with them. Show your interest and involvement.
6. Speak in a positive manner to students; point out the things they have done right and the things they do well.
7. Remind students of appropriate behavior if they are disruptive. Remember though that corrective discipline is the responsibility of the teachers, counselors, and the administration.
8. Feel free to ask questions about programs, policies, materials and supplies. Talk to the teacher about any difficulties at appropriate times, not in front of students or parents.
9. If you are experiencing a problem with your placement, try to resolve them first with the teacher or staff member with whom you are working. If you need more assistance with your problem, please contact the Executive Director.

Confidentiality while volunteering

All school volunteers are expected to maintain confidentiality while working at the school.

All things that are seen and heard at school about employees or children and their families should be considered privileged information. Trust must be established and maintained in order for our volunteer program to be successful. Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Treat all student and employee information as personal and confidential regardless of the source.
- Communicate relevant information about students to the respective classroom teacher or Executive Director.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with non-school personnel.
- Retain a sense of perspective regarding comments heard and actions observed.
- Understand that not all information can and will be shared with volunteers, due to legal considerations.
- Deal impartially with students regardless of background, intelligence, physical or emotional maturity.
- Do not discuss student progress or behavior with the parent. All relevant information should be referred to the teacher or the Executive Director. Direct all inquiries about students to the professional staff.
- Speak constructively of all school staff; however, report difficulties involving the welfare of students or the school to the Executive Director.
- Do not discuss confidential information with anyone. This information includes, but is not limited to:
 - Scholastic and health records
 - Test scores and grades
 - Discipline and classroom behavior
 - Character traits of children
 - Supports and services a student may receive
- All volunteers are required to sign the statement of confidentiality found on page 2 of the Journey Volunteer Application.

Discipline

Discipline of students is solely the responsibility of the teacher in charge. Volunteers should under no circumstances discipline students. Should students misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will then determine the necessary course of action. Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or Executive Director.

While all student information should be treated confidentially and sharing student information with others may be a violation of the law, do not make a promise to a student that you will keep confidential any information that pertains to the welfare of the student. Although the student is free to share confidential information with you, there are certain things you are required by law to tell the Executive Director or other school administrator. Any personal information learned from a student, should be held in strictest confidence **except:**

1. If a student confides that he or she is the victim of sexual, emotional, chemical or physical abuse.
2. If a student confides that he or she is involved in any illegal activity.
3. If a student confides that he or she is considering homicide or suicide.

Should one of these exceptions arise, you are required by law to immediately notify the Executive Director or another administrator. Remember, the information is extremely personal and capable of damaging lives, so do not share it with anyone (including other school staff members) except the Executive Director, school administrator or other appropriate authorities. If you have questions, please ask the Executive Director or school administrator. Any student needs communicated to the volunteer should be referred to the appropriate staff person.

Journey School Volunteer Application (page 1 of 2)

(Please type or print)

Name: _____
Used Last First Middle Maiden Name/Other Names

Residence Address: _____
Street City State Zip

Cell Telephone: (_____) _____ Work Telephone: (_____) _____

Emergency Contact Name and Phone: _____ (_____) _____

Date of Birth: ___/___/___ Driver's License: Yes () No () State: ____

Length of residence in Orange County? (If other county, please list county name also) _____

Previous Address (If less than 5 years): _____

Physical Limitations: Yes () No () Explain: _____

Relationship to any student(s) or staff members at school? Yes () No () Explain: _____

Languages spoken: _____

Please respond to the following: "I am interested in volunteering because _____

_____."

Do you have any felony convictions: Yes () No () If so, please list: _____

Have you **EVER** been convicted of any sex offense for which you must register with any Law Enforcement Agency pursuant to Penal Code Section 290? Yes () No ()

I certify under penalty of perjury that the foregoing statements are true and complete, and I authorize Journey School to complete a background check as a condition of school volunteer service.

I understand that I will not receive any compensation or salary and/or any other benefits from Journey during this assignment except Workers' Compensation insurance coverage as permitted by law.

Signature: _____ Date: _____

Please attach to this application or :

- Provide a copy of valid state issued driver's license/ID Card

Volunteers must comply with the sign-in procedures at the school site

Volunteers do not receive compensation or employee benefits from Journey School, except worker's compensation as provided for non-professional volunteers in Labor Code Section 3364.5

*****APPLICATION CONTINUED ON NEXT PAGE*****

Journey School Volunteer Application (page 2 of 2)

Volunteer Statement and Agreement

Volunteer Confidentiality Agreement and Volunteer Guidelines:

I, _____, acknowledge that I have read and understand the Volunteer Confidentiality Agreement and Volunteer Guidelines contained in the Journey School Volunteer Handbook, which is found on the school's website at: <http://www.journeyschool.net/volunteer-handbook-and-application/>.

I understand that in the course of my association with Journey School, I am responsible for maintaining the confidentiality of all employee and student information (both written and verbal) that may become known to me during the course of my volunteer activities. I am also expected to abide by the school's guidelines governing my volunteer work.

I further understand that in the performance of my volunteering, I am not to discuss academic or other confidential information regarding students or employees with anyone, including the parents of any student. Any breach of confidentiality or the Volunteer Guidelines will be carefully reviewed and if substantiated may result in termination of any and all volunteer involvement with the school and may be reported to the proper authorities.

I understand and agree that, as a non-professional volunteer, I must report suspected cases of child abuse or neglect to the school administrator or professional staff, who are mandated reporters. (Penal Code Section 11165.7).

Volunteer Signature: _____ Date: _____