



# El Camino Charter High School

## Board Meeting

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### Date and Time

Thursday September 14, 2017 at 4:30 PM PDT

### Location

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

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### BOARD MEETING

For board meeting materials, please go to the school's main office, or call (818) 595-7500. 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:

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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](mailto:d.chang@ecrchs.net), or by calling (818) 595-7537.*

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
<b>A.</b> Call the Meeting to Order		Jonathan Wasser	1 m
<b>B.</b> Record Attendance and Guests		Daniel Chang	1 m
<b>C.</b> Pledge of Allegiance		Jonathan Wasser	1 m
<b>D.</b> Public Comments		Public	15 m
<b>E.</b> Executive Director Update		David Hussey	5 m
<b>F.</b> UTLA Update		Carlos Monroy	5 m
<b>II. Consent</b>			<b>4:58 PM</b>
<b>A.</b> Approve Minutes of August 23, 2017 Brown Act And Comprehensive Training Meeting	Approve Minutes	Jonathan Wasser	5 m
Approve minutes for Brown Act and Comprehensive Training on August 23, 2017			
<b>B.</b> Approve Minutes of August 24, 2017 Annual and Regular Board Meeting	Approve Minutes	Jonathan Wasser	5 m
Approve minutes for Annual Meeting and Regular Board Meeting on August 24, 2017			
<b>III. Financial</b>			<b>5:08 PM</b>
<b>A.</b> Review and Vote on July 2017 Check Registers	Vote	Alan Darby	10 m
<b>B.</b> July 2017 Financial Update	Discuss	Alan Darby	30 m
<b>C.</b> Discuss and Vote on Increasing Contribution to Lifetime Benefits Trust	Vote	Alan Darby	15 m
<b>IV. School Business</b>			<b>6:03 PM</b>
<b>A.</b> Discuss and Possible Vote on Lifetime Benefits for Certain Employees	Vote	David Hussey	10 m
Discuss and possibly vote on conferring lifetime health benefits to three employees who are in a unique situation as they were originally employed by El Camino in the student store before El Camino went charter.			
<b>B.</b> Update on Closing the Achievement Gap	Discuss	Lisa Ring, Alan Darby	15 m
<b>C.</b> Discuss and Vote on Change to College Readiness Block Grant	Vote	Eric Wilson	15 m
Staff requests an amendment to the budget to reallocate funds based on need and evaluation of the past year.			
<b>D.</b> Discuss and Vote On Clarifying Language Allowing Retired Employees to Serve on Board	Vote	Daniel Chang	15 m
<b>E.</b> Discuss and Vote on Terminating Relationship With NAEROK	Vote	Daniel Chang	5 m

The Board approved NAEROK's Proposal for Construction Management Services for the Shoup property at the February 10, 2016 Board meeting, and for Safety Officer services at the April 20, 2016 Board meeting. Staff recommends discontinuing use of NAEROK services.

<b>F. Discuss and Vote On Retaining AEGIS Security Services</b>	Vote	Daniel Chang	5 m
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Staff recommends retaining AEGIS Security Services for campus safety services

<b>G. Discuss Board Participation at Upcoming Charter Conferences</b>	Discuss	Jonathan Wasser	5 m
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## **V. Governance**

**7:13 PM**

<b>A. Adopt Resolution Re Authority to Sign Contracts</b>	Vote	Daniel Chang	5 m
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Resolution would allow specific staff members, including Executive Director and Chief Business Officer, to sign contracts on behalf of the school.

<b>B. Discuss Creation of Committees</b>	Discuss	Jonathan Wasser	30 m
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Discuss creating one or more standing or ad hoc committees. Examples of possible committees are Travel, Elections, By-Laws, Bargaining, Evaluation, and Suspension/Expulsion.

<b>C. Discuss and Possible Action on Having a Board Treasurer</b>	Vote	Jonathan Wasser	5 m
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The Corporation has a Chief Financial Officer as voted on by the Board. This will discuss possibly having a Board Treasurer who will work with the CFO and be the main contact person for the Board on all financial matters.

## **VI. Closing Items**

**7:53 PM**

<b>A. Adjourn Meeting</b>	Vote	Jonathan Wasser	1 m
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## Cover Sheet

### Approve Minutes of August 23, 2017 Brown Act And Comprehensive Training Meeting

**Section:** II. Consent

**Item:** A. Approve Minutes of August 23, 2017 Brown Act And  
Comprehensive Training Meeting

**Purpose:** Approve Minutes

**Submitted by:**

**Related Material:**

Minutes for Brown Act and Comprehensive Training on August 23, 2017





## El Camino Charter High School

### Minutes

#### Brown Act and Comprehensive Training

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##### **Date and Time**

Wednesday August 23, 2017 at 4:00 PM

##### **Location**

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

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##### **Directors Present**

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

##### **Directors Absent**

*None*

##### **Guests Present**

Alan Darby, Daniel Chang, David Hussey, Janelle Ruley, Sei Hee Park

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

Jonathan Wasser called a meeting to order on Wednesday Aug 23, 2017 @ 4:17 PM at El Camino Real Charter High School, Library, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367.

#### **II. Training**

##### **A. Brown Act Training**

Brown Act Training conducted.

**B. Conflicts of Interest Laws**

Training on Conflict of Interest Laws conducted.

**C. Best Governance Practices**

Training on Best Governance Practices conducted.

**D. Public Records Act**

Public Records Act training conducted.

**E. Fiscal Control Policies and Best Practices for Public Charter Schools**

Walter Wallace went over fiscal policies and procedures and best practices for public charter schools. Topics included:

1. Key responsibilities of the Board; and
2. The purpose and reason for fiscal policies and procedures.

**III. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,

Daniel Chang

Darin Ryburn made a motion to adjourn the meeting.

Lisa Crosthwait seconded the motion.

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

## Cover Sheet

### Approve Minutes of August 24, 2017 Annual and Regular Board Meeting

**Section:** II. Consent  
**Item:** B. Approve Minutes of August 24, 2017 Annual and Regular Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Annual Meeting and Regular Board Meeting on August 24, 2017



# El Camino Charter High School

## Minutes

### Annual Meeting and Regular Board Meeting

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#### **Date and Time**

Thursday August 24, 2017 at 4:30 PM

#### **Location**

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

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#### **BOARD MEETING**

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#### **Directors Present**

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

#### **Directors Absent**

*None*

#### **Directors Left Early**

Darin Ryburn

#### **Guests Present**

Daniel Chang

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### **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 Charter High School to order on Thursday Aug 24, 2017 @ 4:38 PM at El Camino Real Charter High School, Library, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367.

#### **C. Pledge of Allegiance**

#### **D. Public Comments**

Donna Bennett is a classified employee at ECRA. Thanked the Board for approving the retroactive pay raise for all classified.

#### **E. Executive Director Update**

New Student Night took place but did not go well as there were many more people than expected (@ 3,000). Next year it will be done over 3 nights,

separated alphabetically by student last name. The first day of school went well, all students were enrolled by 10 a.m.

Sheryl Simmons and her husband donated 4,000 pairs of eclipse glasses, so the entire school was able to enjoy the eclipse and the school was able to use it as a learning experience.

Some challenging compliance issues has been having teachers clock out, asking for lessons plans, and having hourly employees clock in and out for lunch.

Regarding mandatory training videos for all staff, 81% of all staff have completed the Mandated Reporter: Child Abuse training within the first 2 weeks, and 70% have completed all 3 training videos.

Staff is promoting common core planning.

FCMAT (the last part of the MOU) came by in August and issued a preliminary report with 3 things we need to improve: 1) lack of procedures manual for the Business Office staff; 2) Business Office staff needed more professional development outside of ECRA; 3) lack of an integrated system, rather than having multiple systems that could cause errors in moving data from one system to the other. FCMAT will be making quarterly visits this year.

Mr. Hussey is trying to send out as much communication as possible so Board and stakeholders are informed as to what is happening.

Finally, Mr. Hussey wanted to advise that he does host international students.

#### **F. UTLA Update**

Carlos Monroy, UTLA Chapter Chair, noted that he and co-chair Zasha Endres has been communicating with admin and been collaboratively working on issues such as the Employee Handbook, clocking in and out, etc. Also, they are putting together a bargaining team to start negotiations again. Once the team is selected, they will let admin know. Expressed appreciation for all the Board members, including the teacher representatives Scott Silverstein, Steven Kofahl and Jonathan Wasser.

## **II. Board Procedure**

### **A. Elect 2017-2018 Board Chair**

Scott Silverstein nominated Jonathan Wasser, who accepted the nomination.

Diane Wynne made a motion to elect Jonathan Wasser as Board Chair for the 2017-18 School Year.

Scott Silverstein seconded the motion.

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

#### **Roll Call**

Scott Silverstein Aye

Darin Ryburn Aye

Bruce Takeguma Aye

Lisa Crosthwait Aye

Julie Kornack Aye

Beatriz Chen Aye

Diane Wynne Aye

Steven Kofahl Aye

### **B. Elect 2017-2018 Board Vice-Chair**

Julie Kornack nominated Darin Ryburn, Mr. Ryburn accepted the nomination.

Jonathan Wasser nominated Scott Silverstein, Mr. Silverstein accepted the nomination.

Beatriz Chen voted for Mr. Silverstein.

Julie Kornack voted for Mr. Ryburn.

Lisa Crosthwait voted for Mr. Ryburn.

Jon Wasser voted for Mr. Silverstein.

Steven Kofahl for Mr. Silverstein.  
Diane Wynne voted for Mr. Silverstein.  
Bruce Takeguma voted for Mr. Ryburn.  
Mr. Silverstein won the election by a vote of 4-3.  
Diane Wynne made a motion to elect Scott Silverstein as Vice-Chair for 2017-18 School Year.  
Jonathan Wasser seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**C. Appoint 2017-2018 President**

Darin Ryburn made a motion to appoint David Hussey as President.  
Jonathan Wasser seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**D. Appoint 2017-2018 Chief Financial Officer**

Darin Ryburn made a motion to appoint Alan Darby as Chief Financial Officer.  
Diane Wynne seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**E. Appoint 2017-2018 Secretary**

Jonathan Wasser nominated Diane Wynne for Secretary.  
Steven Kofahl made a motion to appoint Diane Wynne as Secretary for 2017-18 School Year.  
Scott Silverstein seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Julie Kornack	No
Steven Kofahl	Aye
Scott Silverstein	Aye
Lisa Crosthwait	Aye
Beatriz Chen	No
Bruce Takeguma	Aye
Darin Ryburn	No
Jonathan Wasser	Aye

#### **F. Adopt Resolution Re Authority to Sign Contracts**

The Board requested clarification as to which signer would be able to authorize different types of transactions; for example, the Executive Director and CBO would be able to authorize all contracts; AP Dean Bennett would be able to authorize facilities and athletics; and AP Lisa Ring would be able to authorize Alternative Education and Special Education Services contracts.

As for employment contracts, the Executive Director would be able to execute all contracts except for his own, the CBO's and the CCO's.

The Motion was tabled until the next Board meeting so a clearer Resolution could be drafted.

#### **G. Approve 2017-18 Board Calendar**

Darin Ryburn made a motion to approve the 2017-18 Board calendar.

Steven Kofahl seconded the motion.

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

##### **Roll Call**

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

#### **H. Discuss Creation of Committees**

Tabled until next Board meeting.

### **III. Consent**

#### **A. Approve Minutes of June 28, 2017 Regular Board Meeting**

Darin Ryburn made a motion to approve minutes from the Board Meeting on 06-28-17.

Bruce Takeguma seconded the motion.

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

##### **Roll Call**

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



## **IV. Financial**

### **A. Review and Vote on June 2017 Check Registers**

Darin Ryburn made a motion to approve the June 2017 Check Register.

Steven Kofahl seconded the motion.

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

### **B. June 2017 Financial Update**

The FY16-17 Year-End Net Income shows the difference between the previous forecast and the actual financials to date. The financials show a Fund Balance Restatement of negative \$24,112,988, due to the difference in the prior actuary report and the current actuary report as to the cost of lifetime benefits. The largest increase in expenses was a positive one due to the amount allocated to textbooks, which was not spent last year, but was spent this school year.

EdTec recommends re-approving the budget in the Fall, because there were some significant changes from the projected numbers. For example, there is a difference in enrollment based on what they projected and what it looks like it will actually be.

For the Shoup property, there has been a capital outlay to date of \$208,198 and total expenses paid of \$320,390, and a proposed 2017-18 budget of \$2,375,500.

### **C. Discussion Regarding Increasing Contribution to Lifetime Benefits Trust**

Based on the new actuarial study, the amount needed to fully fund the lifetime benefit is \$360,000.00 per month or \$4,320,000.00 per year for a period of 14 years. This would start next year, as the actuary study has the school contributing \$1,200,000.00 this year. This information was received at the end of last week, so a full presentation will be presented at the next Board meeting and the matter will be put to a vote.

## **V. School Business**

### **A. Update on Closing the Achievement Gap**

The sub-groups that the school is watching are 9th graders, African-Americans, Hispanics, ELs and Free and Reduced Priced Meal students. This will be done by monitoring A-G, SBAC, attendance, GPA, and graduation rates. Skills will be assessed through MAP Testing three times a year. In a College & Career Readiness (CC&R) class last year, about 25% of students who had once a week tutors increased their English or Math grades. Therefore, all CC&R classes for incoming 9th graders will receive AVID tutoring once a week. Last year, almost 10% of 9th graders failed 2 classes or more, and about 5% of 9th graders failed 4 classes or more.

The Board asked to see if more detail could be obtained, such as percentage scores as opposed to just the grade. This could possibly be obtained by taking snapshots of the gradebooks at weeks 5 and 20, to see if progress has been made.

The school currently has 30 ESL students and 87 EL students (2.5% of population, which is typical). School is in process of hiring 2 tutors for the ESL students, and another teacher for the EL students. And over 60 parents showed up for the English Learners Advisory Committee meeting.

## **B. Discuss and Vote on Work Education Experience Application**

Work Education Experience program allows students (juniors and seniors) to earn 10 elective credits per semester when they get jobs. The students will get to leave campus early. Mr. Dhillon meets with the students once a week and gives them a lesson plan to look over topics such as sexual harassment or how to read a paystub. Mr. Dhillon also visits each job site.

Darin Ryburn made a motion to approve the Work Education Experience application.

Steven Kofahl seconded the motion.

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

### **Roll Call**

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

## **C. Introduction of Charter Advisory Committee**

Stakeholders were sent an email last year asking for interest in participating in the Charter Advisory Committee. Three parents and one teacher responded.

The Committee is to serve as the liaison between stakeholders and the Board, and to review the Board's compliance with the Charter. The Committee will meet and advise the Executive Director as to their findings.

Mr. Hussey noted that he would prefer stakeholders be involved in more productive tasks such as being part of a parent committee or school committee to assist in matters such as instruction or curriculum, as opposed to investing time in determining if the Board is complying with the Charter.

Ms. Kornack stated that she would prefer the demographics of the Committee to better represent the school.

## **D. Discuss and Vote on Naviance Contract**

Naviance is a comprehensive college and career readiness program. It allows students to better prepare and plan for their future goals. Naviance helps students with college preparation, career exploration, and academic planning.

And it helps the school by providing all the necessary information in one place.

This meets the requirements of LCAP Goal 2.

Requested contract is \$28,942.15 for the first year, which will include 32 consulting hours for the college counselors to get training; then \$21,142.15 per year for years 2 and 3.

Darin Ryburn made a motion to approve the Naviance contract, at \$28,942.15 for the first year, and \$21,142.15 for years 2 and 3, with the contract to be signed by the Executive Director.

Beatriz Chen seconded the motion.

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

### **Roll Call**

Steven Kofahl	Aye
Lisa Crosthwait	No
Scott Silverstein	Aye
Darin Ryburn	Aye
Julie Kornack	Aye
Diane Wynne	Aye

Beatriz Chen     Aye  
Bruce Takeguma Aye  
Jonathan Wasser Aye

**E. Discuss and Vote on Change to College Readiness Block Grant**

The Board approved the College Readiness Block Grant in January, which included a budget of \$1,800 from food and posters. There was also a reallocation to properly identify that a portion of the summer school counseling hours fell in 2016-17 and a portion fell in 2017-18. Staff now seeks to use \$1,800 to provide partial scholarships for more teacher time for AP students to take college preparatory classes.

Motion tabled until next Board meeting.

**F. Discuss and Possible Vote on Lifetime Benefits for Certain Employees**

Three employees have been with ECR for some time; but they were paid by El Camino directly instead of LAUSD because LAUSD only allowed one employee to work as the business manager in the student store, and wouldn't pay for anyone more, and it was impossible for one employee to do all the work required. As a result, it was decided that ECR would hire these employees itself. When the school went charter, these employees became employees of ECR like the rest of staff.

The Board asked what the cost would be to provide these 3 employees with lifetime benefits. Alan Darby will provide this information at the next Board meeting.

The Motion is tabled until the next Board meeting.

**G. Discuss LAUSD's Annual Performance-Based Oversight Visit Report for 2016-2017 School Year**

LAUSD's Annual Performance-Based Oversight Visit Report for 2016-17 was reviewed. The Summary of Ratings was reviewed, including those that were needed as developing or unsatisfactory. LAUSD is now judging us against other comparable charter schools, instead of against LAUSD schools. We received a 1 in Organizational Management, Programs and Operations, because of the failure of having all employees receive Mandated Reporter training within the statutory timeframe; and a 2 in Fiscal Operations because it was found that the school did not follow its board-approved fiscal policies and procedures, particularly with two credit card transactions.

**H. Discuss and Vote On Clarifying Language Allowing Retired Employees to Serve on Board**

The Bylaws as currently worded would potentially disqualify any retired former employee from serving on the Board, given that these retired individuals still receive a form of compensation from ECR. To do this, we would need amend the Bylaws to allow retired staff to serve; amending the Bylaws would require that we prepare and submit a material revision.

However, the concern is that a Board member who is receiving lifetime benefits may have to discuss and vote on whether to continue lifetime benefits.

Motion tabled to next meeting.

**I. Technology Update**

Ordered 800 student laptops w/ the ECR logo etched on, 20 carts with 40 laptops each. New teacher laptops ordered as well. Eight new iPads for the Board will be distributed over the course of time.

All network functions have been transferred over from LAUSD and is now in-house, including WiFi and internet services. We have to make sure all network

functions are compatible and fully functional before going to the new phone system, considering VOIP.

**J. Discuss and Vote on Ratifying 2017-18 Parent-Student Handbook**

Darin Ryburn made a motion to approve the 2017-18 Parent-Student Handbook. Steven Kofahl seconded the motion.

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

**Roll Call**

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

**K. Discuss and Vote on Ratifying 2017-18 Employee Handbook**

Beatriz Chen made a motion to approve the 2017-18 Employee Handbook.

Julie Kornack seconded the motion.

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

**Roll Call**

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

**VI. Closed Session**

**A. Conference With Legal Counsel: Anticipated Litigation**

Darin Ryburn left early.

**VII. Reconvene to Open Session**

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

No action was taken.

**VIII. Closing Items**

**A. Adjourn Meeting**

Diane Wynne made a motion to adjourn the meeting.

Steven Kofahl 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 9:05 PM.

Respectfully Submitted,  
Daniel Chang

# Cover Sheet

## Review and Vote on July 2017 Check Registers

**Section:** III. Financial  
**Item:** A. Review and Vote on July 2017 Check Registers  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 02 - July Check Registers.pdf



# Check Register

El Camino HS  
July 2017



Grand Total 526,868.05

Vendor	Check Number	Void	Date	Description	Check Amount
American Heritage Landscape LP	51558		7/5/2017	ECR-S/2017/4919, 16-17 General (Operations), 11/16 Monthly Landscape Maintenance Services-Shoup Property	1,162.00
Marshall Mayotte	51559		7/5/2017	PRJRN/2017/0905, 16-17 General (Operations), 07/05/2017 Manual Paycheck (Severance)"Full and Final Satisfaction of Settlement Agreement"	42,188.94
Marshall Mayotte	51566		7/5/2017	PRJRN/2017/0904, 16-17 General (Operations), 07/05/17 Manual Paycheck (PTO Payout)	19,781.44
Datalink Networks	51567		7/7/2017	ECR-S/2017/5158, 16-17 General (Operations), 900GB SSD SAS Disk Unit(2.5")	5,474.28
Datalink Networks	51568		7/7/2017	ECR-S/2017/5161, 16-17 General (Operations), 07/17 Network Refresh Project Network Equipment	1,000.00
Datalink Networks	51569		7/7/2017	ECR-S/2017/5159, 16-17 General (Operations), 5/1/17 Network Refresh Project Network Equipment	1,000.00
Datalink Networks	51570		7/7/2017	ECR-S/2017/5160, 16-17 General (Operations), 04/17 Network Refresh Project Network Equipment	15,621.00
Cameron Maury	51571		7/7/2017	PRJRN/2017/0906, 16-17 Speech & Debate, Annual Membership in NSDA	149.00
Shelly Marshall	51572		7/7/2017	PRJRN/2017/0907, 16-17 Health and Life Skills, The truth about Tobacco DVD	103.98
NJROTC	51573		7/7/2017	PRJRN/2017/0908, 16-17 NJROTC, taxes	927.65
Heidi Maury	51574		7/7/2017	PRJRN/2017/0909, 16-17 English, Conference Lodging Fee 3/15-3/18/17	1,437.07
Heidi Maury	51575		7/7/2017	PRJRN/2017/0910, 16-17 English, Toner Brother TN-420	63.98
Suzanne Lee Schuster	51576		7/7/2017	PRJRN/2017/0911, 16-17 Robotics, car parking	387.33
				PRJRN/2017/0912, 16-17 Administrative, Conference Mileage Rate ECR to site 115 less commute	
Daniel Chang	51577		7/7/2017	78=37milesx\$0.535=\$19.80	19.80
Suzanne Lee Schuster	51578		7/7/2017	PRJRN/2017/0913, 16-17 Robotics, car rental	323.44
				PRJRN/2017/0916, 16-17 Athletics, Parking Permit	
Richard Yi	51581		7/7/2017	5/24/17 at USC - 1 car	12.00
Marilyn Brooks	51582		7/7/2017	PRJRN/2017/0917, Audio, Visual and Performing Arts, Michaels	638.51
Wendy Treuhaft	51583		7/7/2017	PRJRN/2017/0918, 16-17 Administrative, Breakfast on Wednesday	998.62
Patricia Estrin	51584		7/7/2017	PRJRN/2017/0919, 16-17 Careers in Entertainment Academy, Party City, body paint for Drought Police	110.17
				PRJRN/2017/0920, Audio, Visual and Performing Arts, watercolor 18x24 pad	
Shelley Mark	51585		7/7/2017	PRJRN/2017/0922, 16-17 General (Operations), tax	211.96
Jeffrey Craig	51586		7/6/2017	PRJRN/2017/0923, 16-17 Robotics, dinner Iowa	35.35
Suzanne Lee Schuster	51587		7/7/2017	PRJRN/2017/0924, 16-17 Speech & Debate, Conference Mileage Rate 229.8 miles@\$0.535/mile=\$122.94	152.99
Cameron Maury	51588		7/7/2017	ECR-S/2017/5220, 16-17 General (Operations), Drinks for PDD Lunch 6/8/17	462.94
Wendy Treuhaft	51589		7/7/2017	ECR-S/2017/5182, 16-17 Special Ed General, 05/17 Monthly Screening and Therapy/Staff Consultation and Documentation	202.10
Inspire Communication, Inc	51591		7/11/2017	ECR-S/2017/5164, 16-17 LCAP Local Control Accountability Fundin, 5/2/17 LCAP Meeting	7,140.00
Chartwells Division	51592		7/11/2017	ECR-S/2017/5165, 16-17 LCAP Local Control Accountability Fundin, 5/4/17 LCAP Meeting	142.35
Chartwells Division	51593		7/11/2017	ECR-S/2017/5221, 16-17 General (Operations), Lunch at Lazy Dog Restaurant	142.35
Suzanne Lee Schuster	51594		7/11/2017	ECR-S/2017/5222, 16-17 Science, Pack of hanging file folders	49.67
Jinal Hicks	51595		7/11/2017	ECR-S/2017/5223, Administrative, Conference Lodging Fee	28.28
David Lee Hussey	51596		7/11/2017	PRJRN/2017/0927, Administrative, 1/20/17 Supervision-ECR to Balboa Complex, 18.8mi	674.15
David Hussey	51597		7/11/2017	PRJRN/2017/0928, Train/Metro	289.27
Fernando Delgado	51598		7/11/2017	ECR-S/2017/5166, Alternate Ed. School, Replacing stolen item from a Fan Cloth.	1,241.52
Fan Cloth	51599		7/12/2017		41.00



Vendor	Check Number	Void	Date	Description	Check Amount
CompuClaim	51600		7/12/2017	ECR-S/2017/5167, Medi-CAL (LEA), 06/17 MeduClaim Procedure Code Billing(LEA)	299.36
Aeries SIS	51601		7/12/2017	ECR-S/2017/5168, 16-17 Technology, 7/1/17-6/30/18 Software License/Support Subscription	16,164.00
Los Angeles County Department of Public Health	51602		7/12/2017	ECR-S/2017/5169, 16-17 General (Operations), 5/2/17 Inspection Date	155.00
DLL Financial Services, Inc.	51603		7/12/2017	ECR-S/2017/5170, 16-17 General (Operations), 6/15/17-7/14/17 Copier Lease	923.29
Pitney Bowes	51604		7/12/2017	ECR-S/2017/5171, 16-17 General (Operations), 6/7/17 Meter Rental	89.79
Kelly Services, Inc.	51605		7/12/2017	ECR-S/2017/5172, 16-17 General (Academic), Substitute Teachers through 6/18/17	1,579.73
Mutual of Omaha	51606		7/12/2017	ECR-S/2017/5174, 16-17 General (Operations), 07/17 Voluntary Disability Insurance	1,897.24
School Services of California, Inc.	51607		7/12/2017	ECR-S/2017/5176, 16-17 General (Operations), 2015-2016 CADIE REPORT Addendum	400.00
The Help Group-North Hills Prep School	51608		7/12/2017	ECR-S/2017/5177, 16-17 Special Ed General, 05/17 Special Ed Services-NPS	3,642.03
Musick, Peeler & Garrett LLP	51609		7/12/2017	ECR-S/2017/5178, 16-17 General (Operations), 05/17 Professional Services (Shoup Property)	200.00
The Help Group-Summit View	51610		7/12/2017	ECR-S/2017/5179, 16-17 Special Ed General, 05/17 Special Ed Services NPS XXXX	4,021.93
The Help Group-Summit View	51611		7/12/2017	ECR-S/2017/5180, 16-17 Special Ed General, 05/17 Special Ed Services NPS XXXX	3,150.76
Advanced Office Automation, Inc.	51612		7/12/2017	ECR-S/2017/5181, 16-17 General (Operations), 5/22/17-6/22/17 Repro Line Cost per Copy	220.35
Department of Justice (State of CA)	51613		7/12/2017	ECR-S/2017/5183, 16-17 General (Operations), 05/17 Fingerprint Apps	32.00
FedEx	51614		7/12/2017	ECR-S/2017/5184, 16-17 General (Operations), 5/16/17-5/25/17 FedEx Express Services	53.05
Advanced Office Automation, Inc.	51615		7/12/2017	ECR-S/2017/5185, 16-17 General (Operations), 5/12/17-6/12/17 Repro FSS/CPC Excess Copy Charges	80.13
United Data Services	51616		7/12/2017	ECR-S/2017/5187, 16-17 General (Operations), Support Services	7,700.00
Covantia, LLC	51617		7/12/2017	ECR-S/2017/5188, 16-17 Technology, 06/17 Software Development and Integration Gateway	4,800.00
Benefit and Risk Management Services	51618		7/12/2017	ECR-S/2017/5193, 16-17 General (Operations), 07/17 Admin Fee	154.00
Dunbar Armored Inc	51619		7/12/2017	ECR-S/2017/5195, 16-17 General (Operations), 05/17 Armoured Car Services	433.48
Dunbar Armored Inc	51620		7/12/2017	ECR-S/2017/5196, 16-17 General (Operations), 04/17 Armoured Car Services	348.87
Dunbar Armored Inc	51621		7/12/2017	ECR-S/2017/5197, 16-17 General (Operations), 03/17 Armored Car Services	394.30
Dunbar Armored Inc	51622		7/12/2017	ECR-S/2017/5198, 16-17 General (Operations), 02/17 Armored Car Services	340.52
Ellevation	51623		7/12/2017	ECR-S/2017/5162, English, Platform for EL education	6,500.00
Jules Seltzer Associates	51624		7/12/2017	ECR-S/2017/5199, 16-17 LCAP Local Control Accountability Fundin, Rectangular Table, Squared Edge, Lam, T-leg 18D 54W	10,723.00
Inc. PTM Document Systems	51625		7/12/2017	ECR-S/2017/5201, 16-17 General (Academic), Print to Mail ™ Z0802 8 1/2 x 11" w/ blue void panto	1,177.63
Savanna Band & Colorguard	51626		7/12/2017	ECR-S/2017/5203, 16-17 Band, 11/11/17 Entry Fee Marching Band Tournament	325.00
California Mathematics League	51627		7/12/2017	ECR-S/2017/5200, 16-17 Mathematics, 2017-18 HS Math Contests	90.00
Royal High Band Boosters	51628		7/12/2017	ECR-S/2017/5204, 16-17 Band, 10/14/17 Entry Fee Marching Band Tournament	250.00
Simi Valley High School	51629		7/12/2017	ECR-S/2017/5205, 16-17 Band, 10/28/17 Entry Fee Marching Band Tournament	250.00
Hart High Music Boosters	51630		7/12/2017	ECR-S/2017/5206, 16-17 Band, 11/04/17 Entry Fee Band Tournament	300.00
EdTec Inc.	51631		7/12/2017	ECR-S/2017/5208, 16-17 General (Operations), 06/17 EdTec Monthly Services	17,792.50
NASSP	51632		7/12/2017	ECR-S/2017/5211, T-National Honors Society, 7/1/17-6/30/18 National Honor Society Affiliation	385.00
APEX Learning Inc.	51633		7/12/2017	ECR-S/2017/5212, 16-17 LCAP Local Control Accountability Fundin, APEX Tutorials for Summer Bridge Program	4,250.00
Herff Jones LLC	51634		7/12/2017	ECR-S/2017/5037, 16-17 General (Operations), Diploma	1.47



Vendor	Check Number	Void	Date	Description	Check Amount
Four Seasons Tours	51635		7/12/2017	ECR-S/2017/5214, 16-17 Choir, WDW Workshop "Disney Sings" Fee	651.00
NCS Pearson, Inc	51636		7/12/2017	ECR-S/2017/5215, 16-17 Special Ed General, Teacher Rating Scale (12-21)	282.29
Eastbay Team Sales	51637		7/12/2017	ECR-S/2017/5216, 16-17 Football (Varsity/JV ), Stock Early Season Polo	2,930.38
Avid Center	51638		7/12/2017	ECR-S/2017/5217, 16-17 General (Operations), 2017-18 AVID Membership	4,318.00
Pasco Scientific	51639		7/12/2017	ECR-S/2017/5218, 16-17 Science, PASPORT Optical Dissolved Oxygen Sensor	3,267.63
Riddell	51640		7/12/2017	ECR-S/2017/5219, 16-17 Football (Varsity/JV ), Shipping and Handling	4,243.62
Pricila Chavez Lara	51641		7/12/2017	ECR-S/2017/5227, Audio, Visual and Performing Arts, Equitable and Inclusive Learning Environments Course	495.00
Realityworks	51642		7/13/2017	ECR-S/2017/5213, Vocational Arts, RealCare™ Experience Student Workbook (20 Workbooks) Rev 03	547.25
The Shredders	51643		7/13/2017	ECR-S/2017/5186, 16-17 General (Operations), 05/17 Shredding	86.00
American Scholastic Mathematics Association	51644		7/13/2017	ECR-S/2017/5228, 16-17 Mathematics, 2017-18 Math Contest Fees	90.00
Bill Ferrell Co.	51645		7/13/2017	ECR-S/2017/4993, 16-17 General (Operations), 6/8/17 Services Rendered-Shift customer owned staging from Multipurpose Room stage to football field; assemble 28' x 16' + 30" stage, guardrails, skirt and two steps	1,380.20
Hector Leyva	51646		7/13/2017	ECR-S/2017/5202, 16-17 General (Operations), Reimbursement for Lost Textbook	145.00
Jack M. Leibel	51647		7/13/2017	ECR-S/2017/5207, 16-17 General (Operations), 6/9/17 Graduation Tickets	1,363.00
The Cruz Center	51648		7/13/2017	ECR-S/2017/5175, 16-17 Special Ed General, 06/17 Special Ed Services (APE)	230.00
Mutual of Omaha	51649		7/13/2017	ECR-S/2017/5189, 16-17 General (Operations), 06/17 Voluntary Disability Insurance	1,897.24
Advanced Chemical Transport Inc.	51650		7/13/2017	ECR-S/2017/5258, 16-17 Custodial, NON PCB LAMP BALLASTS(2ACT022C)	4,265.40
Robotics Education and Competition Foundation	51651		7/13/2017	ECR-S/2017/5232, 16-17 Robotics, Registration Fee (3 teams)SY 2017-18	350.00
The Village Nation	51652		7/14/2017	ECR-S/2017/5256, 16-17 Village Nation, April-June 2017 Village Nation Services	7,500.00
American Heritage Landscape LP	51653		7/14/2017	ECR-S/2017/5261, Shoup Property, 07/17 Landscaping Services	1,162.00
Merit Oil Company	51654		7/14/2017	ECR-S/2017/5262, 16-17 General (Operations), 7/6/17 Gasoline, Delivery Fee, Fuel Surcharge	355.08
Village Glen School	51655		7/14/2017	ECR-S/2017/5267, 16-17 Special Ed General, 05/17 Special Ed Services(NPS)	3,013.09
Smart & Final	51656		7/14/2017	ECR-S/2017/5235, Vocational Arts, 06/17 Purchases for Foods Class summer 2017	658.52
Smart & Final	51657		7/14/2017	ECR-S/2017/5234, Vocational Arts, 05/17 Purchases for Foods Class	494.03
Vector Resources	51658		7/14/2017	ECR-S/2017/5266, 16-17 General (Operations), VECTORUSA Troubleshoot El Camino Real Charter High School Current DHCP Issues at El Camino Real Charter High School	600.00
Victory Custom Athletics	51659		7/14/2017	ECR-S/2017/5236, 16-17 Baseball, TWL-EMBT-10011-Jacket Applique - Conquistador Logo -	596.51
Nettime Solutions LLC	51660		7/14/2017	ECR-S/2017/5263, 16-17 General (Operations), 06/17 stratustime Monthly Subscription	1,220.00
American Heritage Life Insurance Company	51661		7/14/2017	ECR-S/2017/5265, 16-17 General (Operations), 06/17 Voluntary Insurance	1,115.76
AT&T	51662		7/14/2017	ECR-S/2017/5231, 16-17 General (Operations), 6/22/17-7/21/17 Billing Student Store	376.75
AT&T	51663		7/14/2017	ECR-S/2017/5229, 16-17 General (Operations), 6/19/17-7/18/17 Local Access	3,421.00
AT&T	51664		7/14/2017	ECR-S/2017/5230, 16-17 General (Operations), 6/22/17-7/21/17 Billing Alarm	339.87
Rian Hardie	51665		7/14/2017	ECR-S/2017/5264, 16-17 Drill Team, 06/17 ColorGuard/Dance Instructor	375.00
Susan Moran	51666		7/14/2017	ECR-S/2017/5237, 16-17 Girls Soccer, 3/7/17 Ticket Seller-Varsity Girls Soccer Game vs La Mirada HS- Replacement Check	52.50



Vendor	Check Number	Void	Date	Description	Check Amount
Marta Franco	51667		7/14/2017	ECR-S/2017/5255, 16-17 General (Operations), 6/27/17 Notary Receipt	300.00
Marta Franco	51668		7/14/2017	ECR-S/2017/5254, 16-17 General (Operations), 6/26/17 Notary Receipt	30.00
Marta Franco	51669		7/14/2017	ECR-S/2017/5253, 16-17 General (Operations), 6/22/17 Notary Receipt	45.00
Naerok Facilities Management	51670		7/14/2017	ECR-S/2017/5233, 16-17 General (Operations), 7/3/17-7/7/17 Security Services	888.00
FedEx	51671		7/14/2017	ECR-S/2017/5259, 16-17 General (Operations), 7/5/17 FedEx Express Services	63.59
Kelly Services, Inc.	51672		7/14/2017	ECR-S/2017/5209, 16-17 General (Academic), Substitute Teachers through 6/11/17	9,359.64
The Print Spot	51674		7/18/2017	ECR-S/2017/5260, 16-17 General (Operations), Taxable Printing	6,229.83
Marceto Rey	51675		7/18/2017	ECR-S/2017/5257, 16-17 General (Academic), Textbook Reimbursement	159.00
Staples Business Advantage	51676		7/18/2017	ECR-S/2017/5269, 16-17 General (Operations), Tape Staples 3/4x1296 12pk	14.01
Staples Business Advantage	51677		7/18/2017	ECR-S/2017/5270, 16-17 General (Operations), Staples Small Binder Clip, 36ct	6.48
Staples Business Advantage	51678		7/18/2017	ECR-S/2017/5271, 16-17 General (Academic), Expo® Low-Odor Dry-Erase Starter Set	64.37
FedEx	51679		7/19/2017	ECR-S/2017/5273, 16-17 General (Operations), 6/20/17 FedEx Express Services	35.88
Department of Justice (State of CA)	51680		7/19/2017	ECR-S/2017/5280, 16-17 General (Operations), 06/17 Fingerprint Apps	224.00
Advanced Office Automation, Inc.	51681		7/19/2017	ECR-S/2017/5281, 16-17 General (Operations), 5/27/17-6/27/17 FSS Excess Copies	120.08
The Help Group-North Hills Prep School	51682		7/19/2017	ECR-S/2017/5274, 16-17 Special Ed General, 03/17 Special Ed Services-NPS	3,462.40
Fence Factory Rentals	51683		7/19/2017	ECR-S/2017/5282, 16-17 General (Operations), 6/09/17 Graduation 4x6 White Vinyl	2,816.00
ETS Educational Testing Service	51684		7/19/2017	ECR-S/2017/5283, 16-17 General (Academic), 2015-16 CAASPP Testing Materials - Parent/Guardian Labels, Pre-ID Labels	394.02
Turnitin, LLC	51685		7/19/2017	ECR-S/2017/5284, English, Turnitin FBS and Revision Assistant Product Bundle	36,049.00
Arthur J. Gallagher & Co.	51686		7/14/2017	ECR-S/2017/5268, 16-17 General (Operations), 2017-18 Catastrophic Student Accident	13,756.00
Stephanie Franklin	51687		7/14/2017	PRJRN/2017/0929, Academic Decathlon, sales tax	78.51
Danielle Gilmore	51688		7/14/2017	PRJRN/2017/0930, 16-17 General (Operations), 07/14/17 Manual Paycheck	520.54
David Hussey	51689		7/14/2017	PRJRN/2017/0932, Vocational Arts, Food materials	60.20
Lisa De Rubertis	51690		7/14/2017	PRJRN/2017/0931, 16-17 General (Operations), 07/14/17 Manual Paycheck(NBC-Stipend 2016-17	4,374.35
Fannin Musical Productions	51691		7/19/2017	ECR-S/2017/5252, Audio, Visual and Performing Arts, Show Music Band	4,500.00
Staples Business Advantage	51692		7/19/2017	ECR-S/2017/5278, 16-17 Clerical, Tape	3.90
Vista Paint Corporation	51693		7/19/2017	ECR-S/2017/5272, 16-17 General (Operations), 7/10/17 Paint Supplies	260.47
Dunbar Armored Inc	51694		7/19/2017	ECR-S/2017/5279, 16-17 General (Operations), 06/17 Armoured Car Services	349.41
Metro Fire Systems, Inc.	51695		7/19/2017	ECR-S/2017/5285, 16-17 General (Operations), Security system repair at Shoup property	1,200.00
Soccer.com	51696		7/20/2017	ECR-S/2017/5287, 16-17 Boys Soccer, Adidas Bib 2014 - Neon Green - L	247.28
Soccer.com	51697		7/20/2017	ECR-S/2017/5289, 16-17 Boys Soccer, #10 Game Ball - Select	566.09
Junior Blind of America	51698		7/20/2017	ECR-S/2017/5288, 16-17 Special Ed General, 9/30/16 VI-Visually Impaired Services	200.00
LAUSD - Maintenance & Operations	51699		7/20/2017	ECR-S/2017/5305, 16-17 General (Operations), Future Maintenance Services 7/20/17	49,000.00
Alex Kamberian	51700		7/21/2017	PRJRN/2017/0936, 16-17 General (Academic), envelopes	69.90
Richard Yi	51701		7/21/2017	PRJRN/2017/0937, 16-17 Girls Tennis, Tennis Balls	98.45
Stephanie Franklin	51702		7/21/2017	PRJRN/2017/0934, Academic Decathlon, Rental Van	132.37
Richard Yi	51703		7/21/2017	PRJRN/2017/0933, 16-17 General (Academic), Envelopes with window	36.04
El Camino Real Charter High School	51704		7/21/2017	PRJRN/2017/0940, 16-17 General (Operations), 11/16/16 Franco, Marta-Notary Signature	215.20



Vendor	Check Number	Void	Date	Description	Check Amount
El Camino Real Charter High School	51705		7/21/2017	PRJRN/2017/0939,16-17 General (Operations),01/17/17 Postage	169.86
Junior Blind of America	51706		7/21/2017	ECR-S/2017/5292, 16-17 Special Ed General, 12/19/16 VI-Visually Impaired Services	470.00
Junior Blind of America	51707		7/21/2017	ECR-S/2017/5293, 16-17 Special Ed General, 12/19/16 VI-Visually Impaired Services	80.00
Junior Blind of America	51708		7/21/2017	ECR-S/2017/5294, 16-17 Special Ed General, 12/19/16 VI-Visually Impaired Services	100.00
Junior Blind of America	51709		7/21/2017	ECR-S/2017/5295, 16-17 Special Ed General, 02/1/17 VI-Visually Impaired Services	380.00
Junior Blind of America	51710		7/21/2017	ECR-S/2017/5296, 16-17 Special Ed General, 12/9/16 VI-Visually Impaired Services	180.00
Junior Blind of America	51711		7/21/2017	ECR-S/2017/5297, 16-17 Special Ed General, 02/1/17 VI-Visually Impaired Services	200.00
Junior Blind of America	51712		7/21/2017	ECR-S/2017/5298, 16-17 Special Ed General, 03/2/16 OM-Orientation & Mobility	590.00
Junior Blind of America	51713		7/21/2017	ECR-S/2017/5299, 16-17 Special Ed General, 09/30/16 VI-Visually Impaired Services	492.00
Junior Blind of America	51714		7/21/2017	ECR-S/2017/5300, 16-17 Special Ed General, 09/30/16 VI-Visually Impaired Services	150.00
Chartwells Division	51715		7/21/2017	ECR-S/2017/5301, 16-17 Food Service, 6/28/17 Lunches for Board Meeting	155.88
Chartwells Division	51716		7/21/2017	ECR-S/2017/5302, 16-17 Food Service, 06/17 Food Services	15,974.84
Law Offices of Young, Minney & Corr, LLP	51717		7/21/2017	ECR-S/2017/5303, 16-17 General (Operations), 06/17 Legal Services	8,500.29
Law Offices of Young, Minney & Corr, LLP	51718		7/21/2017	ECR-S/2017/5304, 16-17 General (Operations), 05/17 Legal Services	18,443.98
Verdugo Hills Autism Project	51719		7/21/2017	ECR-S/2017/5290, 16-17 Special Ed General, 04/17 Direct Intervention and Supervision-XXXX	5,141.82
Verdugo Hills Autism Project	51720		7/21/2017	ECR-S/2017/5291, 16-17 Special Ed General, 05/17 Direct Intervention and Supervision-XXXX	7,130.31
Gumatay David Joshua	51723		7/24/2017	PRJRN/2017/0942,16-17 General (Operations),07/24/17 Manual Final Paycheck Last Day 7/21/17	301.76
Jun Reichl	51724		7/26/2017	PRJRN/2017/0946,16-17 Cross Country,Minivan number 2 + Insurance	1,284.79
Jun Reichl	51725		7/26/2017	PRJRN/2017/0945,16-17 Cross Country,website domain renewal for team website xc and track and field for 1 year 2017-18SY	29.95
Lorena Booth	51726		7/26/2017	PRJRN/2017/0944,16-17 Special Ed General,BTSA Reimbursement(Prior Year Expense)	4,000.00
Melissa Ann Charters	51727		7/26/2017	PRJRN/2017/0943,Vocational Arts,Smart & Final Purchase on 7/17/17	230.09
Marta Franco	51728		7/26/2017	ECR-S/2017/5311, 16-17 General (Operations), 7/5/17 Notary Service	30.00
Marta Franco	51729		7/26/2017	ECR-S/2017/5310, 16-17 General (Operations), 7/19/17 Notary Services	45.00
Richard Yi	51730		7/26/2017	PRJRN/2017/0948,16-17 General (Academic),Staples Left Window Self-Sealing Security-Tint #10 Envelopes, 500/Box	78.26
Guadalupe Miller	51731		7/27/2017	PRJRN/2017/0950,16-17 General (Academic),Fall 2016 Quarter Receipt	2,735.00
American Express	51732		7/27/2017	PRJRN/2017/0951,16-17 General (Academic),18. Amazon.com Ref# SHRDAN9LUF2	15,344.93
Kelly Services, Inc.	51733		7/27/2017	ECR-S/2017/5308, 16-17 General (Academic), Substitute Teachers through 6/25/17(Prior year Expense)	3,780.58
Kelly Services, Inc.	51734		7/27/2017	ECR-S/2017/5309, 16-17 General (Academic), Substitute Teachers through 7/2/17	3,964.62
Naerok Facilities Management	51735		7/27/2017	ECR-S/2017/5307, 16-17 General (Operations), 6/26/17-6/30/17 Security Services	1,542.89
Alyssa Lee	51736		7/27/2017	ECR-S/2017/5320, Athletics, 2017 Fall Sports Calendar/Poster - Graphic Design and Layouts	300.00
Kelly Services, Inc.	51737		7/27/2017	ECR-S/2017/5327, 16-17 General (Academic), Substitute Teachers through 7/16/17	3,050.45
Walsworth Yearbooks	51738		7/27/2017	ECR-S/2017/5332, 16-17 General (Operations), 2016-2017 Yearbooks	23,922.20
Walsworth Yearbooks	51739		7/27/2017	ECR-S/2017/5333, 16-17 Yearbook Sales, 2016-17 Yearbook Reorder, 100 copies	9,288.57
Accurate Label Designs	51740		7/27/2017	ECR-S/2017/5337, 16-17 General (Operations), Custom Visitor labels	250.95

Vendor	Check Number	Void	Date	Description	Check Amount
American Heritage Life Insurance Company	51741		7/27/2017	ECR-S/2017/5321, 16-17 General (Operations), 05/17 Voluntary Insurance	1,115.76
The Shredders	51742		7/27/2017	ECR-S/2017/5322, 16-17 General (Operations), 06/17 Shredding	168.00
Village Glen School	51743		7/27/2017	ECR-S/2017/5328, 16-17 Special Ed General, 06/17 Special Ed Services(NPS)	759.71
The Help Group-Summit View	51744		7/27/2017	ECR-S/2017/5329, 16-17 Special Ed General, 06/17 Special Ed Services NPS XXXX	1,165.30
The Help Group-North Hills Prep School	51745		7/27/2017	ECR-S/2017/5331, 16-17 Special Ed General, 06/17 Special Ed Services-NPS	1,350.07
Kelly Services, Inc.	51746		7/27/2017	ECR-S/2017/5341, 16-17 General (Academic), Substitute Teachers through 7/9/17	2,416.29
AT&T	51747		7/27/2017	ECR-S/2017/5326, General (Operations), 7/2/17-8/1/17 Billing Date 818 844-8815 Shoup Property	162.11
Vista Paint Corporation	51748		7/27/2017	ECR-S/2017/5306, 16-17 General (Operations), 7/18/17 Paint Supplies	8.11
Vista Paint Corporation	51749		7/27/2017	ECR-S/2017/5316, 16-17 General (Operations), 4/14/17 Paint Supplies(Prior Yr Exp not accrued)	172.91
FedEx	51750		7/27/2017	ECR-S/2017/5340, 16-17 General (Operations), 6/12/17-7/5/17 FedEx Express Services	202.07
Board of Equalization	51751		7/27/2017	ECR-S/2017/5344, 16-17 Student Store Sales, 04/01/2017 - 06/30/2017 Sales and Use Tax	652.00
Jun Reichl	51752		7/31/2017	PRJRN/2017/0952,16-17 Track and Field,Custom nike Track and Field Uniforms for Varsity athletes	3,753.29
Jun Reichl	51753		7/31/2017	PRJRN/2017/0953,16-17 Track and Field,Hotels - 4 double rooms for athletes and 2 king rooms at the Piccadilly Inn Airport 5115 E McKinley Ave, Fresno, CA 93727 Friday Night Only	1,617.53
Holly Kiamanesh	51754		7/31/2017	PRJRN/2017/0954,16-17 Science,Conference Mileage Rate ECR to ConferenceRT 71.40 miles less commute RT 12.40=59miles x\$0.535=\$31.57	31.57
Holly Kiamanesh	51755		7/31/2017	PRJRN/2017/0955,16-17 Social Science,Conference Mileage Rate RT 60.6 less commuteRT 12.4 miles= 48.20 miles X\$0.535=\$25.79	25.79
Jason Kinsella	51756		7/31/2017	PRJRN/2017/0956,16-17 General (Academic),Conference Registration Fee	1,600.31
Tiffany Tran	51757		7/31/2017	PRJRN/2017/0957,16-17 General (Operations),07/31/17 Manual Paycheck Term date 7/28/17	1,859.71
Missing Checks	51439				279.82
	51440				155.05
	51488				178.77
	51579				41.21
	51580				24.55
	51590				2,125.00
	51632				385.00
					3,189.40



# Check Register

El Camino HS  
July 2017



Grand Total 6,579.25

Vendor	Check Number	Void	Date	Description	Check Amount
Deny Sportswear	10505		7/5/2017	ECR-S/2017/5152, T-1617 Boys Soccer, 50/50 Golden Tee - Royal Blue	240.26
Shelly Marshall	10506		7/7/2017	PRJRN/2017/0914, T-1617 Drill Team, xochi's book	127.90
Eric Choi	10507		7/7/2017	PRJRN/2017/0915, T-1617 Boys Golf, Tax	152.22
Eric Choi	10508		7/7/2017	PRJRN/2017/0921, T-1617 Boys Golf, Webbing Belt 6	166.50
Susan Garrett	10509		7/12/2017	ECR-S/2017/5190, T-1617 Swimming & Diving, Refund for Swimsuit - \$45 - Trunks(Student-Christopher)	45.00
Kelli Acevedo	10510		7/12/2017	ECR-S/2017/5191, T-1617 Swimming & Diving, Refund for Swimsuit - \$67 - Suit(Student-Lanie)	67.00
lisette barbush	10511		7/12/2017	ECR-S/2017/5192, T-1617 Swimming & Diving, Refund for Swimsuit - \$45 - Trunks(Students-Alex and Noah)	90.00
Heather Blue	10512		7/12/2017	ECR-S/2017/5194, T-1617 Swimming & Diving, Refund for Swimsuit - \$67 - Suit(student-Isobel)	67.00
Cory Wiener	10513		7/12/2017	ECR-S/2017/5225, T- Grad Class 2017, Supervision for 6/9/17 Graduation	71.50
Jasmine Gasilla	10514		7/12/2017	ECR-S/2017/5226, T- Grad Class 2017, Ticket Taker for 6/9/17 Graduation	48.75
Yoshi Odama	10515		7/12/2017	ECR-S/2017/5224, T- Grad Class 2017, Ticket Taker for 6/9/17 Graduation	56.25
Heritage Christian High School	10516		7/13/2017	ECR-S/2017/5210, T-1617 Girls Basketball, JV Girls' Summer League - June 5 to July 19, 2017 - Mondays JV Girls Basketball	325.00
Homeboy Recycling	10517		7/14/2017	ECR-S/2017/5276, T-1617 Environmental, Supervisor 5/13/17 E Waste Event	200.00
Maria Elepano	10518		7/14/2017	ECR-S/2017/5242, T-1617 Swimming & Diving, Refund for Swimsuit - \$52 each - Trunks (Students - John - \$7 & \$45)	52.00
Homeboy Recycling	10519		7/14/2017	ECR-S/2017/5277, T-1617 Environmental, Event Staff #1	350.00
Cheryl Umali	10520		7/18/2017	ECR-S/2017/5239, T-1617 Swimming & Diving, Refund for Swimsuit - \$67 - Trunks (Students - Audrey)	67.00
Erik Curtis	10521		7/18/2017	ECR-S/2017/5251, T-1617 Swimming & Diving, Refund for Swimsuit - \$67 each - Trunks (Student - Jillian Curtis)	67.00
Stewart Cook	10522		7/18/2017	ECR-S/2017/5250, T-1617 Swimming & Diving, Refund for Swimsuit - \$45 each - Trunks (Student - Nicholas Cook)	45.00
Shannon Santa Cruz	10523		7/18/2017	ECR-S/2017/5275, T-1617 Swimming & Diving, Refund for Swimsuit - \$67 each - Trunks (Student - Amber Helton)	67.00
Jennifer Calixto	10524		7/18/2017	ECR-S/2017/5248, T-1617 Swimming & Diving, Refund for Swimsuit - \$67 each - Trunks (Student - Jenica Marie Calixto)	67.00
Margaret Boen	10525		7/18/2017	ECR-S/2017/5247, T-1617 Swimming & Diving, Refund for Swimsuit - \$45 each - Trunks (Student - Steven) Boen)	45.00
Kathleen Ann Carlson	10526		7/18/2017	ECR-S/2017/5249, T-1617 Swimming & Diving, Refund for Swimsuit - \$67 each - Trunks (Student - Zoe Carlson)	67.00
Amy Heller	10527		7/18/2017	ECR-S/2017/5241, T-1617 Swimming & Diving, Refund for Swimsuit - \$67 each - Trunks (Students - Emily)	67.00
Nataliya Geyzer	10528		7/18/2017	ECR-S/2017/5246, T-1617 Swimming & Diving, Refund for Swimsuit - \$45 each - Trunks (Student - Elliot Geyzer)	45.00
Ofelia Izales	10529		7/18/2017	ECR-S/2017/5245, T-1617 Swimming & Diving, Refund for Swimsuit - \$45 each - Trunks (Student - Johnjairo Garcia-Izales)	45.00
Michael Guberman	10530		7/18/2017	ECR-S/2017/5240, T-1617 Swimming & Diving, Refund for Swimsuit - \$45 each - Trunks (Students-Alexander)	45.00
Catherine Bond	10531		7/18/2017	ECR-S/2017/5244, T-1617 Swimming & Diving, Refund for Swimsuit - \$45 each - Trunks (Students - Alexander Frank)	45.00

Vendor	Check Number	Void	Date	Description	Check Amount
Olga Pobedinskaya	10532		7/18/2017	ECR-S/2017/5243, T-1617 Swimming & Diving, Refund for Swimsuit - \$67 each - Trunks (Students - Ana Fled)	67.00
Florin Dragan	10533		7/18/2017	ECR-S/2017/5238, T-1617 Swimming & Diving, Refund for Swimsuit - \$67 each - Trunks (Students- Sady and Sara)	134.00
Eric Choi	10534		7/21/2017	PRJRN/2017/0935, T-1617 Boys Golf, Tax	239.24
El Camino Real Charter High School (ASB)	10535		7/21/2017	PRJRN/2017/0938, T- Grad Class 2017, 10/28/16 Refund for Halloween Roller Skating Party, from Class of 2017 Trust	60.00
Jeff Falgien	10536		7/24/2017	PRJRN/2017/0941, T-1617 JV/Varsity Football, Discount on BBQ	191.67
Jun Reichl	10537		7/26/2017	PRJRN/2017/0947, T-1617 Track and Field, Stonefire Catering for Track and Field (Prior Year Expense) team	1,793.85
Alyssa Lee	10538		7/26/2017	PRJRN/2017/0949, T-1617 Boys Volleyball, Buca Di Beppo (Costco Gift Card)	1,212.11
Missing Checks	10456				150.00

# Cover Sheet

## July 2017 Financial Update

<b>Section:</b>	III. Financial
<b>Item:</b>	B. July 2017 Financial Update
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	July 2017 Financial Exhibits.pdf September Board Presentation.pdf

**El Camino Real Charter High School****Income Statement****As of Jul FY2018**

	Actual	YTD	Budget			
	Jul	Actual YTD	Approved Budget	Current Forecast	Budget vs. Forecast	Forecast Remaining
<b>SUMMARY</b>						
<b>Revenue</b>						
LCFF Entitlement	431,322	431,322	31,567,559	31,065,296	(502,263)	30,633,974
Federal Revenue	39,781	39,781	1,372,196	1,347,519	(24,677)	1,307,738
Other State Revenues	116,264	116,264	3,592,430	4,502,560	910,130	4,386,296
Local Revenues	638,408	638,408	1,180,000	1,676,175	496,175	1,037,767
Fundraising and Grants	-	-	-	-	-	-
<b>Total Revenue</b>	<b>1,225,775</b>	<b>1,225,775</b>	<b>37,712,185</b>	<b>38,591,550</b>	<b>879,365</b>	<b>37,365,775</b>
<b>Expenses</b>						
Compensation and Benefits	1,937,689	1,937,689	27,035,148	29,509,857	(2,474,708)	27,572,167
Books and Supplies	42,457	42,457	3,211,611	2,925,532	286,079	2,883,075
Services and Other Operating Expenditures	350,904	350,904	5,987,231	5,973,309	13,922	5,622,405
Depreciation	-	-	750,867	750,867	-	750,867
Other Outflows	6,528	6,528	-	-	-	(6,528)
<b>Total Expenses</b>	<b>2,337,579</b>	<b>2,337,579</b>	<b>36,984,858</b>	<b>39,159,565</b>	<b>(2,174,707)</b>	<b>36,821,986</b>
<b>Operating Income</b>	<b>(1,111,804)</b>	<b>(1,111,804)</b>	<b>727,328</b>	<b>(568,015)</b>	<b>(1,295,342)</b>	<b>543,789</b>
<b>Fund Balance</b>						
Beginning Balance (Unaudited)			19,305,995	(3,201,018)		
Operating Income			727,328	(568,015)		
<b>Ending Fund Balance</b>			<b>20,033,323</b>	<b>(3,769,032)</b>		

**El Camino Real Charter High School****Income Statement****As of Jul FY2018****KEY ASSUMPTIONS****Enrollment Summary**

9-12

**Total Enrolled****ADA %**

9-12

**Average ADA %****ADA**

9-12

**Total ADA**

<b>Actual</b>	<b>YTD</b>	<b>Budget</b>			
<b>Jul</b>	<b>Actual YTD</b>	<b>Approved Budget</b>	<b>Current Forecast</b>	<b>Budget vs. Forecast</b>	<b>Forecast Remaining</b>
		3,755	3,680	(75)	
		<b>3,755</b>	<b>3,680</b>	<b>(75)</b>	
		95.0%	95.0%	0.0%	
		<b>95.0%</b>	<b>95.0%</b>	<b>0.0%</b>	
		3,472.3	3,417.0	(55.3)	
		<b>3,472.3</b>	<b>3,417.0</b>	<b>(55.3)</b>	



**El Camino Real Charter High School****Income Statement****As of Jul FY2018**

			Actual	YTD	Budget			
			Jul	Actual YTD	Approved Budget	Current Forecast	Budget vs. Forecast	Forecast Remaining
REVENUE								
LCFF Entitlement								
8011	Charter Schools General Purpose Entitlement - State Aid	-	-	19,311,159	19,046,150	(265,008)	19,046,150	
8012	Education Protection Account Entitlement	-	-	5,089,780	4,966,524	(123,256)	4,966,524	
8019	State Aid - Prior Years	36	36	-	36	36	-	
8096	Charter Schools in Lieu of Property Taxes	431,286	431,286	7,166,620	7,052,585	(114,034)	6,621,299	
SUBTOTAL - LCFF Entitlement		431,322	431,322	31,567,559	31,065,296	(502,263)	30,633,974	
Federal Revenue								
8181	Special Education - Entitlement	39,781	39,781	669,623	668,946	(677)	629,165	
8220	Child Nutrition Programs	-	-	336,000	312,000	(24,000)	312,000	
8290	No Child Left Behind	-	-	11,286	11,286	-	11,286	
8291	Title I	-	-	225,287	225,287	-	225,287	
8292	Title II	-	-	30,000	30,000	-	30,000	
8299	All Other Federal Revenue	-	-	100,000	100,000	-	100,000	
SUBTOTAL - Federal Revenue		39,781	39,781	1,372,196	1,347,519	(24,677)	1,307,738	
Other State Revenue								
8381	Special Education - Entitlement (State)	116,264	116,264	1,955,293	1,955,071	(223)	1,838,807	
8520	Child Nutrition - State	-	-	24,000	24,000	-	24,000	
8550	Mandated Cost Reimbursements	-	-	142,241	646,995	504,754	646,995	
8560	State Lottery Revenue	-	-	656,255	662,898	6,643	662,898	
8593	Prop 39 Energy	-	-	814,640	779,637	(35,003)	779,637	
SUBTOTAL - Other State Revenue		116,264	116,264	3,592,430	4,502,560	910,130	4,386,296	
Local Revenue								
8634	Food Service Sales	3,303	3,303	180,000	174,000	(6,000)	170,698	
8660	Interest	2,175	2,175	-	2,175	2,175	-	
8690	Other Local Revenue	608,849	608,849	1,000,000	1,500,000	500,000	891,151	
8999	Uncategorized Revenue	24,082	24,082	-	-	-	(24,082)	
SUBTOTAL - Local Revenue		638,408	638,408	1,180,000	1,676,175	496,175	1,037,767	
Fundraising and Grants								
SUBTOTAL - Fundraising and Grants		-	-	-	-	-	-	
TOTAL REVENUE								
		1,225,775	1,225,775	37,712,185	38,591,550	879,365	37,365,775	
							-	

**El Camino Real Charter High School****Income Statement****As of Jul FY2018**

		<b>Actual</b>	<b>YTD</b>	<b>Budget</b>			
		<b>Jul</b>	<b>Actual YTD</b>	<b>Approved Budget</b>	<b>Current Forecast</b>	<b>Budget vs. Forecast</b>	<b>Forecast Remaining</b>
<b>EXPENSES</b>							
<b>Compensation &amp; Benefits</b>							
<b>Certificated Salaries</b>							
1100	Teachers Salaries	819,397	819,397	11,221,839	11,221,839	-	10,402,442
1101	Teacher - Stipends	-	-	255,000	255,000	-	255,000
1150	NBC Stipend	12,095	12,095	135,000	135,000	-	122,905
1160	Auxiliary & Summer School	165,685	165,685	400,000	400,000	-	234,315
1170	Coverage	-	-	75,000	75,000	-	75,000
1180	Extra Hours & Tutoring	1,390	1,390	100,000	100,000	-	98,610
1190	PD & LCAP	11,424	11,424	130,000	130,000	-	118,576
1200	Certificated Pupil Support Salaries	107,175	107,175	1,308,627	1,308,627	-	1,201,451
1300	Certificated Supervisor & Administrator Salaries	77,619	77,619	779,258	779,258	-	701,639
1900	Certificated Other Salaries	23,150	23,150	245,635	245,635	-	222,486
<b>SUBTOTAL - Certificated Salaries</b>		<b>1,217,935</b>	<b>1,217,935</b>	<b>14,650,359</b>	<b>14,650,359</b>	<b>-</b>	<b>13,432,424</b>
<b>Classified Salaries</b>							
2100	Classified Instructional Aide Salaries	17,811	17,811	1,163,425	1,163,425	-	1,145,614
2200	Classified Support Salaries	55,763	55,763	940,547	940,547	-	884,784
2300	Classified Supervisor & Administrator Salaries	155,621	155,621	622,527	490,020	132,507	334,399
2400	Classified Clerical & Office Salaries	35,223	35,223	1,192,144	1,098,405	93,739	1,063,182
2900	Classified Other Salaries	12,587	12,587	162,735	162,735	-	150,148
<b>SUBTOTAL - Classified Salaries</b>		<b>277,005</b>	<b>277,005</b>	<b>4,081,378</b>	<b>3,855,132</b>	<b>226,246</b>	<b>3,578,127</b>
<b>Employee Benefits</b>							
3100	STRS	171,908	171,908	2,114,047	2,114,047	-	1,942,139
3200	PERS	21,475	21,475	492,244	457,105	35,138	435,630
3300	OASDI-Medicare-Alternative	32,891	32,891	463,966	446,658	17,308	413,767
3400	Health & Welfare Benefits	115,214	115,214	3,746,690	3,702,611	44,079	3,587,396
3500	Unemployment Insurance	742	742	9,366	9,252	114	8,509
3600	Workers Comp Insurance	-	-	187,317	185,055	2,262	185,055
3700	Retiree Benefits	100,000	100,000	1,250,000	4,055,439	(2,805,439)	3,955,439
3900	Other Employee Benefits	259	259	5,584	-	5,584	(259)
<b>SUBTOTAL - Employee Benefits</b>		<b>442,491</b>	<b>442,491</b>	<b>8,269,213</b>	<b>10,970,167</b>	<b>(2,700,954)</b>	<b>10,527,676</b>

**El Camino Real Charter High School****Income Statement****As of Jul FY2018**

		<b>Actual</b>	<b>YTD</b>	<b>Budget</b>		
		<b>Jul</b>	<b>Actual YTD</b>	<b>Approved Budget</b>	<b>Current Forecast</b>	<b>Budget vs. Forecast</b>
						<b>Forecast Remaining</b>
<b>Books &amp; Supplies</b>						
4100	Approved Textbooks & Core Curricula Materials	-	-	374,461	500,000	(125,539)
4200	Books & Other Reference Materials	7,189	7,189	43,174	42,591	583
4300	Materials & Supplies	-	-	55,134	55,134	-
4325	Instructional Materials & Supplies	12,842	12,842	317,608	312,263	5,345
4330	Office Supplies	420	420	211,017	211,017	-
4345	Non Instructional Student Materials & Supplies	10,354	10,354	545,217	534,527	10,690
4400	Noncapitalized Equipment	11,653	11,653	1,065,000	670,000	395,000
4710	Student Food Services	-	-	600,000	600,000	-
<b>SUBTOTAL - Books and Supplies</b>		<b>42,457</b>	<b>42,457</b>	<b>3,211,611</b>	<b>2,925,532</b>	<b>286,079</b>
<b>Services &amp; Other Operating Expenses</b>						
5200	Travel & Conferences	8,393	8,393	103,000	103,000	-
5300	Dues & Memberships	138,862	138,862	186,284	186,284	-
5400	Insurance	-	-	206,524	206,524	-
5500	Operations & Housekeeping	52,024	52,024	916,100	916,100	-
5520	Security	888	888	378,000	378,000	-
5605	Equipment Leases	923	923	93,644	93,644	-
5610	Rent	2,816	2,816	463,500	463,500	-
5616	Repairs and Maintenance - Computers	-	-	60,000	60,000	-
5631	Other Rentals, Leases and Repairs 1	4,244	4,244	324,981	324,981	-
5809	Banking Fees	1,900	1,900	64,147	64,147	-
5812	Business Services	2,973	2,973	204,860	204,860	-
5815	Consultants - Instructional	11,465	11,465	475,033	475,033	-
5820	Consultants - Non Instructional - Custom 1	14,226	14,226	348,500	348,500	-
5824	District Oversight Fees	18,018	18,018	315,676	310,653	5,023
5830	Field Trips Expenses	6,048	6,048	309,000	309,000	-
5845	Legal Fees	75	75	250,000	250,000	-
5848	Licenses and Other Fees	-	-	45,000	45,000	-
5851	Marketing and Student Recruiting	-	-	10,609	10,609	-
5857	Payroll Fees	-	-	39,090	39,090	-
5861	Prior Yr Exp (not accrued)	51,118	51,118	100,000	100,000	-
5872	Special Education Encroachment	31,209	31,209	559,283	550,384	8,899
5884	Substitutes	5,467	5,467	425,000	425,000	-
5900	Communications	256	256	109,000	109,000	-
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>		<b>350,904</b>	<b>350,904</b>	<b>5,987,231</b>	<b>5,973,309</b>	<b>13,922</b>
						<b>5,622,405</b>

**El Camino Real Charter High School****Income Statement****As of Jul FY2018****Capital Outlay & Depreciation**

6900 Depreciation

**SUBTOTAL - Capital Outlay & Depreciation****Other Outflows**

7999 Uncategorized Expense

**SUBTOTAL - Other Outflows****TOTAL EXPENSES**

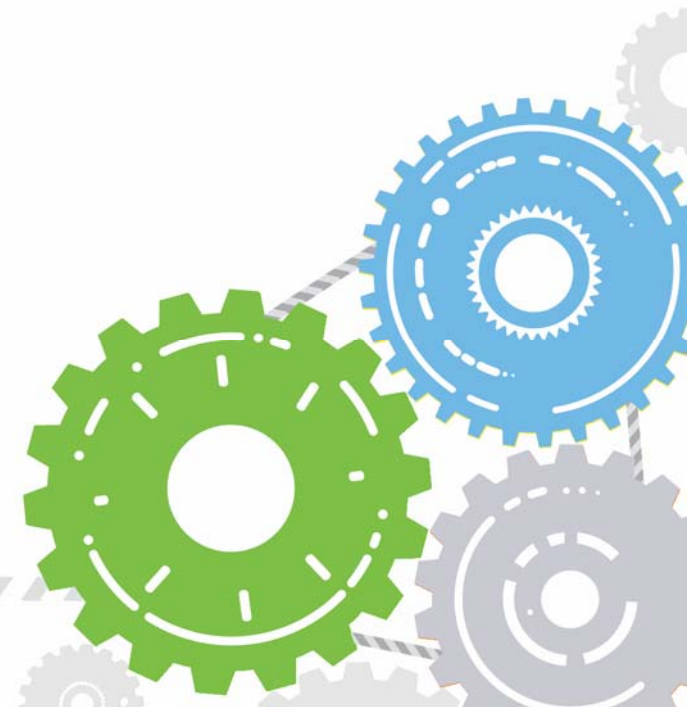
<b>Actual</b>	<b>YTD</b>	<b>Budget</b>			
<b>Jul</b>	<b>Actual YTD</b>	<b>Approved Budget</b>	<b>Current Forecast</b>	<b>Budget vs. Forecast</b>	<b>Forecast Remaining</b>
-	-	750,867	750,867	-	750,867
-	-	<b>750,867</b>	<b>750,867</b>	-	<b>750,867</b>
6,528	6,528	-	-	-	(6,528)
<b>6,528</b>	<b>6,528</b>	-	-	-	<b>(6,528)</b>
<b>2,337,320</b>	<b>2,337,320</b>	<b>36,950,660</b>	<b>39,125,367</b>	<b>(2,174,707)</b>	<b>36,788,047</b>

**El Camino Real Charter High School**  
**Monthly Cash Forecast**  
**As of Jul FY2018**

	2017-18													
	Actuals & Forecast													
	Jul Actuals	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast	Forecast	Remaining Balance
<b>Beginning Cash</b>	<b>11,084,195</b>	<b>10,744,534</b>	<b>7,700,134</b>	<b>6,335,993</b>	<b>6,766,455</b>	<b>6,079,103</b>	<b>5,381,116</b>	<b>5,936,196</b>	<b>6,891,411</b>	<b>6,453,734</b>	<b>7,237,563</b>	<b>7,514,376</b>		
<b>REVENUE</b>														
LCFF Entitlement	431,322	1,787,976	1,500,488	3,494,087	2,240,840	2,240,858	3,494,087	2,693,563	2,247,873	3,466,271	2,247,873	2,247,891	31,065,296	2,972,165
Federal Revenue	39,781	79,562	104,041	79,041	145,684	104,041	79,041	187,443	98,400	73,400	140,043	98,400	1,347,519	118,643
Other State Revenue	116,264	304,855	193,182	193,182	342,332	193,182	193,182	1,253,366	176,694	176,694	833,043	176,694	4,502,560	349,891
Other Local Revenue	638,408	(636,431)	167,420	167,420	167,420	167,420	167,420	167,420	167,420	167,420	167,420	167,420	1,676,175	-
Fundraising & Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,225,775</b>	<b>1,535,962</b>	<b>1,965,131</b>	<b>3,933,730</b>	<b>2,896,276</b>	<b>2,705,501</b>	<b>3,933,730</b>	<b>4,301,791</b>	<b>2,690,387</b>	<b>3,883,785</b>	<b>3,388,379</b>	<b>2,690,405</b>	<b>38,591,550</b>	<b>3,440,699</b>
<b>EXPENSES</b>														
Certificated Salaries	1,217,935	363,836	1,317,716	1,317,716	1,317,716	1,317,716	1,299,620	1,299,620	1,299,620	1,299,620	1,299,620	1,299,620	14,650,359	(0)
Classified Salaries	277,005	189,827	338,830	338,830	338,830	338,830	338,830	338,830	338,830	338,830	338,830	338,830	3,855,132	0
Employee Benefits	442,749	1,547,163	941,635	938,859	938,397	938,397	939,224	935,985	935,985	918,174	918,174	609,623	11,004,365	-
Books & Supplies	42,457	454,367	245,796	188,198	209,021	193,881	296,312	229,720	119,834	132,708	151,718	661,520	2,925,532	-
Services & Other Operating Expenses	350,904	648,823	491,659	491,659	491,659	491,659	491,659	554,414	490,218	490,218	490,218	490,218	5,973,309	-
Capital Outlay & Depreciation	-	125,144	62,572	62,572	62,572	62,572	62,572	62,572	62,572	62,572	62,572	62,572	750,867	-
Other Outflows	6,528	(6,528)	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>2,337,579</b>	<b>3,322,633</b>	<b>3,398,208</b>	<b>3,337,835</b>	<b>3,358,195</b>	<b>3,343,055</b>	<b>3,428,217</b>	<b>3,421,142</b>	<b>3,247,060</b>	<b>3,242,123</b>	<b>3,261,133</b>	<b>3,462,384</b>	<b>39,159,565</b>	<b>-</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(1,111,804)</b>	<b>(1,786,672)</b>	<b>(1,433,077)</b>	<b>595,895</b>	<b>(461,919)</b>	<b>(637,554)</b>	<b>505,513</b>	<b>880,648</b>	<b>(556,674)</b>	<b>641,662</b>	<b>127,246</b>	<b>(771,979)</b>	<b>(568,015)</b>	<b>3,440,699</b>
Revenues - Prior Year Accruals	1,393,263	458,708	(631)	-	-	-	-	-	-	-	-	-	-	-
Other Assets	200,114	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Assets	(4,421)	(521,952)	(168,386)	(403,386)	(463,386)	(298,386)	(188,386)	(163,386)	(118,957)	(95,786)	(88,386)	(88,386)	-	-
Due To (From)	8,557	(242,250)	-	-	-	-	-	-	-	-	-	-	-	-
Expenses - Prior Year Accruals	(244,122)	(706,843)	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	(105,248)	(657,297)	-	-	-	-	-	-	-	-	-	-	-	-
Other Liabilities	(476,000)	411,906	237,953	237,953	237,953	237,953	237,953	237,953	237,953	237,953	237,953	237,953	-	-
<b>Ending Cash</b>	<b>10,744,534</b>	<b>7,700,134</b>	<b>6,335,993</b>	<b>6,766,455</b>	<b>6,079,103</b>	<b>5,381,116</b>	<b>5,936,196</b>	<b>6,891,411</b>	<b>6,453,734</b>	<b>7,237,563</b>	<b>7,514,376</b>	<b>6,891,963</b>		

# El Camino Real Charter High School Financial Update

CHANG PATEL & MILADA RAKIJIAN  
SEPTEMBER 14, 2017



# Contents



1. 2017-18 Current - July Forecast
2. Financial Exhibits

# 2017-18 Current - July Forecast





# Enrollment



	2017/18	2017/18	Variance
	Approved Budget	Current Forecast	
Enrollment	3755	3680	-75
Incl. exchange students			
Attendance Rate	95.0%	95.0%	0.00%
ADA	3472	3417	-55
Unduplicated Count	1005	978	-27

# Budget Summary



		2017/18	2017/18	2017/18	Variance
		July Actuals	Approved Budget	Current Forecast	
Revenue	LCFF Entitlement	431,322	31,567,559	31,065,296	(502,263)
	Federal Revenue	39,781	1,372,196	1,347,519	(24,677)
	Other State Revenues	116,264	3,592,430	4,502,560	910,130
	Local Revenues	614,741	1,180,000	1,676,175	496,175
	Fundraising and Grants	-	-	-	-
	<b>Total Revenue</b>	<b>1,202,108</b>	<b>37,712,185</b>	<b>38,591,550</b>	<b>879,365</b>
Expenses	Comp and Benefits	1,939,613	27,035,148	29,509,857	(2,474,709)
	Books and Supplies	8,651	3,211,611	2,925,532	286,079
	Services and Other Ops	121,057	5,987,231	5,973,309	13,922
	Depreciation	-	750,867	750,867	-
	<b>Total Expenses</b>	<b>2,069,322</b>	<b>36,984,858</b>	<b>39,159,565</b>	<b>(2,174,707)</b>
	<b>Operating Income</b>	<b>(867,214)</b>	<b>727,328</b>	<b>(568,015)</b>	<b>(1,295,343)</b>

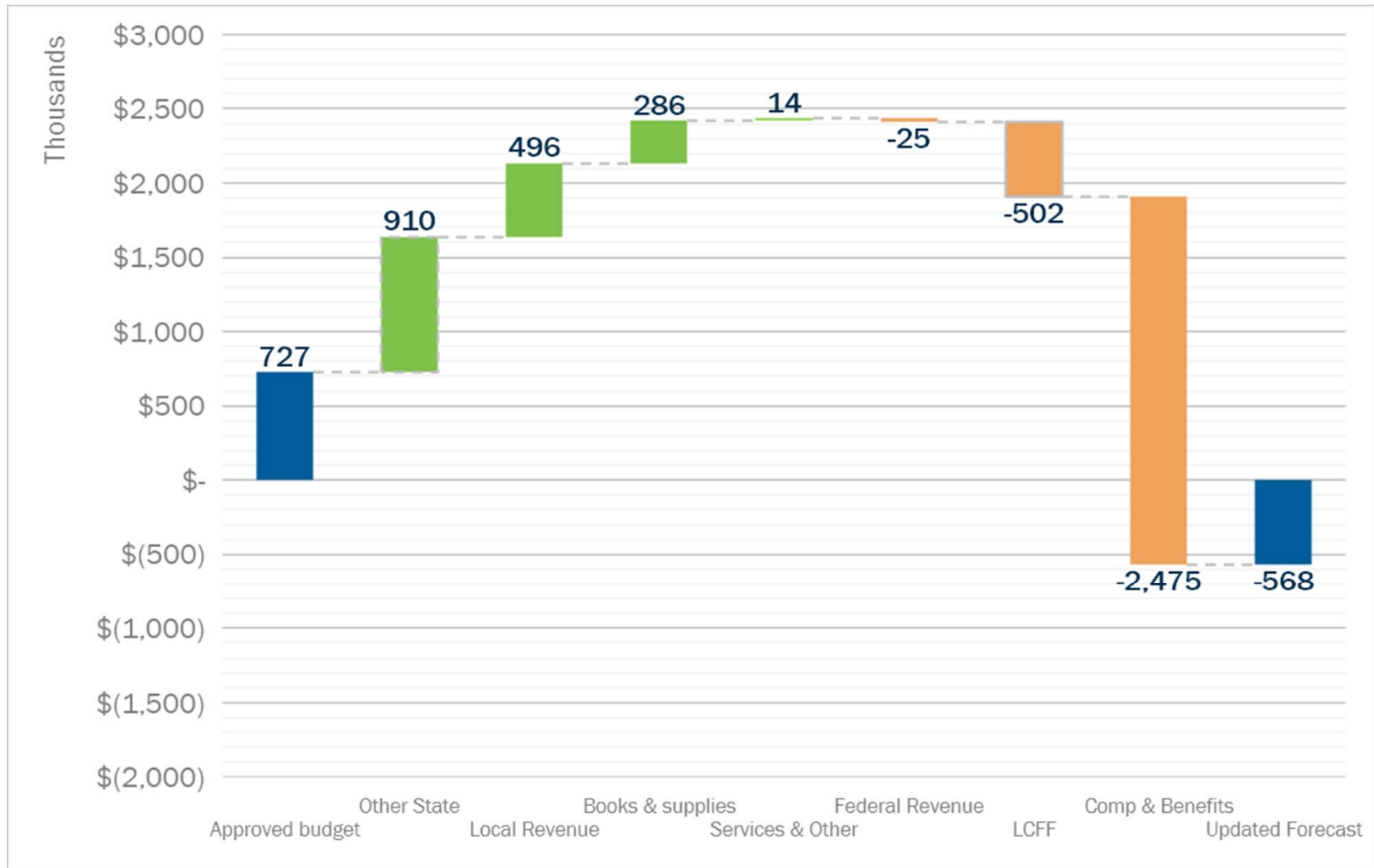
# Revenue Rate Changes



## Rates per ADA

	2017-18	2017-18	Variance
	Approved Budget	Current - July Forecast	
Local Control Funding Formula	\$ 9,091	\$ 9,092	\$ 1
Federal SPED	\$ 193	\$ 196	\$ 3
State SPED	\$ 563	\$ 572	\$ 9
Lottery	\$ 189	\$ 194	\$ 5
Mandate Block Grant	\$ 42	\$ 44	\$ 2
One-Time Funds per PY ADA		\$ 147	\$ 147
Supplemental Categorical Block Grant		\$ 127	\$ 127

# 2016-17 Forecast Update



# Shoup Expenses



## No changes since Board approved budget

EXPENSE CATEGORY	2016-17 Actuals	2017-18 Budget
Salaries	---	200,000
Benefits	---	56,000
Books & Supplies	---	135,000
Operations & Housekeeping	46,696	307,000
Services & Other Operating Expenses	65,495	111,000
Communications	---	6,000
Capital Outlay	208,198	1,561,500
<b>TOTAL</b>	<b>320,390</b>	<b>2,375,500</b>

# Financial Exhibits

[See attachment](#)





# Cover Sheet

## Discuss and Possible Vote on Lifetime Benefits for Certain Employees

<b>Section:</b>	IV. School Business
<b>Item:</b>	A. Discuss and Possible Vote on Lifetime Benefits for Certain
Employees	
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Special Agreements - Liability Breakout.pdf

**El Camino Real Charter High School****Special Agreements****7/1/2017 Valuation****Participant Information**

<b>Name</b>			
<b>ID Number</b>	404471	528601	907541
<b>Status</b>	Active	Active	Active
<b>Gender</b>	Female	Female	Female
<b>Date of Birth</b>			
<b>Seniority Date</b>	8/17/1998	4/15/2003	10/22/2000
<b>Date of Retirement (expected)</b>	12/31/2017	Per Assumptions	12/31/2017

**Current Elections\***

<b>Medical</b>	Single	None	Single
<b>Dental</b>	None	None	None
<b>Vision</b>	Two-Party	Family	Single

**Accounting Liabilities**

				<b>Total</b>
<b>Accrued Liability (APBO)</b>	\$132,936	\$127,240	\$188,635	\$448,811
(present value of lifetime payments)				
<b>Service Cost (benefit accrual)</b>	\$0	\$9,309	\$0	\$9,309
<b>Interest Cost (passage of time)</b>	\$5,227	\$5,051	\$7,322	\$17,600

**Projected Premium Payments**

				<b>Total</b>
<b>Fiscal Year</b>				
7/1/2017 - 6/30/2018	\$1,778	\$0	\$4,780	\$6,558
7/1/2018 - 6/30/2019	\$3,733	\$0	\$10,148	\$13,881
7/1/2019 - 6/30/2020	\$3,905	\$0	\$3,827	\$7,732
7/1/2020 - 6/30/2021	\$4,057	\$0	\$4,002	\$8,059
7/1/2021 - 6/30/2022	\$4,208	\$0	\$4,182	\$8,390
7/1/2022 - 6/30/2027	\$23,148	\$20,931	\$23,705	\$67,784

**Assumptions****Discount Rate** 3.97%; based on a cash flow matching analysis as of June 30, 2017.**Mortality** Per the most recent experience study performed for CalPERS.**Other Assumptions** Same as detailed in the June 30, 2017 disclosure report related to the post-employment benefits plan.

**\* Retiree Elections** Assumed that [REDACTED] and [REDACTED] select coverage upon retirement consistent with their current elections, and participate in Medicare.  
 Assumed that [REDACTED] elects Single medical coverage and Two-Party vision coverage upon retirement, and participates in Medicare.

1

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# Cover Sheet

## Discuss and Vote on Change to College Readiness Block Grant

**Section:** IV. School Business  
**Item:** C. Discuss and Vote on Change to College Readiness Block Grant  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** College Block Grant Changes to Budget.pdf

Expenditure	Board Approved Budget	Proposed Revised Budget	Difference Note
Summer school counselors	\$17,000	\$15,750	(\$1,250)
6 days of counselors during summer	\$31,500	\$33,600	\$2,100 *Extra college counselor hired
Full day for counselors during Pre-reg	\$6,000	\$6,000	No change
Pool of hours at APSCS's discretion	\$6,250	\$8,750	\$2,500 *Currently being used to expand late counselor hours
Out of class AP prep class	\$12,000	\$21,625	\$9,625
Prep books	\$21,000	\$20,000	(\$1,000) *400 per year instead of 10% increase
Food	\$10,000	-----	(\$10,000)
Posters	\$1,800	-----	(\$1,800)
Counselors late once per week	\$18,750	\$18,750	No change
Total	\$124,300	\$124,475	\$175

## By fiscal year

	Board Approved Budget	Proposed Revised Budget	Difference
FY16/17	\$29,350	\$12,050	(\$17,300)
FY17/18	\$54,150	\$56,212.50	\$2,062.50
FY18/19	\$40,800	\$56,212.50	\$15,412.50
Total	\$124,300	\$124,475	\$175



# Cover Sheet

## Discuss and Vote On Retaining AEGIS Security Services

**Section:** IV. School Business  
**Item:** F. Discuss and Vote On Retaining AEGIS Security Services  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 170510 Aegis Security Services Proposal.pdf



**Proposal for:**  
**School Security Services**  
**May 10, 2017**

**Prepared by:**  
Jeffrey Zisner, President & CEO

PPO#16744 | PI#27756  
310-838-2787 | jzisner@aegis.com  
10866 Washington Blvd. Suite #309  
Culver City, California 90232  
www.aegis.com

**Prepared for:**  
Daniel Chang, Chief Compliance Officer

El Camino Real Charter High School  
818-595-7537 | d.chang@ecrchs.net  
5440 Valley Circle Boulevard. Woodland  
Hills, California 91367

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## A Step in the Right Direction...



Dear Daniel,

Thank you for accepting and considering AEGIS Security & Investigations' proposal to provide school security services. By reviewing this proposal, you have displayed your dedication and commitment to ensuring a safer future for the students and staff of El Camino Real Charter High School.

AEGIS specializes in high-end, customer service focused security, investigative, training, and consulting solutions. Since our inception in 2007, our goal has been to **meet and exceed** our client's expectations. We accomplish this by utilizing both internal and external active management techniques and focusing our services tuned to our clients' hierarchy of needs, resulting in a high quality service our clients and employees appreciate and respect.

It are the philosophies of "The AEGIS Difference" that allow us to add value and differentiate ourselves from other vendors. We very much look forward to having you as special and valued client. If you have any questions regarding our services or topics within this proposal, please feel free to reach out to me directly any time.

Warmest Regards,

Jeffrey Zisner, CPP  
President & CEO  
AEGIS Security & Investigations Inc.

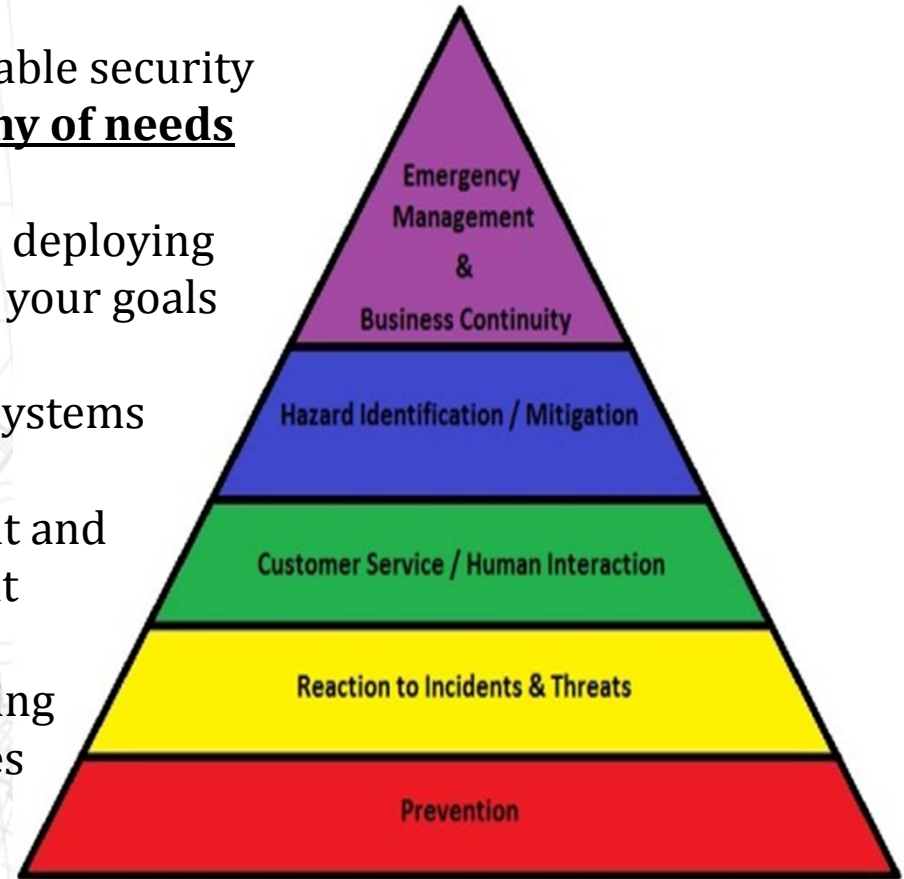
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## The AEGIS Difference



- Constructing and deploying a scalable security plan tuned to our clients' **hierarchy of needs**
- Recruiting, selecting, training, and deploying the right personnel to accomplish your goals
- Cloud based command & control systems
- Continuous management oversight and dynamic operational improvement
- Value adds including unique training and specialized consulting services



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## What is AEGIS?



AEGIS was designed, developed, and deployed by the US Navy in December 1969 after “the aegis”, the shield of the Greek god Zeus.

The heart of the system is an advanced radar array known as “the Shield of the Fleet.” The high power system performs searching, tracking, and missile guidance functions simultaneously against over 100 land, sea, or air threats up to 100 miles away.



AEGIS Security & Investigation’s mission is to effectively and efficiently create a system capable assessing, evaluating, testing, preventing, and responding to a broad range of threats and client concerns.

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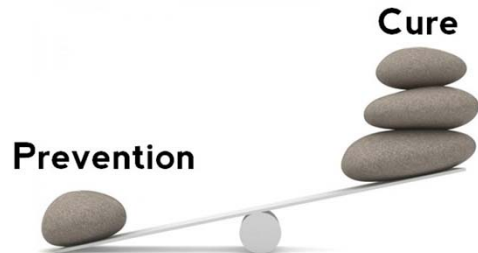


## Our Philosophy



**We see many of the services we provide much like that of an insurance policy**

While you can drive with minimal coverage, it won't protect you **when** you get into an accident.



**An ounce of prevention is worth a pound of cure**

A little effort up goes a long way in identifying, managing, and minimizing issues.

*"Ultimate excellence lies not in winning every battle, but in defeating the enemy without ever fighting."*

— Sun Tzu, The Art of War

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## Our Experience

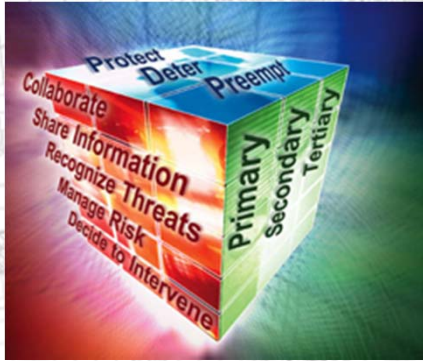
- Armed and unarmed security
- Loss prevention agents
- Special event security
- Executive protection agents
- Fraud and theft investigations
- Workers compensation fraud
- Hostile employee termination
- Security camera and alarms
- Risk/vulnerability assessments
- Physical target hardening
- Security officer training
- Workplace violence training
- Terrorism awareness training
- And much... much... more.

Some of our clients have included:



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# Operations Structure



## **Security Officer → Site Supervisor → Operations Team → President**

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"><li>▪ Trained and briefed in advance</li><li>▪ Executes post orders by objective</li><li>▪ Manages situations as per SOPs</li><li>▪ Reports issues ASAP</li></ul> | <ul style="list-style-type: none"><li>▪ Day-to-day liaison on-site</li><li>▪ Team quality assurance</li><li>▪ Conducts OJT</li><li>▪ Reviews, evaluates and re-issues post orders</li><li>▪ Stands in as a back up</li></ul> | <ul style="list-style-type: none"><li>▪ Regular visits and inspections</li><li>▪ Continuous site analysis</li><li>▪ Enforces performance and appearances objectives</li><li>▪ Creates policy improvements based on best practices and client feedback</li><li>▪ Reconciles billing data</li><li>▪ Manages human resources</li><li>▪ Available to be contacted at any time by client POC</li></ul> |
|---|--|---|

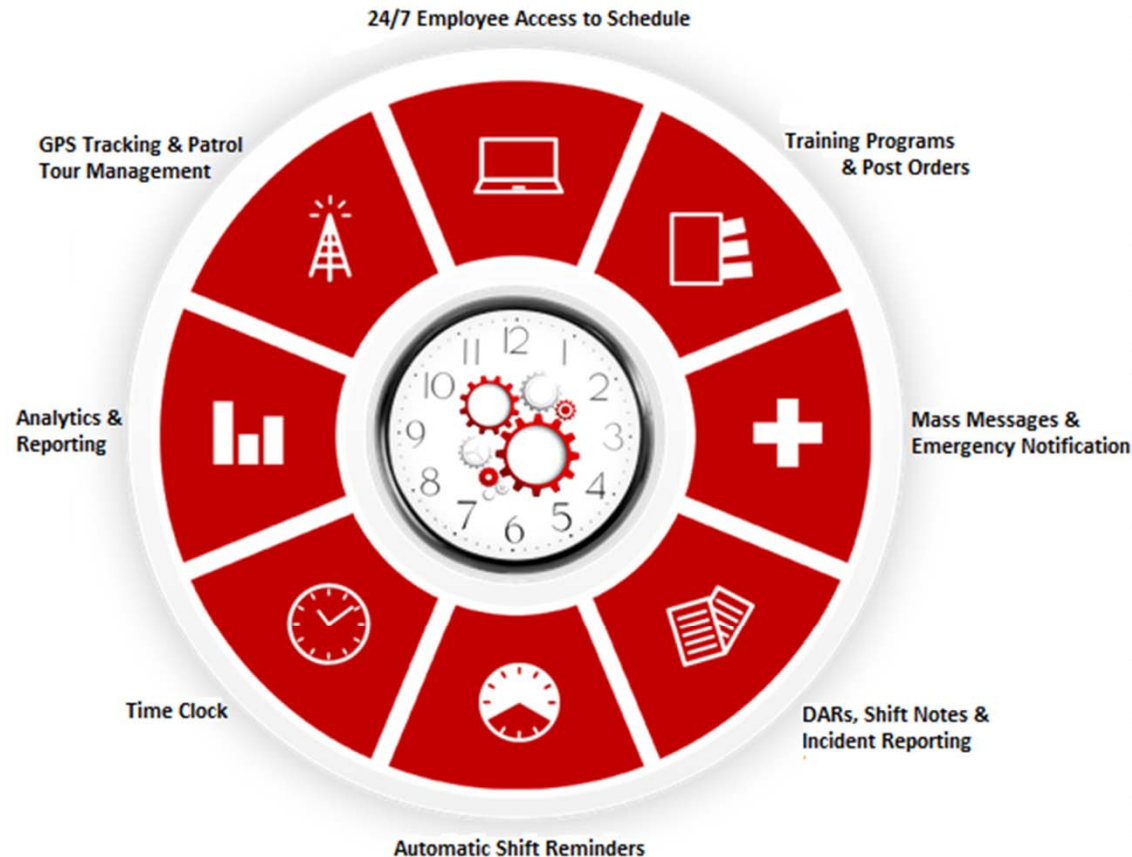
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## Cloud Based Command & Control System



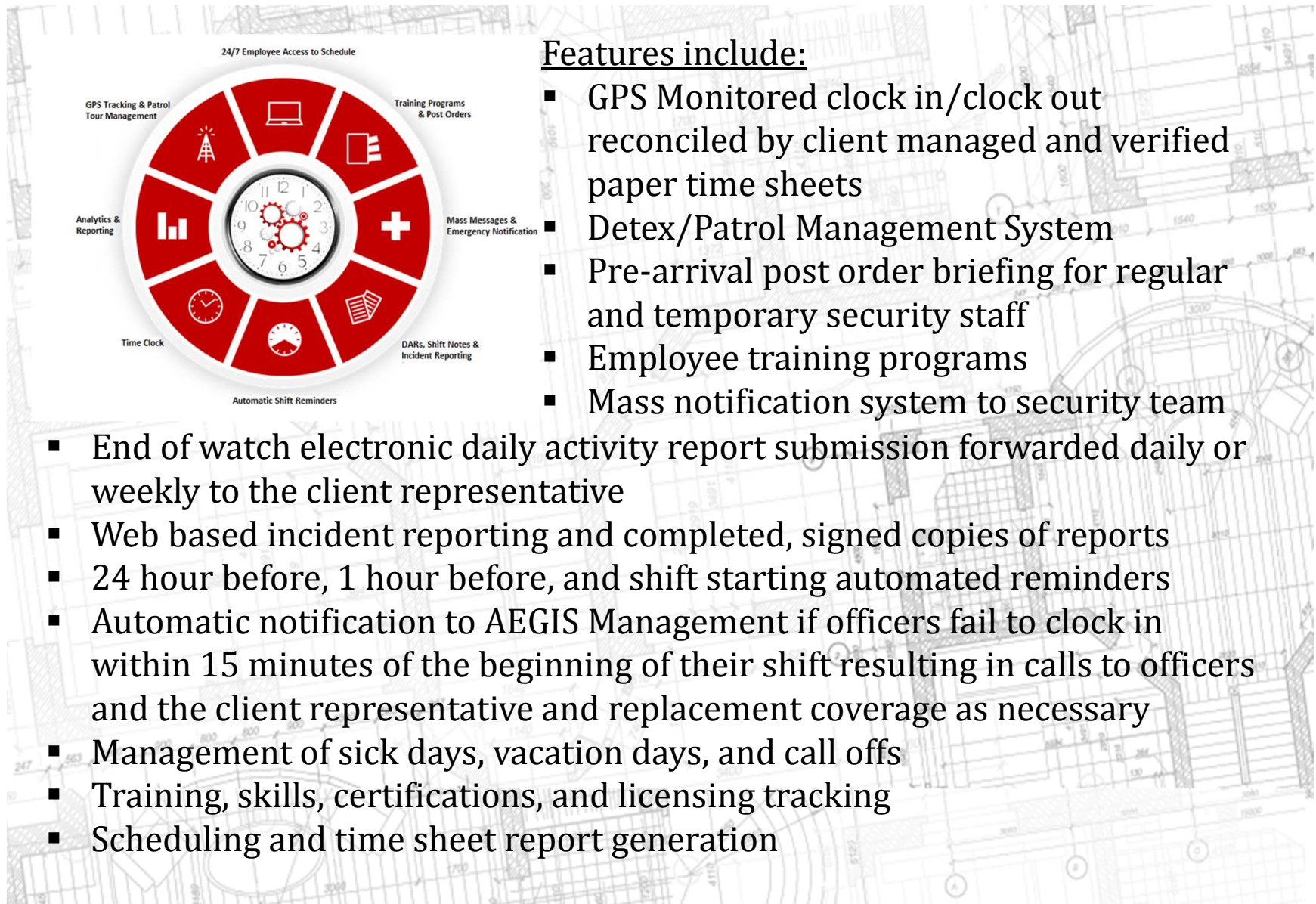
AEGIS deploys a web based employee management command and control system company wide. The system is designed to train, schedule, brief, dispatch, and monitor personnel at **ALL** posts and at **ALL** times.



This system is accessible via desktop computers or through tablet and smartphone apps available on Android, iPhone, and Blackberry devices.

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## Command & Control System



### Features include:

- GPS Monitored clock in/clock out reconciled by client managed and verified paper time sheets
- Detex/Patrol Management System
- Pre-arrival post order briefing for regular and temporary security staff
- Employee training programs
- Mass notification system to security team
- End of watch electronic daily activity report submission forwarded daily or weekly to the client representative
- Web based incident reporting and completed, signed copies of reports
- 24 hour before, 1 hour before, and shift starting automated reminders
- Automatic notification to AEGIS Management if officers fail to clock in within 15 minutes of the beginning of their shift resulting in calls to officers and the client representative and replacement coverage as necessary
- Management of sick days, vacation days, and call offs
- Training, skills, certifications, and licensing tracking
- Scheduling and time sheet report generation

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## Personnel Selection



How does our hand selected staff operate at an autonomous, professional, and effective level, better than most firms supervisors and managers?

**Recruiting**

**Training**

**Dispatching**



**Experienced Security Professionals | Police Officers | Active & Retired Military**

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## **Our President & CEO**



**11 Years Experience**  
**Private Investigator**  
**Private Patrol Operator**  
**B.S. Business Management, CSUN**  
**Certified Protection Professional, ASIS**  
**FBI's Infragard Commercial Facilities Chief**  
**Wicklander-Zulawski Interview & Interrogation Certified**  
**Community Emergency Response Team & ICS Certified**  
**California Alcohol Beverage Control Approved Instructor**  
**California Bureau of Security & Investigative Services Subject Matter Expert**  
**California Bureau of Security & Investigative Services Certified Instructor**

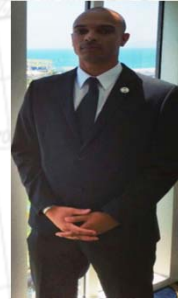
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## Sample Management & Tier 1-2 Staff



William V.  
23 Years Experience  
US Navy Seal, Close Protection  
VP, Operations



Jordon B.  
6 Years Experience  
Hospitality & Nightlife  
Nightlife Manager



Kevin F.  
29 Years Experience  
Career Security Director  
Operations Manager



Darrel R.  
12 Years Army Police  
Executive Protection Exp.  
Site Supervisor



Sean K.  
6 Years Experience  
Martial Arts Instructor &  
Site Supervisor



Frank D.  
16 Years Experience  
BS in Criminal Justice  
Site Supervisor

Experienced Security Professionals | Police Officers | Active & Retired Military

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## Available Uniforms & Equipment



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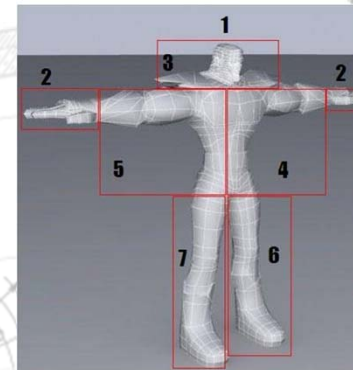


## Advanced Training

AEGIS Staff receive certified training in:

Security Operations  
Injury & illness prevention  
Sexual harassment prevention  
De-escalation of conflict  
Powers of Arrest  
Activities & incident reporting  
ID checks & searches  
Terrorism and weapons of mass destruction  
Emergency management  
Customer Service  
Firearms, baton, and mace (as required)

AEGIS has partnered with the FBI's Infragard program to produce workshops on workplace violence, pre-incident indicators, crime and terrorism awareness, fraud and theft, active shooter resolution, identifying crime by body language, interview and interrogation, etc.



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## **Scope of Work**

### **Guard Service Differentiating Factors:**

- Method of service based on the client's hierarchy of needs
- Positive, professional, and customer focused front line security staff

### **Access & Perimeter Control:**

- Establishing, maintaining, and improving systems and procedures
- Verifying IDs against guest lists, managing logs, and issuing visitor badges
- Secure the campus daily to ensure all doors and gates are locked

### **Enforcement of Law, Rules, and Regulations:**

- Identification of potential security threats and safety hazards
- Investigating risk and reporting vulnerabilities
- Enforcing site rules, laws, and regulations and reporting issues to police

### **Emergency Management:**

- Respond per post orders and best practices to all hazards and all crimes
- Managing incidents and emergencies until first responders arrive



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## **Sample Post Orders**



### **Daily Uniformed Security Officers**

Upon arrival, clock in using our App with GPS enabled and sign in on the time sheet. Report to client POC for your post assignment.

At your assigned post, you will be tasked with patrolling you area for security and safety issues, and ensuring compliance of faculty, staff, students, and visitors with campus policies. You will report all suspicious and potentially dangerous or unusual behavior. You will ensure visitors are checked in, directing them to their destination. You will assist teachers and staff opening classrooms as requested.

Regarding students, you will ensure they return to class following breaks, monitor students outside of class, and provide tardy slips, and guiding students to the extent required.

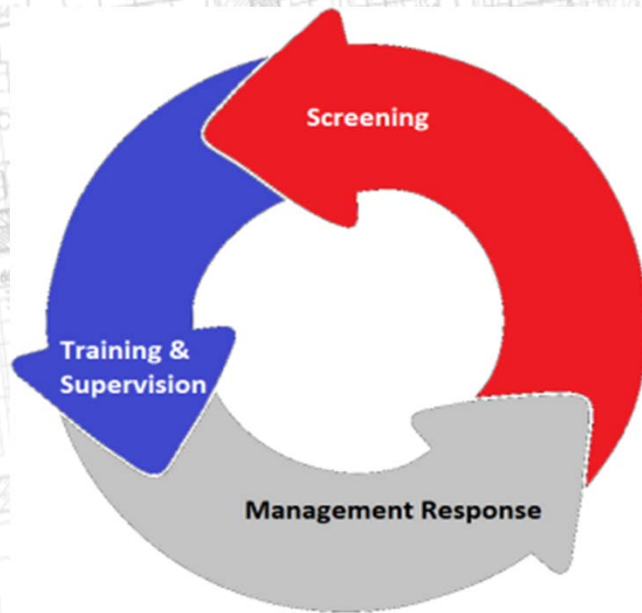
You are to provide other appropriate security-related functions as requested by authorized School staff. In the event of an emergency, you are to assist as directed and in compliance with established standard operating procedures.

At the end of the day, secure the campus and parking lots at the end of the day, including ensuring that all buildings and gates are locked.

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## Quality Assurance & Employee Retention



We know our clients have many choices and to **remain** an industry leader we must perform. At AEGIS we firmly believe that there are three essential factors determining the quality of service provided by any supplier in the contract security industry.

- ✓ Employee Screening and Selection
  - ✓ Training & Supervision
  - ✓ Management Response

### **How do we minimize employee turnover?**

Continuing education opportunities

Premium hourly pay & paid time off

Profit sharing and commission

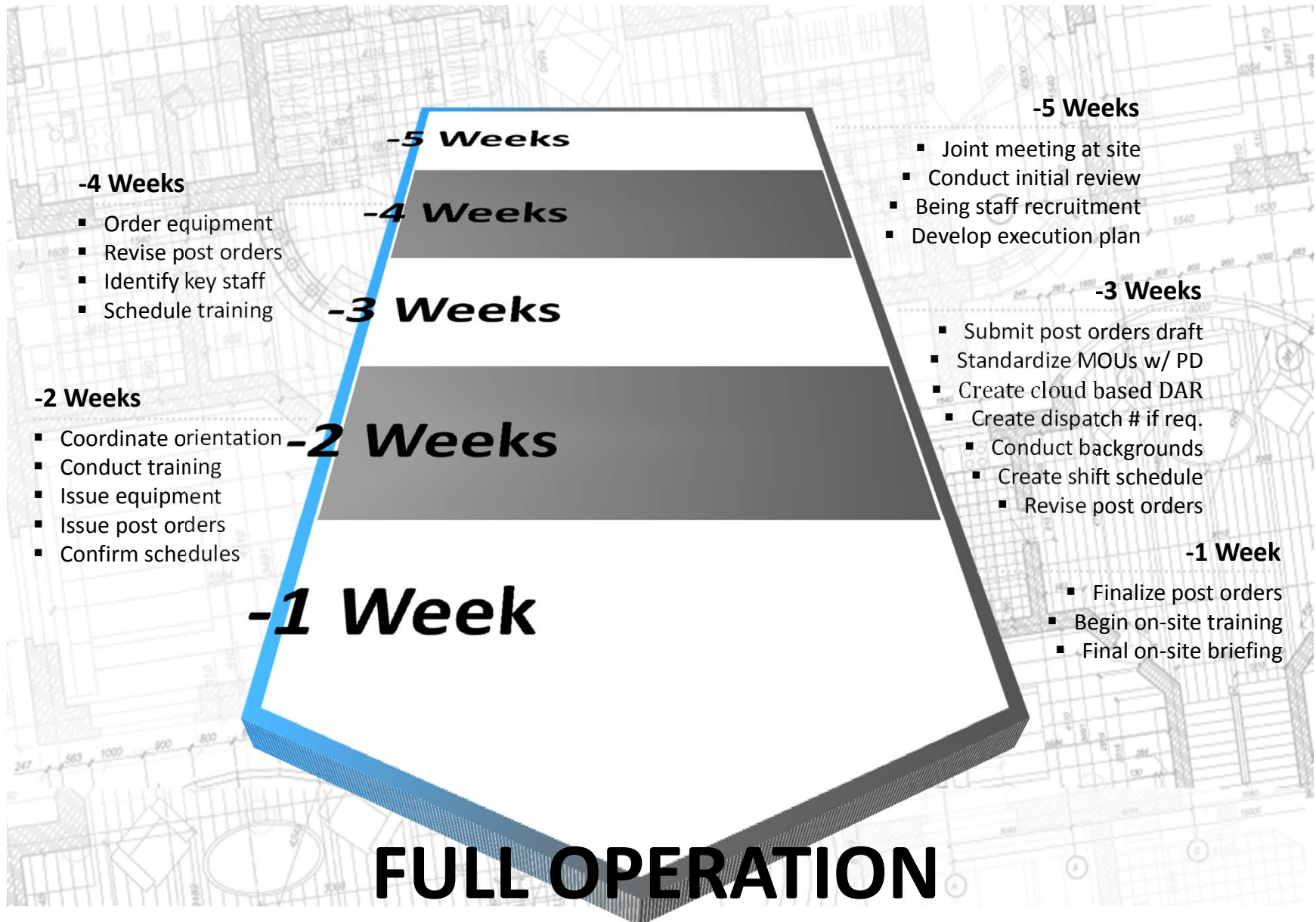
Employee appreciation programs

Health care coverage (TBA)

401(k) & life insurance (TBA)

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## 5 Week Implementation Plan



# Rate Sheet



<p>Basic Security Guard</p> <p><b>\$</b></p> <p>from low quality companies</p> <p><b>Minimal Cost</b></p>	<p>AEGIS Security Officer</p> <p><b>\$\$</b></p> <p>MOST POPULAR!</p> <p><b>Great Value!</b></p>	<p>Grossly Overpriced</p> <p><b>\$\$\$</b></p> <p>niche security companies</p> <p><b>Too Expensive</b></p>
No Standard of Quality	Comprehensive Screening	Nickle & Diming
Basic English Skills	Professional Staff	Up-Sells in Service
Minimal Training	Ongoing Training	No Real "Insider Info"
No Reporting Systems	Dynamic Quality Control	Claims of 100% Effectiveness
Absent Supervisors/Managers	Direct Contact w/ Management	PD Isn't Necessarily Quality
<p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>◊ Guard in a uniform</li> <li>◊ Nominal response capability</li> <li>◊ Fundamental customer service</li> <li>◊ Limited scope for ROI analysis</li> </ul>	<p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>◊ Multi-faceted objectives</li> <li>◊ Customer service driven</li> <li>◊ Prevention &amp; response capability</li> <li>◊ Value added consulting &amp; training</li> </ul>	<p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>◊ Experienced staff</li> <li>◊ "Overkill" in many situations</li> <li>◊ Similar consulting services</li> <li>◊ Low ROI Ratio</li> </ul>

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## Rate Sheet - Continued



Basic Audit & Post Order Development – **Included**  
 Web Based Command & Control – **Included**  
 Ongoing Needs Assessment by AEGIS – **Included**  
 Full GL & WC Insurance Protection – **Included**  
 Uniform & Officer Equipment – **Included**  
 Field Supervisor Quality Assurance – **Included**  
 Direct Line to AEGIS Management – **Included**  
 Required School Security Training – **DOJ**  
 Advanced Consulting & Training Workshops – **DOJ**  
**Schedule:** (9) Officers Mon-Fri 6 hrs daily + events

	Hourly Rate	OT & Holidays	Weekly Estimate
Site Supervisor	\$28/hr	\$42/hr	\$840.00
Security Officers	\$24/hr	\$36/hr	\$5,760.00

AEGIS Security Officer

**\$\$**

MOST POPULAR!

**Great Value!**

Comprehensive Screening

Professional Staff

Ongoing Training

Dynamic Quality Control

Direct Contact w/ Management

**Includes:**

- Multi-faceted objectives
- Customer service driven
- Prevention & response capability
- Value added consulting & training

AEGIS CHARGES OT AND DT IN COMPLIANCE WITH FEDERAL AND STATE LABOR LAWS. USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO THE RESTRICTION ON THE TITLE PAGE OF THIS PROPOSAL

# Comprehensive Security Audit



AEGIS's consulting services are designed to conduct a broad evaluation, answering client's questions, posing new ones, reviewing and auditing existing practices, suggesting alternatives to an existing framework and detailing and creating deployable plans.



*"Whoever is first in the field and awaits the coming of the enemy, will be fresh for the fight; whoever is second in the field and has to hasten to battle will arrive exhausted."*

— Sun Tzu, The Art of War

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## **The Plan**



### **Policy & Procedure Review**

Duration: 1/2 Day

- Evaluation of existing SOPs for all hazards and all crimes
- Obtaining law enforcement, medical, and fire response capabilities
- Assessment of reporting, tracking, screening, and communication systems

### **Crime Prevention Through Environmental Design (CPTED)**

Duration: 1/2 Day to 1 Day Per Site

- Examination of internal and external spaces within the surrounding area
- Analysis of defensible space, access control, and lockdown/evacuation SOPs
- Study of natural and built surveillance from security posts
- Evaluation of access control systems and physical security improvements
- Assessment of territorial reinforcement based on the modus operandi
- Review of maintenance and management related to the site

### **Physical Security Team Audit**

Duration: Concurrent With CPTED

- Observation of effectiveness of security team at assigned roles
- Adherence to best practices and SOPs
- Identification of policy, procedural, and training deficiencies

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## **Optional - But Recommended**



### **Facilitation of Systems Approach to Risk Management**

Duration: 1/2 Day

A guided discussion with the crisis action team to develop a site specific, cost effective, deployable plan based on a SWOT analysis, prevailing threats, and the root cause.

### **Red Team Penetration & Vulnerability Testing**

Duration: 1-5 Days

A full scale, real time, simulated breach to test response times, effectiveness of current procedures, and emergency response against industry standards

### **Tabletop Exercises & Full Scale Drills**

Duration: 2 Hours – 4 Days (including preparation, drill, analysis, and report)

The facilitation of tabletop exercises and full scale drills are designed to test security and emergency procedures in a real world environment.

### **Color Coded Final Deliverable Report**

Duration: 2x the Audit



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## Consulting Extras



### **Quick Reference Emergency Management Guide**

INCLUDED with any security audit

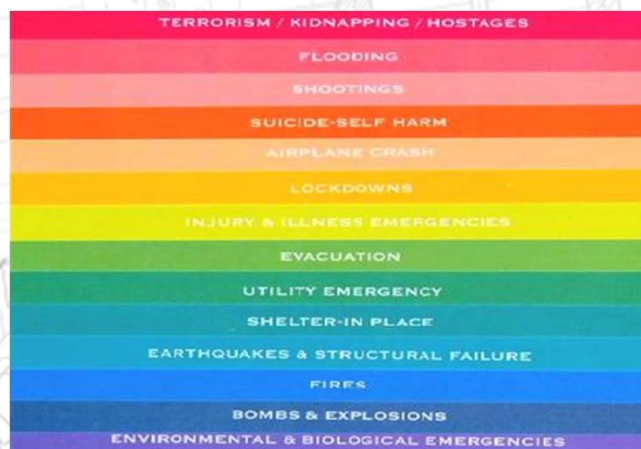
### **Customized Post Orders & All Hazards Emergency Operations Plan**

Duration: DOJ

Customized, site specific, carefully crated plans addressing potential issues

### **Safety & Industrial Hygiene Consulting**

AEGIS deploys contract certified safety and industrial hygiene professionals proven in mitigating physical and environmental hazards in a variety of settings. Services include: workplace safety programs and assessments, IIPP, OSHA compliance, toxic mold and air quality assessments, and OSHA training



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## Security Training Opportunities



### **Run, Hide, Fight Active Shooter Training**

Duration: 1 – 8 Hours

This course reviews case studies and educates students how to survive an active shooter incident before the police arrive and assists participants in preventing incidents. The live demo portion immerses participants in a simulated incident, creating experiential and muscle memory based reactions in the event they ever become a victim. The demo component utilizes real weapons, loud noises, student movement, and real role players.

### **School Security Certification & Refresher Course**

Duration: 1 – 3 Days (live, online, or hybrid)

AEGIS' school security courses exceeds BSIS standards.

### **Workplace Violence & Terrorism Awareness Workshop**

Duration: 2 Hours - ½ Day

Topics include case studies of historical incidents, bullying, psychological disorders historically resulting in deviance, workplace violence and its triggers, terrorism awareness and how to disrupt the terrorist planning cycle.

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## Investigative Services



AEGIS conducts full services private investigation services designed to enhance our clients' intelligence gathering and strategic operational capabilities. With experience in handling criminal, civil, private, and corporate cases, AEGIS able to executive directives efficiently and effectively. Our expertise includes:

- Criminal Evidence & Defense Support
- Civil Litigation Support & Surveillance
- Workers Comp. Investigations
- People Locates & Background Checks
- Accident Investigations
- Fraud & Theft Investigations
- Bug Sweeps (TSCM)
- Hostile Employee Termination
- Real time threat monitoring
- Process Service



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SAMUEL A. FRYER YAVNEH HEBREW ACADEMY ♦ ישיבת יבנה  
5353 West Third Street ♦ Los Angeles, CA 90020 ♦ 323-931-5808 ♦ 323-931-5818 fax  
www.yha.org

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RAV AND DEAN

Rabbi Moshe Dear  
HEADMASTER

Lev R. Stark  
EXECUTIVE DIRECTOR

Rabbi Moshe Amster  
ADMINISTRATOR

Malka Katz  
EARLY CHILDHOOD  
DIRECTOR

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Soshea Weberman  
Aric Zamel  
Efrat Zisblatt

#### PTA PRESIDENTS

Chaya Horowitz  
Ganit Levy

December 12, 2014

To Whom It May Concern,

This is a letter of recommendation for Aegis Security and Jeff Zisner. This past year our institution wanted to have a third party come in and do a top-to-bottom security analysis of our operation. As a Jewish school in Los Angeles, we are sensitive to our unique status as a possible target of terrorism or anti-Semitism. Additionally, we have all the regular security concerns of a school such as fire, theft, vandalism, active shooter, etc.

Jeff proved himself the ultimate professional as he spent time evaluating our processes, level of deterrence, and protocols. His analysis was instrumental in guiding us and laying out the blueprint for shoring up weaknesses while focusing our limited resources with maximum effect. He taught us that the goal of a safety and security plan is not to eliminate risk, but rather to mitigate exposure to an acceptable level. This was eye-opening to us and helped us keep focus on the big picture.

In our dealings with Jeff and Aegis, we found Jeff to be honest, trustworthy, and exceptionally knowledgeable in his space. Jeff is the consummate gentleman and subject matter expert who is easy to deal with and a pleasure to work with.

Our institution has been in business since 1958. Due to Jeff's analysis, recommendations, suggestions, and follow up, we have never felt safer.

I can, without reservation, recommend Jeff and Aegis to anyone seeking help in the genre of security.

Sincerely,

Lev R. Stark  
Executive Director  
Yavneh Hebrew Academy



Yeshivat Yavneh is the  
proud beneficiary of  
grants from:

**Harvit**  
Foundation  
Powered by BoardOnTrack







October 16, 2012

To Whom It May Concern:

It is my pleasure to introduce AEGIS Security & Investigations as our preferred security vendor since 2010. The Shalom Institute is the premier Southern California camp, conference center and retreat destination nestled on 220 acres in the mountains above Malibu. We host over 30,000 people a year at our facility, including the highly successful and widely regarded Jewish County Fair.

AEGIS' owner, Jeff Zisner has provided specialized consulting services revamping our security and emergency plan, taking in to account natural disasters and terrorism threats, including active shooters. He also provides comprehensive training workshops, instructing our summer staff on how to recognize indicators of terrorism and basic mitigation techniques.

The cornerstone of our relationship with AEGIS is their security team. AEGIS provides regularly scheduled and special event security services tasked with maintaining access control and screening, patrolling our site and interacting with both participants and staff. Jeff and his team have been nothing but professional and responsive and take the time to check in with us to ensure we are safe and secure.

As a flagship Jewish institution here in Los Angeles, it is our pleasure to recommend AEGIS to your organization in the hopes that you find your relationship with them as professional, effective and personal as we have found ours.

If you have any questions, feel free to contact me directly at [bill@shalominstitute.com](mailto:bill@shalominstitute.com).

Sincerely,

Bill Kaplan  
Executive Director  
Shalom Institute

To El Camino Real Charter High School:



The undersigned hereby offers and agrees to furnish the services in compliance with all terms, scope of work, and conditions listed in this proposal, pending final acceptance of the service agreement.

A handwritten signature in black ink, appearing to read "Jeffrey Zisner".

---

Jeffrey Zisner  
President & CEO  
AEGIS Security & Investigations Inc.

The offer, services contract, and terms are hereby accepted, pending final acceptance of the service agreement.

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

---

Daniel Chang  
Chief Compliance Officer  
El Camino Real Charter High School  
5440 Valley Circle Boulevard. Woodland Hills, California 91367

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# Cover Sheet

## Adopt Resolution Re Authority to Sign Contracts

**Section:** V. Governance  
**Item:** A. Adopt Resolution Re Authority to Sign Contracts  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Resolution Re Authority for Contracts.pdf

## **BOARD OF DIRECTORS EL CAMINO REAL ALLIANCE**

### **RESOLUTION RE: AUTHORIZATION TO SIGN CONTRACT**

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 designating certain individuals to sign contracts on behalf of ECRA.

WHEREAS, the Charter Petition states that it is the Board’s role to “approve all contractual agreements”; and

WHEREAS, the Charter Petition further states that the Board may delegate this authority to a third party, as long as the delegation: is in writing; identifies the third party designated with the authority; describes the specific terms of the delegation as well as the beginning and end dates; and be affirmed by an affirmative vote of the majority of the Board; and

WHEREAS, the Board-approved Fiscal Policies and Procedures (“FPP”) identifies that the following individuals have authority to approve contracts: the Executive Director; the Chief Business Officer; and Assistant Principals with check signing authority.

#### **NOW, THEREFORE, IT IS HEREBY RESOLVED:**

1. The Board hereby delegates the following individuals with the authority to enter into the specified contractual agreements with third parties for goods and services:
  - a. Executive Director David Hussey shall have authority to enter into any and all contractual agreements that relate to the operations of the School;
  - b. Chief Business Officer Alan Darby shall have authority enter into any and all contractual agreements that relate to the financial operations of the School;
  - c. Assistant Principal Dean Bennett shall have authority to enter into any and all contractual agreements that relate to the School’s facilities and athletics; and
  - d. Assistant Principal Lisa Ring shall have authority to enter into any and all contractual agreements that relate to Alternative Education and Student Services.
2. This delegation shall be for a term commencing July 1, 2017, and continuing through June 30, 2018.
3. In accordance with the FPP, all contracts for budgeted items do not need Board approval, but may be approved by staff as identified in paragraph 1 above.

4. Further, in accordance with the FPP, non-budgeted contracts in excess of \$50,000.00 and which last beyond an academic year, require Board approval. Contracts which do not meet this threshold may be approved by staff as identified in paragraph 1 above.

5. The Executive Director shall have authority to sign all classified and certificated employment contracts, except for the following positions, which require Board approval: Executive Director; Chief Business Officer; and Chief Compliance Officer.

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 14<sup>th</sup> day of September, 2017.

By: \_\_\_\_\_  
Diane Wynne, Secretary