



El Camino Real Charter High School

Board Meeting

Date and Time

Wednesday June 28, 2017 at 5:00 PM PDT

Location

El Camino Real Charter High School, Library, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367

BOARD MEETING

For board meeting materials, please see Danielle Perry in the school's main office, or contact her at (818) 595-7500 or d.perry@ecrchs.net. Some board meeting materials are also posted in the school's website (<http://ecrchs.net/ecr-board/>).

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of ECRA in public. Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/ participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" 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 Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed twenty-five (25) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an

opportunity to speak for up to three (3) minutes before the item, and total time allocated to agenda items will not exceed six (6) minutes for a discussion item and nine (9) minutes per vote item.

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

5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367.

Consent Agenda: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Executive Director recommends approval of all consent agenda items.

In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to Daniel Chang, in person, by email at d.chang@ecrchs.net, or by calling (818) 595-7537.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A. Record Attendance and Guests		Daniel Chang	1 m
B. Call the Meeting to Order		Jonathan Wasser	1 m
C. A Moment of Silence		Steve Kingery	5 m
D. Pledge of Allegiance		Scott Silverstein	1 m
E. Public Comments		Public	10 m
F. Staff Update		Daniel Chang	5 m
G. UTLA Update		Jason Kinsella	5 m
II. Closed Session			5:28 PM
A. CONFERENCE WITH LABOR NEGOTIATORS	Discuss	Roger Scott of Young, Minney & Corr	15 m

	Purpose	Presenter	Time	
<p>Agency Designated Representatives: Executive Director David Hussey; Chief Business Officer Alan Darby; Chief Compliance Officer Daniel Chang; Legal Counsel Roger Scott</p> <p>Employee Organization: United Teachers Los Angeles</p>				
B.	CONFERENCE WITH LABOR NEGOTIATORS	Discuss	Daniel Chang	15 m
<p>Agency Designated Representatives: Executive Director David Hussey; Chief Business Officer Alan Darby; Chief Compliance Officer Daniel Chang; Legal Counsel Roger Scott</p> <p>Unrepresented Employees: all Classified Staff</p>				
III.	Reconvene to Open Session			5:58 PM
A.	Report of Action Taken in Closed Session, If Any	Discuss	Jonathan Wasser	5 m
B.	Possible Board Approval of UTLA Agreement	Vote	Jonathan Wasser	5 m
C.	Possible Board Approval of Classified Staff Compensation	Vote	Jonathan Wasser	5 m
IV.	Board Procedure			6:13 PM
A.	Vote to Install New Parent Representative	Vote	Scott Silverstein	5 m
<p>The Board will vote to install the new Parent Representative Lisa Crosthwait. The term of this position expires June 30, 2020.</p>				
B.	Vote to Install New Teacher Representative	Vote	Scott Silverstein	5 m
<p>The Board will vote to install the new Teacher Representative Jonathan Wasser. The term of this position expires June 30, 2020.</p>				
C.	Vote to Install New Teacher Representative	Vote	Scott Silverstein	5 m
<p>The Board will vote to install the new Teacher Representative Steven Kofahl. The term of this position expires June 30, 2020.</p>				
D.	Discuss and Vote on Board Meeting Calendar for 2017-2018	Vote	Jonathan Wasser	5 m
<p>The Board will discuss the Board Meeting calendar for 2017-18, including whether to continue with current schedule of third Wednesdays of each month at 5 pm, or change day (Tuesdays) and/or time (3:30 or 4 pm start time).</p>				
V.	Consent			6:33 PM

	Purpose	Presenter	Time
A. Approve Minutes of May 17, 2017 Regular Board Meeting Minutes	Approve Minutes	Jonathan Wasser	5 m
B. Approve Minutes of May 24, 2017 Special Meeting	Approve Minutes	Jonathan Wasser	5 m
C. Approve Minutes of June 20, 2017 Special Meeting	Approve Minutes	Jonathan Wasser	5 m
VI. Financial			6:48 PM
A. Review and Vote on April 2017 and May 2017 Check Registers	Vote	Alan Darby	10 m
B. Discuss April 2017 and May 2017 Financial Update and Vote on 2017-2018 Budget	Vote	Chang Patel of EdTec	30 m
C. Discuss and Vote on Consolidated Application and Reporting System - Application for Title Funding - Certification of Assurances - Protected Prayer Certification	Vote	Chang Patel	10 m
D. Discuss and Vote on Resolution Re 2017-2018 Education Protection Account	Vote	Chang Patel	5 m
E. Discuss and Vote on Authorizing CBO As Signatory on All Checking Accounts	Vote	Daniel Chang	5 m
VII. School Business			7:48 PM
A. Update on Closing the Achievement Gap	Discuss	Lisa Ring	5 m
B. Technology Update and Possible Vote on Budget to Upgrade Phone System Follow-up regarding updating ECR internet and hardware. Discuss and possible vote on budget to upgrade phone system. LAUSD will no longer service our phone system as of June 30, 2017. An upgrade on the existing phone system is needed to make the	Vote	Fernando Delgado	15 m

	Purpose	Presenter	Time
	system compatible with new service provider AT&T. Staff requests an initial budget of \$250,000.00 for 2017-18.		
C.	Discuss and Vote on Staff Contracts Staff recommends approving all staff contracts for another year	Vote Daniel Chang	5 m
D.	Discuss and Vote on 2017-2018 School Calendar	Vote Jonathan Wasser	5 m
E.	Discuss and Vote On Youth Suicide Prevention Policy	Vote Daniel Chang	5 m
F.	Discuss Common Planning Days Schedule Starting new school year, Professional Development days on Tuesdays once a month will be discontinued, and Common Planning Days will start every Wednesday morning from 8 am to 9 am. This time will be used to work on Common Faculty Understanding of the CCSS, Common Formative Assessments, Curriculum Mapping, Data Analysis, Workshops, Professional Development, Department Collaboration, etc. This was ratified by UTLA.	Discuss Minita Clark	10 m
G.	Discuss and Vote on Resolution Re Material Revision for Shoup Property Staff recommends approving a Resolution authorizing the application for a material revision, which needs to be submitted to allow ECRCHS to house up to 300 Independent Study program students at the Shoup Property and to increase enrollment accordingly.	Vote Daniel Chang	10 m
H.	Discuss and Vote on Resolution Re Department of Rehabilitation Agreement The State of California requires a Board Resolution to allow the CBO to sign an agreement for the Department of Rehabilitation's We Can Work Program.	Vote Daniel Chang	5 m
VIII. Closing Items			8:48 PM
A.	Adjourn Meeting	Vote Jonathan Wasser	1 m

Coversheet

Approve Minutes of May 17, 2017 Regular Board Meeting Minutes

Section: V. Consent
Item: A. Approve Minutes of May 17, 2017 Regular Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on May 17, 2017

APPROVED



El Camino Real Charter High School

Minutes

Board Meeting

Date and Time

Wednesday May 17, 2017 at 5:00 PM

Location

El Camino Real Charter High School, Anderson Hall, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367

BOARD MEETING

For board meeting materials, please see Danielle Perry in the school's main office, or contact her at (818) 595-7500 or d.perry@ecrchs.net. Some board meeting materials are also posted in the school's website (<http://ecrchs.net/ecr-board/>).

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of ECRA in public. Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/ participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" 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 Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-

agenda items will not exceed twenty-five (25) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item, and total time allocated to agenda items will not exceed six (6) minutes for a discussion item and nine (9) minutes per vote item.

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

5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367.

Consent Agenda: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Executive Director recommends approval of all consent agenda items.

In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to Daniel Chang, in person, by email at d.chang@ecrchs.net, or by calling (818) 595-7537.

Directors Present

Beatriz Chen, Bruce Takeguma, Darin Ryburn, Diane Wynne, Jonathan Wasser, Julie Kornack, Scott Silverstein, Steven Kofahl

Directors Absent

None

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Jonathan Wasser called a meeting of the board of directors of El Camino Real Charter High School to order on Wednesday May 17, 2017 at 5:05 PM.

C. Pledge of Allegiance

D. EL Camino Reality Student Presentation

Students involved in the El Camino Reality program spoke about their experiences and their future plans. A sample of El Camino Reality was shown. Mr. Silverstein comments that there should be some type of social media outlet created for these videos to be shown to the full community. Possibly form a committee at the next Board meeting.

E. Public Comments

Jessica Friedman and Vanessa Cordero, school psychologists, spoke about school psychology services offered, and their work hours.

Zasha Endres, teacher and incoming UTLA co-chair, spoke about a survey conducted regarding the school climate and the relationship between UTLA and administration.

F. Executive Director Update

SBAC testing started today. Will continue tomorrow and next Tuesday and Wednesday.

Hoping for at least 95% participation to comply with State requirements.

Shoup property was vandalized. We have insurance on the property, and an insurance claim will be made.

Monday, May 22nd is Senior awards night; June 9th is graduation.

G. UTLA Update

We are in bargaining, have had productive discussions and come to a verbal agreement on a few matters. UTLA expresses its support for the school psychologists. UTLA has proposed a 2.5% salary increase for this year.

H. Introduction of New Board Member Bruce Takeguma

Mr. Takeguma is our representative from LAUSD. Mr. Takeguma's background is with elementary schools; he also worked at LAUSD's Board of Education. Recently retired from LAUSD after 38 years, but returned to work on some special projects for the District.

I. Introduction of New Chief Business Officer Alan Darby

J. Board Election Update and Procedural Discussion

Public speakers on this agenda item:

Brian Finley, parent, spoke against the Board election process.

Shelly Marshall, teacher, spoke against the Board election process.

Julie Kornack, Beatriz Chen and Darin Ryburn spoke against the election process used and against releasing the results of the election. Requested that a new election take place.

Diane Wynne and Scott Silverstein spoke in support of the election process used, asserted that it was done openly and that a new election was not warranted when policy and procedure was followed.

Fernando Delgado distributed what the candidates saw and what the ballots looked like. Noted that there was no default that put the candidates into one position or the other.

The Board, by majority, agreed to table this matter to a special meeting to be held at the end of this week or early next week.

II. Board Procedure

A. Discussion and Possible Vote on Board Communication Policy

The policy deals with communication to outside counsel. Policy is as follows:

1. Whenever practical and possible, ECRA staff should be the primary contact with outside counsel for legal matters;
2. All Board communications to outside counsel should be made through the Board Chair, absent exigent circumstances which would warrant direct communication to outside counsel, or when the Board Chair is unavailable or non-communicative for any reason;
3. Should exigent circumstances exist or the Board Chair is unavailable or non-communicative, Board communications to outside counsel should be made through the Vice-Chair of the Board (if any), or the Secretary of the Board, whenever possible and practical;
4. In the event a question comes from a Board member to staff and the question is referred to outside counsel, the response from outside counsel shall be provided to the questioning Board member unless doing so would violate the Brown Act.

Scott Silverstein made a motion to adopt the new Board community policy.

Steven Kofahl seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Steven Kofahl	Aye
Julie Kornack	Abstain
Bruce Takeguma	Aye
Darin Ryburn	Aye
Scott Silverstein	Aye
Diane Wynne	Aye
Jonathan Wasser	Aye
Beatriz Chen	Aye

III. Consent

A. Review and Vote on April 19, 2017 Regular Board Meeting Minutes

Scott Silverstein made a motion to approve minutes from the Board Meeting on 04-19-17 Board Meeting on 04-19-17.

Steven Kofahl seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Scott Silverstein Aye
Beatriz Chen Aye
Steven Kofahl Aye
Bruce Takeguma Abstain
Julie Kornack Abstain
Darin Ryburn Abstain
Diane Wynne Aye
Jonathan Wasser Aye

IV. Financial

A. Review and Vote on March 2017 Check Registers

Susan Kim, school Accountant, went over questions regarding the check register, which related to substitute teachers, NAEROK security, and a hotel charge for visiting WASC Committee members.

Beatriz Chen made a motion to approve the March 2017 check register.

Darin Ryburn seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Scott Silverstein Aye
Bruce Takeguma Abstain
Diane Wynne Aye
Steven Kofahl Aye
Darin Ryburn Aye
Julie Kornack Aye
Beatriz Chen Aye
Jonathan Wasser Aye

B. March 2017 Financial Update

Overall revenue went down by \$334,000. Expenditures increased by \$1.45M due to increased lifetime retiree benefits contributions, tech budget, and instructional consultants.

Mr. Silverstein asked that, for Cash Projections, the Board be provided 3 years' data to be able to make a comparison. Also 3 years' worth of expenses as well.

2017-18 preliminary budget had to be submitted to LAUSD by the beginning of May, so this is very preliminary; a final budget will be presented to the Board in June.

LCFF next month will change slightly due to recent State budget changes. The LCFF Target (as set by the State) is \$10,142/ADA (hope to reach this by 2021).

C.

Discuss and Vote on Giving Chief Business Officer Online Administrator Authority for Bank Accounts

Diane Wynne made a motion to add Alan Darby CBO as online administrator on all bank accounts.

Darin Ryburn seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Scott Silverstein Aye
Beatriz Chen Aye
Steven Kofahl Aye
Jonathan Wasser Aye
Diane Wynne Aye
Julie Kornack Aye
Darin Ryburn Aye
Bruce Takeguma Abstain

D. Discuss and Vote on Assigning Permission to Validate Checks in ERP System to CBO

Diane Wynne made a motion to give Alan Darby permission to validate checks in ERP system.

Steven Kofahl seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Discuss and Vote on Contributions to Lifetime Benefits Trust

Teachers were concerned that the lifetime benefit account was not being funded sufficiently. Mr. Hussey recommended that we continue with the \$200,000 per month for the rest for this school year (ending in June). An actuarial analysis should be conducted to determine if the amount of the contributions will be enough.

Darin Ryburn made a motion to continue contributing \$200,000.00 per month to the lifetime retirement fund through the end of the school year (May and June 2017).

Diane Wynne seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. School Business

A. Discuss Status of Energy Services Contract with OpTerra and Possible Vote on Financing

Mr. Silverstein questioned why the \$63,800 cost was not included in the IRR. Mr. Lumino responded that this amount was previously approved and budgeted, and so was not included in the future projected IRR. However, OpTerra can include the \$63,800 in the IRR if desired. OpTerra does not believe there are any other costs that have not been disclosed. There are no minimums on the change orders. Also, LAUSD is approving the project, and if there are any changes that LAUSD requires, that will be discussed.

The question of financing is whether to pay the out-of-pocket costs out of current available funds, or to finance it, possibly through the Hanmi Bank line of credit. The Board agrees to earmark / set aside the cost of the OpTerra contract, with progress payments to be made pursuant to a payment schedule. If cash flow becomes an issue, the Board will revisit the issue of financing.

Darin Ryburn made a motion to set aside the entire cost of the OpTerra project from available funds, with payments to be made pursuant to the payment schedule.

Julie Kornack seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Bruce Takeguma	Abstain
Julie Kornack	Aye
Beatriz Chen	Aye
Diane Wynne	Aye
Scott Silverstein	Aye
Darin Ryburn	Aye
Steven Kofahl	Aye
Jonathan Wasser	Aye

B. Technology Update

The recent technology update of laptops was used for SBAC testing, and the new WiFi system worked well. However, there is not sufficient personnel to handle these updates. Create an ad hoc committee to come up with budgeting numbers to determine the need for additional personnel. Beatriz Chen and Diane Wynne will be on that committee.

C. Update and Possible Vote on NWEA MAP Program

The MAP Program was presented last month. The Program is great for students with disabilities. CSD is requiring that schools have an assessment and ways to measure growth. We have a quote for a lower price that expires on June 30, 2017. The total expected cost is \$53,800, but also may want additional training so the request is for a total of \$60,000 for the Program.

Beatriz Chen made a motion to approve the purchase of the MAP Program for a one year term, up to a total cost of \$60,000.00.

Diane Wynne seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Local Control Accountability Plan - Presentation and Discussion

Lisa Ring presented an initial draft of the LCAP. However, it is not finished yet in terms of budgeting, still need to input numbers. Once the numbers are inputted, it should go to staff to determine what the steps are and what is necessary to accomplish those steps.

Staff needs additional time to finalize the LCAP, to input numbers and steps.

The Board will schedule a special meeting to discuss and approve, once the finalized draft of the LCAP is done.

E. Discussion on Plans to Close the Achievement Gap

This matter will also be discussed at a special meeting, once the LCAP and budget is finalized.

F. Closing the achievement gap initial budget planning

This matter will also be discussed at a special meeting, once the LCAP and budget is finalized.

G. Discuss and Vote on Adoption of Education for Homeless Children and Youth Policy

The revised Policy complies with recent changes in California law. However, does it sufficiently meet the needs of those for whom English is not their preferred language. Darin Ryburn made a motion to approve the Education for Homeless Children and Youth Policy.

Diane Wynne seconded the motion.

The board **VOTED** unanimously to approve the motion.

H. Discuss and Vote on Adoption of Education for Foster Youth Policy

Steven Kofahl made a motion to approve the Education for Foster Youth Policy.

Darin Ryburn seconded the motion.

The board **VOTED** unanimously to approve the motion.

I. Discuss and Vote on Resolution Re Material Revision for Shoup Property

As the budget is not ready, the motion is tabled.

J. Board Review of Comparable Compensation Data for Charter School Executive Directors

VI. Closed Session

A. Conference with Labor Negotiators

There were no actions to report.

B. Closed Session: Public Employment

VII. Reconvene to Open Session

A. Report of Action Taken in Closed Session, If Any

There were no actions taken in closed session.

B. Possible Board Approval of Resolution Regarding Executive Compensation for Executive Director

Diane Wynne made a motion to approve the Resolution Re: Executive Director.

Steven Kofahl seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Steven Kofahl	Aye
Scott Silverstein	Aye
Julie Kornack	Aye
Bruce Takeguma	Aye
Darin Ryburn	Aye
Jonathan Wasser	Aye
Beatriz Chen	Aye
Diane Wynne	Aye

C. Possible Board Approval of Employment Agreement for Executive Director

Diane Wynne made a motion to approve the Employment Agreement for the Executive Director.

Steven Kofahl seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Diane Wynne	Aye
Scott Silverstein	Aye
Steven Kofahl	Aye
Bruce Takeguma	Aye
Jonathan Wasser	Aye
Julie Kornack	Aye
Beatriz Chen	Aye
Darin Ryburn	Aye

VIII. Closing Items

A. Adjourn Meeting

Beatriz Chen made a motion to adjourn the meeting.

Darin Ryburn seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:56 PM.

Respectfully Submitted,
Daniel Chang

Coversheet

Approve Minutes of May 24, 2017 Special Meeting

Section: V. Consent
Item: B. Approve Minutes of May 24, 2017 Special Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on May 24, 2017

APPROVED



El Camino Real Charter High School

Minutes

Special Board Meeting

Date and Time

Wednesday May 24, 2017 at 4:00 PM

Location

El Camino Real Charter High School, Anderson Hall, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367

BOARD MEETING

For board meeting materials, please see Danielle Perry in the school's main office, or contact her at (818) 595-7500 or d.perry@ecrchs.net. Some board meeting materials are also posted in the school's website (<http://ecrchs.net/ecr-board/>).

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of ECRA in public. Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/ participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" 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 Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-

agenda items will not exceed twenty-five (25) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item, and total time allocated to agenda items will not exceed six (6) minutes for a discussion item and nine (9) minutes per vote item.

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

5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367.

Consent Agenda: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Executive Director recommends approval of all consent agenda items.

In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to Daniel Chang, in person, by email at d.chang@ecrchs.net, or by calling (818) 595-7537.

Directors Present

Beatriz Chen, Bruce Takeguma, Darin Ryburn, Diane Wynne, Jonathan Wasser, Julie Kornack, Scott Silverstein, Steven Kofahl

Directors Absent

None

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Jonathan Wasser called a meeting of the board of directors of El Camino Real Charter High School to order on Wednesday May 24, 2017 at 4:01 PM.

C. Pledge of Allegiance

D. Public Comments

No public comments.

II. Governance

A. Discussion and Possible Vote on Parent Representative Election

Darin Ryburn questions whether we can separate the Parent Representative election and whether this item should be tabled until after discussion about the Teacher Representative election. However, if the Parent Representative is not being seated now, then there is no objection.

Beatriz Chen made a motion to approve and release the results of the Parent Representative election which took place on May 10th and May 11th.

Steven Kofahl seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Beatriz Chen	Aye
Diane Wynne	Aye
Bruce Takeguma	Aye
Julie Kornack	Aye
Darin Ryburn	No
Jonathan Wasser	Abstain
Scott Silverstein	Aye

After vote, Lisa Crosthwait was announced as the winner with 59% of the votes.

B. Discussion and Possible Vote on Teacher Representative Election

At the outset, Mr. Wasser and Mr. Kofahl state that they will abstain from the vote.

Mr. Takeguma states that he has some questions regarding what transpired, and whether the election process was communicated clearly to the stakeholders.

Daniel Chang discussed the process by which the election took place, including the Board's decision to hold the election and the timing for the election. Fernando Delgado discussed the voting platform that was used.

Ms. Kornack, Mr. Ryburn and Ms. Chen stated that the voting platform and process was not used previously, and that the process was not clear.

Mr. Silverstein noted that most teachers did not complain about the election process.

Asked that the teachers be allowed to decide whether they want to have a re-vote or not.

Mr. Silverstein requested a substitute motion be made to have the teachers vote whether or not to have a new election; Ms. Kornack and Mr. Ryburn objected as the substitute motion was not on the agenda and thus it does not provide stakeholders sufficient notice.

Mr. Silverstein withdrew the motion, based on the objections of Ms. Kornack and Mr. Ryburn.

Mr. Delgado presented a proposed ballot that would identify the two teacher positions and have the teachers vote for 2 of the candidates. Mr. Wasser and Mr. Kofahl would be

identified as the incumbents. Clicking the icon to the right of each candidate's name would present the candidate's statement. The Board agreed that there would be no minimum percentage a candidate had to receive, instead it would be just the 2 candidates who get the highest number of votes.

And the ballot will also identify that the voter can select up to 2 votes. If there is a tie for any of the positions, then there will be a runoff for the position(s) among those who were tied.

Mr. Silverstein to send an email to the teachers regarding the new election, and that the results would be announced the morning of June 1, 2017.

Darin Ryburn made a motion to have a new election for the Teacher Representative positions, with all 5 candidates on a single ballot and the top two vote-getters winning the seats, with the election to take place starting at 6 am on May 30 and ending May 31 at 5 pm.

Julie Kornack seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Julie Kornack	Aye
Steven Kofahl	Abstain
Darin Ryburn	Aye
Beatriz Chen	Aye
Jonathan Wasser	Abstain
Scott Silverstein	No
Diane Wynne	No
Bruce Takeguma	Aye

III. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.

Jonathan Wasser seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:32 PM.

Respectfully Submitted,
Daniel Chang

Coversheet

Approve Minutes of June 20, 2017 Special Meeting

Section: V. Consent
Item: C. Approve Minutes of June 20, 2017 Special Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Meeting on June 20, 2017

APPROVED



El Camino Real Charter High School

Minutes

Special Meeting

Date and Time

Tuesday June 20, 2017 at 4:00 PM

Location

El Camino Real Charter High School, Library, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367

BOARD MEETING

For board meeting materials, please see Danielle Perry in the school's main office, or contact her at (818) 595-7500 or d.perry@ecrchs.net. Some board meeting materials are also posted in the school's website (<http://ecrchs.net/ecr-board/>).

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of ECRA in public. Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/ participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" 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 Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-

agenda items will not exceed twenty-five (25) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item, and total time allocated to agenda items will not exceed six (6) minutes for a discussion item and nine (9) minutes per vote item.

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

5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367.

Consent Agenda: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Executive Director recommends approval of all consent agenda items.

In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to Daniel Chang, in person, by email at d.chang@ecrchs.net, or by calling (818) 595-7537.

Directors Present

Beatriz Chen, Bruce Takeguma, Darin Ryburn, Diane Wynne, Jonathan Wasser, Julie Kornack, Scott Silverstein, Steven Kofahl

Directors Absent

None

Directors who left before the meeting adjourned

Steven Kofahl

Guests Present

Daniel Chang, Lisa Ring

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Jonathan Wasser called a meeting of the board of directors of El Camino Real Charter High School to order on Tuesday Jun 20, 2017 at 4:10 PM.

C. Pledge of Allegiance

D. Public Comments

There were no public comments.

E. Notification of Board Meetings and Special Meetings

An issue arose at the last Special Meeting that some of the stakeholders were notified, including teachers. Ensure that there is consistency in the procedure, that email and robo-calls are made for each meeting. Also, notices of meetings should go into the general calendar, not just on the Board calendar. Also, it should be included in the newsletters. Process should be automated. Also, better organization on the Board webpage is needed, an easier calendar and archive system should be used. Chief Compliance Officer will undertake ensuring that notice is provided to all stakeholders of all Board meetings.

II. Governance

A. Announce Results of Teacher Representative Election

As previously announced, Lisa Crosthwait was elected as the Parent Representative. Steven Kofahl and Jonathan Wasser were elected as the Teacher Representatives.

B. Discuss and Possible Action on iPads for the Board

A prior Board authorized the issuance of iPads to Board members, to separate personal and Board emails and information. LAUSD wants to ensure that, if we are to issue new iPads, it has to be voted on and it has to be made clear that the iPads are not a gift, but are to be used only while a person serves on the Board. The Board agreed that data plans are not necessary.

Beatriz Chen made a motion to have needed iPads purchased and issued to those Board members who want one.

Diane Wynne seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Darin Ryburn	Aye
Jonathan Wasser	Aye
Scott Silverstein	Aye
Julie Kornack	Aye
Steven Kofahl	Abstain

Roll Call

Bruce Takeguma Aye
Beatriz Chen Aye
Diane Wynne Aye

III. School Business

A. Discuss and Possible Action on LCAP Plan and Budget

Lisa Ring provided background on the LCAP. Identified that there are 3 major documents that are aligned and work together: Charter Petition; WASC - self-study and 6 year plan; and LCAP - 3 year plan that is updated and monitored annually. The LCAP has a specific budget to meet the needs of certain groups: low-income; EL TELs; minorities; homeless and foster youth. The first 31 pages of LCAP are last year's goals and plans.

The remainder identify the four Goals for the 2017 through 2020 school years, each Goal with multiple action plans. The LCAP can be amended as needed. The Board noted that it would like to see some type of format that identifies that the funding is working, some type of chart or other representation that shows improvements in academic performance.

The Board also questioned whether having a better counselor-to-student ratio would be beneficial. The Board requested that the matter be further discussed at a future Board meeting, including having counselors attend and talk about their experience and needs. Steven Kofahl left.

Diane Wynne made a motion to adopt the LCAP as presented.,.

Beatriz Chen seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Julie Kornack Aye
Bruce Takeguma Aye
Scott Silverstein Aye
Darin Ryburn Aye
Beatriz Chen Aye
Diane Wynne Aye
Steven Kofahl Absent
Jonathan Wasser Aye

B. Discuss and Possible Action on Closing the Achievement Gap and Budget

The figures represented are not segregated out from the budget, but identified the aggregate amount in the budget that would go towards closing the achievement gap.

The Board asked that the actual amounts be identified, including segregated amounts showing what is actually spent that would go solely towards closing the achievement gap.

Ms. Ring will adjust accordingly. Mr. Hussey noted that we want to create programs that are sustainable, not just to spend the money for the sake of spending money. Mr. Hussey is also meeting with two LAUSD Board members and ask if there is any best practices that we should be utilizing. No vote needed at this time.

IV. Closing Items

A. Adjourn Meeting

Darin Ryburn made a motion to adjourn the meeting.

Scott Silverstein seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Steven Kofahl Absent

Jonathan Wasser Aye

Scott Silverstein Aye

Bruce Takeguma Aye

Beatriz Chen Aye

Darin Ryburn Aye

Diane Wynne Aye

Julie Kornack Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:00 PM.

Respectfully Submitted,
Daniel Chang

Coversheet

Review and Vote on April 2017 and May 2017 Check Registers

Section: VI. Financial
Item: A. Review and Vote on April 2017 and May 2017 Check Registers
Purpose: Vote
Submitted by:
Related Material: ECRCHS - Apr-May 17 Check Register.xls

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

ECRCHS - Apr-May 17 Check Register.xls

Coversheet

Discuss April 2017 and May 2017 Financial Update and Vote on 2017-2018 Budget

Section:	VI. Financial
Item:	B. Discuss April 2017 and May 2017 Financial Update and Vote on 2017- 2018 Budget
Purpose:	Vote
Submitted by:	
Related Material:	April 2017 and May 2017 Financials - Exhibits.pdf April 2017 and May 2017 Financials.pdf

ESP-CA
EdTec Network : El Camino Real Charter High School
Balance Sheet
End of Apr 2017

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
9120-ECRCHS - Cash in Bank - El Camino Real Charter High School	
9121-0566 - Cash in Bank - ECRCHS : PacWest Bank checking #0566 (main)	\$3,060,066.66
9121-0582-ECRCHS - Pacific West - Checking 2	\$115,064.67
9121-0854 - Cash in Bank - ECRCHS : Hanmi checking #0854 (main/student)	\$250,233.25
9121-0862 - Cash in Bank - ECRCHS : Hanmi deposit #0862 (main deposit)	\$5,088,709.62
9121-5659 - Pacific West - Checking 4	\$82,588.04
9121-5675 - Pacific West - Checking 3	\$33,610.81
9122-0870 - Cash in Bank - ECRCHS : Hanmi checking #0870 (ASB Trust)	\$168,574.29
9126-2745 - Cash in Bank - ECRCHS : Hanmi Money Market #2745	\$3,003,773.79
9129-ECRHS-Investments #7671 - Schwab	\$75,553.33
Total - 9120-ECRCHS - Cash in Bank - El Camino Real Charter High School	\$11,878,174.46
Total Bank	\$11,878,174.46
Accounts Receivable	
9200 - Accounts Receivable	
9212 - AR - Title II	\$1,096.00
9226 - AR- Child Nutrition (Federal)	\$20,755.55
9246 - AR - Child Nutrition (State)	\$1,817.03
9251 - AR - Gen Purpose prior yr adjustment (Due from District)	\$274,305.00
9252 - AR - Gen Purpose/Categ/SHI PY Adj (Due from Co)	\$11,230.75
9260 - AR - Misc	\$100.00
Total - 9200 - Accounts Receivable	\$309,304.33
Total Accounts Receivable	\$309,304.33
Other Current Asset	
9150 - Investments	\$5,978,939.32
Total Other Current Asset	\$5,978,939.32
Total Current Assets	\$18,166,418.11
Fixed Assets	
9410 - Land	\$2,019,963.89
9420 - Land Improvements	\$168,345.25
9425 - Accumulated Depreciation - Land Improvements	(\$156,235.25)
9430 - Buildings	\$1,659,092.78
9431 - Fixed Asset - Building Improvements	\$139,467.91
9435 - Accumulated Depreciation-Buildings	(\$158,260.47)
9436 - Accumulated Depreciation - Building Improvements	(\$13,946.79)
9440 - Equipment	\$1,045,542.16
9445 - Accumulated Depreciation-Equipment	(\$655,630.35)
9450 - Construction in Progress	\$348,138.21
Total Fixed Assets	\$4,396,477.34
Total ASSETS	\$22,562,895.45
LIABILITIES & EQUITY	
Current Liabilities	
Accounts Payable	
9500 - Accounts Payable	
9516 - AP - Payable to County (prior yr adj)	\$187,760.00
Total - 9500 - Accounts Payable	\$187,760.00
Total Accounts Payable	\$187,760.00
Other Current Liability	
9501 - Accrued Accounts Payable	\$56,908.00
9545 - Payroll Liability - State	(\$532.92)
9546 - Payroll Liability - SUI	\$749.48
9547 - Payroll Liability - SDI	\$2,362.64

Financial Row	Amount
9570 - Wages Payable	\$470.68
9580 - 403B Payable	\$35,390.50
9590 - Due to Grantor Governments	\$16,643.00
9620 - Due to Student Groups/Other Agencies	
9621 - Due to (From) School 1	\$264,338.06
Total - 9620 - Due to Student Groups/Other Agencies	\$264,338.06
9650 - Deferred Revenue	\$248,500.00
Total Other Current Liability	\$624,829.44
Total Current Liabilities	\$812,589.44
Equity	
9781 - Temporarily Restricted	\$228,778.00
Retained Earnings	\$17,928,584.64
Net Income	\$3,592,943.37
Total Equity	\$21,750,306.01
Total LIABILITIES & EQUITY	\$22,562,895.45

ESP-CA
EdTec Network : El Camino Real Charter High School
Balance Sheet
End of May 2017

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
9120-ECRCHS - Cash in Bank - El Camino Real Charter High School	
9121-0566 - Cash in Bank - ECRCHS : PacWest Bank checking #0566 (main)	\$2,960,066.66
9121-0582-ECRCHS - Pacific West - Checking 2	\$141,912.99
9121-0854 - Cash in Bank - ECRCHS : Hanmi checking #0854 (main/student)	\$305,467.16
9121-0862 - Cash in Bank - ECRCHS : Hanmi deposit #0862 (main deposit)	\$4,209,804.75
9121-5659 - Pacific West - Checking 4	\$82,591.55
9121-5675 - Pacific West - Checking 3	\$43,988.62
9122-0870 - Cash in Bank - ECRCHS : Hanmi checking #0870 (ASB Trust)	\$141,864.99
9126-2745 - Cash in Bank - ECRCHS : Hanmi Money Market #2745	\$3,006,082.17
9129-ECRHS-Investments #7671 - Schwab	\$295,521.44
Total - 9120-ECRCHS - Cash in Bank - El Camino Real Charter High School	\$11,187,300.33
Total Bank	\$11,187,300.33
Accounts Receivable	
9200 - Accounts Receivable	
9212 - AR - Title II	\$1,096.00
9226 - AR- Child Nutrition (Federal)	\$20,755.55
9246 - AR - Child Nutrition (State)	\$1,817.03
9251 - AR - Gen Purpose prior yr adjustment (Due from District)	\$274,305.00
9252 - AR - Gen Purpose/Categ/SHI PY Adj (Due from Co)	\$11,230.75
9260 - AR - Misc	\$100.00
Total - 9200 - Accounts Receivable	\$309,304.33
Total Accounts Receivable	\$309,304.33
Other Current Asset	
9150 - Investments	\$5,762,927.53
Total Other Current Asset	\$5,762,927.53
Total Current Assets	\$17,259,532.19
Fixed Assets	
9410 - Land	\$2,019,963.89
9420 - Land Improvements	\$168,345.25
9425 - Accumulated Depreciation - Land Improvements	(\$156,235.25)
9430 - Buildings	\$1,659,092.78
9431 - Fixed Asset - Building Improvements	\$139,467.91
9435 - Accumulated Depreciation-Buildings	(\$158,260.47)
9436 - Accumulated Depreciation - Building Improvements	(\$13,946.79)
9440 - Equipment	\$1,250,846.74
9445 - Accumulated Depreciation-Equipment	(\$655,630.35)
9450 - Construction in Progress	\$561,940.20
Total Fixed Assets	\$4,815,583.91
Total ASSETS	\$22,075,116.10
LIABILITIES & EQUITY	
Current Liabilities	
Accounts Payable	
9500 - Accounts Payable	
9516 - AP - Payable to County (prior yr adj)	\$125,173.00
Total - 9500 - Accounts Payable	\$125,173.00
Total Accounts Payable	\$125,173.00
Other Current Liability	
9501 - Accrued Accounts Payable	\$56,908.00
9546 - Payroll Liability - SUI	\$1,485.85
9547 - Payroll Liability - SDI	\$5,151.16
9570 - Wages Payable	\$470.69

Financial Row	Amount
9580 - 403B Payable	\$39,040.50
9590 - Due to Grantor Governments	\$16,643.00
9620 - Due to Student Groups/Other Agencies	
9621 - Due to (From) School 1	\$237,685.78
Total - 9620 - Due to Student Groups/Other Agencies	\$237,685.78
9650 - Deferred Revenue	\$365,500.00
Total Other Current Liability	\$722,884.98
Total Current Liabilities	\$848,057.98
Equity	
9781 - Temporarily Restricted	\$228,778.00
Retained Earnings	\$17,928,584.64
Net Income	\$3,069,695.48
Total Equity	\$21,227,058.12
Total LIABILITIES & EQUITY	\$22,075,116.10

El Camino Real Charter High School

Monthly Cash Forecast

As of most recent monthly close

	2016/17													Forecast	AP/AR
	Actual & Projected														
	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Projected			
Beginning Cash	\$7,481,424	8,360,625	7,785,720	8,430,358	8,700,557	8,750,211	8,958,126	10,361,046	11,038,797	12,546,456	11,878,174	11,187,300			
Revenue															
LCFF Entitlement	413,405	1,868,557	2,906,225	2,315,818	2,315,818	2,315,818	3,674,391	2,828,840	3,366,705	2,027,243	2,027,243	1,595,197	30,008,398	2,353,137	
Federal Income	41,274	82,548	55,032	110,641	55,032	202,836	108,907	89,288	211,223	83,416	69,173	148,831	1,247,519	(10,682)	
Other State Income	123,930	241,560	160,693	165,470	225,166	320,649	709,619	526,977	151,929	436,404	135,233	159,754	3,629,195	271,811	
Local Revenues	38,652	87,352	1,056,003	69,716	98,377	184,320	66,976	81,620	110,754	68,437	144,273	(59,273)	1,947,206	-	
Fundraising and Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Revenue	617,260	2,280,017	4,177,954	2,661,644	2,694,393	3,023,623	4,559,893	3,526,724	3,840,611	2,615,500	2,375,922	1,844,508	36,832,317	2,614,266	
Expenses															
Compensation & Benefits	2,002,983	1,992,671	2,113,334	2,155,736	2,066,377	2,277,494	2,083,537	2,164,525	2,250,730	2,156,829	2,184,767	3,347,390	26,796,373	-	
Books & Supplies	22,118	104,449	132,665	52,166	201,135	207,784	194,279	111,277	102,015	47,249	140,498	1,762,431	3,078,066	-	
Services & Other Operating Expense	340,559	383,215	318,920	507,159	403,250	376,730	501,530	416,475	353,411	323,849	573,905	1,194,644	5,666,383	(27,265)	
Capital Outlay	-	-	-	-	-	-	40,226	9,698	(9,698)	-	-	300,000	340,226	-	
Total Expenses	2,365,660	2,480,335	2,564,919	2,715,061	2,670,762	2,862,008	2,819,572	2,701,975	2,696,458	2,527,928	2,899,170	6,604,465	35,881,048	(27,265)	
Operating Cash Inflow (Outflow)	(1,748,400)	(200,317)	1,613,035	(53,417)	23,631	161,615	1,740,321	824,750	1,144,153	87,573	(523,248)	(4,759,958)	951,269	2,641,531	
Revenues - Prior Year Accruals	2,953,183	147,100	-	180,208	-	-	849	(319,228)	33,592	913	-	309,304			
Expenses - Prior Year Accruals	(582,643)	(170,279)	(483)	-	-	-	-	312,934	(62,587)	(62,587)	(62,587)	(152,336)			
Accounts Receivable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-			
Accounts Payable - Current Year	(325,147)	(4,381)	5,264	27	36,561	(89,325)	31,150	7,642	12,328	(17,539)	7,708	-			
Summerholdback for Teachers	-	-	-	-	-	-	-	-	-	-	-	-			
Loans Payable (Current)	(3,085)	(12,142)	31,174	32,751	347	(6,599)	(12,026)	4,058	28,982	2,266	(26,652)	-			
Loans Payable (Long Term)	-	-	-	-	-	-	-	-	-	-	-	-			
Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-			
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-			
Capital Expenditure & Depreciation	-	-	-	-	-	-	-	-	(43,002)	(291,867)	(419,107)	-			
Other Balance Sheet Changes	585,292	(334,887)	(1,004,351)	110,630	(10,884)	142,224	(357,374)	(152,404)	394,194	(387,040)	333,012	-			
Ending Cash	8,360,625	7,785,720	8,430,358	8,700,557	8,750,211	8,958,126	10,361,046	11,038,797	12,546,456	11,878,174	11,187,300	6,584,311			

Budget vs. Actuals
As of most recent monthly close

	Actual					Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Budget				
	Mar	Apr	May	Actual YTD	Budget YTD				Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining	
SUMMARY													
Revenue													
LCFF Entitlement	3,366,705	2,027,243	2,027,243	26,060,064	26,375,872	(315,808)	30,894,433	30,008,569	30,008,398	(171)	(886,035)	3,948,334	
Federal Revenue	211,223	83,416	69,173	1,109,370	949,328	160,042	1,082,894	1,211,120	1,247,519	36,398	164,625	138,149	
Other State Revenues	151,929	436,404	135,233	3,197,630	2,291,025	906,605	2,706,821	3,622,278	3,629,195	6,916	922,373	431,565	
Local Revenues	110,754	68,437	144,273	2,006,479	1,080,949	925,530	1,113,567	1,685,242	1,947,206	261,964	833,638	(59,273)	
Fundraising and Grants	-	-	-	-	44,444	(44,444)	50,000	-	-	-	(50,000)	-	
Total Revenue	3,840,611	2,615,500	2,375,922	32,373,543	30,741,618	1,631,925	35,847,716	36,527,209	36,832,317	305,108	984,601	4,458,774	
Expenses													
Compensation and Benefits	2,250,730	2,156,829	2,184,767	23,448,983	25,157,786	1,708,804	27,341,723	27,032,918	26,796,373	236,545	545,351	3,347,390	
Books and Supplies	102,015	47,249	140,498	1,315,635	2,302,432	986,796	2,477,513	3,023,729	3,078,066	(54,337)	(600,553)	1,762,431	
Services and Other Operating Expenditures	353,411	323,849	573,905	4,499,003	4,735,890	236,887	5,225,762	5,213,221	5,666,383	(453,162)	(440,621)	1,167,380	
Depreciation	-	-	-	-	-	-	238,281	143,422	142,863	559	95,417	142,863	
Total Expenses	2,706,156	2,527,928	2,899,170	29,263,621	32,196,108	2,932,487	35,283,279	35,413,290	35,683,685	(270,395)	(400,406)	6,420,064	
Operating Income	1,134,455	87,573	(523,248)	3,109,921	(1,454,490)	4,564,411	564,437	1,113,919	1,148,632	34,712	584,195	(1,961,290)	
Fund Balance													
Beginning Balance (Unaudited)	19,606,128	20,740,583	20,828,156	17,194,987	17,194,987		17,194,987	17,194,987	17,194,987				
Audit Adjustment				962,376	962,376		-	962,376	962,376				
Beginning Balance (Audited)				18,157,363	18,157,363		17,194,987	18,157,363	18,157,363				
Operating Income	1,134,455	87,573	(523,248)	3,109,921	(1,454,490)		564,437	1,113,919	1,148,632				
Ending Fund Balance	20,740,583	20,828,156	20,304,908	21,267,284	16,702,873		17,759,423	19,271,282	19,305,995				
Capital Outlay	(9,698)	-	-	40,226	-		300,000	640,226	340,226				

Budget vs. Actuals
As of most recent monthly close

Detail	Actual					Budget						
	Mar	Apr	May	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining
Enrollment Summary							-					
9-12							3,675	3,515	3,615			
Total Enrolled							3,675	3,515	3,615	100	(60)	
ADA %												
9-12							95%	96%	96%			
Average							95%	96%	96%	-	1.35%	
ADA												
9-12							3491.25	3386.70	3386.70			
Total ADA							3491.25	3386.70	3386.70	-	(104.55)	

Budget vs. Actuals
As of most recent monthly close

	Actual						Budget					
	Mar	Apr	May	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining
REVENUE												
LCFF Entitlement												
8011 Charter Schools LCFF - State Aid	1,509,222	1,509,222	1,509,222	15,410,814	15,002,735	408,079	18,866,379	17,781,835	17,691,583	(90,252)	(1,174,795)	2,280,769
8012 Education Protection Account Entitlement	1,339,462	-	-	4,056,607	4,059,503	(2,896)	5,398,345	5,236,686	5,320,473	83,787	(77,873)	1,263,866
8019 State Aid - Prior Years	-	-	-	6,294	-	6,294	-	-	6,294	6,294	6,294	-
8096 Charter Schools in Lieu of Property Taxes	518,021	518,021	518,021	6,586,349	7,313,635	(727,285)	6,629,709	6,990,048	6,990,048	-	360,339	403,699
SUBTOTAL - LCFF Entitlement	3,366,705	2,027,243	2,027,243	26,060,064	26,375,872	(315,808)	30,894,433	30,008,569	30,008,398	(171)	(886,035)	3,948,334
8100 Federal Revenue												
8181 Special Education - Entitlement	44,137	44,137	44,137	619,670	631,294	(11,625)	686,190	653,125	653,125	-	(33,064)	33,455
8182 Special Education Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-
8220 Child Nutrition Programs	104,572	36,862	25,014	241,767	131,233	110,534	147,638	312,500	346,461	33,961	198,823	104,693
8290 Medi-Cal Billing Option	2,697	1,740	21	13,654	-	13,654	-	11,893	13,654	1,761	13,654	-
8291 Title I	55,637	-	-	228,023	181,802	46,221	242,403	228,023	228,023	-	(14,380)	-
8292 Title II	4,180	-	-	5,579	4,998	581	6,664	5,579	5,579	-	(1,085)	-
8297 PY Federal - Not Accrued	-	677	-	677	-	677	-	-	677	677	677	-
SUBTOTAL - Federal Income	211,223	83,416	69,173	1,109,370	949,328	160,042	1,082,894	1,211,120	1,247,519	36,398	164,625	138,149
8300 Other State Revenues												
8311 Other State Apportionments - Current Year	-	-	-	-	-	-	-	-	-	-	-	-
8319 Other State Apportionments - Prior Years	-	-	-	10,845	-	10,845	-	10,845	10,845	-	10,845	-
8380 Special Ed	-	-	-	-	-	-	-	-	-	-	-	-
8381 Special Education - Entitlement (State)	128,881	128,881	128,881	1,809,429	1,807,799	1,630	1,978,701	1,907,119	1,907,119	-	(71,582)	97,690
8382 Special Education Reimbursement (State)	-	-	-	-	-	-	-	-	-	-	-	-
8520 Child Nutrition - State	6,188	3,227	2,179	18,091	11,441	6,650	12,871	12,685	19,449	6,764	6,578	1,358.43
8545 School Facilities Apportionments	-	-	-	-	-	-	-	-	-	-	-	-
8550 Mandated Cost Reimbursements	16,860	112,999	-	915,126	134,700	780,426	149,667	914,973	915,126	153	765,459	-
8560 State Lottery Revenue	-	175,740	-	351,373	337,084	14,289	565,583	640,086	640,086	-	74,504	288,713
8590 All Other State Revenue	-	15,557	4,174	92,766	-	92,766	-	136,570	136,570	-	136,570	43,804
SUBTOTAL - Other State Income	151,929	436,404	135,233	3,197,630	2,291,025	906,605	2,706,821	3,622,278	3,629,195	6,916	922,373	431,565
8600 Other Local Revenue												
8634 Food Service Sales	15,892	48,440	16,755	154,335	100,949	53,386	113,567	89,140	159,768	70,628	46,201	5,433.70
8660 Interest	1,820	1,961	2,312	6,120	-	6,120	-	1,847	6,120	4,273	6,120	-
8662 Net Increase (Decrease) in the Fair Value of Investment	3,518	(5,524)	3,956	(36,697)	-	(36,697)	-	(42,796)	(36,697)	6,100	(36,697)	-
8690 Other Local Revenue	77,269	118,745	62,219	1,817,864	980,000	837,864	1,000,000	1,636,900	1,817,864	180,964	817,864	-
8715 Option 3 SPED	-	-	-	150	-	150	-	150	150	-	150	-
8999 Uncategorized Revenue	12,256	(95,184)	59,032	64,707	-	64,707	-	-	-	-	-	(64,707)
SUBTOTAL - Local Revenues	110,754	68,437	144,273	2,006,479	1,080,949	925,530	1,113,567	1,685,242	1,947,206	261,964	833,638	(59,273)
8800 Donations/Fundraising												
8803 Fundraising	-	-	-	-	44,444	(44,444)	50,000	-	-	-	(50,000)	-
SUBTOTAL - Fundraising and Grants	-	-	-	-	44,444	(44,444)	50,000	-	-	-	(50,000)	-
TOTAL REVENUE	3,840,611	2,615,500	2,375,922	32,373,543	30,741,618	1,631,925	35,847,716	36,527,209	36,832,317	305,108	984,601	4,458,774

Budget vs. Actuals
As of most recent monthly close

		Actual					Budget						
		Mar	Apr	May	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining
EXPENSES													
Compensation & Benefits													
1000	Certificated Salaries	-	-	-									
1100	Teachers Salaries	860,032	942,804	884,860	9,981,412	10,452,043	470,631	11,402,228	10,948,641	10,948,641	-	453,587	967,229
1101	Teacher - Stipends	-	-	-	130	888,889	888,758	1,000,000	475,000	475,000	-	525,000	474,870
1150	Teacher - NBC Stipend	6,604	18,185	7,704	69,867	91,667	21,799	100,000	100,000	100,000	-	-	30,133
1160	Teacher - Auxillary & Summer School	30,052	20,789	31,224	349,979	366,667	16,688	100,000	400,000	400,000	-	(300,000)	50,021
1170	Teacher - Coverage	12,505	6,093	9,468	69,102	27,500	(41,602)	30,000	55,000	75,000	(20,000)	(45,000)	5,898
1180	Teacher - Extra Hours & Tutoring	7,339	16,646	7,073	68,042	229,167	161,125	250,000	277,350	100,000	177,350	150,000	31,958
1190	Teacher - PD	55,888	6,625	2,673	95,431	165,000	69,569	260,000	180,000	130,000	50,000	130,000	34,569
1200	Certificated Pupil Support Salaries	101,526	107,105	106,164	1,212,777	1,289,972	77,195	1,407,242	1,407,242	1,407,242	-	-	194,465
1300	Certificated Supervisor & Administrator Salaries	89,221	95,258	93,553	855,399	812,041	(43,358)	885,863	899,243	899,243	-	(13,379)	43,844
1900	Certificated Other Salaries	27,521	26,676	20,430	240,454	224,105	(16,348)	244,479	244,479	244,479	-	-	4,025
SUBTOTAL - Certificated Employees		1,190,688	1,240,180	1,163,148	12,942,593	14,547,050	1,604,457	15,679,812	14,986,954	14,779,604	207,350	900,208	1,837,011
2000	Classified Salaries												
2100	Classified Instructional Aide Salaries	109,812	65,370	107,110	793,316	860,916	67,600	939,181	975,069	975,069	-	(35,888)	181,753
2200	Classified Support Salaries	92,529	82,682	80,860	915,939	748,572	(167,368)	816,624	951,837	951,837	-	(135,213)	35,897
2300	Classified Supervisor & Administrator Salaries	43,542	43,542	51,715	441,913	523,571	81,658	571,169	518,968	518,968	-	52,200	77,056
2400	Classified Clerical & Office Salaries	83,865	66,577	68,308	755,049	985,707	230,658	1,075,317	850,521	850,521	-	224,796	95,472
2900	Classified Other Salaries	13,859	11,410	12,340	77,029	252,083	175,054	275,000	103,899	103,899	-	171,101	26,870
SUBTOTAL - Classified Employees		343,607	269,581	320,333	2,983,247	3,370,849	387,603	3,677,290	3,400,294	3,400,294	-	276,996	417,047
3000	Employee Benefits												
3100	STRS	145,922	151,689	142,750	1,568,261	1,775,268	207,007	1,972,520	1,885,359	1,859,274	26,085	113,246	291,013
3200	PERS	37,571	31,563	33,340	345,901	377,279	31,377	418,971	396,949	396,949	-	22,022	51,047
3300	OASDI-Medicare-Alternative	40,577	36,948	37,268	392,124	422,936	30,812	469,797	445,875	442,869	3,007	26,929	50,745
3400	Health & Welfare Benefits	289,145	223,647	285,278	3,105,442	3,344,000	238,558	3,648,000	3,568,275	3,568,275	-	79,725	462,833
3500	Unemployment Insurance	762	750	1,269	8,432	9,679	1,247	9,679	9,194	9,090	104	589	658
3600	Workers Comp Insurance	-	-	-	189,690	191,065	1,375	191,065	189,690	189,690	-	1,375	-
3700	Retiree Benefits	200,000	200,000	200,000	1,900,000	1,097,356	(802,644)	1,249,820	2,130,000	2,130,000	-	(880,180)	230,000
3900	Other Employee Benefits	2,459	2,471	1,381	13,293	22,304	9,011	24,769	20,328	20,328	-	4,441	7,035
SUBTOTAL - Employee Benefits		716,435	647,068	701,286	7,523,144	7,239,887	(283,256)	7,984,621	8,645,670	8,616,475	29,195	(631,854)	1,093,331

Budget vs. Actuals
As of most recent monthly close

		Actual					Budget						
		Mar	Apr	May	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining
4000	Books & Supplies	-	-	-									
4100	Approved Textbooks & Core Curricula Materials	-	-	-	42,690	342,222	299,532	350,000	350,000	350,000	-	-	307,310
4200	Books & Other Reference Materials	418	907	179	7,287	27,104	19,818	27,720	27,720	27,720	-	-	20,434
4300	Materials & Supplies	-	-	-	10,616	52,338	41,722	53,528	53,528	53,528	-	-	42,912
4315	Custodial Supplies	-	220	(220)	0	-	(0)	-	-	-	-	-	(0)
4325	Instructional Materials & Supplies	18,899	9,084	32,057	215,674	248,628	32,954	254,279	254,279	254,279	-	-	38,604
4330	Office Supplies	7,221	20,810	8,269	167,984	187,799	19,815	204,871	204,871	204,871	-	-	36,888
4345	Non Instructional Student Materials & Supplies	4,796	11,881	23,276	243,975	466,177	222,203	508,557	508,557	508,557	-	-	264,582
4400	Noncapitalized Equipment	10,547	4,118	6,562	198,073	641,667	443,593	700,000	1,124,774	1,124,774	-	(424,774)	926,701
4710	Student Food Services	60,134	229	70,376	429,337	336,496	(92,841)	378,558	500,000	554,337	(54,337)	(175,779)	125,000
SUBTOTAL - Books and Supplies		102,015	47,249	140,498	1,315,635	2,302,432	986,796	2,477,513	3,023,729	3,078,066	(54,337)	(600,553)	1,762,431

Budget vs. Actuals
As of most recent monthly close

		Actual					Budget						
		Mar	Apr	May	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Forecast Remaining
5000	Services & Other Operating Expenses												
5100	Subagreements for Services	-	-	-	-	-	-	-	-	-	-	-	-
5200	Travel & Conferences	9,389	6,262	13,963	77,541	180,000	102,459	200,000	100,000	100,000	-	100,000	22,459
5300	Dues & Memberships	9,265	13,589	11,326	190,124	137,500	(52,624)	150,000	165,208	190,124	(24,916)	(40,124)	-
5400	Insurance	-	-	-	181,091	181,091	-	181,091	181,091	181,091	-	-	-
5500	Operations & Housekeeping	60,288	36,846	128,109	764,320	570,139	(194,182)	633,488	633,488	764,320	(130,833)	(130,833)	-
5605	Equipment Leases	7,270	3,520	11,173	47,127	69,991	22,864	76,354	76,354	76,354	-	-	29,227
5610	Rent	-	-	805	25,754	412,500	386,746	450,000	450,000	450,000	-	-	424,246
5631	Other Rentals, Leases and Repairs 1	2,914	16,271	9,660	75,254	289,222	213,969	315,515	315,515	315,515	-	-	240,262
5809	Banking Fees	1,670	12,717	15,970	62,279	34,654	(27,625)	38,505	50,000	62,279	(12,278)	(23,774)	-
5812	Business Services	37,361	3,039	73,949	222,343	186,771	(35,572)	203,750	221,750	242,750	(21,000)	(39,000)	20,407
5815	Consultants - Instructional	92,366	101,952	125,291	868,964	687,500	(181,464)	750,000	641,722	868,964	(227,242)	(118,964)	-
5820	Consultants - Non Instructional - Custom 1	23,405	8,978	59,577	492,567	641,667	149,099	700,000	550,000	550,000	-	150,000	57,433
5824	District Oversight Fees	21,934	21,934	21,934	282,867	265,692	(17,175)	308,944	300,086	300,084	2	8,860	17,217
5830	Field Trips Expenses	12,616	25,943	29,445	177,843	270,000	92,157	300,000	300,000	300,000	-	-	122,157
5839	Fundraising Expenses	-	-	-	-	45,000	45,000	50,000	-	-	-	50,000	-
5845	Legal Fees	18,151	18,383	21,539	302,298	183,333	(118,964)	200,000	500,000	500,000	-	(300,000)	197,702
5848	Licenses and Other Fees	155	22,232	-	44,618	-	(44,618)	-	22,387	44,618	(22,232)	(44,618)	-
5851	Marketing and Student Recruiting	-	-	3,018	5,918	9,442	3,524	10,300	10,300	10,300	-	-	4,382
5861	Prior Yr Exp (not accrued)	1,500	14,663	-	97,934	-	(97,934)	-	83,271	97,934	(14,663)	(97,934)	-
5872	Special Education Encroachment	34,604	34,604	34,604	485,820	479,721	(6,099)	557,815	512,049	512,049	-	45,766	26,229
5898	Bad Debt Expense	-	-	-	0	-	(0)	-	-	-	-	-	(0)
5899	Miscellaneous Operating Expenses	14,935	23,512	9,530	53,580	-	(53,580)	-	-	-	-	-	(53,580)
5900	Communications	5,587	(42,745)	6,246	40,761	91,667	50,906	100,000	100,000	100,000	-	-	59,239
	SUBTOTAL - Services & Other Operating Exp.	353,411	323,849	573,905	4,499,003	4,735,890	236,887	5,225,762	5,213,221	5,666,383	(453,162)	(440,621)	1,167,380
6000	Capital Outlay												
6100	Sites & Improvement of Sites	-	-	-	-	-	-	-	-	-	-	-	-
6200	Buildings & Improvement of Buildings	40,226	-	-	40,226	270,000	229,774	300,000	640,226	340,226	300,000	(40,226)	300,000
6300	School Libraries	-	-	-	-	-	-	-	-	-	-	-	-
6400	Equipment	-	-	-	-	-	-	-	-	-	-	-	-
6410	Computers (capitalizable items)	(49,924)	-	-	0	-	(0)	-	-	-	-	-	(0.00)
6420	Furniture (capitalizable items)	-	-	-	-	-	-	-	-	-	-	-	-
	SUBTOTAL - Capital Outlay	(9,698)	-	-	40,226	270,000	229,774	300,000	640,226	340,226	300,000	(40,226)	300,000
	TOTAL EXPENSES	2,696,458	2,527,928	2,899,170	29,303,847	32,466,108	3,162,261	35,344,999	35,910,094	35,881,048	29,046	(536,049)	6,577,201
	Depreciation Calculation												
	Prior Year (Yr 0 or before) Depreciation Impact							178,280	137,835	137,835	-	40,445	137,835
	Forecasted Depreciation Impact (2016-17)							60,000	5,587	5,028.25	(559)	54,972	5,028
6900	Total Depreciation (includes Prior Years)	-	-	-	-	-	-	238,281	143,422	142,863	(559)	95,417	142,863
	TOTAL EXPENSES including Depreciation	2,706,156	2,527,928	2,899,170	29,263,621	32,196,108	2,932,487	35,283,279	35,413,290	35,683,685	(271,513)	(400,406)	6,420,064

El Camino Real Charter High School

As of most recent monthly close

	2016/17	2017/18
	Current Forecast	Budget Proposal
SUMMARY		
Revenue		
LCFF Entitlement	30,008,398	31,567,559
Federal Revenue	1,247,519	1,372,196
Other State Revenues	3,629,195	3,592,430
Local Revenues	1,947,206	1,180,000
Fundraising and Grants	-	-
Total Revenue	36,832,317	37,712,185
Expenses		
Compensation and Benefits	26,796,373	27,035,148
Books and Supplies	3,078,066	3,211,611
Services and Other Operating Expenditures	5,666,383	5,987,231
Depreciation	142,863	750,867
Total Expenses	35,683,685	36,984,858
Operating Income	1,148,632	727,328
Fund Balance		
Beginning Balance (Unaudited)	17,194,987	19,305,995
Audit Adjustment	962,376	-
Beginning Balance (Audited)	18,157,363	19,305,995
Operating Income	1,148,632	727,328
Ending Fund Balance (including Depreciation)	19,305,995	20,033,323
Ending Fund Balance as a % of Expenses	54%	54%
Capital Outlay	340,226	3,291,500

El Camino Real Charter High School

As of most recent monthly close

		2016/17	2017/18
		Current Forecast	Budget Proposal
Detail			
Enrollment Summary			
	9-12	-	-
	Total Enrolled	3,615	3,755
ADA %			
	9-12	96%	95%
	Average	96%	95%
ADA			
	9-12	3386.7	3472.3
	Total ADA	3386.7	3472.3

El Camino Real Charter High School

As of most recent monthly close

		2016/17	2017/18
		Current Forecast	Budget Proposal
LCFF Entitlement			
8011	Charter Schools LCFF - State Aid	17,691,583	19,311,159
8012	Education Protection Account Entitlement	5,320,473	5,089,780
8019	State Aid - Prior Years	6,294	-
8096	Charter Schools in Lieu of Property Taxes	6,990,048	7,166,620
SUBTOTAL - LCFF Entitlement		30,008,398	31,567,559
8100 Federal Revenue			
8181	Special Education - Entitlement	653,125	669,623
8182	Special Education Reimbursement	-	-
8220	Child Nutrition Programs	346,461	336,000
8290	Medi-Cal Billing Option	13,654	11,286
8291	Title I	228,023	225,287
8292	Title II	5,579	30,000
8297	PY Federal - Not Accrued	677	-
8299	All Other Federal Revenue	-	100,000
SUBTOTAL - Federal Income		1,247,519	1,372,196
8300 Other State Revenues			
8319	Other State Apportionments - Prior Years	10,845	-
8381	Special Education - Entitlement (State)	1,907,119	1,955,293
8520	Child Nutrition - State	19,449	24,000
8550	Mandated Cost Reimbursements	915,126	142,241
8560	State Lottery Revenue	640,086	656,255
8590	All Other State Revenue	136,570	-
8593	Prop 39 Clean Energy	-	814,640
SUBTOTAL - Other State Income		3,629,195	3,592,430
8600 Other Local Revenue			
8634	Food Service Sales	159,768	180,000
8660	Interest	6,120	-
8662	Net Increase (Decrease) in the Fair Value of Investm	(36,697)	-
8690	Other Local Revenue	1,817,864	1,000,000
8715	Option 3 SPED	150	-
SUBTOTAL - Local Revenues		1,947,206	1,180,000
8800 Donations/Fundraising			
8803	Fundraising	-	-
SUBTOTAL - Fundraising and Grants		-	-
TOTAL REVENUE		36,832,317	37,712,185

El Camino Real Charter High School

As of most recent monthly close

		2016/17	2017/18
		Current Forecast	Budget Proposal
EXPENSES			
Compensation & Benefits			
1000	Certificated Salaries		
1100	Teachers Salaries	10,948,641	11,221,839
1101	Teacher - Stipends	475,000	255,000
1150	Teacher - NBC Stipend	100,000	135,000
1160	Teacher - Auxilary & Summer School	400,000	400,000
1170	Teacher - Coverage	75,000	75,000
1180	Teacher - Extra Hours & Tutoring	100,000	100,000
1190	Teacher - PD	130,000	130,000
1200	Certificated Pupil Support Salaries	1,407,242	1,308,627
1300	Certificated Supervisor & Administrator Salaries	899,243	779,258
1900	Certificated Other Salaries	244,479	245,635
SUBTOTAL - Certificated Employees		14,779,604	14,650,359
2000	Classified Salaries		
2100	Classified Instructional Aide Salaries	975,069	1,163,425
2200	Classified Support Salaries	951,837	940,547
2300	Classified Supervisor & Administrator Salaries	518,968	622,527
2400	Classified Clerical & Office Salaries	850,521	1,192,144
2900	Classified Other Salaries	103,899	162,735
SUBTOTAL - Classified Employees		3,400,294	4,081,378
Classified Employees Summary			
2100	Classified Instructional Aide Salaries	975,069	1,163,425
2200	Classified Support Salaries	951,837	940,547
2300	Classified Supervisor & Administrator Salaries	518,968	622,527
2400	Classified Clerical & Office Salaries	850,521	1,192,144
2900	Classified Other Salaries	103,899	162,735
SUBTOTAL - Classified Employees		3,400,294	4,081,378
3000	Employee Benefits		
3100	STRS	1,859,274	2,114,047
3200	PERS	396,949	492,244
3300	OASDI-Medicare-Alternative	442,869	469,550
3400	Health & Welfare Benefits	3,568,275	3,746,689
3500	Unemployment Insurance	9,090	9,366
3600	Workers Comp Insurance	189,690	187,317
3700	Retiree Benefits	2,130,000	1,250,000
3900	Other Employee Benefits	20,328	34,198
SUBTOTAL - Employee Benefits		8,616,475	8,303,411

El Camino Real Charter High School

As of most recent monthly close

		2016/17	2017/18
		Current Forecast	Budget Proposal
4000	Books & Supplies		
4100	Approved Textbooks & Core Curricula Materials	350,000	374,461
4200	Books & Other Reference Materials	27,720	43,174
4300	Materials & Supplies	53,528	55,134
4325	Instructional Materials & Supplies	254,279	317,608
4330	Office Supplies	204,871	211,017
4345	Non Instructional Student Materials & Supplies	508,557	545,217
4400	Noncapitalized Equipment	1,124,774	1,065,000
4700	Food	-	-
4710	Student Food Services	554,337	600,000
	SUBTOTAL - Books and Supplies	3,078,066	3,211,611

El Camino Real Charter High School

As of most recent monthly close

		2016/17	2017/18
		Current Forecast	Budget Proposal
5000	Services & Other Operating Expenses		
5100	Subagreements for Services	-	-
5200	Travel & Conferences	100,000	103,000
5300	Dues & Memberships	190,124	186,284
5400	Insurance	181,091	206,524
5500	Operations & Housekeeping	764,320	916,100
5520	Security	-	378,000
5605	Equipment Leases	76,354	93,644
5610	Rent	450,000	463,500
5616	Repairs and Maintenance - Computers	-	60,000
5631	Other Rentals, Leases and Repairs 1	315,515	324,981
5809	Banking Fees	62,279	64,147
5812	Business Services	242,750	204,860
5815	Consultants - Instructional	868,964	475,033
5820	Consultants - Non Instructional - Custom 1	550,000	348,500
5824	District Oversight Fees	300,084	315,676
5830	Field Trips Expenses	300,000	309,000
5845	Legal Fees	500,000	250,000
5848	Licenses and Other Fees	44,618	45,000
5851	Marketing and Student Recruiting	10,300	10,609
5857	Payroll Fees	-	39,090
5861	Prior Yr Exp (not accrued)	97,934	100,000
5872	Special Education Encroachment	512,049	559,283
5884	Substitutes	-	425,000
5900	Communications	100,000	109,000
	SUBTOTAL - Services & Other Operating Exp.	5,666,383	5,987,231

El Camino Real Charter High School

As of most recent monthly close

		2016/17	2017/18
		Current Forecast	Budget Proposal
6000	Capital Outlay		
6200	Buildings & Improvement of Buildings	340,226	3,291,500
6300	School Libraries	-	-
6400	Equipment	-	-
6410	Computers (capitalizable items)	-	-
6420	Furniture (capitalizable items)	-	-
0000	(School Defined)	-	-
0000	(School Defined)	-	-
	SUBTOTAL - Capital Outlay	340,226	3,291,500
	TOTAL EXPENSES	35,881,048	39,525,491
6900	Total Depreciation (includes Prior Years)	142,863	750,867
	TOTAL EXPENSES including Depreciation	35,683,685	36,984,858

El Camino Real Charter High School

April & May 2017 Financials
&
2017-18 Budget Proposal

© EdTec, Inc. 2017



June 28, 2017

Chang Patel & Milada Rakijian

Financial Presentation Agenda



- April & May 2017 Financial Update
 - Current Forecast
 - YTD Actuals vs. YTD Budget
 - Cash Flow Projection
 - Balance Sheet
- State Budget Update
- 2017-18 Budget Proposal

April & May 2017 Financial Update

Current Forecast: April & May 2017 Update

Operating income including depreciation is projected to be \$1.1M,
a \$35k increase compared to the previous forecast.



	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance Budget vs. Current Forecast)
Revenue	35,847,716	36,527,209	36,832,317	305,108	984,601
Expenses	35,283,279	35,413,290	35,683,685	(270,395)	(400,406)
Net Income	564,437	1,113,919	1,148,632	34,712	584,195
Beginning Fund Balance	17,194,987	17,194,987	17,194,987		
Audit Adjustment	-	962,376	962,376		
Ending Fund Balance	17,759,423	19,271,282	19,305,995		

Current Revenue Forecast: April & May 2017 Update

The revenue forecast is \$36.8M,
 an increase of \$305k when compared to the previous month's forecast.



Revenue Summary	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Notes
LCFF Entitlement	\$ 30,008,569	\$ 30,008,398	(\$171)	<ul style="list-style-type: none"> Updated LCFF rates based on May revise; LCFF implementation Rate (55.28% to 55.03%), EPA % (25% to 25.40%) State Aid Prior Year increased to actuals
Federal Revenue	\$ 1,211,120	\$ 1,247,519	\$36,398	<ul style="list-style-type: none"> Child Nutrition increased due to food expense increase Medi-Cal increased to match actuals PY Federal increased – received 15-16 Medi-Cal funds
Other State Revenues	\$ 3,622,278	\$ 3,629,195	\$6,916	<ul style="list-style-type: none"> Child Nutrition increased due to food expense increase Mandate Cost Reimbursement increased to actuals
Local Revenues	\$ 1,685,242	\$ 1,947,206	\$261,964	<ul style="list-style-type: none"> Food service sale increased due to food expense increase and actuals received (+\$71k) Increased interest to match actuals (+\$4k) Increased Fair Value of Investment to match actuals (+\$6k) Increase in Other Local Revenue – to match actuals +\$181k general operations, AP testing, yearbook sales, woodshop, fines/fee & student store
Fundraising and Grants	\$ -	\$ -	\$ -	<ul style="list-style-type: none"> No change
Total Revenue	\$ 36,527,209	\$ 36,832,317	\$305,108	

Current Expense Forecast: April & May 2017 Update

The expense forecast is \$35.7M,
 an increase of \$270k when compared to the previous month's forecast.



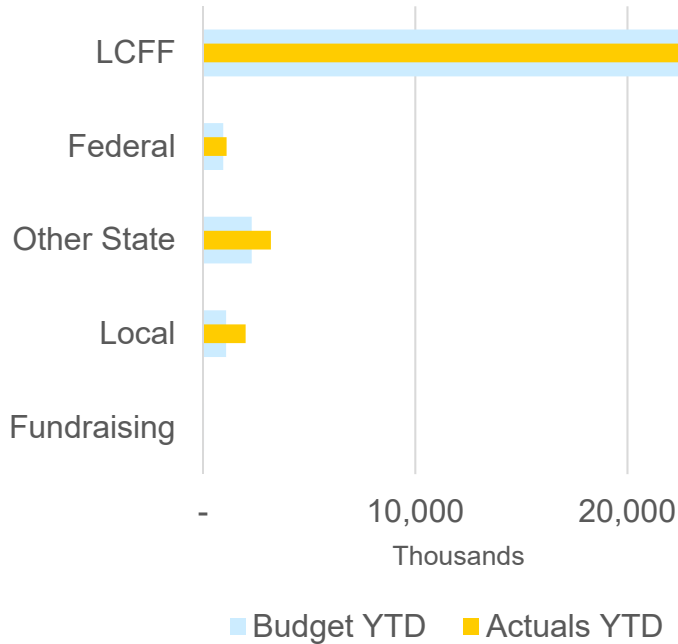
Expense Summary	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Notes
Compensation and Benefits	\$ 27,032,918	\$ 26,796,373	\$236,545	<ul style="list-style-type: none"> Decreased stipends based on actuals trend 88% of forecast spent.
Books and Supplies	\$ 3,023,729	\$ 3,078,066	(\$54,337)	<ul style="list-style-type: none"> Increased student food services based on actuals trend 43% of forecast spent.
Services and Other Operating Expenditures	\$ 5,213,221	\$ 5,666,383	(\$453,162)	<ul style="list-style-type: none"> Increased Dues & Memberships, Operations & Housekeeping, Banking, Business Services, Instructional Consultants and PY Exp to actuals Increased Licenses & fees to actuals; 2nd payment (last) of Shoup Property Tax Increased PY Exp per actuals 79% of forecast spent
Depreciation	\$ 143,422	\$ 143,863	\$559	<ul style="list-style-type: none"> Slight adjustment to depreciation calculation
Total Expenses	\$ 35,413,290	\$ 35,683,685	(\$270,395)	

YTD Actuals vs YTD Budget: April & May 2017 Update

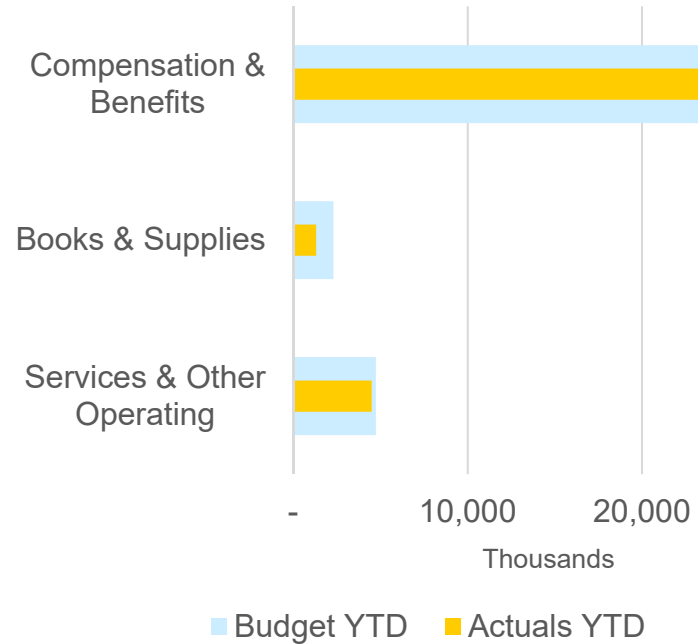
**Revenues tracking ahead of budget by \$1.6M
while expenses tracking behind budget by \$2.9M**



Revenues



Expenditures

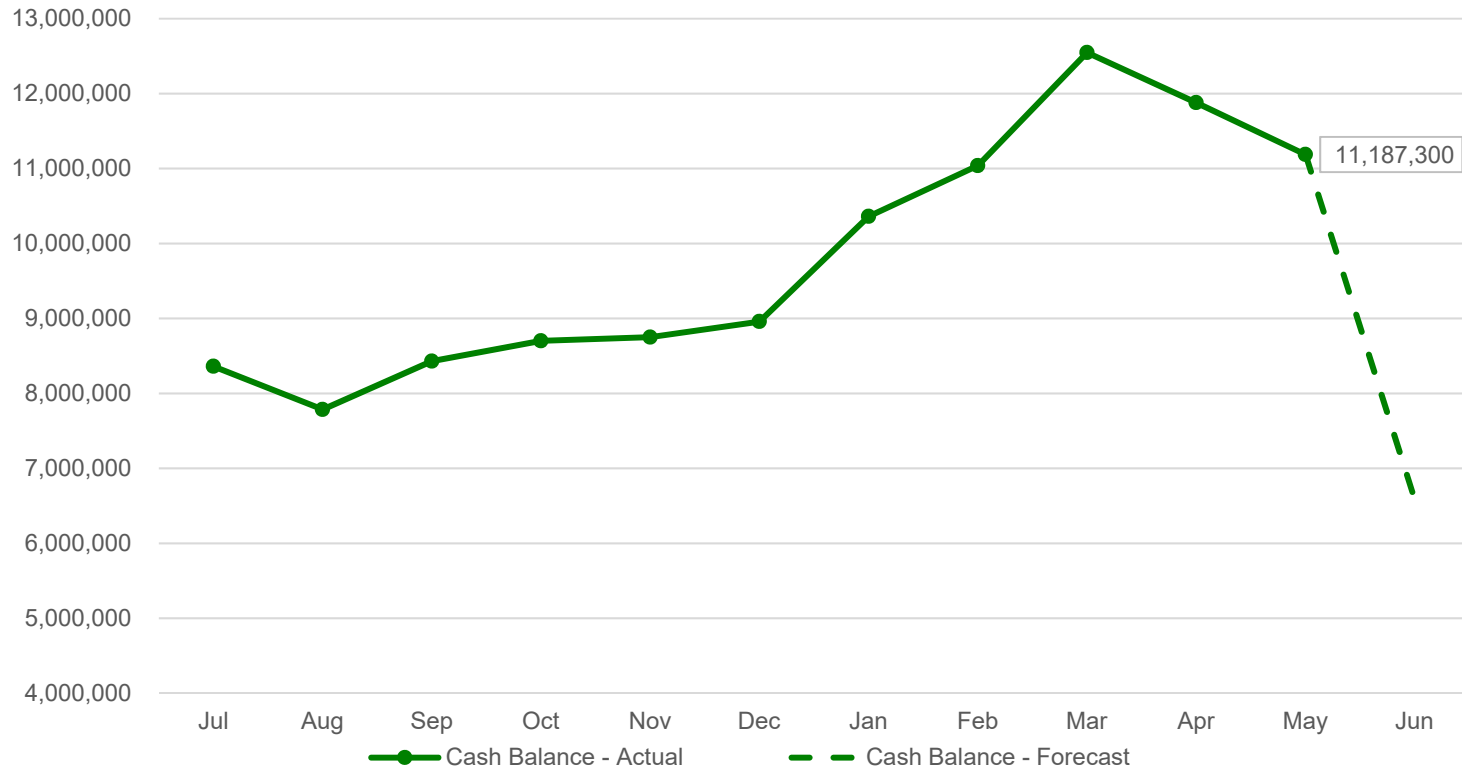


2016-17 Cash Flow Projection

Healthy ending cash balances for the rest of the year



2016/17 Cash Projections



Balance Sheet

Balances as of May 31, 2017



	5/31/2017	6/30/2016	YTD Change
Assets			
Cash Balances	\$ 11,187,300	\$ 7,481,424	\$ 3,705,876
Accounts Receivable	\$ 309,304	\$ 3,305,922	(2,996,617)
Prepays and Other Assets	\$ -	\$ 371,574	(371,574)
Fixed Assets, Net	\$ 4,855,810	\$ 4,061,608	794,202
Investments	\$ 5,762,928	\$ 5,195,254	567,674
Due to/from other	\$ -	\$ -	-
Total Assets	22,115,342	20,415,781	1,699,562
Liabilities & Equity			
Accrued Expenses	\$ 228,229	\$ 1,192,174	\$ (963,945)
Due to Grantor Governments/Others	\$ 254,329	\$ 215,256	39,073
OPEB Liability	\$ -	\$ -	-
Deferred Revenue	\$ 365,500	\$ 850,988	(485,488)
Loans and other payables	\$ -	\$ -	-
Beginning Net Assets - Audited	\$ 18,157,363	\$ 14,357,676	3,799,687
Other Restatements	\$ -	\$ -	-
Net Income (Loss) to Date	\$ 3,109,921	\$ 3,799,687	(689,765)
Total Liabilities & Equity	22,115,342	20,415,781	1,699,562

- \$11M cash balance as of 5/31/2017
- \$285K remaining in 16-17
 - Prop tax and EPA due from district - P1 PA adjustment
- \$25K remaining in 15-16 receivables
 - \$23K in Child Nutrition
 - \$2k Title II
- \$181k remaining in accrued expenses
 - \$125k State aid due to county – P1 PA adjustment
 - \$56k - 15-16 Miguel Leonis rent
- \$229k in Temporarily Restricted
 - \$229k – Educator Effectiveness
- \$21.2M fund balance as of 5/31/2017

State Budget Update

2017-18 May Budget Revise

Governor's May Revise brings a mix of increased funding projections and increased uncertainty



□ **LCFF**

- Increased Cost of Living Adjustment to 1.56% (up slightly from 1.48%)
- Implementation of 43% of remaining gap towards LCFF target rate
 - Increases LCFF funding for ECRCHS by \$232 per ADA from 2016-17 rate
- Eliminates proposed June deferral this year

□ **One-time Funding**

- Potential one-time funding of \$145 per prior year ADA

□ **Other Budget Items**

- State still evaluating funding for special education and impact of any potential change in federal funds

2017-18 Budget Proposal

2017-18 Budget Proposal

2017-18 budget projects positive net income of \$727K
and fund balance of \$20M



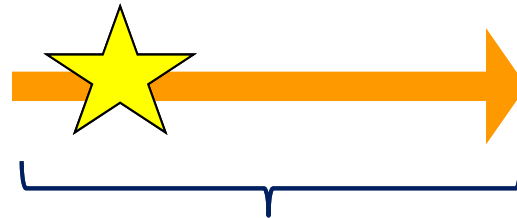
		2015/16	2016/17	2017/18	16/17 vs 17/18
		Final Audit	Current Forecast	Budget Proposal	Variance
SUMMARY					
Revenue					
	LCFF Entitlement	30,100,850	30,008,398	31,567,559	1,559,161
	Federal Revenue	970,967	1,247,519	1,372,196	124,677
	Other State Revenues	6,501,231	3,629,195	3,592,430	(36,764)
	Local Revenues	2,087,775	1,947,206	1,180,000	(767,206)
	Fundraising and Grants	12,379	-	-	-
	Total Revenue	39,673,202	36,832,317	37,712,185	879,868
Expenses					
	Compensation and Benefits	27,038,794	26,796,373	27,035,148	238,775
	Books and Supplies	2,653,766	3,078,066	3,211,611	133,545
	Services and Other Operating	5,631,592	5,666,383	5,987,231	320,849
	Depreciation	549,364	142,863	750,867	608,004
	Total Expenses	35,873,516	35,683,685	36,984,858	1,301,173
Operating Income		3,799,687	1,148,632	727,328	(421,304)
Fund Balance					
	Beginning Balance (Unaudited)		17,194,987	19,305,995	
	Audit Adjustment		962,376	-	
	Beginning Balance (Audited)	14,357,676	18,157,363	19,305,995	
	Operating Income	3,799,687	1,148,632	727,328	
Ending Fund Balance (including Depreciation)		18,157,363	19,305,995	20,033,323	
Ending Fund Balance as a % of Expenses		51%	54%	54%	
Capital Outlay		3,765,247	340,226	3,291,500	2,951,274

Local Control Funding Formula (LCFF)

Review of LCFF calculation



LCFF “Floor”
= \$8,859 / ADA
(~2016-17
Funding Level)



LCFF Gap Closure: 43.97%

This implementation %
informs “transition funding”
level each year

LCFF “Target”
= \$9,844 / ADA

- 1 Base Rates, COLA adj.
- 2 Grade Span “bonus”
- 3 20% Supplemental for Unduplicated
- 4 50% Concentration for 55%+ Unduplicated

FY17-FY19 LCFF Rates

Revenue projections heavily dependent on state budget;
 Current expectation of 43.97% LCFF implementation in FY17-18



LCFF Implementation				
	CY	Y1	Y2	Y3
	FY 2017	FY 2018	FY 2019	FY 2020
Implementation % Towards Goal	55.03%	43.97%	71.53%	73.51%
Total Effective Implementation %	86.90%	92.70%	97.90%	99.40%
Rate / ADA	8,859	9,091	9,469	9,745

Green colored % are projected by FCMAT (Fiscal Crisis & Management Assistance Team) through analysis of Governor’s January budget proposal

Enrollment & LCFF Drivers

Enrollment and ADA, as well as Unduplicated Count, will be biggest drivers of revenue



	2015-16	2016-17	2017-18	Variance
Enrollment	3855	3655	3755	100
Incl. exchange students				
Attendance Rate	92.5%	96.4%	95.0%	-1.40%
ADA	3567	3387	3472	128
Unduplicated Count	851	978	1005	39

Revenue Sources

Revenues in 17/18 are \$37.7M,
an increase of \$880K compared to the 16/17 May forecast



	15/16	16/17	17/18	Variance (16/17 vs. 17/18)	% Change
LCFF	30,100,850	30,008,398	31,567,559	(1,559,161)	-5%
Federal	970,967	1,247,519	1,372,196	(124,677)	-10%
Other State	6,501,231	3,629,195	3,592,430	36,764	1%
Local	2,087,775	1,947,206	1,180,000	767,206	39%
Donations/Fundraising	12,379	-	-	-	0%
Total	39,673,202	36,832,317	37,712,185	(879,868)	-2.4%

Expenses: Salaries

Compensation matches salary schedules and UTLA negotiations



	15/16	16/17	17/18	Variance (16/17 vs. 17/18)	% Change (16/17 vs. 17/18)
Cert Teacher Salaries	12,130,703	10,948,641	11,221,839	(273,198)	-2%
Cert Stipends & Extra Pay	827,071	1,280,000	1,095,000	185,000	14%
Cert Pupil Support Salaries	1,532,293	1,407,242	1,308,627	98,615	7%
Cert Administrative Salaries	1,038,059	899,243	779,258	119,984	13%
Cert Other Salaries	288,899	244,479	245,635	(1,157)	0%
Total	15,817,025	14,779,604	14,650,359	129,245	1%

	15/16	16/17	17/18	Variance (16/17 vs. 17/18)	% Change (16/17 vs. 17/18)
Class Instructional Aides	922,854	975,069	1,163,425	(188,356)	-19%
Class Support Salaries	810,539	951,837	940,547	11,290	1%
Class Administrative Salaries	645,708	518,968	622,527	(103,559)	-20%
Class Office & Clerical Salaries	846,558	850,521	1,192,144	(341,623)	-40%
Class Other Salaries	402,992	103,899	162,735	(58,836)	-57%
Total	3,628,652	3,400,294	4,081,378	(681,084)	-20%

Three percent (3%) increase in compensation, with one percent (1%) constituting an on-schedule pay increase issued retroactively to July 1, 2016 (for FY16-17 school year) and the other two percent (2%) constituting a one-time, off-schedule increase for 2016-2017 only.

Expenses: Benefits

**Benefit expenses in 17/18 are \$8.3M,
an increase of \$313K compared to the 16/17 May forecast**



	15/16	16/17	17/18	Variance (16/17 vs. 17/18)	% Change (16/17 vs. 17/18)
STRS	1,598,786	1,859,274	2,114,047	(254,773)	-14%
PERS	368,171	396,949	492,244	(95,295)	-24%
OASDI/Medicare	492,410	442,869	469,550	(26,681)	-6%
Health Benefits	3,284,672	3,568,275	3,746,689	(178,414)	-5%
Unemployment Insurance	9,916	9,090	9,366	(276)	-3%
Worker's Compensation	180,874	189,690	187,317	2,373	1%
Post-Retirement Benefits	1,713,141	2,130,000	1,250,000	880,000	41%
PARS	(54,851)	20,328	34,198	(13,870)	-68%
Total	7,593,118	8,616,475	8,303,411	313,064	4%

	2015-16	2016-17	2017-18	2018-19	2019-20
STRS	10.75%	12.58%	14.43%	16.28%	18.13%
PERS	11.83%	13.89%	15.53%	18.70%	21.60%

Expenses: Book and Supplies

**Books and Supplies expenses in 17/18 are \$3.2M,
an increase of \$134K compared to the 16/17 May forecast**



	15/16	16/17	17/18	Variance (16/17 vs. 17/18)	% Change (16/17 vs. 17/18)
Books & Curriculum	587,945	377,720	417,635	(39,915)	-11%
Materials & Supplies	1,102,190	1,021,235	1,128,976	(107,741)	-11%
Noncapitalized Equip.	561,670	1,124,774	1,065,000	59,774	5%
Food	401,961	554,337	600,000	(45,663)	-8%
Total	2,653,766	3,078,066	3,211,611	(133,545)	-4%

Expenses: Services and Other Operating

Largest increase in capital expenditures for
Prop 39E and Shoup Project



	15/16	16/17	17/18	Variance (16/17 vs. 17/18)	% Change (16/17 vs. 17/18)
Conferences & Travel	113,079	100,000	103,000	(3,000)	-3%
Dues & Membership	243,672	190,124	186,284	3,839	2%
Insurance	188,127	181,091	206,524	(25,433)	-14%
Ops & Housekeeping	860,079	764,320	1,294,100	(529,780)	-69%
Rentals, Leases, Repairs	702,778	841,869	942,125	(100,256)	-12%
Other Services & Ops	3,413,445	3,488,978	3,146,198	342,780	10%
Communication	110,412	100,000	109,000	(9,000)	-9%
Total	5,631,592	5,666,383	5,987,231	(320,849)	-5.7%

	15/16	16/17	17/18	Variance (16/17 vs. 17/18)	% Change (16/17 vs. 17/18)
Building Improvements	3,598,464	340,226	3,291,500	(2,951,274)	-867%
Total	3,598,464	340,226	3,291,500	(2,951,274)	-867%

2017/18 Budget: Shoup Project

**Shoup facility expected to be operational in January 2018;
budgeted expenses of \$2.4M are for entire year**



	17/18
Salaries	200,000
Benefits	56,000
Books & Supplies	135,000
Operations & Housekeeping	307,000
Services & Other Operating Expenses	110,000
Communications	6,000
Capital Outlay	1,561,500
Total	2,375,500

16/17 vs 17/18 Expense Variance

Compensation & Benefits make up the majority of expenses in 17/18 at 69%



16/17 vs 17/18 Expense %



Opportunities / Uncertainties

While projections are generally conservative, several key assumptions have potential to fluctuate meaningfully



1

Enrollment

2

Staffing

3

Funding Rates

4

Capital Outlay

Coversheet

Discuss and Vote on Consolidated Application and Reporting System

Section: VI. Financial
Item: C. Discuss and Vote on Consolidated Application and Reporting System
Purpose: Vote
Submitted by:
Related Material: Application for Funding.pdf
Certification of Assurances.pdf
Protected Prayer Certification.pdf

2017-18 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/28/2017
---	------------

District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Lisa Ring
DELAC review date	06/28/2017
Meeting minutes web address <small>Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.</small>	http://www.ecrchs.net
DELAC comment <small>If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)</small>	

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III Part A Immigrant ESEA Sec. 3102 SACS 4201	No
Title III Part A English Learner ESEA Sec. 3102 SACS 4203	No

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

El Camino Real Charter High (19 64733 1932623)

Status: Certified
 Saved by: Milada Rakijian
 Date: 6/1/2017 1:14 PM

2017-18 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca17asstoc.asp>.

CDE Program Contact:

Joy Paull, jpaul@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form is on file.

Authorized Representative's Full Name	David Hussey
Authorized Representative's Signature	
Authorized Representative's Title	Executive Director
Authorized Representative Signature Date	06/28/2017

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

General Assurances 2017-18

General Assurances provided by Legal for Funding froms and tools.

1. Programs and services are and will be in compliance with Title VI and Title VII of the Civil Rights Act of 1964; the California Fair Employment Practices Act, Government Code §11135; and Chapter 1, Subchapter 4 (commencing with §30) of Division I of Title 5, California Code of Regulations (5 CCR)
2. Programs and services are and will be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972. Each program or activity conducted by the local educational agency (LEA) will be conducted in compliance with the provisions of Chapter 2, (commencing with §200), Prohibition of Discrimination on the Basis of Sex, of Part 1 of Division 1 of Title I of the California Education Code (EC), as well as all other applicable provisions of state law prohibiting discrimination on the basis of sex.
3. Programs and services are and will be in compliance with the affirmative action provisions of the Education Amendments of 1972.
4. Programs and services are and will be in compliance with the Age Discrimination Act of 1975.
5. Programs and services for individuals with disabilities are in compliance with the disability laws. (Public Law (PL) 105-17; 34 Code of Federal Regulations (34 CFR) 300, 303; and Section 504 of the Rehabilitation Act of 1973)
6. When federal funds are made available, they will be used to supplement the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the state plan, and in no case supplant such state or local funds. (20 United States Code (USC) §6321(b)(1); PL 11 §1118(b)(1))
7. All state and federal statutes, regulations, program plans, and applications appropriate to each program under which federal or state funds are made available through this application will be met by the applicant agency in its administration of each program.
8. Schoolsite councils have developed and approved a Single Plan for Student Achievement (SPSA) for schools participating in programs funded through the consolidated application process, and any other school program they choose to include, and that school plans were developed with the review, certification, and advice of any applicable school advisory committees. (EC §64001)
9. The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement for state and federal funds paid to that agency under each program. (5 CCR, §4202)
10. The LEA will make reports to the state agency or board and to the Secretary of Education as may reasonably be necessary to enable the state agency or board and the Secretary to perform their duties and will maintain such records and provide access to those records as the state agency or board or the Secretary deems necessary. Such records will include, but will not be limited to, records which fully disclose the amount and disposition by the recipient of those funds, the

total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for three years after the completion of the activities for which the funds are used. (34 CFR 76.722, 76.730, 76.731, 76.734, 76.760; 2 CFR 200.333)

11. The local governing board has adopted written procedures to ensure prompt response to complaints within 60 days, and has disseminated these procedures to students, employees, parents or guardians, district/school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR, §4600 et seq.)
12. The LEA declares that it neither uses nor will use federal funds for lobbying activities and hereby complies with the certification requirements of 34 CFR Part 82.
13. The LEA has complied with the certification requirements under 34 CFR Part 84 regarding debarment, suspension and other requirements for a drug-free workplace. (34 CFR Part 84)
14. The LEA provides reasonable opportunity for public comment on the application and considers such comment. (20 USC §7846(a)(7); 20 USC, §6318; PL 111-95, §1116(b)(4))
15. The LEA will provide the certification on constitutionally protected prayer that is required by PL 11-95, §8524 and 20 USC §7904.
16. The LEA administers all funds and property related to programs funded through the Consolidated Application. (20 USC §6320(d)(1); PL 11-95, §1117(d)(1))
17. The LEA will adopt and use proper methods of administering each program including enforcement of any obligations imposed by law on agencies responsible for carrying out programs and correction of deficiencies in program operations identified through audits, monitoring or evaluation. (20 USC §7846 (a)(3)(B); PL 114-95, §8306)
18. The LEA will participate in the California Assessment of Student Performance and Progress. EC §60640, et seq.)
19. The LEA assures that classroom teachers who are being assisted by instructional assistants retain their responsibility for the instruction and supervision of the students in their charge. (EC §45344(a))
20. The LEA governing board has adopted a policy on parent involvement that is consistent with the purposes and goals of EC Section 11502. These include all of the following: (a) to engage parents positively in their children's education by helping parents to develop skills to use at home that support their children's academic efforts at school and their children's development as responsible future members of our society; (b) to inform parents that they can directly affect the success of their children's learning, by providing parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home; (c) to build consistent and effective communication between the home and the school so that parents may know when and how to assist their children in support of classroom learning activities; (d) to train teachers and administrators to communicate effectively with parents; and (e)

- to integrate parent involvement programs, including compliance with this chapter, into the school's master plan for academic accountability. (EC §§11502, 11504)
21. Results of an annual evaluation demonstrate that the LEA and each participating school are implementing Consolidated Programs that are not of low effectiveness, under criteria established by the local governing board. (5 CCR §3942)
 22. The program using consolidated programs funds does not isolate or segregate students on the basis of race, ethnicity, religion, sex, sexual orientation or socioeconomic status. (United States Constitution, Fourteenth Amendment; California Constitution, Article 1, §7; California Government Code §§11135-11138; 42 USC §2000d; 5 CCR, §3934)
 23. Personnel, contracts, materials, supplies, and equipment purchased with Consolidated Program funds supplement the basic education program. (EC §§62002)
 24. At least 85 percent of the funds for School Improvement Programs, Title I, Title VI and Economic Impact Aid (State Compensatory Education and programs for English learners) are spent for direct services to students. One hundred percent of Miller-Unruh apportionments are spent for the salary of specialist reading teachers. (EC §63001; 5 CCR, §3944(a)(b))
 25. State and federal categorical funds will be allocated to continuation schools in the same manner as to comprehensive schools, to the maximum extent permitted by state and federal laws and regulations. (EC §48438)
 26. Programs and services are and will be in compliance with Section 8355 of the California Government Code and the Drug-Free Workplace Act of 1988, and implemented at CFR Part 84, Subpart F, for grantees, as defined at 34 CFR Part 84, Sections 84.105 and 84.110.
 27. Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009.
 28. The Federal grant sub recipient has complied with the Federal Funding Accountability and Transparency Act, as defined in CFR Part 25 (PL 109-282; PL 110-252) regarding the establishment of a Data Universal Numbering System (DUNS) number and maintaining a current/active registration in the System for Award Management Web page at <https://www.sam.gov/portal/SAM/#1>.

Questions: [Education Data Office](#) | conappsupport@cde.ca.gov | 916-319-0297
 Last Reviewed: Tuesday, May 16, 2017

El Camino Real Charter High (19 64733 1932623)

Status: Draft
 Saved by: Milada Rakijian
 Date: 5/31/2017 4:42 PM

2017-18 Protected Prayer Certification

ESSA Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269
 Mindi Yates, Title I Policy and Program Guidance Office, myates@cde.ca.gov, 916-319-0789

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	David Hussey
Authorized Representative Title	Executive Director
Authorized Representative Signature Date	06/28/2017
Comment	
If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Coversheet

Discuss and Vote on Resolution Re 2017-2018 Education Protection Account

Section: VI. Financial
Item: D. Discuss and Vote on Resolution Re 2017-2018 Education Protection Account
Purpose: Vote
Submitted by:
Related Material: Resolution Re Education Protection Account.pdf
Exhibit_EducationProtectionAccount-1718.pdf

**BOARD OF DIRECTORS
EL CAMINO REAL ALLIANCE**

**RESOLUTION
RE: EDUCATION PROTECTION ACCOUNT**

The Board of Directors (“Board”) of El Camino Real Alliance (“ECRA”), a tax exempt, California nonprofit public benefit corporation doing business as El Camino Real Charter High School, does hereby adopt the following resolution regarding the Education Protection Account.

WHEREAS, Proposition 30 was approved on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the State General Fund an Education Protection Account (“EPA”) to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, California’s Finance Director shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the EPA during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the EPA within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the EPA are continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the EPA are not to be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school are to have the sole authority to determine how the monies received from the EPA are spent in the school or schools within its jurisdiction;

WHEREAS, the governing Board shall make the spending determinations with respect to monies received from the EPA in open session of a public meeting of the Board;

WHEREAS, the monies received from the EPA shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the EPA and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the EPA and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing Board of **ECRA**;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing Board of **ECRA** has determined to spend the monies received from the EPA as attached.

BE IT FURTHER RESOLVED, that the Secretary of the Board hereby is authorized to certify this resolution.

* * *

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution by the following vote at a regular Board meeting this 28th day of June, 2017.

By: _____
Scott Silverstein, Secretary

EXHIBIT A

**2017-18 Education Protection Account
Program by Resource Report
Expenditures by Function - Detail**

El Camino Real Charter High School

Expenditures through: June 30, 2018

Estimate

For Fund 01, Resource 1400 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	5,123,128.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		5,123,128.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Instruction	1000-1999	5,123,128.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		5,123,128.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

*amount
not final

Note to user:

Specific cells in column C have been protected so that you can't enter data. The "Amount" column is protected for the following revenues: Federal Revenue, Other State Revenue, Other Local Revenue, and All Other Financing Sources and Contributions.

The "Amount" column is protected for the following expenditure functions: 2100-2150, 2200, 2700, 6000-6999, and 7000-7999.

2017-18 Education Protection Account
 Program by Resource Report
 Expenditures by Function - Detail

El Camino Real Charter High School

Expenditures through: June 30, 2018

Estimate

For Fund 01, Resource 1400 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	5,123,128.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		5,123,128.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Instruction	1000-1999	5,123,128.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		5,123,128.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

*amount
not final

Note to user:
 Specific cells in column C have been protected so that you can't enter data. The "Amount" column is protected for the following revenues: Federal Revenue, Other State Revenue, Other Local Revenue, and All Other Financing Sources and Contributions.
 The "Amount" column is protected for the following expenditure functions: 2100-2150, 2200, 2700, 6000-6999, and 7000-7999.

Coversheet

Discuss and Vote on 2017-2018 School Calendar

Section: VII. School Business
Item: D. Discuss and Vote on 2017-2018 School Calendar
Purpose: Vote
Submitted by:
Related Material: School Calendar.pdf

School Calendar 2017-2018

August 10 and 11, 2017	Pupil Free Days
August 14, 2017	First Day of Instruction
September 1, 2017	Admissions Day (No School)
September 4, 2017	Labor Day (No School)
September 21, 2017	Rosh Hashanah (No School)
September 22, 2017	Pupil Free Professional Development Day
November 10, 2017	Veterans' Day (No School)
November 20-24, 2017	Thanksgiving Break (No School)
December 13-15, 2017	Final Exams (Minimum Days)
December 18, 2017 – January 5, 2018	Winter Break
January 8, 2018	Pupil Free Professional Development Day
January 9, 2018	First Day of Second Semester
January 15, 2018	Martin Luther King Birthday (No School)
February 19, 2018	Presidents' Day (No School)
March 26, 2018 – March 30, 2018	Spring Break (No School)
April 2, 2018	Cesar Chavez Day (No School)
May 28, 2018	Memorial Day (No School)
June 4-6, 2018	Final Exams (Minimum Days)
June 7, 2018	Senior Clearance Day
June 8, 2018	Graduation/ Last Day of School

180 Total Days of Instruction

Fall Semester = 80 days of instruction

Spring Semester = 100 days of instruction

Coversheet

Discuss and Vote On Youth Suicide Prevention Policy

Section: VII. School Business
Item: E. Discuss and Vote On Youth Suicide Prevention Policy
Purpose: Vote
Submitted by:
Related Material: Youth Suicide Prevention Policy.pdf

YOUTH SUICIDE PREVENTION POLICY

The Board of Directors of El Camino Real Alliance dba El Camino Real Charter High School (“ECRCHS”) recognizes that suicide is a leading cause of death among youth and that an even greater amount of youth consider (17 percent of high school students) and attempt suicide (over 8 percent of high school students) (Centers for Disease Control and Prevention, 2015).

The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. As a result, ECRCHS is ethically and legally responsible for providing an appropriate and timely response in preventing suicidal ideation, attempts, and deaths. ECRCHS also must work to create a safe and nurturing campus that minimizes suicidal ideation in students.

Recognizing that it is the duty of the district and schools to protect the health, safety, and welfare of its students, this policy aims to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. As it is known that the emotional wellness of students greatly impacts school attendance and educational success, this policy shall be paired with other policies that support the emotional and behavioral wellness of students.

This policy is based on research and best practices in suicide prevention, and has been adopted with the understanding that suicide prevention activities decrease suicide risk, increase help-seeking behavior, identify those at risk of suicide, and decrease suicidal behaviors. Empirical evidence refutes a common belief that talking about suicide can increase risk or “place the idea in someone’s mind.”

In an attempt to reduce suicidal behavior and its impact on students and families, ECRCHS shall develop strategies for suicide prevention, intervention, and postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies shall include professional development for all school personnel in all job categories who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide, including substitute teachers, volunteers, expanded learning staff (afterschool) and other individuals in regular contact with students such as crossing guards, tutors, and coaches.

ECRCHS shall develop and implement preventive strategies and intervention procedures that include the following:

Overall Strategic Plan for Suicide Prevention

ECRCHS shall involve school-employed mental health professionals (e.g., school counselors, psychologists, social workers, nurses), administrators, other school staff members, parents/guardians/caregivers, students, local health agencies and professionals, law enforcement, and community organizations in planning, implementing, and evaluating the school’s strategies for suicide prevention and intervention. ECRCHS must work in conjunction with local government

agencies, community-based organizations, and other community supports to identify additional resources.

Jessica Friedman
School Psychologist
Student Support Services

Vanessa Cordero
School Psychologist
Student Support Services

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, ECRCHS shall appoint an individual (or team) to serve as the suicide prevention point of contact for the school. This policy shall be reviewed and revised as indicated, at least annually in conjunction with the previously mentioned community stakeholders.

Resources:

- The K–12 Toolkit for Mental Health Promotion and Suicide Prevention has been created to help schools comply with and implement AB 2246, the Pupil Suicide Prevention Policies. The Toolkit includes resources for schools as they promote youth mental wellness, intervene in a mental health crisis, and support members of a school community after the loss of someone to suicide.

Additional information about this Toolkit for schools can be accessed on the Heard Alliance Web site at <http://www.heardalliance.org/>.

- You can find information about a comprehensive suicide prevention toolkit for schools on the Palo Alto Unified School District Counseling Services Web page at <https://www.pausd.org/student-services/counseling-services>

Prevention

A. Messaging about Suicide Prevention

Messaging about suicide has an effect on suicidal thinking and behaviors. Consequently, ECRCHS along with its partners has critically reviewed and will continue to review all materials and resources used in awareness efforts to ensure they align with best practices for safe messaging about suicide.

Resources:

- For information on public messaging on suicide prevention, see the National Action Alliance for Suicide Prevention Web site at

<http://suicidepreventionmessaging.actionallianceforsuicideprevention.org/>

- For information on engaging the media regarding suicide prevention, see the Your Voice Counts Web page at <http://resource-center.yourvoicecounts.org/content/making-headlines-guide-engaging-media-suicide-prevention-california-0>
- For information on how to use social media for suicide prevention, see the Your Voice Counts Web page at <http://resource-center.yourvoicecounts.org/content/how-use-social-media>

B. Suicide Prevention Training and Education

ECRCHS along with its partners has carefully reviewed available staff training to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Training shall be provided for all school staff members and other adults on campus (including substitutes and intermittent staff, volunteers, interns, tutors, coaches, and expanded learning staff).

Training:

- At least annually, all staff shall receive training on the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention.
- All suicide prevention trainings shall be offered under the direction of school-employed mental health professionals (e.g., school counselors, psychologists, or social workers) who have received advanced training specific to suicide and may benefit from collaboration with one or more county and/or community mental health agencies. Staff training can be adjusted year-to-year based on previous professional development activities and emerging best practices.
- At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk factors and warning signs, prevention, intervention, referral, and postvention) at the beginning of their employment. Previously employed staff members shall attend a minimum of one-hour general suicide prevention training. Core components of the general suicide prevention training shall include:
 - Suicide risk factors, warning signs, and protective factors;
 - How to talk with a student about thoughts of suicide;

- How to respond appropriately to the youth who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and an immediate referral for a suicide risk assessment;
 - Emphasis on immediately referring (same day) any student who is identified to be at risk of suicide for assessment while staying under constant monitoring by staff member;
 - Emphasis on reducing stigma associated with mental illness and that early prevention and intervention can drastically reduce the risk of suicide;
 - Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the California School Climate, Health, and Learning Survey (Cal-SCHLS) should also be analyzed to identify school climate deficits and drive program development. See the Cal-SCHLS Web site at <http://cal-schls.wested.org/>.
- In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff should include the following components:
 - The impact of traumatic stress on emotional and mental health;
 - Common misconceptions about suicide;
 - School and community suicide prevention resources;
 - Appropriate messaging about suicide (correct terminology, safe messaging guidelines);
 - The factors associated with suicide (risk factors, warning signs, protective factors);
 - How to identify youth who may be at risk of suicide;
 - Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on school guidelines) how to respond to such thinking; how to talk with a student about thoughts of suicide and appropriately respond and provide support based on school guidelines;
 - School-approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals). Such procedures should emphasize that the suicidal student should be constantly supervised until a suicide risk assessment is completed;

- School-approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention);
 - Responding after a suicide occurs (suicide postvention);
 - Resources regarding youth suicide prevention;
 - Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide;
 - Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment while being constantly monitored by a staff member.
- The professional development also shall include additional information regarding groups of students judged by the school, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following:
 - Youth affected by suicide;
 - Youth with a history of suicide ideation or attempts;
 - Youth with disabilities, mental illness, or substance abuse disorders;
 - Lesbian, gay, bisexual, transgender, or questioning youth;
 - Youth experiencing homelessness or in out-of-home settings, such as foster care;
 - Youth who have suffered traumatic experiences.

Resources:

- Youth Mental Health First Aid (YMHFA) teaches a 5-step action plan to offer initial help to young people showing signs of a mental illness or in a crisis, and connect them with the appropriate professional, peer, social, or self-help care. YMHFA is an 8-hour interactive training for youth-serving adults without a mental health background. See the Mental Health First Aid Web page at <https://www.mentalhealthfirstaid.org/cs/take-a-course/course-types/youth/>
- Free YMHFA Training is available on the CDE Mental Health Web page at <http://www.cde.ca.gov/ls/cg/mh/projectcalwell.asp>
- Question, Persuade, and Refer (QPR) is a gatekeeper training that can be taught online. Just as people trained in cardiopulmonary resuscitation (CPR) and the Heimlich Maneuver help save thousands of lives each year, people trained in QPR learn how to recognize the

warning signs of a suicide crisis and how to question, persuade, and refer someone to help. See the QPR Web site at <http://www.qprinstitute.com/>

- SafeTALK is a half-day alertness training that prepares anyone over the age of fifteen, regardless of prior experience or training, to become a suicide-alert helper. See the LivingWorks Web page at <https://www.livingworks.net/programs/safetalk/>
- Applied Suicide Intervention Skills Training (ASIST) is a two-day interactive workshop in suicide first aid. ASIST teaches participants to recognize when someone may have thoughts of suicide and work with them to create a plan that will support their immediate safety. See the LivingWorks Web page at <https://www.livingworks.net/programs/asist/>
- Kognito At-Risk is an evidence-based series of three online interactive professional development modules designed for use by individuals, schools, districts, and statewide agencies. It includes tools and templates to ensure that the program is easy to disseminate and measures success at the elementary, middle, and high school levels. See the Kognito Web page at <https://www.kognito.com/products/pk12/>

C. Employee Qualifications and Scope of Services

Employees of ECRCHS and their partners must act only within the authorization and scope of their credential or license. While it is expected that school professionals are able to identify suicide risk factors and warning signs, and to prevent the immediate risk of a suicidal behavior, treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with suicidal thinking typically requires mental health resources beyond what schools are able to provide.

D. Specialized Staff Training (Assessment)

Additional professional development in suicide risk assessment and crisis intervention shall be provided to mental health professionals (school counselors, psychologists, social workers, and nurses) employed by ECRCHS.

Resource:

- Assessing and Managing Suicide Risk (AMSR) is a one-day training workshop for behavioral health professionals based on the latest research and designed to help participants provide safer suicide care. See the Suicide Prevention Resource Center Web page at <http://www.sprc.org/training-events/amsr>

E. Parents, Guardians, and Caregivers Participation and Education

- To the extent possible, parents/guardians/caregivers should be included in all suicide prevention efforts. At a minimum, schools shall share with parents/guardians/caregivers ECRCHS's suicide prevention policy and procedures.
- This suicide prevention policy shall be prominently displayed on ECRCHS's Web page and included in the parent handbook.
- Parents/guardians/caregivers should be invited to provide input on the development and implementation of this policy.
- All parents/guardians/caregivers should have access to suicide prevention training that addresses the following:
 - Suicide risk factors, warning signs, and protective factors;
 - How to talk with a student about thoughts of suicide;
 - How to respond appropriately to the student who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and referral for an immediate suicide risk assessment.

Resource:

- Parents as Partners: A Suicide Prevention Guide for Parents is a booklet that contains useful information for parents/guardians/caregivers who are concerned that their children may be at risk for suicide. It is available from Suicide Awareness Voices of Education (SAVE). See the SAVE Web page at <https://www.save.org/product/parents-as-partners/>

F. Student Participation and Education

ECRCHS along with its partners has carefully reviewed available student curricula to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Under the supervision of school-employed mental health professionals, and following consultation with county and community mental health agencies, students shall:

- Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress;
- Receive developmentally appropriate guidance regarding the school's suicide prevention, intervention, and referral procedures.

- The content of the education shall include:
 - Coping strategies for dealing with stress and trauma;
 - How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others;
 - Help-seeking strategies for oneself and others, including how to engage school-based and community resources and refer peers for help;
 - Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.

Student-focused suicide prevention education can be incorporated into classroom curricula (e.g., health classes, freshman orientation classes, science, and physical education).

ECRCHS will support the creation and implementation of programs and/or activities on campus that raise awareness about mental wellness and suicide prevention (e.g., Mental Health Awareness Weeks, Peer Counseling Programs, Freshman Success Programs, and National Alliance on Mental Illness on Campus High School Clubs).

Resources:

- More Than Sad is school-ready and evidence-based training material, listed on the national Suicide Prevention Resource Center's best practices list, specifically designed for teen-level suicide prevention. See the American Foundation for Suicide Prevention Web page at <https://afsp.org/our-work/education/more-than-sad/>
- Break Free from Depression (BFFD) is a 4-module curriculum focused on increasing awareness about adolescent depression and designed for use in high school classrooms. See the Boston Children's Hospital Web page at <http://www.childrenshospital.org/breakfree>
- Coping and Support Training (CAST) is an evidence-based life-skills training and social support program to help at-risk youth. See the Reconnecting Youth Inc. Web page at <http://www.reconnectingyouth.com/programs/cast/>
- Students Mobilizing Awareness and Reducing Tragedies (SMART) is a program comprised of student-led groups in high schools designed to give students the freedom to implement a suicide prevention on their campus that best fits their school's needs. See the SAVE Web page at <https://www.save.org/what-we-do/education/smart-schools-program-2/>

- Linking Education and Awareness for Depression and Suicide (LEADS) for Youth is a school-based suicide prevention curriculum designed for high schools and educators that links depression awareness and secondary suicide prevention. LEADS for Youth is an informative and interactive opportunity for students and teachers to increase knowledge and awareness of depression and suicide. See the SAVE Web page at <https://www.save.org/what-we-do/education/leads-for-youth-program/>

Intervention, Assessment, Referral

A. Staff

ECRCHS staff members who have received advanced training in suicide intervention shall be designated as the primary and secondary suicide prevention liaisons. Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary designated suicide prevention liaison. If this primary suicide prevention liaison is unavailable, the staff shall promptly notify the secondary suicide prevention liaison.

- Under normal circumstances, the primary and/or secondary contact persons shall notify the principal, another school administrator, school psychologist or school counselor, if different from the primary and secondary contact persons. The names, titles, and contact information of multi-disciplinary crisis team members shall be distributed to all students, staff, parents/guardians/caregivers and be prominently available on the school's Web site. Jessica Friedman and Vanessa Cordero, School Psychologists, shall be the primary and secondary Suicide Prevention Liaisons.

The executive director, another school administrator, school counselor, school psychologist, social worker, or nurse shall then notify, if appropriate and in the best interest of the student, the student's parents/guardians/caregivers as soon as possible and shall refer the student to mental health resources in the school or community. Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.

If the student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

- Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary or secondary suicide prevention liaisons.
- Students experiencing suicidal ideation shall not be left unsupervised.
- A referral process should be prominently disseminated to all staff members, so they know how to respond to a crisis and are knowledgeable about the school and community-based resources.

- The Superintendent or Designee shall establish crisis intervention procedures to ensure student safety and appropriate communications if a suicide occurs or an attempt is made by a student or adult on campus or at a school-sponsored activity.

B. Parents, Guardians, and Caregivers

A referral process should be prominently disseminated to all parents/guardians/caregivers, so they know how to respond to a crisis and are knowledgeable about the school and community-based resources.

C. Students

Students shall be encouraged to notify a staff member when they are experiencing emotional distress or suicidal ideation, or when they suspect or have knowledge of another student's emotional distress, suicidal ideation, or attempt.

D. Parental Notification and Involvement

ECRCHS shall identify a process to ensure continuing care for the student identified to be at risk of suicide. The following steps should be followed to ensure continuity of care:

- After a referral is made for a student, school staff shall verify with the parent/guardian/caregiver that follow-up treatment has been accessed. Parents/guardians/caregivers will be required to provide documentation of care for the student.
- If parents/guardians/caregivers refuse or neglect to access treatment for a student who has been identified to be at-risk for suicide or in emotional distress, the suicide point of contact (or other appropriate school staff member) will meet with the parents/guardians/caregivers to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of the importance of care. If follow-up care for the student is still not provided, school staff should consider contacting Child Protective Services (CPS) to report neglect of the youth. CPS can be contacted through the Department of Children & Family Services, 20151 Nordhoff Street, Chatsworth, CA 91311, (818) 717-4002/4009.

E. Action Plan for In-School Suicide Attempts

If a suicide attempt is made during the school day on campus, it is important to remember that the health and safety of the student and those around him/her is critical. The following steps should be implemented:

- Remain calm, remember the student is overwhelmed, confused, and emotionally distressed;
- Move all other students out of the immediate area;
- Immediately contact the administrator or suicide prevention liaison;
- Call 911 and give them as much information about any suicide note, medications taken, and access to weapons, if applicable;
- If needed, provide medical first aid until a medical professional is available;
- Parents/guardians/caregivers should be contacted as soon as possible;
- Do not send the student away or leave them alone, even if they need to go to the restroom;
- Listen and prompt the student to talk;
- Review options and resources of people who can help;
- Be comfortable with moments of silence as you and the student will need time to process the situation;
- Provide comfort to the student;
- Promise privacy and help, and be respectful, but do not promise confidentiality;
- Student should only be released to parents/guardians/caregivers or to a person who is qualified and trained to provide help.

F. Action Plan for Out-of-School Suicide Attempts

If a suicide attempt by a student is outside of ECRCHS property, it is crucial that ECRCHS protects the privacy of the student and maintain a confidential record of the actions taken to intervene, support, and protect the student. The following steps should be implemented:

- Contact the parents/guardians/caregivers and offer support to the family;
- Discuss with the family how they would like the school to respond to the attempt while minimizing widespread rumors among teachers, staff, and students;
- Obtain permission from the parents/guardians/caregivers to share information to ensure the facts regarding the crisis is correct;

- Designate a staff member to handle media requests;
- Provide care and determine appropriate support to affected students;
- Offer to the student and parents/guardians/caregivers steps for re-integration to school.

G. Supporting Students after a Mental Health Crisis

It is crucial that careful steps are taken to help provide the mental health support for the student and to monitor their actions for any signs of suicide. The following steps should be implemented after the crisis has happened:

- Treat every threat with seriousness and approach with a calm manner; make the student a priority;
- Listen actively and non-judgmental to the student. Let the student express his or her feelings;
- Acknowledge the feelings and do not argue with the student;
- Offer hope and let the student know they are safe and that help is provided. Do not promise confidentiality or cause stress;
- Explain calmly and get the student to a trained professional, guidance counselor, or designated staff to further support the student;
- Keep close contact with the parents/guardians/caregivers and mental health professionals working with the student.

H. Re-Entry to School After a Suicide Attempt

A student who threatened or attempted suicide is at a higher risk for suicide in the months following the crisis. Having a streamlined and well planned re-entry process ensures the safety and wellbeing of students who have previously attempted suicide and reduces the risk of another attempt. An appropriate re-entry process is an important component of suicide prevention. Involving students in planning for their return to school provides them with a sense of control, personal responsibility, and empowerment.

The following steps shall be implemented upon re-entry:

- Obtain a written release of information signed by parents/guardians/caregivers and providers;

- Confer with student and parents/guardians/caregivers about any specific requests on how to handle the situation;
- Inform the student’s teachers about possible days of absences;
- Allow accommodations for student to make up work (be understanding that missed assignments may add stress to student);
- Mental health professionals or trusted staff members should maintain ongoing contact to monitor student’s actions and mood;
- Work with parents/guardians/caregivers to involve the student in an aftercare plan.

Resource:

- The School Reentry for a Student Who Has Attempted Suicide or Made Serious Suicidal Threats is a guide that will assist in school re-entry for students after an attempted suicide. See the Mental Health Recovery Services Resource Web page at http://www.mhrsonline.org/resources/suicide%5Cattempted_suicide_resources_for_schools-9/

I. Responding After a Suicide Death (Postvention)

A death by suicide in the school community (whether by a student or staff member) can have devastating consequences on students and staff. Therefore, it is vital that we are prepared ahead of time in the event of such a tragedy. Suicide Prevention Liaisons Jessica Friedman and Vanessa Cordero shall ensure that each school site adopts an action plan for responding to a suicide death as part of the general Crisis Response Plan. The Suicide Death Response Action Plan (Suicide Postvention Response Plan) needs to incorporate both immediate and long-term steps and objectives.

- Suicide Postvention Response Plan shall:
 - Identify a staff member to confirm death and cause (school site administrator);
 - Identify a staff member to contact deceased’s family (within 24 hours);
 - Enact the Suicide Postvention Response Plan, include an initial meeting of the school’s Suicide Postvention Response Team;
 - Notify all staff members (ideally in-person or via phone, not via e-mail or mass notification).
- Coordinate an all-staff meeting, to include:

- Notification (if not already conducted) to staff about suicide death;
- Emotional support and resources available to staff;
- Notification to students about suicide death and the availability of support services (if this is the protocol that is decided by administration);
- Share information that is relevant and that which you have permission to disclose.
- Prepare staff to respond to needs of students regarding the following:
 - Review of protocols for referring students for support/assessment;
 - Talking points for staff to notify students;
 - Resources available to students (on and off campus).
- Identify students significantly affected by suicide death and other students at risk of imitative behavior;
- Identify students affected by suicide death but not at risk of imitative behavior;
- Communicate with the larger school community about the suicide death;
- Consider funeral arrangements for family and school community;
- Respond to memorial requests in respectful and non-harmful manner; responses should be handed in a thoughtful way and their impact on other students should be considered;
- Identify media spokesperson skilled to cover story without the use of explicit, graphic, or dramatic content (go to the Reporting on Suicide.Org Web site at www.reportingonsuicide.org). Research has proven that sensationalized media coverage can lead to contagious suicidal behaviors.
- Utilize and respond to social media outlets:
 - Identify what platforms students are using to respond to suicide death
 - Identify/train staff and students to monitor social media outlets
- Include long-term suicide postvention responses:
 - Consider important dates (i.e., anniversary of death, deceased birthday, graduation, or other significant event) and how these will be addressed

- Support siblings, close friends, teachers, and/or students of deceased
- Consider long-term memorials and how they may impact students who are emotionally vulnerable and at risk of suicide

Resources:

- After a Suicide: A Toolkit for School is a comprehensive guide that will assist schools on what to do if a suicide death takes place in the school community. See the Suicide Prevention Resource Center Web page at <http://www.sprc.org/comprehensive-approach/postvention>
- Help & Hope for Survivors of Suicide Loss is a guide to help those during the bereavement process and who were greatly affected by the death of a suicide. See the Suicide Prevention Resource Center Web page at <http://www.sprc.org/resources-programs/help-hope-survivors-suicide-loss>
- For additional information on suicide prevention, intervention, and postvention, see the Mental Health Recovery Services Model Protocol Web page at http://www.mhrsonline.org/resources/suicide%5Cattempted_suicide_resources_for_schools-9/
- Information on school climate and school safety is available on the CDE Safe Schools Planning Web page at <http://www.cde.ca.gov/lr/ss/vp/safeschlplanning.asp>
- Additional resources regarding student mental health needs can be found in the SSPI letter Responding to Student Mental Health Needs in School Safety Planning at <http://www.cde.ca.gov/nr/el/le/yr14ltr0212>.

Coversheet

Discuss Common Planning Days Schedule

Section: VII. School Business
Item: F. Discuss Common Planning Days Schedule
Purpose: Discuss
Submitted by:
Related Material: Board Resolution Department of Rehabilitation.pdf

STATE OF CALIFORNIA
BOARD RESOLUTION
 DR 324 (Rev 9/2011)

DEPARTMENT OF REHABILITATION

FULL Name of Corporation or Public Agency

El Camino Real Charter High School

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

Name/Position of Person Authorized to Sign Agreement

Alan Darby/Chief Business Officer

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of said Agreement and all amendments. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.


CERTIFICATION

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held

5440 Valley Circle Blvd., Woodland Hills, CA 91367

Date of Board Meeting	Signature of Recording Secretary	Date Signed
		

Coversheet

Discuss and Vote on Resolution Re Material Revision for Shoup Property

Section: VII. School Business
Item: G. Discuss and Vote on Resolution Re Material Revision for Shoup Property
Purpose: Vote
Submitted by:
Related Material: Resolution Re Shoup Property.pdf

**BOARD OF DIRECTORS
EL CAMINO REAL ALLIANCE**

**RESOLUTION
RE: MATERIAL REVISION SHOUP PROPERTY**

The Board of Directors (“Board”) of El Camino Real Alliance (“ECRA”), a tax exempt, California nonprofit public benefit corporation doing business as El Camino Real Charter High School, does hereby adopt the following resolution regarding a material revision to its charter to allow for up to 300 students in its Independent Study program at the property located at 7401 Shoup Avenue, West Hills, CA 91307 (the “Shoup Property”).

WHEREAS, ECRA purchased the Shoup Property in or about November 17, 2015, specifically for the purpose of conducting its Independent Study program there; and

WHEREAS, ECRA must submit a material revision to the Los Angeles Unified School District (“LAUSD”) to allow for such use of the Shoup Property and the resultant increase in enrollment; and

WHEREAS, ECRA’s Board of Directors seeks to have a material revision submitted to the LAUSD to allow for use of the Shoup Property for ECRA’s Independent Study program for up to 300 students and to allow for a commensurate increase in enrollment.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the foregoing resolution to have ECRA, through its Executive Director David Hussey, submit a request for material revision to LAUSD. A copy of the material revision request to be submitted is attached hereto as Exhibit A. The Executive Director is also authorized to otherwise act on behalf of ECRA with respect to the material revision application process.

BE IT FURTHER RESOLVED, that the Secretary of the Board hereby is authorized to certify this resolution.

* * *

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution by the following vote at a regular Board meeting this 28th day of June, 2017.

By: _____
Scott Silverstein, Secretary

EXHIBIT A



EL CAMINO REAL CHARTER HIGH SCHOOL

A California Distinguished School

5440 Valley Circle Boulevard
Woodland Hills, California 91367
818.595.7500 TEL; 818.710.9023 FAX

www.ecrchs.net

JONATHAN WASSER
Board President

DAVID HUSSEY
Executive Director

June 28, 2017

VIA OVERNIGHT MAIL

José Cole-Gutiérrez, Director
Charter Schools Division
Los Angeles Unified School District
333 S. Beaudry Avenue, 20th Floor
Los Angeles, California 90017

**Re: El Camino Real Charter High School Request for Material Revision
Shoup Property**

Dear Mr. Cole-Gutiérrez:

On behalf of El Camino Real Charter High School (“ECRCHS” or the “Charter School”), I am writing to request a material revision of ECRCHS’s charter petition. This letter, and the enclosed documents, was prepared consistent with the Los Angeles Unified School District (“LAUSD” or the “District”) Charter Schools Division’s (“CSD”) Administrative Procedures for Charter School Authorizing (revised September 10, 2013) and Request for Material Revision Checklist (revised as of the same date).

RELEVANT BACKGROUND INFORMATION

On or about May 22, 2012, ECRCHS amended its charter through a fully-executed Amendment to Charter, to include an Alternative Education and Intervention Program. Subsequently, in September 2013, to meet the needs of those students who are unable to attend school in the traditional format, ECRCHS started an Independent Study program.

Currently, the Independent Study program on its main campus located at 5440 Valley Circle Boulevard, Woodland Hills, CA 91367 (the “Main Campus”), has approximately 100 students. However, it is ECRCHS’ understanding that there are more students in the Charter School and in the community who would like to be part of the program.

To meet this need, ECRCHS purchased certain real property located at 7401 Shoup Avenue, West Hills, California 91307 (the “Shoup Property”) on or about November 17, 2015, specifically for the purpose of housing its Independent Study program. The Shoup Property was previously a non-public school, and thus its facilities were well suited to convert for ECRCHS’ use.

The mission of ECRCHS is to prepare our diverse student body for the next phase of their educational, professional, and personal journey through a rigorous, customized academic program that inspires the development of students’ unique talents and skills, builds character, and provides opportunities for civic engagement and real-world experiences.



June 28, 2017

Page 2

On November 10, 2015, LAUSD's Board unanimously approved ECRCHS's charter renewal petition (the "Petition"). The Petition identified ECRCHS's Independent Study program, at length. (See Petition at pp. 98-100.)

On April 18, 2017, LAUSD approved ECRCHS' material revision to increase enrollment from 3,600 to 3,800 on the Main Campus. ECRCHS seeks a material revision to allow for its Independent Study program to be operated at the Shoup Property, for up to 300 students.

On May 5, 2017, ECRCHS' Executive Director met with LAUSD Board member, Scott Schmerelson, and advised Mr. Schmerelson that ECRCHS would be submitting this material revision.

On May 10, 2017, ECRCHS' Executive Director communicated with Aida Tatiossian of LAUSD's Charter School Division, and advised Ms. Tatiossian that ECRCHS would be submitting this material revision.

Current Request

ECRCHS seeks an increase in its enrollment capacity, to allow for an enrollment capacity of 3,800 students at the Main Campus (which it currently has, subsequent to LAUSD Board's approval of the prior material revision on April 18, 2017), and 300 independent study students at the Shoup Property. The latter represents an expansion of the Charter School's Independent Study program, which is described below and which was set forth in detail in ECRCHS' charter renewal petition which was unanimously approved by LAUSD's Board.

ANALYSIS AND DISCUSSION

The Independent Study program assists students who are unable to attend school in the traditional five days a week format. It is designed for students with special interests and abilities, scheduling problems or individual needs that cannot be accommodated in the traditional school. Students who graduate from the Independent Study program receive an ECRCHS diploma. The addition of these programs has allowed ECRCHS to provide enhanced academic support services to at-risk students and improve their chances of completing high school, as evidenced in the steadily increasing graduation rate and steadily decreasing dropout rate. The Charter School now wishes to expand its offerings for Independent Study, based upon demand from and needs of the students and the community.

The following charts demonstrate the growth of the Independent Study Program (which has been counted as a portion of ECRCHS's enrollment capacity; this material revision seeks to break out that program into its own enrollment capacity).



June 28, 2017
Page 3

Independent Study Program

Year	Enrollment	12 th	11 th	10 th	9 th	4-year Grads	5-year Grads	6-year Grads
2013-14	61	26	18	11	6	18 (69.2%)	8 (30.8%)	0
2014-15	105	56	30	15	4	38 (67.9%)	18 (32.1%)	0
2015-16	129	74	35	14	6	50 (67.6%)	22 (29.7%)	2 (2.7%)
2016-17	139	83	39	9	8	42 (50.6%)	29 (34.9%)	12 (14.5%)

ECRCHS’s weighted 3-Year Average Academic Performance Index (“API”) score was 823. The Charter School’s most recent statewide and similar schools’ API ranks were 9 and 7, respectively. With such excellent educational indication already in place, the Charter School aspires to improve its graduation rate and to offer more vocational opportunities to students, thus preparing all students for options that are available after high school. The Charter School provides a strong and proven educational program for its students, and desires to be able to offer that program to more students.

IDENTIFICATION AND DESCRIPTION OF CHANGES

ECRCHS’s charter renewal petition, unanimously approved by LAUSD’s Board on November 10, 2015, and revised pursuant to the material revision approved by LAUSD’s Board on April 17, 2017, will be revised as follows:

General Information Table (page 3):

The number of students in the first year will be:	4,100: 3,800 at the main campus; and 300 in the Independent Study Program at the Shoup Property
The enrollment capacity is: (Enrollment capacity is defined as the total number of students who may be enrolled in Charter School regardless of student residency.)	4,100: 3,800 at the main campus; and 300 in the Independent Study Program at the Shoup Property



June 28, 2017

Page 4

Independent Study Program (page 19):

Independent Study Program: ECHRCHS' independent study program is located at the campus at 7401 Shoup Avenue, West Hills, CA (the "Shoup Property"). This program assists students who are unable to attend school in the traditional five days a week format. It is designed for students with special interests and abilities, scheduling problems or individual needs that cannot be accommodated in the traditional school. Students will not be placed in the Independent Study program unless they meet the criteria described herein, and students must also have Charter School approval and the approval of the parent/guardian. This program offers courses that meet the CSU/UC college A-G course requirements. All of the courses are offered online as well as on campus from NCLB qualified teachers on campus. Students must be all independent study eligibility requirements. Because this program offers rigorous, challenging courses, students must be able to work independently and have a desire to learn. Students who graduate from this program receive an ECRCHS diploma.

[Changes from the approved charter are reflected in gray text above.]

Enrollment Plan (page 22):

ECRCHS is currently authorized to serve 3,800 students in grades 9-12 in a site-based program, and plans to add 300 students to the Independent Study program. The following projects enrollment with the assumption the increase to the Independent Study program will be approved:

Enrollment Plan

Main Campus	2016-17	2017-18	2018-19	2019-20	2020-21
9 th grade	900	900	900	900	900
10 th grade	925	925	925	925	925
11 th grade	975	975	975	975	975
12 th grade	1,000	1,000	1,000	1,000	1,000
Total	3,800	3,800	3,800	3,800	3,800
Independent Study Shoup Property	2016-17	2017-18	2018-19	2019-20	2020-21
9 th – 12 th grade	300	300	300	300	300
Total	300	300	300	300	300
Grand Total	4,100	4,100	4,100	4,100	4,100

June 28, 2017
Page 5



CONCLUSION

ECRCHS is eager to work with the District to address any questions or concerns regarding its charter petition material revision request. Please do not hesitate to contact me at your convenience.

Sincerely,

David Hussey
Executive Director

Coversheet

Discuss and Vote on Resolution Re Department of Rehabilitation Agreement

Section: VII. School Business
Item: H. Discuss and Vote on Resolution Re Department of Rehabilitation Agreement
Purpose: Vote
Submitted by:
Related Material:
Board Resolution Department of Rehabilitation.pdf
Department of Rehabilitation We Can Work Standard Agreement.pdf
Department of Rehabilitation We Can Work Standard Agreement - Exhibits.pdf

STATE OF CALIFORNIA
BOARD RESOLUTION
 DR 324 (Rev 9/2011)

DEPARTMENT OF REHABILITATION

FULL Name of Corporation or Public Agency

El Camino Real Charter High School

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

Name/Position of Person Authorized to Sign Agreement

Alan Darby/Chief Business Officer

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of said Agreement and all amendments. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

CERTIFICATION

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held

5440 Valley Circle Blvd., Woodland Hills, CA 91367

Date of Board Meeting

Signature of Recording Secretary

Date Signed



STATE OF CALIFORNIA
STANDARD AGREEMENT

STD 213 (Rev 06/03)

AGREEMENT NUMBER
30387
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Department of Rehabilitation

CONTRACTOR'S NAME

El Camino Real Charter

2. The term of this Agreement is: July 1, 2017 through June 30, 2019

3. The maximum amount of this Agreement is: \$91,564.00



4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

CFDA #84.126A State Vocational Rehabilitation Services Program

Exhibit A - Scope of Work	1 page
Exhibit A.1 - Contractor's Program Scope of Work	2 pages
Exhibit B - Budget Detail and Payment Provisions	4 pages
Exhibit B.1 - Contractor's Service Budget and Narrative	4 pages
Exhibit C* - General Terms and Conditions	GTC 4/2017
Exhibit D - Special Terms and Conditions (Attached hereto as part of this agreement)	1 page
Exhibit E - Additional Provisions - Federally Funded Agreements	8 pages
Exhibit F - Additional Provisions - Cooperative/Case Services	3 pages
Exhibit G - Additional Provisions - Contract Monitoring & Reporting/ No Transportation	3 pages
	1 page

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)		
El Camino Real Charter		
BY (Authorized Signature)	DATE SIGNED(Do not type)	
		
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
5440 Valley Circle Blvd Woodland Hills, CA 91367		
STATE OF CALIFORNIA		
AGENCY NAME		
Department of Rehabilitation		
BY (Authorized Signature)	DATE SIGNED(Do not type)	
		
PRINTED NAME AND TITLE OF PERSON SIGNING		
Simone Dumas, Chief, Contracts and Procurement Section		
ADDRESS		
721 Capitol Mall, 6th Floor, Sacramento, CA 95814		
		<input checked="" type="checkbox"/> Exempt per: SCM Vol. 1 4.04 A.2

**EXHIBIT A
(Standard Agreement - Subvention)**

WE CAN WORK

1. PURPOSE

Subvention: VR Third Party Case Service Agreements:

2. AUTHORITY

Legislation: Rehabilitation Act of 1973, as amended, Title I, Parts A and B, Sec. 100-111; 29 U.S.C. 720-731.

Regulations: 34 CFR 369.2 (b)

Catalog of Federal Domestic Assistance Number (CFDA) 84.126A

3. CONTRACT REPRESENTATIVES

The Contractor shall direct all inquiries during the term of this Agreement to the DOR Contract Administrator listed herein:

<p>Department of Rehabilitation Van Nuys/Foothill District Office Colleen Gaither, Contract Administrator 15400 Sherman Way, Suite 101 Van Nuys, CA 91406 (818) 614-3027 - phone (818) 901-5673 - fax Colleen.Gaither@dor.ca.gov</p>	<p>LAUSD – Chartered Operated Programs- El Camino High Wendy Treuhaft, Assistant Principal Student Support Services 5440 Valley Circle Blvd. Woodland Hills, CA 91367</p> <p>Danielle Davis- ddavi6@lausd.net 213-241-5430 Fax: 213-241-8431</p> <p>Wendy Treuhaft – w.treuhaft@ecrchs.net 818-595-8003</p>
---	---

4. DESCRIPTION OF SERVICES/DELIVERABLES

See attached program description – EXHIBIT A.1

EXHIBIT A
Case Service Contract
LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTERED OPERATED PROGRAMS – EL
CAMINO REAL CHARTER HIGH (LAUSD/COP)
We Can Work - Work Experience Contract

SCOPE OF WORK

I. Introduction

The Federal Workforce Innovation and Opportunities Act (WIOA) requires that the Department of Rehabilitation provide "Pre-employment Transition Services (Pre-ETS)" to high school students with all types of disabilities age 16-21. Pre-ETS are an outcome oriented and coordinated set of activities that promotes movement from school to post school activities. Pre-ETS include the following core services:

- Job exploration counseling
- Work based learning experiences
- Counseling on post-secondary opportunities
- Workplace readiness training
- Instruction in self advocacy.

This contract will focus specifically on the provision of "Work based learning experiences" via work experience services:

This cooperative contract is designed to jointly serve the mutual consumers receiving services from the Department of Rehabilitation (DOR) through the Van Nuys/Foothill District and the LAUSD-Chartered Operated Programs – El Camino Real Charter High. LAUSD/COP El Camino Real Charter High Staff and resources are combined to provide work experience services through this We Can Work program (WCW).

The We Can Work program will serve the significantly and most significantly disabled students served by LAUSD/COP El Camino Real Charter High. Students with disabilities, age 16-21 will be referred to the We Can Work program with an expectation that work experience services will be provided during their junior and senior years through this contractual agreement. Consumers will be served at the following LAUSD/COP El Camino Real Charter. We Can Work Staff will work closely with the DOR counselors throughout the referral, eligibility, planning, and follow-up processes (meeting at least monthly to review progress), in order to ensure coordinated service. Initial eligibility is determined in coordination with DOR staff based on the following criteria:

- Must have a documented disability
- Must want to participate and be available in a work experience opportunity before exiting high school.
- Can benefit from work experience services.

The referral process will include the following: We Can Work Staff with direct knowledge of potential DOR consumers, to help ensure they are to meet eligibility criteria. We Can Work Staff gathers all necessary school documents once releases are signed, including the school IEP, testing and other disability information, and provide these to the DOR Counselor.

For fiscal year 2017-2018, a total of 17 unduplicated DOR student/clients will be served through this case service contract.

For fiscal year 2018-2019, a total of 15 unduplicated DOR student/clients will be served through this case service contract

II. Services to be Provided

A. Pre-ETS work experience

1. DESCRIPTION OF SERVICES

Pre-ETS Work experience consists of short term placements either on or off campus and monitoring of the student/DOR client's performance in the work environment. Work experience may include paid/unpaid internships, paid/unpaid employment, summer work experience, work exploration and job shadowing. Student/DOR clients may participate in more than one work experience situation. Work experiences are intended to be temporary placements to gain experience in the workplace. They may also result in the development of any of the following: vocational direction, appropriate work attitudes, ethics, interpersonal skills, speed, and accuracy as well as some limited occupational skills.

Any paid or non-paid work experience activities will be in compliance with the Department of Labor regulations. For students participating in paid work experience, the contracting school will be the employer of record, and students will be paid minimum wage. Work Experiences will be individualized and can vary in duration as well as type of placement. Work experience hours are expected to average up to 100 hours per student per year depending on individual need and interest. The Work Experience Coordinator will evaluate students/DOR client progress and submit written reports to the DOR counselor on a monthly basis as long as the DOR client is actively participating in contract services.

2. Service Goals/Number to be served

During fiscal year 2017/2018, it is expected that:

- LAUSD/COP EL CAMINO REAL CHARTER HIGH will provide 17 work experiences to student/DOR clients.

During fiscal year 2018/2019, it is expected that:

- LAUSD/COP EL CAMINO REAL CHARTER HIGH will provide 15 work experiences to student/DOR clients.

II. Contract Administrator/Program Coordinator

<p><u>Department of Rehabilitation</u> Colleen Gaither, Rehab. Specialist 5900 Sepulveda Blvd., #240 Van Nuys, CA 91411 **818-614-3027 Videophone 818-901-5036 Fax: 818-901-5673 cgaither@dor.ca.gov</p>	<p><u>School District</u> Danielle Davis, Position Title Wendy Treuhaft, Assistant Principal Student Support Services 5440 Valley Circle Blvd. Woodland Hills, CA 91367 Danielle Davis- ddavi6@lausd.net 213-241-5430 Fax: 213-241-8431 Wendy Treuhaft – w.treuhaft@ecrchs.net 818-595-8003</p>
---	--

EXHIBIT B
(Standard Agreement - Subvention)

BUDGET DETAIL AND PAYMENT PROVISIONS

1. INVOICING AND PAYMENT

A. Service Budget Payment of Expenditure

1. This is a cost reimbursement Agreement for subvention services. For services satisfactorily completed, and upon receipt and approval of the invoices, the Department of Rehabilitation (DOR) agrees to reimburse the Contractor for actual expenditures incurred subject to the approved Scope of Work, Service Budget, Budget Narrative, and applicable regulations as attached or referenced hereto and made a part of this Agreement.
2. All expenses shall be reviewed and approved by the DOR Contract Administrator before payment can be made to the Contractor.
3. The Service Budget must set forth in detail the reimbursable items, unit rates and extended total amounts for each line item. The Contractor's Service Budget shall include items directly related to this Agreement to include a Budget Narrative that fully explains why and how the costs are necessary to the Agreement.

B. Submission of Invoice(s)

1. Monthly invoices must be completed using the DR 801B Service Invoice form (DR801B) and shall provide an actual line-item detail of expenditure(s) that supports the approved Service Budget and Budget Narrative. The DR801B shall include the Agreement Number, and be submitted in duplicate not more frequently than monthly in arrears to the DOR Contract Administrator or designee (listed in Exhibit A).
2. An original DR801B must be submitted and signed by authorized personnel as listed on the Signature Authorization (DR 325) form.
3. Supporting documentation must be available upon request at any time by DOR staff, or other State and Federal representatives.
4. Federal and State funds are time limited, therefore, invoices (service and certified match) must be submitted as soon as possible, but no later than 60 days after the service month. Final submission of all fiscal year-end invoices is due no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.
5. If budgetary funds revert due to failure to submit timely invoices or failure to submit a properly prepared invoice, related Federal and State funds will no longer be available for use which will require the contractor to submit a claim through the Department of General Services, where approval to pay is not guaranteed.
6. The DOR is committed to issue payments as quickly as possible following the receipt of an accurate and complete invoice of allowable costs as approved by the DOR Contract Administrator.

C. Appropriate Expenditures

Budgets must not contain line items that are or will be reimbursed/paid by another source of funding during the period covered by this Agreement. Unexpended funds for a fiscal year shall not be carried over to another fiscal year. Agreement expenditures reimbursed by DOR must be reported as federal funds in the contractor's accounting records and on the Schedule of Federal Awards under the CFDA # listed for this Agreement and prepared for the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200) Single Audit.

D. Invoice Claim Adjustments

1. Surplus funds from a given line item, within a fiscal year budget may be used to defray allowable costs under the approved budget line items contained **within the same fiscal year**. A claim adjustment is required on the Service Invoice (DOR 801B) with an attached brief narrative explaining each line item impacted and may not exceed up to a cumulative amount of ten percent (10%) of the total annual contract Service Budget for all budget years as long, as there is neither an increase nor decrease of the total annual contract Service Budget. A formal amendment is required if it does not meet the above criteria.

2. Staff line item salary ranges and percentage of time are projected estimates and are subject to change based on actual salary and chargeable time costs. Claim adjustments are allowable as long as the annualized total line item costs do not exceed what is allowed in Item 1 above.

E. Budget Contract Amendments

A contract amendment between both parties is required for any budget changes not covered in Section D above. This includes any major category or detailed line item description changes to the approved Service Budget and Budget Narrative as outlined below:

- Adding and deleting a major category budget or detailed line item.
- Line item adjustments that exceed a cumulative amount of 10%.
- Decrease/increase to the total annual budget award or the total Agreement award for all budget years.
- Any word for word changes to the written budget narrative or budget cost detail.
(Note: ALL changes must be made in **bold**.)

F. Travel Reimbursements

If travel is reimbursable, the Contractor agrees that all travel expenses and per diem rates paid to its employees under this Agreement shall be reimbursed at actual costs not to exceed the California Department of Human Resources (CalHR) designated rates for excluded employees. Go to CalHR website at <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>. No travel outside the State of California except for bordering California states shall be reimbursed without prior documented written authorization from DOR.

Upon request from the DOR, Contractor will provide sufficient documentation to support travel expenditures such as travel claims, mileage logs, and receipts for lodging, transportation, and meal costs.

2. BUDGET CONTINGENCY CLAUSE

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

3. BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS

- A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.
- B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current year and/or any subsequent year for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or to any statute enacted by Congress that may affect the provisions, terms, or funding of this Agreement in any manner.
- C. The parties mutually agree that if Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

4. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

5. PRINCIPLES AND STANDARDS FOR DETERMINING ALLOWABLE COSTS, INCLUDING REQUIREMENTS FOR DOCUMENTING PERSONNEL ACTIVITY CHARGEABLE TO THE AGREEMENT

Agreements awarded by the Department shall be subject to actual costs for services rendered under this Agreement. Allowable costs under this Agreement must meet the following general criteria:

- Be generally recognized and necessary for the operation of the Contractor's organization.
- Be reasonable for the performance of the Agreement, including acceptable sound business practices.
- Be subject to the terms and conditions of the Agreement and approved DOR budgeted line items.
- Not be used for general expenses required to carry out other responsibilities of the Contractor.
- Be properly documented and supported.

Documenting and supporting the distribution of all costs, including the allocation of time chargeable to the Agreement, is required. The Contractor agrees to comply with the 2 CFR 200 cost principles regarding documentation for the support of personnel activity chargeable to the Agreement.

6. ACCOUNTING SYSTEM REQUIREMENTS

- A. Contractor must maintain an appropriate fund accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with state and federal regulations, and generally accepted accounting principles. The Contractor's financial management system shall provide:
- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
 - Records that identify adequately the source and application of funds for federally sponsored activities.
 - Written procedures for determining the reasonableness, allocable, and allowable costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the Agreement.
 - Accurate fund accounting records that track the revenues received from funders/sources and the expenditures paid to vendors for goods and services, and that are supported by adequate source documentation.
- B. Contractor shall submit to State such reports, accounts, and records as deemed necessary by the State to discharge its obligation under State and Federal laws and regulations

STATE OF CALIFORNIA
 SERVICE BUDGET

WE CAN WORK CASE SERVICE CONTRACT

DEPARTMENT OF REHABILITATION

Contractor Name and Address		Contract Number		Federal ID Number		Page 1 of 1	
El Camino Real Charter 5440 Valley Circle Blvd. Woodland Hills, CA 91367		27-4855978		27-4855978		Budget Period	
		July 1, 2017- June 30, 2018		July 1, 2018- June 30, 2019		Effective Date (Amendments Only)	
Line No.	PERSONNEL-Position Title & Time Base	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted
1	Work Experience Coordinator 30 hours per week, 12 months (10 Months)	\$119,509.92	0.20	\$23,901.98	\$119,509.92	0.20	\$23,901.98
2	Student Wages			\$21,880.00			\$21,880.00
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16	Subtotal			\$45,781.98			\$45,781.98
17	OPERATING EXPENSES						
18							
19							
20							
21							
22							
23							
24							
25	Operating Subtotal						
26	Personnel and Operating Subtotal			\$45,781.98			\$45,781.98
27	Indirect Rate Percentage						
28	Indirect Cost						
29	TOTAL (rounded to nearest dollar)			\$45,782			\$45,782
30							

**LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTERED OPERATED PROGRAMS – EL
CAMINO REAL CHARTER HIGH (LAUSD/COP)
We Can Work - Work Experience Contract**

SERVICE BUDGET NARRATIVE

Benefits

The positions listed below are provided with the following Full-time benefits: STRS (10.73%), Health & Welfare Benefits (17%)

PERSONNEL

LAUSD-Chartered Operated Programs- El Camino Real Charter High/Traditional Education Agency (Career & Transition Teacher)

- Facilitates and conducts transition assessments (students with IEPs 9-12th grades).
- Coordinates and delivers transition instruction and services.
- Conducts in-service IEP/ITP compliance training to special education staff.
- Counsels students on post-secondary planning.
- Connects and refers consumers to outside support agencies
- Provides instruction in job readiness skills
- Coordinates Career Fair.
- Coordinates Medi-Cal reimbursement programs (SMAA, LEA Billing Option).

Work Experience Coordinator:

1. Maintains a job bank for student/DOR client in Work Experiences.
2. Networks with local employers/Workforce Investment Board/District Career Technical Education staff to keep current with local employment trends and training opportunities.
3. Develops jobs/employer partnerships based upon student interests /skills.
4. Places student/DOR client in Work Experiences.
5. Monitors and evaluates the student/DOR client in the Work Experience.
6. Provides monthly progress reports to referring DOR counselor.

Student Wages:

Cost of student wages at minimum wage plus FICA costs. Students will be paid minimum wage for up to 100 hours per student. The student may be provided more than one work experience within this 100 hour limit. For example, 2 Work experiences at 50 hours per WE.

EXHIBIT C

GENERAL TERMS AND CONDITIONS (GTC 4/2017)

PLEASE NOTE: The General Terms and Conditions will be included in the Agreement by reference, you can view them at the Department of General Services, Office of Legal Services website at <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>
Go to Resources, click on the Standard Contract Language section to expand, then click on GTC 4/2017.

EXHIBIT D
(Standard Agreement - Subvention)

SPECIAL TERMS AND CONDITIONS

1. NOTIFICATION & COMPLIANCE

All notices required by either party shall be in writing and sent by email, mail, or personally delivered to the appropriate address. Mailing addresses may be changed by written notice.

Contractor agrees to comply with all laws, regulations, ordinances, and policies of any governmental unit having jurisdiction over the rehabilitation program with regards to construction, medicine, health, safety, wages, hours, working conditions, workers' compensation, licensing and all other activities requiring compliance. Contractor shall accept financial responsibilities in the event of non-compliance.

2. DISPUTES

If Contractor believes that there is a dispute or grievance between Contractor and the State arising out of or relating to this Agreement, Contractor shall first discuss and attempt to resolve the issue informally with the DOR Contract Administrator. If the issue cannot be resolved at this level, Contractor shall follow the following procedures:

- A. If the issue cannot be resolved informally with the DOR Contract Administrator, Contractor shall submit, in writing, a grievance report together with any evidence to the DOR Contract Administrator's Supervisor. The grievance report must state the issues in the dispute, the legal authority, or other basis for the Contractor's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Contractor the DOR Supervisor shall make a determination on the problem and shall respond in writing to the Contractor indicating the decision and reasons therefore. Should the Contractor disagree with the Supervisor's decision, Contractor may appeal to the next level following the procedure in "Disputes", paragraph B listed below.
- B. Contractor's letter of appeal must be submitted within ten (10) working days of the receipt of the Contract Administrator's Supervisor's written decision. Contractor must submit a letter of appeal to the Department's Contract Officer explaining the disagreement with the Contract Administrator's supervisor's decision. The letter must include, as an attachment, copies of the Contractor's original grievance report, evidence originally submitted, and response from Supervisor. The Contracting Officer shall, within twenty (20) working days of receipt of Contractor's letter of appeal, review the issues raised and shall render a written decision to the Contractor. The decision of the Director or designee shall be final.

3. RIGHT TO TERMINATE

- A. Either party reserves the right to terminate this Agreement subject to 30 days written notice.
- B. However, the Agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on the State's notification to the Contractor.

4. TRAINING SEMINARS, WORKSHOPS OR CONFERENCES

If said Contractor provides training seminars, workshops, or conferences, Contractor must obtain prior DOR approval for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Contractor shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. The provision does not apply to necessary staff meetings or training sessions held for the staff of the Contractor to conduct routine business matters.

5. INSURANCE REQUIREMENTS

General Provisions Applying to All Policies

- A. Coverage Term** – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least ten (10) days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.
- B. Policy Cancellation or Termination & Notice of Non-Renewal** – Contractor is responsible to notify the State within five business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event Contractor fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
- C. Deductible** – Contractor is responsible for any deductible or self-insured retention contained within their insurance program.
- D. Primary Clause** – Any required insurance contained in this contract shall be primary, and not excess or contributory, to any other insurance carried by the State.
- E. Insurance Carrier Required Rating** – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Contractor is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- F. Endorsements** – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- G. Inadequate Insurance** – Inadequate or lack of insurance does not negate the contractor obligations under the contract.
- H. Satisfying an SIR** - All insurance required by this contract must allow the State to pay and/or act as the contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the contractor's agent in satisfying any SIR is at the State's discretion.
- I. Available Coverages/Limits** - All coverage and limits available to the contractor shall also be available and applicable to the State.
- J. Subcontractors** - In the case of Contractor utilization of subcontractors to complete the contracted scope of work, contractor shall include all subcontractors as insured's under

Contractor and insurance or supply evidence of insurance to The State equal to policies, coverages and limits required of Contractor.

- i. **Commercial General Liability** – Contractor’s liability shall be primary and non-contributory over any other valid or collectible insurance and self-insurance. Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor’s limit of liability. The policy must include:

The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.

Endorsements must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance. The endorsement must be acceptable to the DGS Office of Risk and Insurance Management.

- ii. **Automobile Liability (If Applicable)** – For DOR consumers being provided transportation under said Agreement, the Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:
 - **For public schools and for-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity up to 7 people** (includes driver), the Contractor’s certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 –15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **\$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.
 - **For non-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity of up to 15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.

The same additional insured designation and endorsement required for general liability is to be provided for this coverage.

- iii. Workers Compensation and Employers Liability – Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of \$1,000,000 are required.

The workers' compensation policy shall contain a waiver of subrogation in favor of the State. The waiver of subrogation endorsement shall be provided.

- iv. Self-insurance - Contractor shall supply the consent letter of self-insurance or the Certificate of Consent to Self-Insure. The Waiver of Subrogation is not required.

6. CONFLICT OF INTEREST

- A. Contractor certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.
- B. Contractor shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

7. CONFIDENTIALITY

- A. Contractor agrees to comply with the provisions applicable to consumer information as set forth in 34 Code of Federal Regulations, Section 361.38 and Title 9, California Code of Regulations, Section 7140 et seq., and personal information as set forth in the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.).
- B. Contractor agrees that any personal information, as defined by the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.) and this Agreement, obtained in the performance of this Agreement is classified as confidential and shall not be subject to disclosure to any source except as required by this contract or otherwise authorized by DOR.
- C. Contractor agrees to remove all confidential, sensitive, or personal information from any reports, publications, or other materials created during the performance of this contract prior to being released to the scientific and academic community, or other individuals or entities. The removal method(s) must be reasonable and appropriate to ensure that any confidential, sensitive, or personal information cannot be recovered, accessed, used or disclosed, which would result in a security breach or an information security incident.
- D. Subject to the applicable requirements of the regulations cited above, Contractor agrees to report any security breach or information security incident involving confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at iso@dor.ca.gov.
- E. Security breaches or information security incidents that shall be reported include, but are not limited to:

1. Inappropriate use or unauthorized disclosure of confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract by the Contractor or the Contractor's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.
 2. Unauthorized access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. Information can be held in medium that includes, but is not limited to, electronic and paper.
 3. Loss or theft of information technology (IT) equipment, electronic devices/media, paper media, or data containing confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. IT equipment and electronic devices/media include, but are not limited to, computers (e.g., laptops, desktops, tablets), smartphones, cell phones, CDs, DVDs, USB flash drives, servers, printers, peripherals, assistive technology devices (e.g., notetakers, videophones), and copiers. Data can be held in medium that includes, but is not limited to, electronic and paper.
- F. Contractor agrees to provide annual security and privacy training for all individuals who have access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract.
- G. Contractor agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the contractor's information privacy and security policies.
- H. For contractors that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website in the "Requirements for Becoming a Service Provider" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link:
<http://www.dor.ca.gov/VRED/Security-n-Privacy-Training.html>.
- I. Additional training and awareness tools are available at the California Information Security Office (CISO) website and the California Department of Justice – Privacy Enforcement and Protection website. These state entities created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

8. AUDIT AND REVIEW REQUIREMENTS

A. General Audit and Review Requirements

1. The State shall have the right to conduct inspections, reviews, and/or audits of the Contractor to determine whether the services provided and the expenditures invoiced by the Contractor were in compliance with this Agreement and other applicable federal or state statutes and regulations.
2. Contractor agrees that Department of Rehabilitation, State Controller's Office, Department of General Services, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement, including but not limited to, accounting records, consumer service records, records and evaluations of individuals referred to the program, and other supporting documentation that may be relevant to the audit or investigation.

3. The Contractor shall submit to the State such reports, accounts, and records deemed necessary by the State to discharge its obligation under State and Federal laws and regulations, including the applicable OMB cost principles and administrative requirements.
4. Contractor agrees to allow the auditors access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
5. Contractor agrees to maintain such records for possible audit for a minimum of five (5) years after final payment or until resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the five (5) year period, whichever is later.

B. Annual Federal Audit (For Agreements that received Federal Funds \$750,000 and above):

1. In addition to the General Audit and Review Requirements above, the Contractor agrees to provide an annual audit as required by the federal "Single Audit Act" of 1994, as amended. This audit shall be made in accordance with 2 CFR 200.

9. COMPETITIVE BIDDING AND PROCUREMENTS

- A. Contractor shall comply with applicable laws and regulations regarding securing competitive bids and undertaking negotiations in Contractor's Agreements with other entities for acquisition of goods and services with funds provided by the State or Federal under this Agreement. A minimum of two competitive quotations is required for any purchase order or subcontract for services over \$2,500, and should be submitted to the DOR contract administrator or adequate justification provided for the absence of bidding.
- B. Contractors must maintain a copy of the narrative description of the procurement systems guidelines, rules or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Contractor at any time.
- C. The Contractor should seek prior approval for any purchase or subcontract exceeding \$2,500 per unit or more for commodities, supplies, and services related to this Agreement. The Contractor must provide in its request for approval all particulars necessary, as specified by DOR, for evaluating the necessity or desirability of incurring such costs.
- D. For all purchases made, subject to this Agreement, the Contractor must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit.

10. USE OF SUBCONTRACTOR(S)

If the Contractor desires to accomplish part of the services through the use of one (1) or more subcontractors, the following conditions must be met:

- A. The Contractor shall submit any subcontracts to the State for approval prior to starting any of the work;
- B. The Agreement between the primary Contractor and the subcontractor must be in writing;
- C. The subcontract must include specific language which establishes the rights of the auditors of the State to examine the records of the subcontractor relative to the services and materials provided under the Agreement; and
- D. Upon termination of any subcontract, the State shall be notified immediately, in writing.
- E. Contractor shall assure that all subcontractor administrative fees are reasonable considering the services being provided, and they may only pay overhead charges on the first \$25,000 for each subcontract.

Further, any subcontract in excess of \$100,000 entered into as a result of this Agreement shall contain all applicable provisions stipulated in this Agreement.

11. POTENTIAL SUBCONTRACTORS

Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor. Contractor shall not subcontract any services under this Agreement without prior approval of the State.

12. CONTRACT AMENDMENTS

In the event that additional program services must be performed which was wholly unanticipated and is not specified in the written Scope of Work, but is, in the opinion of both parties necessary to the successful accomplishment of the general scope of work outlined, an amendment to the Agreement is required.

13. SOFTWARE

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

14. THEFT SENSITIVE ITEMS

DOR is requiring nonexpendable items to be listed and purchased under a separate line item titled "Theft Sensitive Items". The contractor shall maintain an inventory record for each nonexpendable item purchased or built with funds provided under the terms of the contract. The inventory record of each item shall include the date acquired, total cost, serial number, model identification and any other information or description necessary to identify said item. A copy of the inventory record must be submitted annually to the State Contract Administrator.

The following items, regardless of cost must be inventoried:

1. Computers/printers
2. Laptops/tablets
3. Copiers/fax
4. Smart phones/cell phones
5. Other items required to provide contract services

15. ATTRIBUTION

The Contractor agrees to acknowledge the sponsorship of DOR with respect to any public statement, press release, news item, or publication related to a program funded all or in part with funds from DOR. Contractor further agrees to identify the role of DOR with respect to any individual highlighted or publicized by or through Contractor, when such individual is a DOR consumer.

16. UNRUH CIVIL RIGHTS ACT AND THE FAIR EMPLOYMENT & HOUSING ACT

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over \$100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

The contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

The contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

EXHIBIT E

(Standard Agreement - Subvention)

ADDITIONAL PROVISIONS – Federally Funded Agreements

1. FEDERAL REQUIREMENTS

The Federal Office of Management and Budget (OMB) has established uniform administrative requirements and cost principles for determining allowable costs chargeable to Federal awards. The Contractor agrees to abide by the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200), except where the Agreement is more restrictive. The federal regulations are available for review on the Internet at www.ecfr.gov under Title 2-Grants and Agreements.

2. FEDERAL FUNDING INTELLECTUAL PROPERTY

- A. In any Agreement funded in whole or in part by the federal government, DOR may acquire and maintain the Intellectual Property rights, title and ownership, which results directly and indirectly from the Agreement. However, the federal government shall have non-exclusive, non-transferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.
- B. Evaluation of Discovery or Invention: If any discovery or invention arises as a result of funded work, the Contractor must refer the discovery or invention to the DOR. The Rehabilitation Services Administration (RSA) and its representatives have the sole and exclusive power to determine whether or not and where a patent should be filed and the disposition of all rights, including title and license rights, which may result. RSA's determination of these issues shall be considered final. In addition, the DOR and RSA shall acquire at least an irrevocable, non-exclusive, and royalty-free license to utilize for government purposes of any of these inventions. By signing this Agreement, the Contractor agrees that determinations of rights to inventions made in the course of or under the Agreement shall be made by RSA or its authorized representative.
- C. Copyrights and Patents: The Federal awarding agency and/or the DOR reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:
1. The copyright in any work developed under a grant, subgrant, or Agreement under a grant or subgrant; and
 2. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Federal and State agencies shall not award assistance to applicants that are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. By signing this Agreement, Contractor certifies that neither it nor its principals or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

4. PROHIBITION ON TAX DELINQUENCY

Any Agreement that a state agency enters into after July 1, 2012, is void if the contract is between a state agency and a contractor, or subcontractor, whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. In accordance with Public Contract Code Section 10295.4, agencies are required to cancel Agreements with entities that appear on either list.

(Franchise Tax Board) https://www.ftb.ca.gov/aboutFTB/Delinquent_Taxpayers.shtml,
 (Board of Equalization) <http://www.boe.ca.gov/sutax/top500.htm>

5. THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT

- A. Equal Employment Opportunity--All Agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 6--Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
- B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of \$100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).
- C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this Agreement, the Contractor who is awarded an Agreement of \$100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- D. All contractors shall comply with the following statutes and regulations:
 - 1. Subject: Discrimination on the basis of race, color, or national origin.
 Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4).
 Regulation: 34 CFR part 100.
 - 2. Subject: Discrimination on the basis of sex
 Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).
 Regulations: 34 CFR part 106.
 - 3. Subject: Discrimination on the basis of handicap.
 Statute: Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794).
 Regulation: 34 CFR part 104handicap.
 - 4. Subject: Discrimination on the basis of age.
 Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).
 Regulation: 34 CFR part 110

6. RETURN OF INAPPROPRIATE USE OF FUNDS

By signing this Agreement, Contractor shall certify that in the event of funds used inappropriately, funds must be returned to DOR.

7. AMERICANS WITH DISABILITIES ACT (ADA)

By signing this Agreement, Contractor/Grantee agrees to comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as, all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.). In compliance with the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq. and Government Code, Section 11135 et seq.; Section 504 imposes affirmative disability-related responsibilities on recipients of federal financial assistance as well as federal programs and activities and prohibits disability-based discrimination; and Section 508, requires electronic and information technology be accessible to people with disabilities.

**EXHIBIT F
(COOP/Case Services Agreements-Subvention)**

ADDITIONAL PROVISIONS - COOPERATIVE/CASE SERVICES

1. MATCH REQUIREMENTS

For Agreements that include **CERTIFIED EXPENDITURE MATCH**:

- A. Contractor shall certify to the State, on a monthly basis as specified in Exhibit B & G, the Contractor's allowable costs to provide the cooperative program services identified in the Scope of Work, in accordance with the Cooperative Agency Certified Expenditure Budget Summary and Narrative, and applicable Federal regulations. All such expenditures shall be under the administrative supervision of the State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the Cooperative Agency Certified Expenditure Budget Summary.
- B. The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary. If the value of the certified expenditures by the Contractor is below 25% of the actual total program cost, the Service Budget may be reduced after review by the DOR Contract Administrator. The State will not pay the Contractor for actual costs claimed on the Service Invoice (DOR 801B) until the certified expenditure summary for the same period has been submitted.
- C. Contractor contributions, including any excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary", will be used by the State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

For Agreements that include **CASH MATCH**:

- A. Each fiscal year Contractor will pay to State, no less than quarterly and in advance, upon receipt of an invoice from the State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the approved budget, it being understood that all matching funds obtained by the State from the Contractor shall be exclusive funds of the State and no portion of the cash match shall come from Federal funds.
- B. The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary."

2. INDIRECT COSTS

Indirect costs are allowable expenses incurred by an organization which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with 2 CFR 200. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary fixed rate and there is a 15% cap on the service budget. There is no cap on the certified match, however, indirect costs over 40% require a copy of the rate

approval document from the cognizant federal agency or state department designee (e.g. California Department of Education {CDE} or established through an independent audit).

3. CONTRACT HANDBOOK

Contractor acknowledges and agrees with the policies requirements and conditions of the Department of Rehabilitation's Contract Handbook and its additional policy requirements and conditions for Case Services/Cooperative Program Agreements as applicable for the Fiscal Year(s) covered under this Agreement. Match requirements are applicable to Cooperative Programs Agreements only. Contract Handbook can be downloaded from the DOR website at: <http://www.dor.ca.gov/Public/Grants.html>.

4. DOR'S CONTRACT MONITORING

The DOR Contract Administrator will monitor and document the contractor's performance to ensure compliance with all Agreement provisions. The DOR Contractor Administrator will:

- A. Maintain documentation on all Agreement activities, including the performance of the Agreement services, invoice reviews and approvals, monitoring activities, and other Agreement administration activities.
- B. Monitor the Agreement to ensure services were performed according to the quality, quantity, objectives, timeframes and manner specified in the Agreement, and that the Contractor prepares and maintains adequate documentation to support the services provided, expenditures reimbursements, and/or any applicable match requirements.
- C. Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the Agreement period are based on reasonable costs, and that the invoices are current, correct, and timely.
- D. Ensure that all Service Invoices (DR801B) and Certified Expenditure Summaries, if applicable, are received no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.
- E. Verify that the contractor has fulfilled all requirements of the Agreement before approving the final invoice.
- F. Ensure there are sufficient funds to pay for all services rendered as required by the Agreement.
- G. Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this Agreement. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Agreements only)
- H. Identify low usage levels and consider partial disencumbrance of Agreement funds.
- I. Periodically review personnel activity reports for staff funded by the Agreement to ensure that the Contractor is preparing and maintaining personnel activity reports in compliance with the applicable OMB cost principle.

- J. Verify that all Agreement staff are providing services in accordance to their duties specified in the Agreement, including ensuring that:
- Personnel duty statements or a copy of the Agreement Budget Narrative/Agreement Duty Statement has been provided to each staff person to communicate the specific duties to be performed under the Agreement.
 - Verify that job duties, as provided by the Agreement staff, match Agreement duty statements and service descriptions.
 - Ensure that the contractor has submitted to DOR appropriate documentation that supports the services provided to DOR applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.
 - Verify that Contract staff provide services only to authorized DOR consumers.

**EXHIBIT G
ADDITIONAL PROVISIONS**

**LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTERED OPERATED PROGRAMS –
EL CAMINO REAL CHARTER HIGH (LAUSD/COP)
We Can Work - Work Experience Contract**

I. CONTRACT MONITORING AND REPORTING

The Contract Administrator/Program Manager shall monitor the contract by:

- Submitting Service Invoices (801B) on a monthly basis, with a list of student/DOR clients served that month
- Ensuring Personnel Activity Reports or time reporting documents and a list of student/DOR clients served are prepared and maintained by Contract staff in accordance with 2CFR200 and reflect accurate reporting
- Submitting Personnel Activity Reports or time reporting documents, supporting documentation, and a list of student/DOR clients served as requested by DOR contract administrator
- Preparing and submitting to the assigned vocational rehabilitation counselor monthly progress reports for student/DOR clients' receiving contract services. Progress reports should include student/DOR client's name and other necessary or required information to document the services provided and individual student/DOR client progress in those services

II. TRANSPORTATION

The Contractor will not provide transportation to student/DOR clients.