



# El Camino Charter High School

## Board Meeting

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### **Date and Time**

Thursday March 15, 2018 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

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### INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

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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,

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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.

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**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
A. Call the Meeting to Order		Jonathan Wasser	1 m
B. Record Attendance and Guests		Daniel Chang	1 m
C. Pledge of Allegiance		Diane Wynne	3 m
D. Public Comments		Public	15 m
E. Executive Director Update		David Hussey	15 m
F. UTLA Update		Carlos Monroy	5 m
G. Committee Reports/Updates	Discuss	Jonathan Wasser	10 m
<b>II. Consent</b>			<b>5:20 PM</b>
A. Approve Minutes of February 15, 2018 Board Meeting	Approve Minutes	Jonathan Wasser	5 m
Approve minutes for Board Meeting on February 15, 2018			
B. Approve Minutes of February 27, 2018 Special Meeting	Approve Minutes	Jonathan Wasser	5 m
Approve minutes for Special Meeting on February 27, 2018			
<b>III. Financial</b>			<b>5:30 PM</b>
A. Review and Vote on January 2018 Check Registers	Vote	Alan Darby	5 m
B. January 2018 Financial Update	Discuss	Cindy Frantz of EdTec	20 m
<b>IV. School Business</b>			<b>5:55 PM</b>
A. Update on Closing the Achievement Gap	Discuss	Lisa Ring	15 m
B. Review and Vote on Auditor for 2017-2018 Audit Report	Vote	Alan Darby	10 m
Staff recommends retaining the audit firm of Clifton Larson Allen LLP, which conducted the audit of 2016-2017.			
C. Discuss SafeSchools Plan and Other Safety Programs	Discuss	David Hussey	20 m
D. Discuss and Vote on Canvas Contract	Vote	Eric Wilson	10 m
Staff recommends approval of a contract to be entered into with Instructure, the maker of Canvas Learning Management System.			
E. Discuss and Vote on TurnItIn	Vote	Eric Wilson	10 m
Staff recommends approval of a contract with TurnItIn, an educational tool that teachers use to improve writing and plagiarism prevention. The school has been using it since 2004.			
F. Tech Update	Discuss	Tech Department	10 m

<b>G. Discuss and Approve 2018-19 School Calendar</b>	Vote	David Hussey	5 m
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**V. Governance 7:15 PM**

<b>A. Discussion Regarding Upcoming Board Openings</b>	Discuss	Jonathan Wasser	15 m
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Discuss dates to start election process and appointed position vetting process. Discuss and possibly create a committee for the appointed Community Representative. Discuss dates to open and close the election process for the elected Classified Representative position.

<b>B. Discuss and Approve Certification of Board Compliance Review</b>	Vote	Daniel Chang	10 m
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LAUSD's Charter Schools Division requires the Certification of Board Compliance Review to be executed and submitted by no later than March 16, 2018.

**VI. Closed Session 7:40 PM**

<b>A. Conference with Labor Negotiators</b>	Discuss	Jonathan Wasser	15 m
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Agency Designated Representatives: Executive Director David Hussey; Chief Business Officer Alan Darby; Chief Compliance Officer Daniel Chang; Legal Counsel Roger Scott  
Employee Organization: United Teachers Los Angeles

<b>B. Public Employee Performance Evaluation</b>	Discuss	Jonathan Wasser	5 m
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Title: Executive Director

A brief update. A more detailed update will be provided at the April meeting, when all committee members are available.

**VII. Reconvene to Open Session 8:00 PM**

<b>A. Report of Actions Taken In Closed Session, If Any</b>	Discuss	Jonathan Wasser	5 m
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**VIII. Closing Items 8:05 PM**

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

## Approve Minutes of February 15, 2018 Board Meeting

**Section:** II. Consent  
**Item:** A. Approve Minutes of February 15, 2018 Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on February 15, 2018



# El Camino Charter High School

## Minutes

### Board Meeting

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#### **Date and Time**

Thursday February 15, 2018 at 4:30 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, Diane Wynne, Jonathan Wasser, Julie Kornack, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

**Directors Absent**

Darin Ryburn

**Directors Left Early**

Beatriz Chen

**Guests Present**

Alan Darby, Daniel Chang, David Hussey

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**I. Opening Items**

**A. 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 Feb 15, 2018 @ 4:38 PM at El Camino Real Charter High School, Library, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367.

**B. Record Attendance and Guests**

**C. Pledge of Allegiance**

**D. Public Comments**

Stacey Meltzer, El Camino English teacher, said that she represents the teachers, the staff, the tech department, and the students; stated that the school's technology was in a state of crisis.

**E. Student/Staff Presentation**

Fluke Flucker presented regarding The Village Nation (TVN). Several field trips were taken, including to UC Santa Barbara to interact with the BSU there, and the

Black College Expo at the Convention Center - both field trips were taken on Saturday to avoid disrupting class time. Also showed a video by ECR student Tyjai Fulford, who spoke regarding the Black College Expo and his college acceptances. The students of BSU put up a Black Excellence display in the hallway. An assembly is coming up to challenge students to push themselves in SBAC testing. And they are planning to take a group of teachers to an institute to talk about best practices to help African-American students at ECR to reach their full potential. RISE, the African-American parent group, had a parent summit, planning other events. Dr. Joyce Watts also spoke regarding the Save the Date event on February 24th. All information on events can be found on the website [thevillagenation.com](http://thevillagenation.com).

#### **F. Executive Director Update**

Safety on campus - we have been working with Charter Schools Division and Board members to try to get our SafeSchools plan in digital format, we finally received a pdf version of it. We will have to convert it to Word format to have it updated. Once done, we will notify parents that it has been updated. Mr. Hussey attended an active shooter presentation at West Hills Christian Church, conducted by LAPD; we will try to have a training for teachers and an assembly for students on active shooter preparation. We have one lockdown drill per semester; parents and students are informed beforehand; notice should also be provided through the newsletter. Mr. Wasser questions what could be done to make drills more effective. Also, need to have updated contact information for all parents/guardians, to be able to provide information in the event of a crisis. Ms. Crosthwait noted the last time a real lockdown occurred, the release of students was handled poorly; Ms. Kornack stated that this may have been more of an issue with LAPD than with the school. Ms. Chen questioned whether students are instructed what to do when a lockdown occurs; a student advised that they are instructed to get under their desks and not open the door for anyone. Mr. Silverstein would like to have an active shooter program conducted at the school and invite stakeholders to come and participate. We are trying to get information on the matriculating pattern from middle schools in the area, but previously we were being told that they could not release that information until May. This would create issues in terms of preparing the master schedule and knowing how many slots we need to keep open in our lottery. Recently, the middle schools have advised that they will release the information in early April, but this will still create issues of programming. We will be reaching out to non-charter LAUSD schools in the area to see if they get this information earlier. Academic Decathlon came in first place in LA City competition. The state competition is in March, and only the first place team from the state goes to national finals.

#### **G. UTLA Update**

UTLA has been actively promoting a Martin Luther King Jr. Memorial Scholarship, trying to get students to sign up. Students can go to [tinyurl.com/MLKUTLA](http://tinyurl.com/MLKUTLA). Promoting a Black Lives Matters in Schools event on Saturday, February 24th. Third session of negotiations took place today, we are making headway.

#### **H. Committee Reports/Updates**

An Audit Committee has to be created, which will present to the Board its recommendation for the independent auditor to use. Mr. Kofahl and Ms. Chen agree to serve on the Committee. This will be an ad hoc committee, to end at the next Board meeting when the Committee makes its recommendation. Shoup Committee - Mr. Darby gave an update on Shoup. The administration made the decision not to do a soft opening this school year. Construction is

progressing along. The project manager, David Honda, would like to present an update to the Board. As of February 13th, \$501,000 has been spent on construction, which includes all the reframing, electrical, plumbing, roof, interior, and landscaping. This is well in keeping with the budget of \$1.2M, and it is likely the project will come under this budget.

The Tech Committee will defer until the Tech Update.

## **II. Reconvene to Open Session**

### **A. Report of Actions Taken In Closed Session, If Any**

No actions to report.

## **III. Consent**

### **A. Approve Minutes of January 18, 2018 Board Meeting**

Steven Kofahl made a motion to approve minutes from the Board Meeting on 01-18-18.

Scott Silverstein seconded the motion.

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

#### **Roll Call**

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

## **IV. Financial**

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

Mr. Silverstein questioned the amount being spent on security services, requested a better breakdown. Mr. Darby provided information on the number of safety officers utilized. Mr. Silverstein also questioned the amount being spent on substitute teachers and on bus transportation costs. We are looking into these costs, will seek more competitive pricing.

Mr. Kofahl asked about whether Board on Track is necessary. He also asked that more description be provided, such as the quantity of items being purchased. And he asked for more information as to the missing checks.

Ms. Crosthwait asked who approves rental cars; Mr. Hussey responded by saying it depends on the nature of the activity involved, but would typically be Mr. Hussey or Mr. Bennett.

Steven Kofahl made a motion to approve the December 2017 Check Registers.

Beatriz Chen seconded the motion.

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

### **B. December 2017 Financial Update**

Forecast shows a reduction in the net income of \$22,000 compared to the previous forecast.

Budget v. Actuals, some of the State revenue came quicker than expected. The rebates from Prop 39 was slower than expected because LADWP would not sign off on the work because it said El Camino Real, and the school is owned by



LAUSD. This still has yet to be resolved, but the school and OpTerra are working on this.

Cash Flow comparison, 2017-18 forecast is much lower than other years due to lifetime benefits and Shoup expenses. These are all issues that make the difference for this year's cash flow v. prior years' cash flows. Cannot predict future cash flow, but the majority of the cash flow issues are one-time issues (tech refresh, Shoup and Prop 39 projects).

We also finally received LAUSD rent invoices, no penalties or interest was charged. Total amount was \$331,936.80 for the main campus, which we budgeted for; and \$72,000 for the Leonis campus, which is the historical amount. Salaries & Benefits, as compared to percentage of revenue, the percentage has increased largely due to benefits.

## **V. School Business**

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

Mr. Hussey shared the update for February on Closing the Achievement Gap, based on 4 goals.

Goal 1 (ensure implementation of academic content standards) - implemented through Common Planning Wednesdays, teachers use this time to analyze data and adjust student learning, and teachers have been given Winter test scores to compare the data with .

Goal 2 (expand student access to AP classes) - February 1st we had an AP Expo night with optional parent workshops. Also will have a Career Expo night. Continuing partnership with Pierce College with concurrent enrollment classes on our campus.

Goal 3 (expand intervention services during after-school hours for students requiring additional support) - we currently have 3 Geometry and 1 Algebra 1 classes are offered after school, 1 English class for English Learners (ELs), online classes for all subjects except science, math tutoring at all levels, and 1 study skills class. These classes are mandatory 7th period classes.

Goal 4 (present one school-wide events that provide workshops in a variety of topics tied to student achievement) - AP Expo on February 1st; on February 17th there will be a FAFSA workshop in Spanish for ELs and their parents; on February 14th, RISE (for African-American parents) will have a parent summit which will emphasize A-G classes and the support the school is offering.

### **B. Tech Update**

Ms. Chen reported regarding the ongoing study on 1 to 1 laptops and tech needs for Shoup once it opens. Also, e-rate funding opened up, which would help with internet infrastructure, need to determine what we will be applying for to get the funding.

Mr. Delgado spoke and shared that new staff had been hired. Microsoft came in Tuesday and will be sharing a lot of resources. Phase 1 of the network upgrade was done last spring. Phase 2 will take about \$200K to complete the network refresh. Applying for e-rates, which will pay for about 50% of these network costs (e-rate covers infrastructure, does not cover hardware). Phone system and network refresh should be done by the end of Spring or early Summer. Mr. Delgado also presented a proposal for the 1 to 1 laptops from STS Education, utilizing Device as a Service (DAS), based on a full-blown 3,800 units, at a cost of \$333,000 for the entire year.

### **C. Update on Marketing Plan**

Ms. Rodriguez shared her marketing plan, which is focused on branding, recruitment, and retention.

The Board would like periodic updates, perhaps every other meeting.

## **VI. Governance**

### **A. Discussion Regarding Upcoming Board Openings**

Beatriz Chen left early.

Two positions coming up: Community representative; and Classified representative.

A committee will have to be formed to nominate the Classified representative, which will then be voted on by the Board.

This is tabled until the next meeting, when all Board members are present.

## **VII. Closing Items**

### **A. Adjourn Meeting**

Julie Kornack 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 8:56 PM.

Respectfully Submitted,  
Daniel Chang

# Cover Sheet

## Approve Minutes of February 27, 2018 Special Meeting

**Section:** II. Consent  
**Item:** B. Approve Minutes of February 27, 2018 Special Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Meeting on February 27, 2018



# El Camino Charter High School

## Minutes

### Special Meeting

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#### **Date and Time**

Tuesday February 27, 2018 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, Julie Kornack, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

#### **Directors Absent**

Jonathan Wasser

#### **Guests Present**

Alan Darby, Daniel Chang, David Hussey

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### **I. Opening Items**

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

Scott Silverstein called a meeting of the board of directors of El Camino Charter High School to order on Tuesday Feb 27, 2018 @ 4:35 PM at El Camino Real Charter High School, Library, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367.

#### **B. Record Attendance and Guests**

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

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

Meredith Adams, teacher - spoke against any stalling tactics, asked that negotiations be allowed to continue.

Stacey Meltzer, teacher - spoke in favor of a long-term contract, said that teachers were needed in the classrooms.

Kyna Collins, teacher and member of UTLA negotiating team - said she wants authentic bargaining, and that the teams should be allowed to negotiate in good faith.

Beth Corbett, teacher - asked that the negotiations continue, honor the environment of peace that has been present this year.

Carlos Monroy, teacher and UTLA chair and member of UTLA negotiating team - said that the negotiations should be conducted in good faith. Asked that the Board trust the process and trust that the parties will act in good faith.

Shelley Mark, teacher - asked that the Board listen to the teachers and trust the process.

Susan Niven, teacher - spoke in favor of a long-term contract, and that there be honesty, transparency and fairness.

Stefanie Bero, counselor - asked for clarification in the process, and that negotiations be allowed to continue, to allow for better services for students.

Barrie Gold, teacher - asked that the negotiations be allowed to continue, for the sake of the students, teachers and staff.

Lisa Huffaker, teacher - noted that the school is happy right now, but the delay in negotiations has caused tension.

Ernestine White, parent - said that stressful teachers will result in stressful, concerned that students are not getting the best education they are entitled to because the Board and the teachers are not working together. Asked that a solution be found.

## **II. Closed Session**

### **A. Conference with Labor Negotiators**

Closed session occurred.

## **III. Reconvene to Open Session**

### **A. Report of Actions Taken In Closed Session, If Any**

There were no actions taken during closed session.

## **IV. Closing Items**

### **A. Adjourn Meeting**

Julie Kornack made a motion to adjourn the meeting.

Darin Ryburn seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:45 PM.

Respectfully Submitted,  
Daniel Chang

# Cover Sheet

## Review and Vote on January 2018 Check Registers

**Section:** III. Financial  
**Item:** A. Review and Vote on January 2018 Check Registers  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** January 2018 Check Register.pdf

Check Register



El Camino HS  
January 2018

Grand Total 1,214,972.64

Vendor	Check Number	Void	Date	Description	Check Amount
Johnstone Supply (SEJO)	53008		1/1/2018	Air Conditioning Units for Shoup Property	61,371.85
Super Box Roll Off Inc	53009		1/1/2018	12/16/17	850.00
Oracle Enterprises	53216		1/1/2018	Netsuite Setup	15,869.76
Samuel Villalobos	53011		1/2/2018	12/22/17-12/30/17 Bobcat, Excavator	6,000.00
Alison Yedor	53012		1/2/2018	for the Varsity and Junior Varsity Dance Guards' 2018	4,550.00
Eric Wilson	53013		1/2/2018	landscaping project at the Shoup property	142.50
Alison Yedor	53014		1/2/2018	Reimbursement for Varsity Dance Guard's 2018	1,605.87
NJROTC	53015		1/2/2018	Reimbursement for Arizona Field Meet Competition,	4,631.22
Michael Consoletti	53016		1/2/2018	Reimbursement for Nametags, Printer ink cartridges,	257.56
Jeffrey Craig	53017		1/2/2018	Reimbursement for pictures and tape	36.29
Jacqueline Dondero	53018		1/2/2018	Reimbursement for AP Conference Expenses and	824.47
				Reimbursement for candy for limiting reactant	
Jinal Hicks	53019		1/2/2018	simulation	24.95
				Reimbursement for bus to Ca Sci Center Field Trip	
Lisa Huffaker	53020		1/2/2018	(only had to pay for 1 bus)	12.00
				Reimbursement for Meals for Hawaii trip with	
Angel Lerma	53021		1/2/2018	ECRCHS band for Pearl Harbor Parade.	147.76
				Reimbursement for pizza and drinks for the monthly	
Angel Lerma	53022		1/2/2018	Latino Parent meeting on 11/29/2017 @ 6 pm.	49.78
Jeffrey Craig	53023		1/2/2018	Reimbursement for homecoming pictures	49.49
Speech and Language Pathology Associates, Inc	53024		1/2/2018	10/17 BID, BII Behavior Supervision Implementation	8,000.46
				11/4/17 Round Trip ECR to College of the Canyons-	
Brooks Transportation Inc.	53025		1/2/2018	Return Buses-Marshall	1,112.50
California Charter Schools Association	53026		1/2/2018	2018 CCSA Membership Dues	28,800.00
Linguabee LLC	53027		1/2/2018	11/7/17-11/8/17 Interpreting Services late fee	53.78
				11/16/17 Round Trip ECR to Stanley Mosk	
Brooks Transportation Inc.	53028		1/2/2018	Courthouse-Lundgren	440.00
Brooks Transportation Inc.	53029		1/2/2018	11/17/17 Round Trip ECR to Garfield HS	2,650.00
				Genetics Project (Item 876511) The perishable fruit	
Ward's Science	53030		1/2/2018	flies should be scheduled to arrive on 11/28.	618.18
				10/20/17, 10/27/17 LAUSD School Police Overtime	
				Reimbursement Football Game vs Birmingham,	
Los Angeles Unified School District	53031		1/2/2018	Granada HS's	2,253.61
A-1 Lawnmower Inc.	53032		1/3/2018	Lawnmower Maintenance and Parts	558.56
AEGIS Security & Investigations	53033		1/3/2018	11/17 Security Services	28,910.13
				The King's Courier Issue: December 12, 2017 Vol. 48,	
American Foothill Publishing Co.	53034		1/3/2018	Issue 4	990.00
Jasmine Gasilla	53037		1/3/2018	1/3/18 Final Check for Jasmine Gasilla	327.38
Ming Yang Yeh & Associates	53038		1/3/2018	Structural Design of doorways	3,585.00
Onsite Reprographics	53039		1/3/2018	Onsite Reprographics Printed Materials	64.32
				1/5/2018 Varsity Boys Soccer vs Oaks Christian HS -	
Daniel Martinez	53040		1/3/2018	REF	75.00
				1/5/2018 JV Boys Soccer vs Oaks Christian HS -	
Jack Baptista	53041		1/3/2018	REF1 1/5/2018 Varsity Boys Soccer vs Oaks	115.00
				Christian HS - AR2	
				1/5/2018 JV Boys Soccer vs Oaks Christian HS -	
Miguel Mejia	53042		1/3/2018	REF2 1/5/2018 Varsity Boys Soccer vs Oaks	115.00
Sevada Minassians	53043		1/3/2018	Christian HS - AR1	78.00
				1/4/2018 - Varsity Girls Basketball vs Harvard	
Craig Alan Lee	53044		1/3/2018	1/4/2018 - Varsity Girls Basketball vs Harvard	78.00
Carson Fenwick	53045		1/3/2018	Westlake - REF	67.00
				1/4/2018 - JV Girls Basketball vs Harvard Westlake -	
Carlos Sanchez	53046		1/3/2018	1/4/2018 - JV Girls Basketball vs Harvard Westlake -	67.00
Shay Diamant	53047		1/3/2018	Umpire	75.00
				1/10/2018 - Varsity Girls Soccer vs Taft HS - REF	
Lee Barnathan	53048		1/3/2018	1/10/2018 - JV Girls Soccer vs Taft HS - REF1	115.00
				1/10/2018 - Varsity Girls Soccer vs Taft HS - REF2	
Joseph Barlev	53049		1/3/2018	1/10/2018 - JV Girls Soccer vs Taft HS - REF2	115.00
Ted Vargas	53050		1/3/2018	1/10/2018 - Varsity Girls Soccer vs Taft HS - REF1	78.00
Karina Tovar	53051		1/3/2018	1/10/2018 - Varsity Girls Basketball vs Taft HS - Ump	78.00
Fletcher Isler	53052		1/3/2018	1/10/2018 - Varsity Girls Basketball vs Taft HS - Ref	134.00
Donny Elmasry	53053		1/3/2018	1/10/2018 - FS Girls Basketball vs Taft HS - Ump	134.00
Canon Solutions America, Inc	53054		1/3/2018	1/10/2018 - FS Girls Basketball vs Taft HS - Ref	2,160.00
				11/27/17-2/26/17 Copier Maintenance	
SJM Industrial Radio	53055		1/3/2018	CP Series Li-Ion 2250 mAh Battery Model	1,343.53
School Nurse Supply	53056		1/3/2018	#NNTN4497, Charger	1,216.46
School Nurse Supply	53057		1/3/2018	Instant Cold Pack, Paper Rolls, heating Pad, Heating	444.37
Redwood Toxicology Laboratory, Inc	53058		1/3/2018	Battery, Adult Pads, CPR/microkey, Pulse OX, Gloves	7.65
Redwood Toxicology Laboratory, Inc	53059		1/3/2018	September-November 2017 Finance Charge	47.05
				07/17 Drug Test, Finance Charges	

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Check Register



El Camino HS  
January 2018

Grand Total 48,481.77

Vendor	Check Number	Void	Date	Description	Check Amount
Samantha Spencer	58		1/16/2018	FSA Reimbursement	70.00
Sylvia Yi	59		1/17/2018	FSA Reimbursement	416.66
Amy Carter (ee)	60		1/12/2018	FSA Reimbursement	470.00
Barrie Gold	61		1/22/2018	FSA Reimbursement	416.66
Gary Asarch	62		1/16/2018	FSA Reimbursement	72.35
Matthew Harbourt	63		1/16/2018	FSA Reimbursement	208.33
Shelly Marshall	10591		1/30/2018	Reimbursement for an ipod for dance class for the dance show, dance trust	321.73
Caryn Michaels	10656		1/30/2018	12/19-23/2017 - Conquistador Classic GBB Tournament Official	408.00
Bret J. Temple	10661		1/30/2018	12/19-23/2017 - Conquistador Classic GBB Tournament Official	68.00
Alfonso Nunez	10662		1/30/2018	12/19-23/2017 - Conquistador Classic GBB Tournament Official	136.00
Zina Jones	10666		1/30/2018	12/19-23/2017 - Conquistador Classic GBB Tournament Official	68.00
Michael Similang	10670		1/30/2018	12/19-23/2017 - Conquistador Classic GBB Tournament Official	204.00
Creative Cookbook Company	10678		1/5/2018	Annual Cookbook Sale Invoice for Creative Cookbook Company 2017(Fundraiser)	1,791.00
Jeremy Boyle	10679		1/8/2018	2017 ECR Baseball Workouts	9,680.00
Eric Choi	10680		1/8/2018	Reimbursement for Food for Melissa Cleal Girls Soccer Trust - Fresno Trip	55.89
Eric Choi	10681		1/8/2018	Reimbursement for Hotel Room for Melissa Cleal Girls Soccer Trust - Fresno Trip	119.01
Eric Choi	10682		1/8/2018	Reimbursement for Hotel Room for Eric Choi Girls	119.01
Event Apparel	10683		1/8/2018	Various Items for Baseball	3,576.65
Sportscraft Trophy & Award	10684		1/8/2018	Varsity & JV Football Award Plaques (Trust)	476.33
GTM Sportswear	10685		1/9/2018	Warm up jackets	1,484.82
Eastbay Team Sales	10686		1/9/2018	Gildan Dry Blend Shirts Trust Football	652.03
Eastbay Team Sales	10687		1/9/2018	Elite Stripe Men and Women Hoodies and pants	741.06
AKD Ink/AKidzdream Inc	10688		1/9/2018	Printing for Parkas	255.00
AKD Ink/AKidzdream Inc	10689		1/9/2018	Bag Tags	274.15
AKD Ink/AKidzdream Inc	10690		1/9/2018	Metal Bag Tags	246.55
Eric Choi	10691		1/10/2018	Reimbursement for Jackets from Trust Girls Soccer	2,040.75
Eric Choi	10692		1/10/2018	Reimbursement for Food for Eric Choi And Melissa	57.54
Eric Choi	10693		1/10/2018	Reimbursement for Hotel Room for Girls Soccer team (Trust Girls	1309.11
Accurate Reprographics, Inc.	10694		1/12/2018	Banners (Fundraisers-Trust)	689
Eastbay Team Sales	10695		1/16/2018	Early Season, Gameday Polos, Legend Shirts,Shorts, Hoodies, Par	1659.85
Eastbay Team Sales	10696		1/16/2018	Face Off Game Shorts	1174.14
Cimarron Sign Services, Inc.	10697		1/18/2018	Sponsorship Banner	82.13
Deny Sportswear	10698		1/18/2018	Award Plaque for Girls Basketball	321.74
California Scholarship Federation	10699		1/18/2018	2017-2018 CSF Dues	150
Badge Busters	10700		1/19/2018	ECR Marching Band Logos Embroidery (Trust) Invoice Date 7/201	195.56
Sheraton Mission Valley	10701		1/19/2018	Hotel Stay for 2018 Lions Tournament Baseball Trust	6660.29
Cory Wiener	10702		1/19/2018	January 18, 2018 - Mr El Camino Event 5:30 to 8:30pm Senior Cla	42
Designs By King	10703		1/22/2018	Flag Bags, Leather Rifles Trust Expense	608.00
Eastbay Team Sales	10704		1/22/2018	Club Fleece Hoodie Pants Mens	2,599.16
Team Express	10705		1/22/2018	Various Items	1,713.75
Eastbay Team Sales	10706		1/22/2018	Hoodies, Long Sleeve Shirts	341.03
Event Apparel	10707		1/22/2018	Jerseys for Softball	274.85
CustomInk	10708		1/24/2018	Thespian Sweatshirts	672.30
Greek Life	10709		1/29/2018	Graduation Sash	405.34
Cavalier Printing	10710		1/31/2018	2017 Baseball Media Guide - 36 pages, glossy cover - 8.5x11	3,200.00

December Checks that were listed as missing last month

JR Castro	10651		12/18/2017	12/19-23/2017 - Conquistador Classic GBB Tournament Official	254.00
Ashley Clark	10652		12/18/2017	12/19-23/2017 - Conquistador Classic GBB Tournament Official	136.00
Karolin Bidrussian	10654		12/18/2017	12/19-23/2017 - Conquistador Classic GBB Tournament Official	68.00
Andrea Sanders	10655		12/18/2017	12/19-23/2017 - Conquistador Classic GBB Tournament Official	204.00

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Vendor	Check Number	Void	Date	Description	Check Amount
Craig Alan Lee	10657		12/18/2017	12/19-23/2017 - Conquistador Classic GBB Tournament Official	204.00
Jena Laolagi	10658		12/18/2017	12/19-23/2017 - Conquistador Classic GBB Tournament Official	272.00
DeAnna Butler	10659		12/18/2017	12/19-23/2017 - Conquistador Classic GBB Tournament Official	272.00
Kameron O'Daniel	10665		12/19/2017	12/19-23/2017 - Conquistador Classic GBB Tournament Official	136.00
Mark Clayton	10667		12/19/2017	12/19-23/2017 - Conquistador Classic GBB Tournament Official	136.00
Ted Vargas	10668		12/19/2017	12/19-23/2017 - Conquistador Classic GBB Tournament Official	68.00
Ralph Peck	10669		12/19/2017	12/19-23/2017 - Conquistador Classic GBB Tournament Official	204.00

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Vendor	Check Number	Void	Date	Description	Check Amount
MWB Copy Products	53060		1/3/2018	BM, Colo Copies Service for Desktop Printers	931.30
Samuel Villalobos	52921		1/4/2018	Reimbursements for 12/22/17-12/31/17 Work on	54.40
Adrian Medellin	52923		1/4/2018	12/25/17-12/31/17 Patching roof, Demo	918.40
Johnstone Supply (SEJO)	52924		1/4/2018	Air Conditioning Units for Shoup Property	38,592.90
The Village Nation	52925		1/4/2018	September 16-December 11, 2017 Village Nation	8,000.00
Kelly Services, Inc.	53062		1/4/2018	Substitute Teachers through 12/3/17	9,085.04
Chartwells Division	53063		1/4/2018	11/17 Food Services	56,587.14
Oracle Enterprises	53064	Void	1/4/2018	Netsuite Setup	0.00
Reaching the Stars Center for Autism, Inc	53065		1/4/2018	11/17 BII, BID Services for XXXX	5,350.08
Working Wlth Autism	53066		1/4/2018	11/17 Special Ed Services-XXXX	5,203.00
UNUM Life Insurance Company of America	53067		1/4/2018	12/17 Premium Life Insurance	4,090.72
REACH	53068		1/4/2018	11/17 CPD Services-XXXX	2,640.00
Canon Solutions America, Inc	53069		1/4/2018	8/27/17-11/26/17 Copier Maintenance	1,878.88
Juan Castaneda	53070		1/4/2018	Refund for Woodshop Project	16.00
American Heritage Landscape LP	53071		1/4/2018	12/17 Landscaping Services for Shoup Property	1,162.00
Nettime Solutions LLC	53072		1/4/2018	11/17 stratustime Monthly Subscription	1,292.00
				11/3/17 LAUSD School Police Overtime	
Los Angeles Unified School District	53073		1/4/2018	Reimbursement Football Game	1,123.08
Jules Seltzer Associates	53074		1/4/2018	Chair, Caper Stool, Bookcase, etc for classrooms	2,975.06
Canon Financial Services, Inc.	53075		1/4/2018	11/20/17-12/19/17 Equipment Leases	1,772.26
				12/13/17 Plumbing: Water Closets, Lavatories & Faucets, Urinals, Double Drinking Fountain, etc	
Thomas W. O'Mara Plumbing Inc	53061		1/5/2018	\$15000 deposit	15,000.00
				1/5/18 Plumbing: Water Closets, Lavatories & Faucets, Urinals, Double Drinking Fountain, etc 50%	
Thomas W. O'Mara Plumbing Inc	53076		1/5/2018		42,424.50
Music Theatre International	53077		1/5/2018	Copyright for spring musical BLOODY BLOODY	400.00
				12/2/17-1/1/17 Billing Date 818 844-8815 Shoup Property	
AT&T	53078		1/5/2018		77.61
Woodland Hills Printing	53079		1/5/2018	Play Posters Fall Play "1984"	219.50
Jesus Alejandra Torrontegui Fimbres	53080		1/5/2018	1/05/2018 Manual Final PayCheck	1,225.10
Corner Bakery	53081		1/8/2018	Breakfast for PD	190.00
Onsite Reprographics	53082		1/8/2018	Onsite Reprographics Printed Materials	64.32
Kinetic Development LLC (Paapri Cloud	53083		1/8/2018	ERP Consulting NetSuite Implementation	10,537.50
Chartwells Division	53084		1/8/2018	12/11/17 Afterschool Snacks for Alt Ed	140.00
Chartwells Division	53085		1/8/2018	12/14/17 Meals for Board of Directors	139.78
Chartwells Division	53086		1/8/2018	12/4/17 Afterschool Snacks for Alt Ed	560.00
Chartwells Division	53087		1/8/2018	11/30/17 Afterschool Snacks for Alt Ed	840.00
Chartwells Division	53088		1/8/2018	12/1/17 Lunch from Chartwells for staff meeting	139.86
Linguabee LLC	53089		1/8/2018	11/29/17 Interpreting Services-Turner	441.39
Brigham Young University	53090		1/8/2018	Classes for Independent Students	276.00
Brooks Transportation Inc.	53091		1/8/2018	11/27/17-12/1/17 Trips to Various Schools for	1,820.00
Brooks Transportation Inc.	53092		1/8/2018	12/4/17-12/8/17 Buses to Various Schools for	1,525.00
				12/11/17-12/14/17 Trips to Various Schools for	
Brooks Transportation Inc.	53093		1/8/2018	Athletics	700.00
Marta Franco	53094		1/8/2018	12/11/17 Notary Service	15.00
Woodland Hills Printing	53095		1/8/2018	1984 play programs - 700	1,480.53
Adrian Medellin	53096		1/9/2018	1/1/18-1/7/18 Framing, Demo, Roof	1,356.25
Uniform Warehouse, INC	53097		1/9/2018	Print Polos Front and Back with Custom Art-Gold Ink	21.83
Department of Justice (State of CA)	53098		1/9/2018	11/17 Fingerprint Apps	128.00
Epic Sports	53099		1/9/2018	Champion Off. 6mm Soccer Goal Nets	319.97
Picture Perfect Graphics	53100		1/9/2018	Ash Grey Shirts for Aca Deca	167.68
Daniel Salazar Construction	53101		1/9/2018	11/10/17-11/23/17 Work on Shoup	22,072.50
Redwood Toxicology Laboratory, Inc	53103		1/9/2018	i Cup 10 COC/THC/OPI/AMP/m-AMP/	169.22
Redwood Toxicology Laboratory, Inc	53104		1/9/2018	Form-Urine Drug Test	9.24
				12/17 Supervision and assistance for VEX Robotics	
Alan Grant	53105		1/9/2018	Club	81.25
FedEx	53106		1/9/2018	11/3/17-11/29/17 FedEx Services	148.68
				Testing & Education Reference Ctr Subscription 2017-18 Database	
Cengage Learning	53107		1/9/2018		1,593.11
The Cruz Center	53108		1/9/2018	11/17 Special Ed Services (PT, APE, DHHS)	1,180.00
				Reimbursement for Paints, Canvases, Drawing and Pen Sets, General Office Supplies	
Matthew Harbourt (ee)	53102		1/10/2018		301.35
				Deposit for Pole, Anchor Bolt, Light Fixture, Hanger	
Bieber Lighting LLC	53109		1/10/2018	Arm Deposit Payment \$9200.00	9,200.00
Daniel Salazar Construction	53110		1/10/2018	11/24/17-12/28/17 Materials	6,220.01
Metro Fire Systems, Inc.	53111		1/10/2018	10/17-12/17 Alarm monitoring at Shoup	138.00
Metro Fire Systems, Inc.	53112		1/10/2018	04/17-06/17 Alarm monitoring at Shoup	138.00
Shaw Contract Flooring Services Inc (Spectra Contracting Flooring)	53113		1/10/2018	10% Deposit per Spectra Proposal 55041, Includes Ceramic Cove Base Deduct	9,197.00
				Reimbursement for Pre-Reg Week Apple TV's and Line management applications.	
Fernando Delgado	53114		1/10/2018		316.41
				Reimbursement for Short Story Unit for spring semester 2018	
Wendy Treuhaft	53115		1/10/2018		35.73
				Reimbursement for Julius Caesar Unit - spring semester2018	
Wendy Treuhaft	53116		1/10/2018		43.94

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Richard Yi	53117		1/10/2018	Reimbursement for Tennis balls for practice and games	167.27
Shelly Marshall	53118		1/10/2018	Reimbursement for paying Pedro Montanez for writing, staging, and teaching the drill for the JV Winter Guard Show	2,500.00
Shelly Marshall	53119		1/10/2018	Reimbursement for the JV costumes for Winter Guard season.	789.14
Stephanie Franklin	53120		1/10/2018	Reimbursement for office supplies for academic decathlon	337.67
CalTAC-PBIS	53121		1/10/2018	PBIS Conference Fee	275.00
Linguabee LLC	53122		1/11/2018	11/1/17 Interpreting Services	671.71
Linguabee LLC	53123		1/11/2018	12/6/17 Interpreting Services-Turner	553.89
Rent-It	53124		1/11/2018	10/14/17-10/15/17 Car No. 161141	201.38
Rent-It	53125		1/11/2018	10/14/17-10/15/17 Truck no. 241070 Marching Band	192.06
Rent-It	53126		1/11/2018	10/6/17-10/7/17 Truck no. 024975 Marching Band	173.02
CCSA Employee Welfare Benefit Trust	53127		1/11/2018	01/18 Employee Benefits	305,301.49
Benefit and Risk Management Services	53128		1/11/2018	01/18 Admin Fee	217.00
Verizon Wireless	53129		1/11/2018	11/8/17-12/7/17 Communication Services	1,075.45
ReadyRefresh	53130		1/11/2018	12/16/17 Rent	32.82
Art Pena	53131		1/11/2018	1/11/18 - Wrestling Official vs Cleveland HS	89.00
Adil Sheikh	53132		1/11/2018	1/12/2018 - Varsity Boys Basketball vs Cleveland HS -	78.00
Henry Matute	53133		1/11/2018	1/12/2018 - Varsity Boys Basketball vs Cleveland HS -	78.00
Joseph Sonnefeld	53134		1/11/2018	1/12/2018 - JV Boys Basketball vs Cleveland HS -	67.00
Riley Newman	53135		1/11/2018	1/12/2018 - FS Boys Basketball vs Cleveland HS -	67.00
Robert Herbert	53136		1/11/2018	1/12/2018 - JV Boys Basketball vs Cleveland HS -	67.00
Daniel Martinez	53137		1/11/2018	1/12/2018 - JV Boys Soccer vs Cleveland HS - REF1	115.00
Lee Barnathan	53138		1/11/2018	1/12/2018 - Varsity Boys Soccer vs Cleveland HS - REF2	115.00
Jules Seltzer Associates	53139		1/12/2018	Lock Plug Key Series, Rectangular Thermoplast Edge, Chair, etc for various offices	4,196.23
Jules Seltzer Associates	53140		1/12/2018	Lock Plug and Key Series,File Drawers, Tables, Frames and Miscellaneous Connection Hardware for Counsellin 2	6,037.93
Henry Matute	53141		1/12/2018	1/12/2018 - FS Boys Basketball vs Cleveland HS - Ref Replacing Ed Kirkorian	67.00
Ali Hacock	53142		1/12/2018	1/12/2018 - Varsity Boys Soccer vs Cleveland HS - Official Replacing Joseph Lloyd	75.00
Pitney Bowes	53143		1/12/2018	12/17 Meter Rental	90.20
Smart & Final	53144		1/12/2018	12/17 Food Supplies	483.96
Mutual of Omaha	53145		1/12/2018	01/18 Voluntary Disability Insurance	1,897.24
McCalla Company	53146		1/12/2018	12/20/17 custodial supplies	664.88
Merit Oil Company	53147		1/12/2018	12/19/17 Gasoline, Delivery Fee, Fuel Surcharge	310.49
McLean Accounting Solutions	53148		1/12/2018	12/17 Payroll Services	3,250.00
DirectEd Specialized Services LLC	53149		1/12/2018	11/28/17-12/1/17 Consultation Services	396.25
AmWINS Group Benefits	53150		1/12/2018	01/17 Accidental/Medical/Critical Illness Coverage	622.46
Rent-It	53151		1/12/2018	10/27/17-10/29/17 Truck no. 024966 marching Band	336.95
Rent-It	53152		1/12/2018	10/28/17-10/29/17 Truck no. 161139 Marching Band	226.74
Regional TAP Service Center	53153		1/12/2018	Metro 30-Day Pass 11/30/17	24.00
Varsity Spirit Fashion	53154		1/12/2018	Service Charge for invoice # 38201659	11.66
Pro-Ed	53155		1/12/2018	SAED-2 Rating Scale	110.00
McRory Pediatric Services	53156		1/12/2018	11/17 Behavior Intervention, Supervision	9,870.13
American Express	53035		1/16/2018	29. Instructional Coach Lawrence PO04409	26,985.58
American Express	53036		1/16/2018	2. Github Github	35.08
Staples Business Advantage	53157		1/16/2018	Directory, Magnets, Bulletin Board Liquid Paper Correction	30.77
Staples Business Advantage	53158		1/16/2018	Expo Dry erase, Stapler, PaperClips, Wall Clock,	9.88
Staples Business Advantage	53159		1/16/2018	Directory, Magnets, Bulletin Board Liquid Paper	14.97
Staples Business Advantage	53160		1/16/2018	Directory, Magnets, Bulletin Board Liquid Paper Correction	8.28
Staples Business Advantage	53161		1/16/2018	Hanging File Folders, Wescott Scissors, Compostion Notebook College	785.65
Staples Business Advantage	53162		1/16/2018	Expo Dry erase, Stapler, PaperClips, Wall Clock, Sticky Notes Sheet Protectors, etc	243.42
Staples Business Advantage	53163		1/16/2018	Portable-File-Box-with-Organizer-Top-Black-110970	31.11
Staples Business Advantage	53164		1/16/2018	Dry Erase Easel, Board Markers,Eraser, Marker Pens,Paper Clips, Sharpies, Stapler etc	2,163.54
Staples Business Advantage	53165		1/16/2018	Lettersized white copy paper	1,116.90
Staples Business Advantage	53166		1/16/2018	EXPO Whiteboard Markers Black and Blue	36.11
Staples Business Advantage	53167		1/16/2018	Ruled Filler Paper, Mechanical Pensils, Batteries,	64.10
Staples Business Advantage	53168		1/16/2018	Clip Board, Counter Pens	114.12
Piece of Mind Care Services	53169		1/16/2018	12/17 SpEd Services(Teacher, Aide, Aide-EiCo Continuation)	21,876.72
Adrian Medellin	53170		1/16/2018	1/8/18-1/14/18 Demo	1,344.70
David Honda	53171		1/16/2018	Reimbursement for 1/16/18 Supplies	625.13
The Home Depot	53172		1/16/2018	1/2/18-1/4/18 Supplies for David Honda	725.54

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The Print Spot	53173		1/16/2018	12/17 Printing and Copying Services	2,320.45
Trills & Thrills Music Festivals	53174		1/16/2018	4/21/18 Orchestra and Concert Band Music Festival	200.00
Staples Business Advantage	53175		1/16/2018	Loose Leaf 2018 Calendars, Staples Stickies	223.35
Staples Business Advantage	53176		1/16/2018	earplug, File Folders, Dry Erase, Dividers, Organizer,Pens, Colored Pencils Graph Paper, Lesson Plan Book, Sharpies	62.39
Staples Business Advantage	53177		1/16/2018	Vertical File Drawer, Folders Lettersize and colored	119.65
Staples Business Advantage	53178		1/16/2018	Sharpie® Accent® Highlighter, Chisel Tip, Assorted,	6.52
Staples Business Advantage	53179		1/16/2018	Yoga Mats	211.63
Staples Business Advantage	53180		1/16/2018	3 Inch Ring Binder	218.29
Staples Business Advantage	53181		1/16/2018	Yoga Mats	192.39
Staples Business Advantage	53182		1/16/2018	GP Standard white copy paper	145.61
Staples Business Advantage	53183		1/16/2018	Ambitex-Textured-Powder-Free-Disposable-Nitrile-	74.46
Staples Business Advantage	53184		1/16/2018	Lesson Plan Book	7.87
Staples Business Advantage	53185		1/16/2018	File Jackets, File Pockets, BicPens, Post Its, Sign	296.13
Staples Business Advantage	53186		1/16/2018	Hanging Folders, Colored File Folders	22.92
Staples Business Advantage	53187		1/16/2018	Extension Cord, Expandable Rolling Crate	8.42
Staples Business Advantage	53188		1/16/2018	earplug, File Folders, Dry Erase, Dividers, Organizer,Pens, Colored Pencils Graph Paper, Lesson Plan Book, Sharpies	257.28
EdTec Inc.	53190		1/16/2018	12/17 EdTec Monthly Services	17,329.17
Staples Business Advantage	53189		1/17/2018	Lettersized white copy paper, Cherry Cardstock	1,116.90
Samuel Villalobos	53191		1/17/2018	Reimbursements for 1/2/18-1/13/18 Work on Shoup	312.64
Samuel Villalobos	53192		1/17/2018	1/11/18-1/13/18 Bobcat, Excabator, Laybor	2,800.00
Samuel Villalobos	53193		1/17/2018	1/2/18-1/10/18 Bobcat, Excabator, Sawcut	4,200.00
Thomas W. O'Mara Plumbing Inc	53194		1/17/2018	1/16/18 Plumbing: Water Closets, Lavatories & Faucets, Urinals, Double Drinking Fountain, etc 70% Progress	27,726.93
William Lew	53195		1/17/2018	1/17/2018 - FS Boys Basketball vs Birmingham CCHS - Ref	67.00
David Sanchez	53196		1/17/2018	1/17/2018 - FS Boys Basketball vs Birmingham CCHS - Umpire	67
Robert Armas	53197		1/17/2018	1/17/2018 - JV Boys Basketball vs Birmingham CCHS - Ref	67
Josue Cadena	53198		1/17/2018	1/17/2018 - Varsity Boys Soccer vs Birmingham CCHS - REF	75
Gabriel Goldsman	53199		1/17/2018	1/17/2018 - JV Boys Soccer vs Birmingham CCHS - REF2 1/17/2018 - Varsity Boys Soccer vs Birmingham CCHS - AR1	115
John Brigham	53200		1/17/2018	1/17/2018 - JV Boys Soccer vs Birmingham CCHS - REF1 1/17/2018 - Varsity Boys Soccer vs Birmingham CCHS - AR2	115
Chuck Wolcott	53201		1/17/2018	1/19/18 - Girls Water Polo vs Kennedy HS @ Panorama - Official	77
Glen Lopez	53202		1/17/2018	1/17/2018 - JV Boys Basketball vs Birmingham CCHS - Ump	67
Bret J. Temple	53203		1/17/2018	1/17/2018 - Varsity Boys Basketball vs Birmingham CCHS - REF	78
Brian Faille	53204		1/17/2018	1/17/2018 - Varsity Boys Basketball vs Birmingham CCHS - Ump	78
Daniel Salazar Construction	53205		1/17/2018	12/29/17-1/11/18 Work on Shoup	6380
BF Consulting Design	53206		1/17/2018	Deposit for Consulting Service for Shoup	2,940.00
Robotics Education and Competition Foundation	53207		1/17/2018	The Second Annual Bishop's School VEX Robotics Competition Registration Fee 1/21/18	375.00
Wendy Treuhaf	53208		1/17/2018	1/17/18 Manual Paycheck (Federal Withholding)	194.99
Andy Azodi	53209		1/17/2018	1/17/18 LAPD Security for Basketball Game	277.50
CliftonLarsonAllen LLP	53210		1/18/2018	Final Billing for Audit Services for the Year Ended June 30, 2017	5,625.00
DLL Financial Services, Inc.	53211		1/18/2018	Financial Services for 60 months	976.15
Rigoberto Sanchez (Cal State Electric)	53212		1/18/2018	Starting the Rough and Purchasing Materials	25,000.00
Ming Yang Yeh & Associates	53213		1/18/2018	Structural Engineering Services-Site Visit on 1/8/18, Structural Design and Plans for Replacement Canopy, New Rooftop Mechanical Equipment	2,805.00
Angela Rivera	53214		1/18/2018	1/18/18 Manual Payroll Check	135.21
Jules Seltzer Associates	53215		1/18/2018	Miscellaneous Furniture for A207	22,917.90
David Lee Hussey	53217		1/18/2018	Reimbursement for 07/17-12/17 Travel and Parking, Mileage	229.64
My Team Products	53218		1/18/2018	Items for Boys Soccer	508.00
Marta Franco	53219		1/18/2018	12/18/17 Notary Service	60.00
BSN Sports	53220		1/18/2018	Cascade CPX - R Helmets - Black Mask	4,605.12
Linguabee LLC	53221		1/19/2018	12/12/17-12/14/17 Interpreting Services	1,172.42
CompuClaim	53222		1/19/2018	12/17 MeduClaim Procedure Code Billing(LEA)	260.38
AT&T	53223		1/19/2018	Local Access, Port	3,421.00
The Shredders	53224		1/19/2018	11/17 Shredding	168.00
MWB Copy Products	53225		1/19/2018	12/22/17-1/21/18 Maintenance Agreement for Sharp Multi Function Printers	409.53

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Vendor	Check Number	Void	Date	Description	Check Amount
MWB Copy Products	53226		1/19/2018	12/17/17-1/16/18 BW and Color Copies for Managed Print Service for Desktop Printers	931.30
School Food and Wellness Group	53227		1/19/2018	11/17 NSLP Services Monthly School Food Authority Admin Support	850.00
AEGIS Security & Investigations	53228		1/19/2018	12/17 Security Services	40,928.00
American Heritage Landscape LP	53229		1/19/2018	01/18 Landscaping Services for Shoup Property	1,221.00
CharterSafe	53230		1/19/2018	February Premium 2017-2018	32,870.00
CharterSafe	53231		1/19/2018	January Premium 2017-2018	32,871.00
The Cruz Center	53232		1/19/2018	12/17 Special Ed Services (PT, APE, DHHS)	1,190.00
AT&T	53233		1/19/2018	12/22/17-1/21/18 Billing Student Store	209.19
AT&T	53234		1/19/2018	12/22/17-1/21/18 Billing Alarm	128.78
AT&T	53235		1/19/2018	1/2/18-2/1/18 Billing Date 818 844-8815 Shoup Property	128.84
Inspire Communication, Inc	53236		1/19/2018	12/17 Screening and Therapy/Staff Consultation and Documentation	7,533.75
Canon Financial Services, Inc.	53237		1/19/2018	12/20/17-1/19/18 Equipment Leases	1,772.26
UNUM Life Insurance Company of America	53238		1/19/2018	01/18 Premium Life Insurance	4,090.72
McCalla Company	53239		1/19/2018	Rental/Extractor Rental	281.90
Nettime Solutions LLC	53240		1/19/2018	12/17 stratusime Monthly Subscription	1,292.00
Vista Paint Corporation	53241		1/19/2018	12/26/17 Paint Supplies	203.23
Xerox Corporation	53242		1/19/2018	11/30/17-12/30/17 Equipment Lease	1,186.54
Stephanie Franklin	53243		1/19/2018	Reimbursement for Academic decathlon- study material Xathlon	500.00
Samantha Spencer	53244		1/19/2018	Reimbursement for Conference registration fee, airfare, taxis/ubers and/or other transportation.Dec 2017- 1/2018	1,070.72
Richard Yi	53245		1/19/2018	Reimbursement for Adhesives	22.90
Richard Yi	53246		1/19/2018	Reimbursement for Caulking Gun - For Adhesive	14.39
Collins, Kyna	53247		1/19/2018	Reimbursement for 1/7/18-1/12/18 Intensive Instructional Coaching Institute	976.31
Wendy Treuhaft	53248		1/19/2018	Reimbursement for Research paper unit for spring semester - 9th and 10th grade.	44.00
Jose Diaz	53249		1/19/2018	1/19/2018 - JV Girls Soccer vs Chatsworth HS - REF2 1/19/2018 - Varsity Girls Soccer vs Chatsworth HS - AR2	115.00
Andrea Sanders	53250		1/19/2018	1/19/2018 - JV Girls Basketball vs Chatsworth HS - UMP 1/19/2018 - Varsity Girls Basketball vs Chatsworth HS - UMP	145.00
Daniel Martinez	53252		1/19/2018	1/19/2018 - JV Girls Soccer vs Chatsworth HS - REF1 1/19/2018 - Varsity Girls Soccer vs Chatsworth HS - AR1	115.00
Ed Defty	53253		1/19/2018	1/19/2018 - Varsity Girls Soccer vs Chatsworth HS - REF	75.00
Reaching the Stars Center for Autism, Inc	53254		1/19/2018	12/17 BII, BID Services for XXXX	3,479.63
Dunbar Armored Inc	53255		1/19/2018	12/17 Armoured Car Services	210.71
Ricardo Diaz	53256		1/19/2018	1/19/18 - Girls Water Polo Game vs Kennedy - Lifeguard for Panorama HS	35.00
Juan Blanco	53257		1/19/2018	1/19/18 - Girls Water Polo Game vs Kennedy - Lifeguard for Panorama HS	35.00
El Camino Real Charter High School	53258		1/19/2018	10/30/17 to 1/11/2018 Replenishment of Petty Cash- El Camino Real Charter HS -Reimbursement	454.28
Cory Wiener	53259		1/19/2018	Payment for hours worked Nov 9, 2017, Jan 12,17, 19, 2018	266.00
Lala Herpetian	53261		1/22/2018	1/22/18 - Girls Water Polo vs Cleveland HS - Officials	67.00
James Gillis	53262		1/22/2018	1/22/18 - Girls Water Polo vs Cleveland HS - Officials	67.00
Art Pena	53263		1/22/2018	1/18/18 - Wrestling vs Chatsworth - Weigh In Fee	89.00
Bridge to US Inc	53264		1/22/2018	1/18/18 - Wrestling vs Chatsworth - Official	89.00
Henry Schein	53265		1/22/2018	Tuition Refund for International Student Jiani Zhong	5,500.00
Henry Schein	53266		1/22/2018	Athletic Tape, Ice Bag, Coverlet Strips, Patches, Gauze Pads. Alcohol Prep, etc Athletic Trainer Supplies	1,418.71
Henry Schein	53267		1/22/2018	Athletic Tape, Ice Bag, Coverlet Strips, Patches, Gauze Pads. Alcohol Prep, etc Athletic Trainer Supplies	228.49
Henry Schein	53268		1/22/2018	Athletic Tape, Ice Bag, Coverlet Strips, Patches, Gauze Pads. Alcohol Prep, etc Athletic Trainer Supplies	151.55
Linguabee LLC	53269		1/22/2018	12/6/17 Interpreting Services-Turner late fee	55.39
Linguabee LLC	53270		1/22/2018	11/29/17 Interpreting Services-Turner late fee	44.14
Super Box Roll Off Inc	53271		1/22/2018	1/20/18 Hauling Services for Concrete	375.00
Vector Resources	53272		1/22/2018	Installation and configuration of Edge Switching, Core, Wireless.	34,934.35
Rian Hardie	53273		1/22/2018	12/17 ColorGuard/Dance Instructor	390.00
Law Offices of Young, Minney & Corr, LLP	53274		1/22/2018	12/17 Legal Services	2,527.46
Law Offices of Young, Minney & Corr, LLP	53275		1/22/2018	11/17 Legal Services	3,526.53

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Rafael Ramirez	53276		1/23/2018	1/20/18-1/21/18 Demo	340.00
Adrian Medellin	53277		1/23/2018	1/15/18-1/21/18 Demo	1,143.10
Alfonso Infante	53278		1/23/2018	1/15/18-1/21/18 Cleanup	854.00
Linguabee LLC	53279		1/23/2018	1/8/18-1/10/18 Interpreting Services	1,268.67
Brooks Transportation Inc.	53280		1/23/2018	12/1/17 Round Trip ECR to LA Fashion District-Davis	440.00
Brooks Transportation Inc.	53281		1/23/2018	1/8/18-1/12/18 Buses to Various Places for Athletics	2,450.00
Chartwells Division	53282		1/23/2018	12/17 Food Services	24,714.79
Department of Justice (State of CA)	53283		1/23/2018	12/17 Fingerprint Apps	192.00
The Help Group-Summit View	53284		1/23/2018	10/17 Special Ed NPS Services-XXXX	3,849.74
Child and Family Guidance Center/Northpoint School	53285		1/23/2018	11/17 Special Ed Services-XXXX	2,640.55
DirectEd Specialized Services LLC	53286		1/23/2018	12/10/17-12/13/17 Consultation Services	750.00
EdLogical Group Corp	53287		1/23/2018	12/17 Special Ed Services	2,472.50
Picture Perfect Graphics	53288		1/23/2018	Black Jacket w Embroidery Logo and Name	678.03
PARS	53289		1/23/2018	10/17 PARS ARS Fees	323.84
PARS	53290		1/23/2018	11/17 PARS ARS Fees	323.84
Uniform Warehouse, INC	53291		1/23/2018	Uniforms for Security	169.59
Jules Seltzer Associates	53292		1/23/2018	Miscellaneous Furniture for Rooms B215, C234, C18	22,613.66
John Burroughs High School	53293		1/23/2018	John Burroughs HS/25th Ralph Brandt Tournament(Nov and December 2017)	1,100.00
Vista Paint Corporation	53294		1/23/2018	1/12/18 Paint Supplies	47.27
MIKCOR CONSTRUCTION INC	53295		1/23/2018	Lath & Stucco Patching Contract	10,080.00
Mauricio Rivas (Green Roofing Solutions Inc.)	53296		1/23/2018	for the demolition of the existing roof and its replacement at the Shoup property.	50,000.00
Robert A. Hector	53297		1/23/2018	1/24/18 - JV Soccer vs Granada Hills CHS - REF2	115.00
Louis Mages	53298		1/23/2018	1/24/18 - Varsity Soccer vs Granada Hills CHS - AR1	62.00
William Cheriegate	53299		1/23/2018	1/24/18 - Varsity Soccer vs Granada Hills CHS - AR2	131.00
Ray Allen Holt	53300		1/23/2018	1/24/18 - JV Soccer vs Granada Hills CHS - REF1	67.00
Darcus Townsend	53301		1/23/2018	1/24/18 - Varsity Soccer vs Granada Hills CHS - REF	67.00
Bevan Grossman	53302		1/23/2018	1/24/2018 - FS Boys Basketball vs Granada Hills CHS - REF UNASSIGNED Check cancelled	67.00
Joe Riccio	53303		1/24/2018	1/24/2018 - FS Boys Basketball vs Granada Hills CHS - Ump	67.00
Craig Panama	53304		1/24/2018	1/24/2018 - JV Boys Basketball vs Granada Hills CHS - Ump	67.00
Menooa Aboolian	53305		1/24/2018	1/24/2018 - Varsity Boys Basketball vs Granada Hills CHS - REF	78.00
Douglas Taylor	53306		1/24/2018	1/24/2018 - Varsity Boys Basketball vs Granada Hills CHS - Ump	200.00
Brooks Transportation Inc.	53307		1/24/2018	1/16/18-1/19/18 Buses to Various Places for Athletics	2,800.00
Vangelia Griffin-Hardie Costumes N Color	53308		1/24/2018	blue sequin dress 2-XS	200.00
Siteimprove	53309		1/24/2018	3/11/18-2/28/19 Subscription for Website Monitor Program/Services	3,700.00
Eastbay Team Sales	53310		1/24/2018	Various Items-Shirts and Polos	403.26
Play Anywhere Sports	53311		1/24/2018	Custom Canopy	2,989.92
Ventura County Office of Education	53312		1/24/2018	Ventura County Induction Program Cost-Gen Ed IC/ESIC	7,850.00
Julie Chyun	53313		1/24/2018	CalSTRS 1/23/18 Training Reimbursement for Meals, Mileage and Parking	63.15
Jinal Hicks	53314		1/24/2018	Reimbursement for Lab Supplies	13.11
Bevan Grossman	53315		1/24/2018	1/24/2018 - FS Boys Basketball vs Granada Hills CHS - Ump Replaced Ray Allen Holt	67.00
Rebeca Rodriguez	53316		1/25/2018	1/31/2018 Manual Payroll Check (December)	5,549.85
Verdugo Hills Autism Project	53317		1/25/2018	09/17 Direct Intervention and Supervision-XXXX	5,970.57
Verdugo Hills Autism Project	53318		1/25/2018	10/17 Direct Intervention and Supervision-XXXX	7,641.84
Verdugo Hills Autism Project	53319		1/25/2018	08/17 Direct Intervention and Supervision-XXXX	4,917.42
National French Contest	53320		1/25/2018	Level 3, 4 Tests, Chapter Fees 2018	202.50
California Department of Tax & Fee Administration	53321		1/25/2018	10/01/2017 - 12/31/2017 SR AR 102-273444 Sales and Use Tax due 01/31/18	1,811.00
USC Baseball	53322		1/25/2018	Dederaux Field Rental for March 2, 2018 Baseball Game vs West Ranch HS	250.00
United Rentals (North America)	53323		1/25/2018	Trailer Rental	165.30
San Pedro High School	53324		1/25/2018	4/21/18 - San Pedro HS Boys Volleyball Tournament - JV Boys Volleyball Tournament Fee	160.00
DirectEd Specialized Services LLC	53325		1/25/2018	1/3/18 Consultation Services	201.25
Working With Autism	53326		1/25/2018	12/17 Special Ed Services-XXXX	3,591.78
DLL Financial Services, Inc.	53327		1/25/2018	1/15/18-2/14/18 Copier Lease	2,042.96
FedEx	53328		1/25/2018	1/8/18 FedEx Services	28.34
EdTec Inc.	53329		1/25/2018	01/18 EdTec Monthly Services	17,329.17
Linguabee LLC	53330		1/25/2018	1/17/18 Interpreting Services-Seid	562.06
McRory Pediatric Services	53331		1/25/2018	07/17 Behavior Intervention, Supervision	5,430.29
McRory Pediatric Services	53332		1/25/2018	12/17 Behavior Intervention, Supervision	6,762.24

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Myron Stevens	53333		1/25/2018	1/26/18 - FS Boys Basketball vs Taft - Ump 1/26/18 - JV Boys Basketball vs Taft - REF 1/26/18 - Varsity Boys Basketball vs Taft - Ump	212.00
Kenneth James	53334		1/25/2018	1/26/18 - FS Boys Basketball vs Taft - REF 1/26/18 - JV Boys Basketball vs Taft - Ump 1/26/18 - Varsity Boys Basketball vs Taft - REF	212.00
Marta Franco	53335		1/26/2018	1/18/18 Notary Service	45.00
Staples Business Advantage	53336		1/26/2018	Surpass-Facial-Tissue-2-Ply-Flat-Box-30-Case	129.52
Staples Business Advantage	53337		1/26/2018	Colored Copy Paper	284.59
Staples Business Advantage	53338		1/26/2018	Sheet Protectors	62.02
Staples Business Advantage	53339		1/26/2018	Gel Pens, Roller Pens, Sheet Protectors, Erasers View Binder, Pilot pens,Desktop Stapler, Wireless Mouse	87.55
Staples Business Advantage	53341		1/26/2018	Items for Student Store	73.09
Jake Kornblum	53342		1/26/2018	1/26/18 - Var Soccer vs Taft HS - REF	75.00
Eduardo Torres	53343		1/26/2018	1/26/18 - Var Soccer vs Taft HS - AR1	62.00
Joseph Barlev	53344		1/26/2018	1/26/18 - Var Soccer vs Taft HS - AR2	62.00
Francisco Aguilar	53345		1/26/2018	1/26/18 - JV Soccer vs Taft HS - REF1	53.00
Louis Mages	53346		1/26/2018	1/26/18 - JV Soccer vs Taft HS - Ump	53.00
Staples Business Advantage	53347		1/26/2018	Cherry Cardstock	107.64
Staples Business Advantage	53348		1/26/2018	Wescott Scissors	101.40
Premier Lighting & Production (Radiant Source Technology Inc.)	53349		1/29/2018	Lightbulbs	329.74
Abida Nomair	53350		1/29/2018	Textbook Reimbursement for Human Geography	130.00
McCalla Company	53351		1/29/2018	LBF32CW / F32 T8 COOL WHITE 4FT BULB 30/CS	823.22
DirectEd Specialized Services LLC	53352		1/29/2018	1/10/18-1/12/18 Consultation Services	636.00
Linguabee LLC	53353		1/29/2018	late payment fee	117.24
Kelly Services, Inc.	53354		1/29/2018	Substitute Teachers through 12/10/17	7,699.61
Kelly Services, Inc.	53355		1/29/2018	Substitute Teachers through 12/25/17	2,166.85
Daniel Salazar Construction	53356		1/29/2018	1/12/18-1/18/18 Work on Shoup	5,407.87
Alfonso Infante	53357		1/29/2018	1/22/18-1/28/18 Cleanup	783.60
Adrian Medellin	53358		1/29/2018	1/22/18-1/28/18 Demo/framing	914.55
Angel Lerma	52799		1/30/2018	Reimbursement for food for the Latino Parent group meeting in A-212 today from 6:00pm-9:00 pm. 11/29/17	56.35
Joseph Barlev	52954		1/30/2018	1/4/2018 JV Girls Soccer vs Valencia HS - REF2 1/4/2018 Varsity Girls Soccer vs Valencia HS - AR1	115.00
Centennial High School	53260		1/30/2018	3/29-3/31/18 - Varsity Softball Tournament Fee - 2018 Spring Jamboree	550.00
Staples Business Advantage	53359		1/30/2018	12 page shredder	88.51
Samuel Villalobos	53360		1/30/2018	Reimbursements for 1/14/18-1/28/18 Work on Shoup-Woodstakes, Lumber for Ramps, Drill Bit for Sonotubes, Rebar, 14" Blade	467.70
Samuel Villalobos	53361		1/30/2018	1/14/18-1/21/18 Sowcut, Bobcot, Excabator, Laybor	4,000.00
Samuel Villalobos	53362		1/30/2018	1/22/18-1/28/18 Bobcot, Excabator, Laybor	2,000.00
Spencer Mathis	53366		1/30/2018	1/31/18 - Varsity Girls Basketball vs Taft HS - REF 1/31/18 - FS Girls Basketball vs Cleveland HS - Ump	78.00
Bob Arias	53367		1/30/2018	1/31/18 - JV Girls Basketball vs Cleveland HS - Ump 1/31/18 - Varsity Girls Basketball vs Cleveland HS - Ump	134.00
Myron Stevens	53368		1/30/2018	1/31/18 - Varsity Girls Basketball vs Cleveland HS - Ump	78.00
Carlos Sanchez	53369		1/30/2018	1/31/18 - FS Girls Basketball vs Cleveland HS - REF 1/31/18 - JV Girls Basketball vs Cleveland HS - REF	134.00
Jose Diaz	53370		1/31/2018	1/31/18 Varsity Girls Soccer vs Cleveland HS - REF 1/31/18 JV Girls Soccer vs Cleveland HS - REF1	75.00
John Brigham	53371		1/31/2018	1/31/18 Varsity Girls Soccer vs Cleveland HS - AR1 1/31/18 - JV Girls Soccer vs Cleveland HS - REF2	115.00
Roben Tatavosian	53372		1/31/2018	1/31/18 - Varsity Girls Soccer vs Cleveland HS - AR2	115.00
Chuck Wolcott	53373		1/31/2018	1/31/18 - Girls Water Polo vs Cleveland - REF	77.00
Ming Yang Yeh & Associates	53374		1/31/2018	Structural Engineering Services	2,710.00
Melissa Ann Charters	53375		1/31/2018	Reimbursement for Food supplies for Foods Labs for the month of December 2017.	122.64
Jinal Hicks	53376		1/31/2018	Reimbursement for freezing point depression lab	27.70
David Chae	53377		1/31/2018	Reimbursement for Mileage to 11/17/17 Developing Students Coding Skills Conference	248.68
<b>December Checks that were listed as missing last month</b>					
Cortney Parson	52731		12/1/2017	11/07/17 Manual Final Pay Check (worked one day)	135.92
Evan Moore	52785		12/30/2017	11/20/17-11/24/17 Labor Clean Up	238.00
NJROTC	52808		12/1/2017	9/22/17 Football Game vs Calabasas - Gate Security and Chain Gang	500.00
NJROTC	52809		12/1/2017	8/30/17 Football Game vs Venice HS Gate Security and Chain Gang	500.00

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NJROTC	52810		12/1/2017	9/8/17 Football Game vs Agoura HS - Gate Security and Chain Gang	500.00
Patrick Kahler	52894		12/11/2017	ECR-S/2017/6426 SHOUP Property 17-18 11/27/17-12/09/17 Labor	493.00
Village Glen School	52932		12/14/2017	08/17 Special Ed NPS Services-XXXX	381.40
Robert Obogeanu	52946		12/18/2017	12/19/2017 JV Boys Soccer vs Arleta HS - REF1	115.00
Evan Moore	52957		12/18/2017	12/11/17-12/12/17 Clean up	246.50
Adrian Medellin	53010		12/29/2017	work 12/18 to 12/24 - Demo/Drywall, Roof Patch	787.85

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# Cover Sheet

## January 2018 Financial Update

**Section:** III. Financial  
**Item:** B. January 2018 Financial Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** January Financial Exhibits.pdf  
March Board Presentation.pdf

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

	Actual			YTD	Budget						
	Nov	Dec	Jan	Actual YTD	Approved Budget v2	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v2 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>SUMMARY</b>											
<b>Revenue</b>											
LCFF Entitlement	2,240,840	2,240,840	3,494,087	15,189,678	31,065,296	30,705,576	30,738,930	33,354	(326,366)	15,549,252	49%
Federal Revenue	53,675	96,933	195,772	733,877	1,449,279	1,440,383	1,441,120	736	(8,159)	707,242	51%
Other State Revenues	189,428	1,283,836	374,287	2,779,418	4,502,560	4,571,338	4,547,438	(23,900)	44,878	1,768,020	61%
Local Revenues	260,850	135,286	73,689	1,452,679	1,678,352	1,721,847	1,845,799	123,952	167,447	393,121	79%
Fundraising and Grants	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>2,744,793</b>	<b>3,756,895</b>	<b>4,137,835</b>	<b>20,155,651</b>	<b>38,695,487</b>	<b>38,439,144</b>	<b>38,573,287</b>	<b>134,143</b>	<b>(122,200)</b>	<b>18,417,636</b>	<b>52%</b>
<b>Expenses</b>											
Compensation and Benefits	1,866,781	2,273,825	2,223,976	15,489,597	29,641,540	29,391,890	29,351,332	40,558	290,209	13,861,734	53%
Books and Supplies	187,995	61,032	195,782	1,913,804	2,925,532	2,915,975	2,786,001	129,973	139,531	872,197	69%
Services and Other Operating Expenditures	406,521	418,431	734,538	3,447,159	5,973,405	6,100,313	6,198,037	(97,724)	(224,631)	2,750,877	56%
Depreciation	-	86,408	14,401	100,809	750,867	750,867	568,714	182,153	182,153	467,905	18%
Other Outflows	-	-	101	10,956	-	-	-	-	-	(10,956)	-
<b>Total Expenses</b>	<b>2,461,297</b>	<b>2,839,696</b>	<b>3,168,798</b>	<b>20,962,326</b>	<b>39,291,345</b>	<b>39,159,044</b>	<b>38,904,084</b>	<b>254,960</b>	<b>387,261</b>	<b>17,941,758</b>	<b>54%</b>
<b>Operating Income</b>	<b>283,496</b>	<b>917,199</b>	<b>969,037</b>	<b>(806,675)</b>	<b>(595,858)</b>	<b>(719,900)</b>	<b>(330,797)</b>	<b>389,103</b>	<b>265,061</b>	<b>475,877</b>	
<b>Fund Balance</b>											
Beginning Balance (Audited)					(3,201,018)	(2,909,853)	(2,909,853)				
Operating Income					(595,858)	(719,900)	(330,797)				
<b>Ending Fund Balance</b>					<b>(3,796,876)</b>	<b>(3,629,753)</b>	<b>(3,240,650)</b>				

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

	Actual			YTD	Budget							
	Nov	Dec	Jan	Actual YTD	Approved Budget v2	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v2 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent	
<b>KEY ASSUMPTIONS</b>												
<b>Enrollment Summary</b>												
9-12					3,680	3,555	3,555	-	(125)			
<b>Total Enrolled</b>					<b>3,680</b>	<b>3,555</b>	<b>3,555</b>	-	(125)			
<b>ADA %</b>												
9-12					95.0%	96.9%	96.9%	0.0%	1.9%			
<b>Average ADA %</b>					<b>95.0%</b>	<b>96.9%</b>	<b>96.9%</b>	<b>0.0%</b>	<b>1.9%</b>			
<b>ADA</b>												
9-12					3,417.00	3,371.56	3,371.56	-	(45.44)			
<b>Total ADA</b>					<b>3,417.00</b>	<b>3,371.56</b>	<b>3,371.56</b>	-	(45.44)			

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

	Actual			YTD Actual YTD	Budget						
	Nov	Dec	Jan		Approved Budget v2	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v2 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>REVENUE</b>											
<b>LCFF Entitlement</b>											
8011 Charter Schools General Purpose Entitlement - State Air	1,665,792	1,665,792	1,665,792	8,514,048	19,046,150	18,846,263	18,400,148	(446,115)	(646,003)	9,886,100	46%
8012 Education Protection Account Entitlement	-	-	1,253,247	2,506,495	4,966,524	4,900,478	4,900,478	-	(66,046)	2,393,983	51%
8019 State Aid - Prior Years	-	-	-	36	36	36	36	-	-	-	100%
8096 Charter Schools in Lieu of Property Tax:	575,048	575,048	575,048	4,169,099	7,052,585	6,958,799	7,438,268	479,470	385,683	3,269,170	56%
<b>SUBTOTAL - LCFF Entitlement</b>	<b>2,240,840</b>	<b>2,240,840</b>	<b>3,494,087</b>	<b>15,189,678</b>	<b>31,065,296</b>	<b>30,705,576</b>	<b>30,738,930</b>	<b>33,354</b>	<b>(326,366)</b>	<b>15,549,252</b>	<b>49%</b>
<b>Federal Revenue</b>											
8181 Special Education - Entitlement	53,041	53,041	53,041	384,548	668,946	660,050	660,050	-	(8,896)	275,502	58%
8220 Child Nutrition Programs	-	37,770	40,951	127,770	312,000	312,000	312,000	-	-	184,230	41%
8290 No Child Left Behind	634	6,122	3,551	12,022	11,286	11,286	12,022	736	736	-	100%
8291 Title I	-	-	80,655	153,861	292,822	292,822	292,822	-	-	138,961	53%
8292 Title II	-	-	17,573	33,564	64,225	64,225	64,225	-	-	30,661	52%
8299 All Other Federal Revenue	-	-	-	22,112	100,000	100,000	100,000	-	-	77,888	22%
<b>SUBTOTAL - Federal Revenue</b>	<b>53,675</b>	<b>96,933</b>	<b>195,772</b>	<b>733,877</b>	<b>1,449,279</b>	<b>1,440,383</b>	<b>1,441,120</b>	<b>736</b>	<b>(8,159)</b>	<b>707,242</b>	<b>51%</b>
<b>Other State Revenue</b>											
8319 Other State Apportionments - Prior Years	-	-	(23,900)	88,084	-	111,984	88,084	(23,900)	88,084	-	100%
8381 Special Education - Entitlement (State)	155,019	155,019	155,019	1,123,886	1,955,071	1,929,072	1,929,072	-	(25,999)	805,186	58%
8520 Child Nutrition - State	-	3,016	3,334	10,586	24,000	24,000	24,000	-	-	13,414	44%
8550 Mandated Cost Reimbursements	-	315,460	-	315,460	646,995	648,079	648,079	-	1,084	332,619	49%
8560 State Lottery Revenue	-	-	194,718	194,718	662,898	654,083	654,083	-	(8,815)	459,364	30%
8590 All Other State Revenue	34,409	34,409	45,116	270,752	433,959	428,188	428,188	-	(5,771)	157,436	63%
8593 Prop 39 Energy	-	775,932	-	775,932	779,637	775,932	775,932	-	(3,705)	-	100%
<b>SUBTOTAL - Other State Revenue</b>	<b>189,428</b>	<b>1,283,836</b>	<b>374,287</b>	<b>2,779,418</b>	<b>4,502,560</b>	<b>4,571,338</b>	<b>4,547,438</b>	<b>(23,900)</b>	<b>44,878</b>	<b>1,768,020</b>	<b>61%</b>
<b>Local Revenue</b>											
8634 Food Service Sales	21,398	12,792	15,853	123,411	174,000	174,000	174,000	-	-	50,589	71%
8660 Interest	1,719	1,364	1,552	13,275	4,352	11,723	13,275	1,552	8,924	-	100%
8662 Net Increase (Decrease) in the Fair Value of Investment	2,690	(5,439)	-	30,685	-	36,124	36,124	-	36,124	5,439	85%
8690 Other Local Revenue	174,188	100,048	17,016	1,150,401	1,500,000	1,500,000	1,500,000	-	-	349,599	77%
8715 Option 3 SPED	-	-	122,400	122,400	-	-	122,400	122,400	122,400	-	100%
8999 Uncategorized Revenue	60,855	26,521	(83,132)	12,506	-	-	-	-	-	(12,506)	-
<b>SUBTOTAL - Local Revenue</b>	<b>260,850</b>	<b>135,286</b>	<b>73,689</b>	<b>1,452,679</b>	<b>1,678,352</b>	<b>1,721,847</b>	<b>1,845,799</b>	<b>123,952</b>	<b>167,447</b>	<b>393,121</b>	<b>79%</b>
<b>Fundraising and Grants</b>											
<b>SUBTOTAL - Fundraising and Grants</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE</b>	<b>2,744,793</b>	<b>3,756,895</b>	<b>4,137,835</b>	<b>20,155,651</b>	<b>38,695,487</b>	<b>38,439,144</b>	<b>38,573,287</b>	<b>134,143</b>	<b>(122,200)</b>	<b>18,417,636</b>	<b>52%</b>

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

	Actual			YTD	Budget							
	Nov	Dec	Jan		Actual YTD	Approved Budget v2	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v2 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>EXPENSES</b>												
<b>Compensation &amp; Benefits</b>												
<b>Certificated Salaries</b>												
1100	Teachers Salaries	951,498	1,020,525	891,306	6,657,303	11,221,839	11,131,666	11,131,666	-	90,173	4,474,363	60%
1101	Teacher - Stipends	-	-	-	-	255,000	255,000	255,000	-	-	255,000	0%
1150	NBC Stipend	5,560	5,560	5,560	58,733	135,000	135,000	135,000	-	-	76,267	44%
1160	Auxiliary & Summer Schoo	17,440	5,554	17,108	256,382	400,000	400,000	400,000	-	-	143,618	64%
1170	Coverage	9,982	5,217	4,920	42,995	75,000	75,000	75,000	-	-	32,005	57%
1180	Extra Hours & Tutoring	8,561	10,036	4,913	43,713	100,000	100,000	100,000	-	-	56,287	44%
1190	PD & LCAP	6,913	2,069	14,270	60,510	130,000	130,000	130,000	-	-	69,490	47%
1200	Certificated Pupil Support Salaries	120,639	129,275	109,429	822,005	1,308,627	1,308,627	1,308,627	-	-	486,622	63%
1300	Certificated Supervisor & Administrator Salaries	96,823	75,026	78,608	579,694	779,258	890,957	890,957	-	(111,699)	311,263	65%
1900	Certificated Other Salaries	21,548	26,148	21,908	157,396	245,635	245,635	245,635	-	-	88,240	64%
	<b>SUBTOTAL - Certificated Salaries</b>	<b>1,238,963</b>	<b>1,279,409</b>	<b>1,148,020</b>	<b>8,678,732</b>	<b>14,650,359</b>	<b>14,671,885</b>	<b>14,671,885</b>	-	<b>(21,526)</b>	<b>5,993,153</b>	<b>59%</b>
<b>Classified Salaries</b>												
2100	Classified Instructional Aide Salaries	94,617	65,972	66,894	444,607	1,163,425	1,002,041	1,002,041	-	161,384	557,434	44%
2200	Classified Support Salaries	93,713	70,498	86,690	558,270	940,547	940,547	940,547	-	-	382,276	59%
2300	Classified Supervisor & Administrator Salaries	34,613	35,363	52,136	380,673	611,328	634,520	634,520	-	(23,192)	253,847	60%
2400	Classified Clerical & Office Salaries	77,279	63,222	87,850	503,253	1,098,405	1,098,405	1,077,605	20,800	20,800	574,352	47%
2900	Classified Other Salaries	8,451	11,702	1,633	40,327	162,735	107,043	107,043	-	55,692	66,716	38%
	<b>SUBTOTAL - Classified Salaries</b>	<b>308,673</b>	<b>246,756</b>	<b>295,203</b>	<b>1,927,130</b>	<b>3,976,440</b>	<b>3,782,556</b>	<b>3,761,756</b>	<b>20,800</b>	<b>214,684</b>	<b>1,834,625</b>	<b>51%</b>
<b>Employee Benefits</b>												
3100	STRS	136,460	180,720	166,203	1,185,531	2,114,047	2,117,153	2,117,153	-	(3,106)	931,622	56%
3200	PERS	38,768	30,319	42,280	242,865	457,105	438,551	435,321	3,230	21,785	192,455	56%
3300	OASDI-Medicare-Alternative	39,969	36,507	39,107	264,412	489,962	478,705	477,113	1,591	12,849	212,701	55%
3400	Health & Welfare Benefits	284,853	288,048	249,279	1,983,494	3,702,611	3,636,493	3,621,800	14,693	80,811	1,638,306	55%
3500	Unemployment Insurance	776	761	725	5,283	9,309	9,144	9,128	16	180	3,845	58%
3600	Workers Comp Insurance	16,999	16,999	33,997	152,989	186,268	201,964	201,736	228	(15,468)	48,747	76%
3700	Retiree Benefits	(200,000)	200,000	249,160	1,049,160	4,055,439	4,055,439	4,055,439	-	-	3,006,279	26%
	<b>SUBTOTAL - Employee Benefits</b>	<b>319,146</b>	<b>747,659</b>	<b>780,752</b>	<b>4,883,735</b>	<b>11,014,741</b>	<b>10,937,449</b>	<b>10,917,691</b>	<b>19,758</b>	<b>97,050</b>	<b>6,033,956</b>	<b>45%</b>
<b>Books &amp; Supplies</b>												
4100	Approved Textbooks & Core Curricula Materials	7,389	108	-	500,853	500,000	500,853	500,853	-	(853)	-	100%
4200	Books & Other Reference Material	7,735	3,377	44	50,005	42,591	49,962	50,005	(44)	(7,415)	-	100%
4300	Materials & Supplies	9,190	2,280	13,445	30,788	55,134	55,134	55,134	-	-	24,345	56%
4325	Instructional Materials & Supplies	30,788	3,902	2,760	260,343	312,263	312,263	277,263	35,000	35,000	16,920	94%
4330	Office Supplies	5,316	3,237	8,924	44,224	211,017	211,017	200,000	11,017	11,017	155,776	22%
4345	Non Instructional Student Materials & Supplies	42,548	12,743	25,438	193,215	534,527	516,745	507,745	9,000	26,781	314,530	38%
4400	Noncapitalized Equipment	6,920	35,385	63,868	558,131	670,000	670,000	595,000	75,000	75,000	36,869	94%
4710	Student Food Services	78,109	-	81,302	276,243	600,000	600,000	600,000	-	-	323,757	46%
	<b>SUBTOTAL - Books and Supplies</b>	<b>187,995</b>	<b>61,032</b>	<b>195,782</b>	<b>1,913,804</b>	<b>2,925,532</b>	<b>2,915,975</b>	<b>2,786,001</b>	<b>129,973</b>	<b>139,531</b>	<b>872,197</b>	<b>69%</b>

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

	Actual			YTD Actual YTD	Budget							
	Nov	Dec	Jan		Approved Budget v2	Previous Forecast	Current Forecast	Previous Forecast vs.	Approved Budget v2	Current	% Current	
								Current Forecast	vs. Current Forecast	Forecast Remaining	Forecast Spent	
<b>Services &amp; Other Operating Expenses</b>												
5200 Travel & Conferences	3,221	9,691	3,737	75,667	103,000	103,000	103,000	-	-	27,333	73%	
5300 Dues & Memberships	11,341	15,951	60,797	380,272	186,284	319,475	380,272	(60,797)	(193,988)	-	100%	
5400 Insurance	15,872	15,872	31,744	142,848	206,524	210,463	190,463	20,000	16,061	47,615	75%	
5500 Operations & Housekeeping	14,628	27,255	218,291	709,781	916,100	916,100	916,100	-	-	206,319	77%	
5520 Security	9,383	51,518	79,221	227,631	378,000	378,000	323,000	55,000	55,000	95,369	70%	
5605 Equipment Leases	3,394	2,948	13,459	41,258	93,644	93,644	78,644	15,000	15,000	37,386	52%	
5610 Rent	2,494	-	415	18,015	463,500	463,500	463,500	-	-	445,485	4%	
5616 Repairs and Maintenance - Computers	-	-	-	-	60,000	60,000	60,000	-	-	60,000	0%	
5631 Other Rentals, Leases and Repairs 1	14,192	4,401	675	63,793	324,981	324,981	324,981	-	-	261,188	20%	
5809 Banking Fees	10,882	1,195	8,879	28,353	64,147	64,147	64,147	-	-	35,795	44%	
5812 Business Services	1,946	17,914	34,658	104,044	204,860	204,860	204,860	-	-	100,816	51%	
5815 Consultants - Instructiona	94,361	105,201	133,621	484,766	475,033	475,033	607,166	(132,133)	(132,133)	122,400	80%	
5820 Consultants - Non Instructional - Custom 1	22,052	38,893	20,981	175,747	348,500	348,500	348,500	-	-	172,753	50%	
5824 District Oversight Fees	24,024	24,024	24,024	174,177	310,653	307,056	307,389	(334)	3,264	133,212	57%	
5830 Field Trips Expenses	29,570	16,358	21,570	116,823	309,000	309,000	309,000	-	-	192,177	38%	
5833 Fines and Penalties	326	99	461	1,214	60	753	1,214	(461)	(1,154)	-	100%	
5845 Legal Fees	13,654	5,545	11,799	58,816	250,000	250,000	250,000	-	-	191,184	24%	
5848 Licenses and Other Fees	-	-	-	22,768	45,000	45,000	45,000	-	-	22,232	51%	
5851 Marketing and Student Recruiting	-	-	-	1,890	10,609	10,609	10,609	-	-	8,719	18%	
5857 Payroll Fees	18,716	3,784	5,893	28,393	39,090	39,090	39,090	-	-	10,697	73%	
5861 Prior Yr Exp (not accrued)	-	-	-	59,938	100,000	100,000	100,000	-	-	40,062	60%	
5872 Special Education Encroachment	41,612	41,612	41,612	301,687	550,384	543,065	543,065	-	7,319	241,378	56%	
5884 Substitutes	73,353	32,383	18,952	206,241	425,000	425,000	425,000	-	-	218,759	49%	
5898 Bad Debt Expense	-	-	-	36	36	36	36	-	-	-	100%	
5900 Communications	1,501	3,787	3,748	23,002	109,000	109,000	103,000	6,000	6,000	79,998	22%	
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>	<b>406,521</b>	<b>418,431</b>	<b>734,538</b>	<b>3,447,159</b>	<b>5,973,405</b>	<b>6,100,313</b>	<b>6,198,037</b>	<b>(97,724)</b>	<b>(224,631)</b>	<b>2,750,877</b>	<b>56%</b>	
<b>Capital Outlay &amp; Depreciation</b>												
6900 Depreciation	-	86,408	14,401	100,809	750,867	750,867	568,714	182,153	182,153	467,905	18%	
<b>SUBTOTAL - Capital Outlay &amp; Depreciation</b>	<b>-</b>	<b>86,408</b>	<b>14,401</b>	<b>100,809</b>	<b>750,867</b>	<b>750,867</b>	<b>568,714</b>	<b>182,153</b>	<b>182,153</b>	<b>467,905</b>	<b>18%</b>	
<b>Other Outflows</b>												
7999 Uncategorized Expense	-	-	101	10,956	-	-	-	-	-	(10,956)		
<b>SUBTOTAL - Other Outflows</b>	<b>-</b>	<b>-</b>	<b>101</b>	<b>10,956</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(10,956)</b>		
<b>TOTAL EXPENSES</b>	<b>2,461,297</b>	<b>2,839,696</b>	<b>3,168,798</b>	<b>20,962,326</b>	<b>39,291,345</b>	<b>39,159,044</b>	<b>38,904,084</b>	<b>254,960</b>	<b>387,261</b>	<b>17,941,758</b>	<b>54%</b>	

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

	2017-18													Forecast	Remaining Balance
	Actuals & Forecast														
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Actuals	Jan Actuals	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast			
<b>Beginning Cash</b>	<b>11,084,195</b>	<b>10,744,534</b>	<b>9,220,020</b>	<b>8,005,632</b>	<b>8,737,395</b>	<b>7,681,289</b>	<b>8,809,869</b>	<b>9,155,292</b>	<b>7,757,818</b>	<b>6,725,841</b>	<b>6,959,009</b>	<b>6,018,831</b>			
<b>REVENUE</b>															
LCFF Entitlement	431,322	1,788,012	1,500,488	3,494,088	2,240,840	2,240,840	3,494,087	2,672,107	2,147,420	3,418,653	2,147,420	2,147,438	30,738,930	3,016,214	
Federal Revenue	39,781	79,562	73,113	195,042	53,675	96,933	195,772	134,028	96,917	71,917	164,184	96,917	1,441,120	143,279	
Other State Revenue	116,264	320,528	217,159	277,916	189,428	1,283,836	374,287	221,828	179,220	179,220	504,034	345,530	4,547,438	338,188	
Other Local Revenue	638,408	152,722	126,796	64,928	260,850	135,286	73,689	68,620	81,125	81,125	81,125	81,125	1,845,799	-	
Fundraising & Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>1,225,775</b>	<b>2,340,824</b>	<b>1,917,555</b>	<b>4,031,974</b>	<b>2,744,793</b>	<b>3,756,895</b>	<b>4,137,835</b>	<b>3,096,583</b>	<b>2,504,683</b>	<b>3,750,916</b>	<b>2,896,763</b>	<b>2,671,010</b>	<b>38,573,287</b>	<b>3,497,681</b>	
<b>EXPENSES</b>															
Certificated Salaries	1,217,935	1,326,718	1,234,662	1,233,025	1,238,963	1,279,409	1,148,020	753,580	1,309,893	1,309,893	1,309,893	1,309,893	14,671,885	(0)	
Classified Salaries	277,005	256,429	259,444	283,620	308,673	246,756	295,203	477,845	339,195	339,195	339,195	339,195	3,761,756	-	
Employee Benefits	733,918	750,023	713,086	839,150	319,146	747,659	780,752	862,688	868,938	849,569	1,049,569	747,752	10,917,691	1,655,439	
Books & Supplies	42,457	559,385	472,251	394,902	187,995	61,032	195,782	288,439	120,985	144,614	147,875	170,284	2,786,001	-	
Services & Other Operating Expenses	350,904	387,839	445,107	703,819	406,521	418,431	734,538	708,623	508,064	508,064	508,064	508,064	6,198,037	10,000	
Capital Outlay & Depreciation	-	-	-	-	-	86,408	14,401	278,334	47,393	47,393	47,393	47,393	568,714	-	
Other Outflows	6,378	1,959	-	2,518	-	-	101	(10,956)	-	-	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>2,628,598</b>	<b>3,282,353</b>	<b>3,124,551</b>	<b>3,457,033</b>	<b>2,461,297</b>	<b>2,839,696</b>	<b>3,168,798</b>	<b>3,358,553</b>	<b>3,194,468</b>	<b>3,198,728</b>	<b>3,401,989</b>	<b>3,122,582</b>	<b>38,904,084</b>	<b>1,665,439</b>	
<b>Operating Cash Inflow (Outflow)</b>	<b>(1,402,823)</b>	<b>(941,529)</b>	<b>(1,206,996)</b>	<b>574,941</b>	<b>283,496</b>	<b>917,199</b>	<b>969,037</b>	<b>(261,971)</b>	<b>(689,786)</b>	<b>552,188</b>	<b>(505,225)</b>	<b>(451,571)</b>	<b>(330,797)</b>	<b>1,832,242</b>	
Revenues - Prior Year Accruals	1,393,263	337,464	-	99,850	-	-	-	20,763	-	-	-	-	-	-	
Accounts Receivable - Current Year	-	28,268	1,093	(29,360)	-	-	-	-	-	-	-	-	-	-	
Other Assets	491,283	3,620	(88,573)	-	(943,548)	(87,528)	-	-	-	-	-	-	-	-	
Fixed Assets	(4,421)	(311,092)	(3,421)	(34,846)	(71,742)	(21,190)	(394,733)	(293,632)	(480,144)	(456,973)	(572,906)	(572,906)	-	-	
Due To (From)	8,407	(10,988)	20,383	(10,447)	(8,580)	2,709	(26,832)	(208,345)	-	-	-	-	-	-	
Expenses - Prior Year Accruals	(244,122)	(49,446)	(14,546)	-	-	-	-	(642,851)	-	-	-	-	-	-	
Accounts Payable - Current Year	(105,248)	(516,810)	77,672	131,624	(315,732)	317,388	(202,048)	(149,391)	-	-	-	-	-	-	
Other Liabilities	(476,000)	(64,000)	-	-	-	-	-	137,953	137,953	137,953	137,953	137,953	-	-	
<b>Ending Cash</b>	<b>10,744,534</b>	<b>9,220,020</b>	<b>8,005,632</b>	<b>8,737,395</b>	<b>7,681,289</b>	<b>8,809,869</b>	<b>9,155,292</b>	<b>7,757,818</b>	<b>6,725,841</b>	<b>6,959,009</b>	<b>6,018,831</b>	<b>5,132,306</b>			



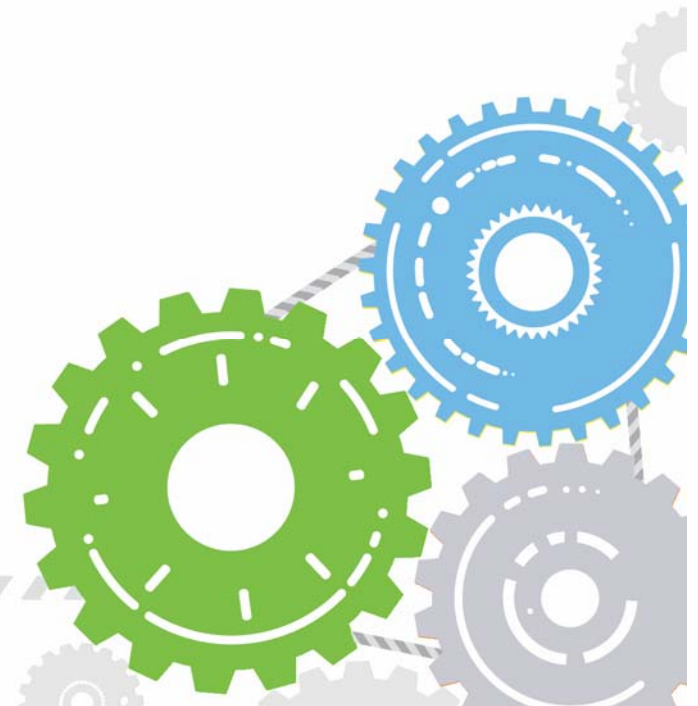
**El Camino Real Charter High School**  
**Balance Sheet**  
**As of Jan FY2018**

	<b>Jun FY2017</b>	<b>Jan FY2018</b>	<b>YTD Change</b>
<b>ASSETS</b>			
Cash Balance	11,084,195	9,155,292	(1,928,902)
Accounts Receivable	1,851,340	20,763	(1,830,577)
Prepays	491,283	-	(491,283)
Fixed Assets, Net	4,504,739	5,346,182	841,444
Investments	5,965,972	7,082,001	1,116,029
<b>TOTAL ASSETS</b>	<b>23,897,528</b>	<b>21,604,239</b>	<b>(2,293,289)</b>
<b>LIABILITIES &amp; EQUITY</b>			
Accounts Payable	950,965	643,911	(307,054)
Due to Others	233,693	208,345	(25,347)
OPEB Liability	24,320,174	24,320,174	-
Deferred Revenue	540,000	-	(540,000)
Current Loans and Other Payables	762,545	148,331	(614,214)
Beginning Net Assets	(5,955,625)	(2,909,849)	3,045,777
Net Income (Loss) to Date	3,045,777	(806,675)	(3,852,451)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>23,897,528</b>	<b>21,604,239</b>	<b>(2,293,289)</b>

# El Camino Real Charter High School Financial Update

CINDY FRANTZ & MILADA RAKIJIAN  
MARCH 15, 2018

edtec



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- 2. January 2018 Financial Update**
  - A. Enrollment & Attendance
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  - C. Budget vs Actuals
  - D. Shoup Budget
  - E. Cash Flow
  - F. Salaries & Benefits as a Percent of Revenue
  - G. Budget Development
  
- 3. Financial Exhibits**

# State Budget Update



# 2018-19 State Budget Update



**Overall, January State Budget proposal very good for K-12 education**

## LCFF

- Proposes \$3B increase to *fully fund LCFF*, two years ahead of schedule
- 100% gap closure versus previously-published 66%

## COLA

- Proposes 2.51% COLA increase, versus previous 2.15%
- COLA affects LCFF rates, as well as other programs such as Special Education and Nutrition

## One-Time Funds

- Proposes \$1.8B in one-time, discretionary funding (~\$295 / PY ADA)

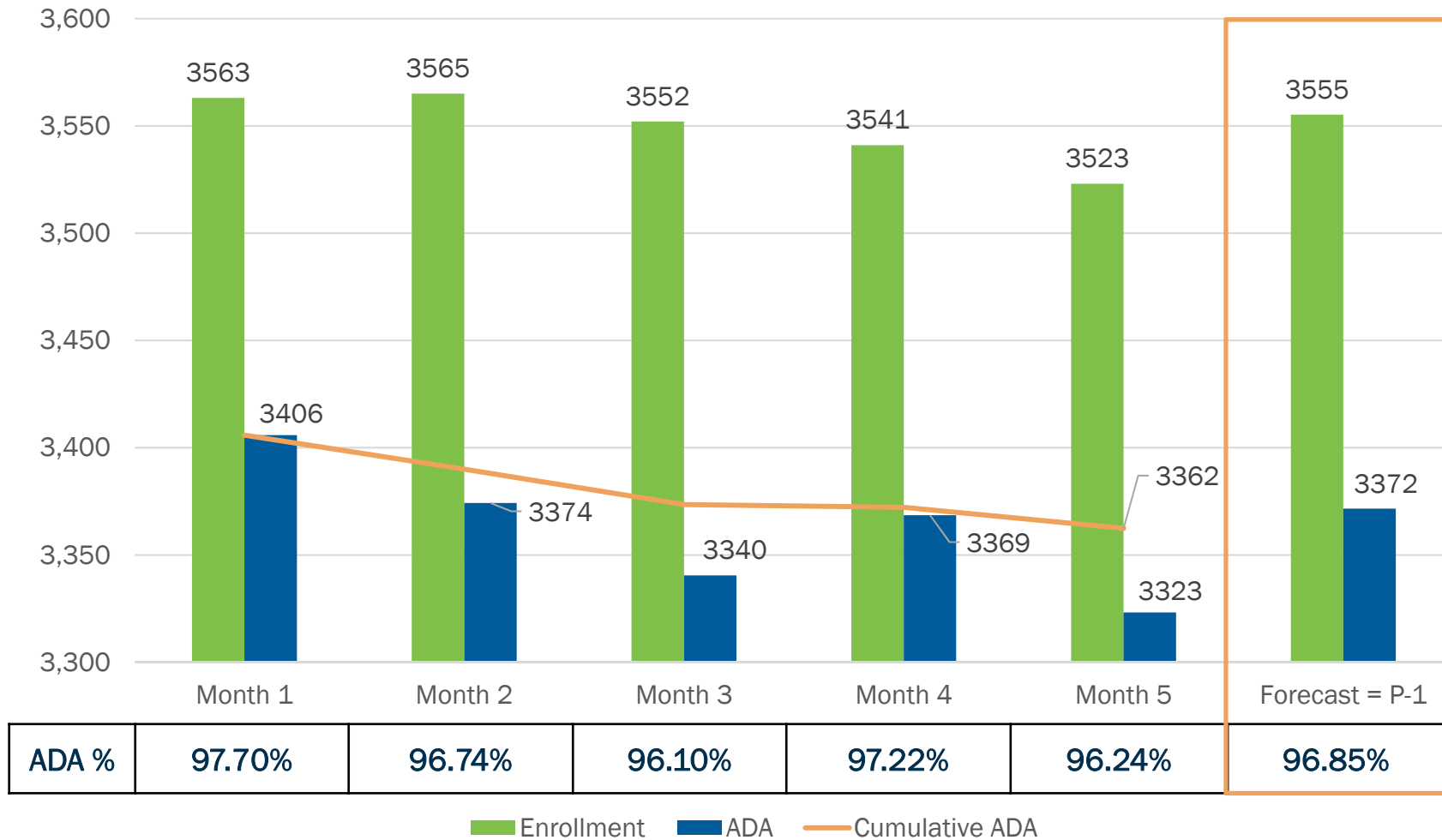
# January 2018 Financial Update



# Enrollment & Attendance



## Monthly enrollment & ADA continue to decrease



# Current – January 2018 Forecast



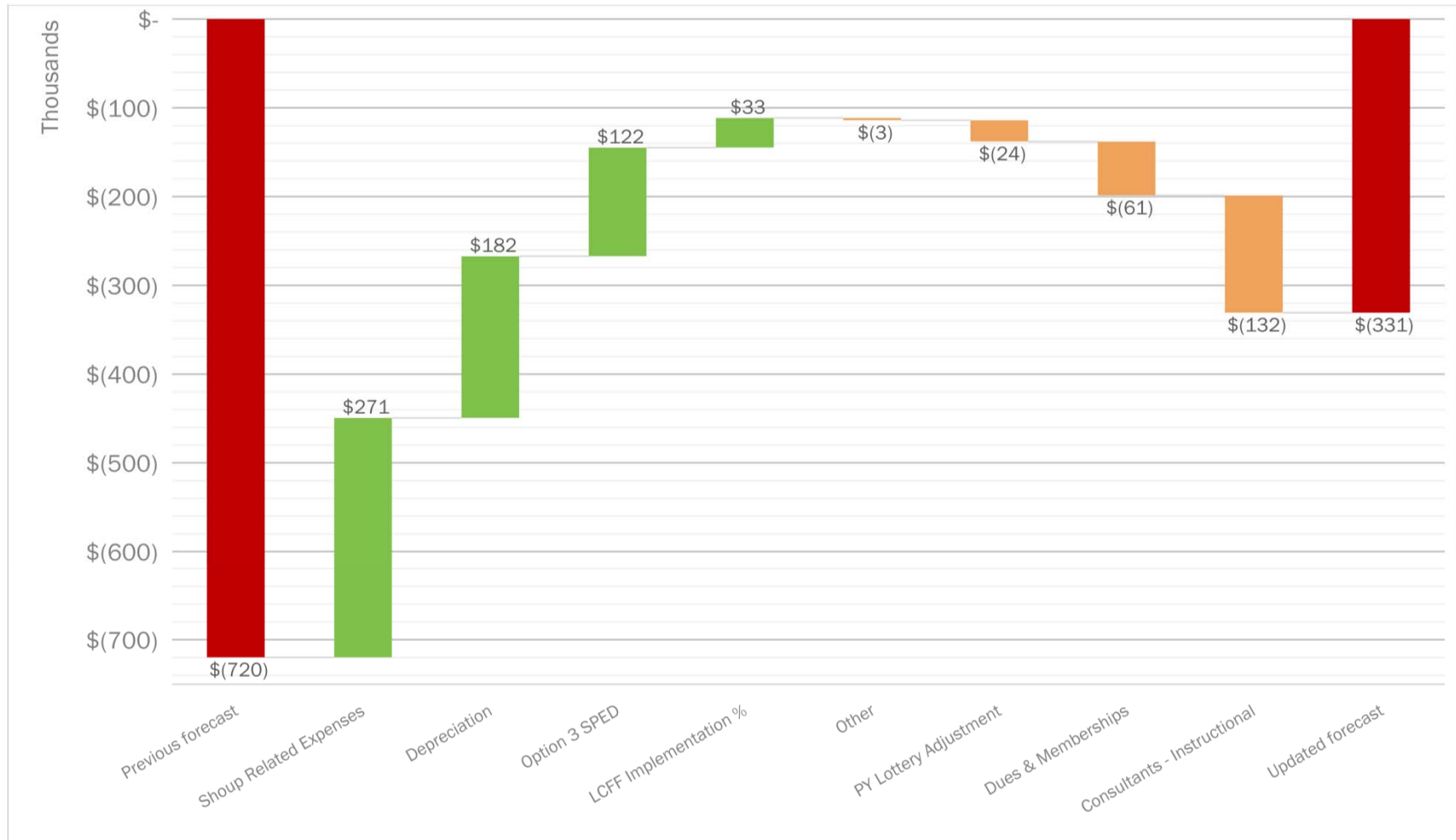
		2017/18	2017/18	2017/18	2017/18	Variance
		YTD Actuals	Reapproved Budget	Previous Dec Forecast	Current Jan Forecast	
Revenue	LCFF Entitlement	15,189,678	31,065,296	30,705,576	30,738,930	33,354
	Federal Revenue	733,877	1,449,279	1,440,383	1,441,120	737
	Other State Revenues	2,779,418	4,502,560	4,571,338	4,547,438	(23,900)
	Local Revenues	1,452,679	1,678,352	1,721,847	1,845,799	123,952
	Fundraising and Grants	-	-	-	-	-
	<b>Total Revenue</b>	<b>20,155,651</b>	<b>38,695,487</b>	<b>38,439,144</b>	<b>38,573,287</b>	<b>134,143</b>
Expenses	Comp and Benefits	15,489,597	29,641,540	29,391,890	29,351,332	40,558
	Books and Supplies	1,913,804	2,925,532	2,915,975	2,786,001	129,974
	Services and Other Ops	3,458,115	5,973,405	6,100,313	6,198,037	(97,724)
	Depreciation	100,809	750,867	750,867	568,714	182,153
	<b>Total Expenses</b>	<b>20,962,326</b>	<b>39,291,345</b>	<b>39,159,044</b>	<b>38,904,084</b>	<b>254,960</b>
	<b>Operating Income</b>	<b>(806,675)</b>	<b>(595,858)</b>	<b>(719,900)</b>	<b>(330,797)</b>	<b>389,103</b>
Fund Balance	Beginning Balance (Unaudited)		-3,201,018	-3,201,018	-3,201,018	
	Audit Adjustment			291,165	291,165	
	Operating Income		-595,858	-719,900	-330,797	
<b>Ending Fund Balance (incl. Depreciation)</b>			<b>-3,796,876</b>	<b>-3,629,753</b>	<b>-3,240,650</b>	
<b>Ending Fund Balance as % of Expenses</b>			<b>-9.66%</b>	<b>-9.27%</b>	<b>-8.33%</b>	



# 2017-18 Forecast Update



**Net income has increased by \$389K compared to previous forecast**



# Shoup Expenses



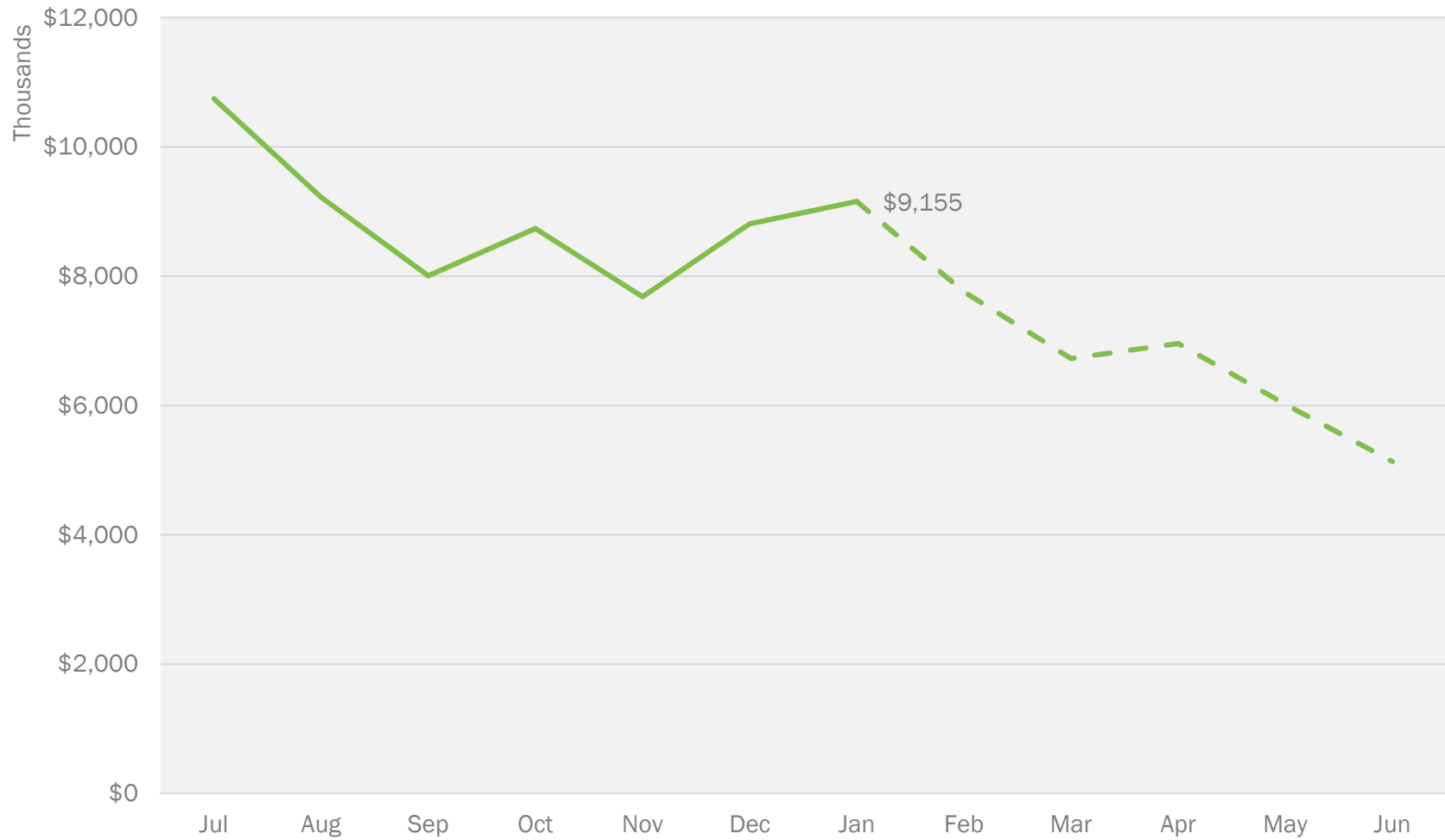
**As of Jan 2018, ECR has incurred 36% of budgeted expenses for Shoup**

EXPENSE CATEGORY	2017-18 Budget	2017-18 Revised Budget	2017-18 YTD Actuals	2017-18 Budget Balance
Salaries	200,000	-	-	-
Benefits	56,000	-	-	-
Books & Supplies	135,000	1,000	143	857
Operations & Housekeeping	307,000	50,000	26,272	23,728
Services & Other Operating Expenses	110,000	110,000	43,564	66,436
Communications	6,000	-	-	-
Capital Outlay	1,561,500	1,561,500	544,653	1,016,847
<b>TOTAL</b>	<b>2,375,500</b>	<b>1,722,500</b>	<b>614,631</b>	<b>1,107,869</b>

# 2017-18 Cash Flow



**Ending cash balance in January 2018 was \$9.155M**



# Salaries & Benefits as a Percent of Revenue



**Considerations include Lifetime Benefits liability, UTLA negotiations, and STRS/PERS/H&W rates**

	2015/16	2016/17	2017/18
	Actual	Actual	Forecast
ADA	3568	3387	3372
Total Salaries and Benefits as a % of Expense	75%	78%	75%
Salaries and Benefits per ADA	7,578	7,866	8,704
Certificated Salaries	44%	42%	38%
Classified Salaries	10%	10%	10%
Benefits	21%	25%	28%

# Financial Exhibits

[See attachment](#)



# Cover Sheet

## Update on Closing the Achievement Gap

**Section:** IV. School Business  
**Item:** A. Update on Closing the Achievement Gap  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Closing the Achievement Gap and LCAP action steps (1).pdf

**2017-18 Closing the Achievement Gap/LCAP implemented strategies:**

	<p><b>Goal 1: Develop and implement data driven and current educational research instruction for all students</b></p>	<p><b>Goal 2: Solidify a clear school-wide identity in terms of College &amp; Career Readiness</b></p>	<p><b>Goal 3: Ensure that all students receive personalized supports to succeed</b></p>	<p><b>Goal 4: Build parents' capacity as partners in supporting and monitoring their child's education progress</b></p>
<p><b>August:</b></p>	<p><u>Late Start Wed. include: Develop, create, and maintain curricular maps by each department and ensure clear definition of this process so that all stakeholders begin to share the same vocabulary</u></p> <p><u>Train staff on systematic diagnostic assessment to inform instruction through the use of consistent data:</u></p> <p><i>MAP Teacher training has started in half day PD's and late start Wed.</i></p>	<p><u>Continue to provide support to the AVID program:</u> <i>Increased College tutors, expanded program to include another 9<sup>th</sup> grade section and a new English teacher to the elective class.</i></p> <p><i>New coordinator has developed thematic lessons and literacy workshops at lunch for the AVID staff. for all the core AVID teachers</i></p> <p><u>Expand student access to AP classes (becoming more proactive about supporting more students regardless of level and increase the number of students in higher level classes:</u></p>	<p><u>Implementation of Ellevation web-based SIS program for EL data analysis and instruction:</u> <i>data migration has begun</i></p> <p><u>Provide technology based literacy intervention programs to assist underperforming students including computer tablets for Title I, foster youth and EL students—</u> <i>letters and emails have been sent home to all families that qualify. Flyers have also been placed around school stating the benefits/perks and information has been included for the weekly newsletters.</i></p> <p><u>Expand AP Preparation to include skills based AP Bridge program over the</u></p>	<p><u>Publicize and reinforce the Aeries portal as a tool for parent-teacher communication and information sharing tied to student performance on classroom assessments:</u> <i>August workshop was offered and well attended</i></p> <p><u>Present 1 school wide event that provides workshops on a variety of topics tied to student achievement; encompass student support services, college, curricular, and community presentations to inform parents about the various resources available to ensure student success-</u> <i>August community event was held for all new</i></p>

		<p>Implemented 2 AP Capstone classes</p>	<p><u>summer:</u>  <i>Summer of 2017, 25 students participated in the AP Bridge program and received 5 credits</i></p> <p><u>Continue to offer Summer School focused on credit recovery with priority given to FRPM and EL students:</u>  <i>Summer 2017 986 students enrolled. 834 out of 986 passed with a "D" or better, that's an 85% passing rate.</i></p> <p><u>Expanded College tutor to all 9<sup>th</sup> grade:</u>  <i>All students in the College and Career class have started the Tutorial-AVID Research based strategy. ( 70% of the 9<sup>th</sup> grade class have this class for one semester)</i></p> <p><u>Provide alternative school options, incorporating traditional and independent study programs during the traditional day schedule that allow students to make up credits taking</u></p>	<p><i>students to ECRCHS. Well attended RISE, parent group for TVN and BSU: Hosted a summer workshop included Aeris, and college readiness. Fair attendance, great information. Process and outreach has begun to Create a parent advisory committee to recruit parents to various groups (such as School Site Council, English Language Advisory Committee, and School Advisory Committee (SAC) Title I.</i></p>
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			<p><u>into consideration</u>  <u>emotional and maturity</u>  <u>level of the student:</u>  <i>Ongoing throughout the year:</i></p>	
<p><b>September:</b></p>	<p><u>Implement systematic diagnostic assessment to inform instruction through the use of consistent data</u>  <i>MAP has been implemented school-wide, data along with progress reports is being utilized to after school support classes for Algebra, Geometry, and English 9 and 10.</i></p> <p><u>Create common formative assessments in each academic course to measure student mastery of standards that embody-work in progress:</u>                  Some departments have finalized CFA, others are still in progress. Late Start has allowed some time for this.</p>	<p><u>Develop math support classes:</u>                  Students have been identified by both grades and Map for after school support classes. 2.5 credits for 8 weeks/ 30 hours total, to start Oct 16<sup>th</sup></p> <p><u>Explore a portfolio of College &amp; Career Readiness for graduation (including career aspirations/goals, resume, letters of recommendation, samples of exemplary work, etc. via Naviance:</u>  <i>College Counselors are working on a four year plan for Naviance. There will be one content per grade level that will infuse Naviance into their curriculum.</i></p>	<p><u>Implementation of Ellevation web-based SIS program for EL data analysis and instruction— EL Coach and EL coordinator are now processing data for counselors and teachers to write literacy goals for each EL student.</u></p> <p><u>Expand intervention services during after school hours to students of all grades requiring additional support</u>  <i>Process has started with focus on 9<sup>th</sup> graders and EL students who have a D or Fail in any class every 3 weeks. Parents and students will be contacted through emails with follow up by assigned counselors.</i></p>	<p><u>Parent Advisory Committees:</u>  <i>English Language Advisory Committee, ELAC: meets once a month on the last Wednesday in the Library. RISE parent group for African American: meets once a month on the last Monday in the Parent Center, School Site Council will meet about 6-8 times throughout the year on the second Tuesday of the month.</i></p> <p><u>Parent Support/Education Night:</u>  <i>Approximately 8 times throughout the year, One of our ECR parents and a teacher from Alt Ed will provide an education night focusing on children with depression, anxiety, and other mental health issues. Speakers will be</i></p>

	<p><u>Provide EL support to core academic teachers to help EL students access CCSS and ELD standards:</u>  <i>Two tutors have been hired, Spanish and Farsi speaking to work in the Sheltered US History class. EL Coach is working with EL coordinator to establish academic goals for EL students through Ellevation and content teachers.</i></p>		<p><u>Refer targeted students to outside support programs:</u>  <i>Tarzana Drug Education and Our House has started The Village Nation: Get weekly grades by grade level, 2 or more Fails Student and Parent contact is made: Focus on tutoring, Aeries, extended counselor hours And straight A's get a call too. Our House has been contacted to start a grief group for students</i></p> <p><u>Provide technology based literacy intervention programs to assist underperforming students including computer tablets for Title I, foster youth and EL students—</u>  <i>20 students so far have taken advantage.</i></p> <p><u>Expand intervention services during after school hours to students of all grades requiring additional support, including online courses, credit recovery, and</u></p>	<p><i>provided along with community resources.</i></p> <p><u>Develop standardized curriculum for Summer Bridge Program and effectiveness for incoming 9<sup>th</sup> graders:</u>  <i>Students attending 2017-18 Bridge program have ben flagged in Aeries and monitored.</i></p>
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			<p><u>targeted tutoring and study skills classes:</u>  <i>Sat school has started for Alt Ed, Support classes for algebra, Geometry, and 9<sup>th</sup> and 10<sup>th</sup> English are being established based on Map scores and Grades school wide, to start Oct 9<sup>th</sup></i></p> <p><u>Provide diagnostic testing for incoming 9<sup>th</sup> graders to aid in correct placement consistent with skill and ability level to support differentiation:</u>  <i>Math skills were assessed during the first couple weeks of school to determine the correct level. Measureable Academic Progress or MAP was administered for skill based assessment for all teachers to utilize.</i></p>	
<p><b>October:</b></p>	<p><u>Provide training on the use of common rubrics to assess student work</u></p>	<p><u>Flag all students in Aeries as identified by AP Potential, with a focus on</u></p>	<p><u>Expand intervention services during after school hours to students</u></p>	<p><u>Parent Support/Education Night:</u>  <i>Wed. October 4<sup>th</sup>, ECR</i></p>

	<p><u>Provide training on analyzing and using both summative (namely SBAC) and formative assessment data including assessment resources and tools:</u>  <i>2016-17 scores have been released and charted for faculty along with comparison data.</i></p>	<p><u>Latino and African American students, to encourage them to take AP classes</u></p> <p>Explore a portfolio of <u>College &amp; Career Readiness for graduation (including career aspirations/goals, resume, letters of recommendation, samples of exemplary work, etc. via Naviance:</u>  <i>College counselors trained (the grade CCR and Health teachers to establish Naviance requirements for 9<sup>th</sup> grade, on Oct 4<sup>th</sup> and have visited their classrooms.</i></p> <p><u>Continue to fund 9<sup>th</sup> – 11<sup>th</sup> grade PSAT and monitor scores:</u>  <i>School wide PSAT was given Oct 11<sup>th</sup> for 9-11<sup>th</sup> graders</i></p>	<p><u>of all grades requiring additional support, including online courses, credit recovery, and targeted tutoring and study skills classes:</u>  <i>Sat school has started for Alt Ed, Support classes for algebra, Geometry, and 9<sup>th</sup> and 10<sup>th</sup> English has been established based on Map scores and Grades school wide, started Oct 9<sup>th</sup>(M,W,Th) end Dec 10<sup>th</sup></i></p>	<p><i>Parents for Mental Health awareness presented the first of a series of meetings to bring a greater awareness and education on the mental health issues facing our children. Oct 4<sup>th</sup> was Teen Depression and Suicide Prevention.</i></p>
<p><b>November:</b></p>	<p><u>Provide EL support to core academic teachers to help EL students access CCSS and ELD standards:</u></p>		<p><u>Expand the role of The Village Nation and Black Student Union to include collaborative partnerships</u></p>	

	<p><i>EL Coach has visited most of the new teachers and some veteran teachers to assess their needs. She has signed up for additional coaching training to meet the needs of our teachers with regards to the EL students.</i></p> <p><u>Provide training and collaboration time to ensure common faculty understanding about the CCSS, curricular maps, common assessments, and academic vocabulary:</u></p> <p><i>Late Start Wed. has provided the time to complete the curricular maps and CFAs</i></p>		<p><u>with other support programs while offering College and Career Readiness training which may include assemblies, field trips and guest speakers.:</u></p> <p><i>TVN has provided assemblies for the AA students along with all 9<sup>th</sup> and 10<sup>th</sup> grade ECR students. These assemblies focused on:</i></p> <p><i>Goal setting, improving current grades, what College readiness is (A-G and SAT/ACT) Field trip to Colleges and College fairs.</i></p> <p><u>Create a parent advisory committee to recruit parents to various groups (such as School Site Council, English Language Advisory Committee, and School Advisory Committee:</u></p> <p><i>SSC has been established and has set meeting times throughout the school year. One focus will be reaching out to parents as partners.</i></p>	
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<p><b>December:</b></p>	<p><u>Provide EL support to core academic teachers to help EL students access CCSS and ELD standards:</u>  <i>EL Coach has made plans to co-teach with some of the teachers in order to meet the needs of our teachers with regards to the EL students.</i></p> <p><u>Provide training and collaboration time to ensure common faculty understanding about the CCSS, curricular maps, common assessments, and academic vocabulary:</u>  <i>Department Chairs report that curricular maps are complete and CFA's have been given but need more time to analyze the Data.</i></p>	<p><u>Flag all students in Aeries as identified by AP Potential, with a focus on Latino and African American students, to encourage them to take AP classes:</u>  <i>It was determined that instead of flagging the students in Aeries, letters were generated for each student with a list of all the classes the student showed potential in. Some students had a list of 6 or more classes. Letters were mailed home and a hard copy was given to the counselors for them to contact to students and encourage AP classes for the Fall 2018.</i></p> <p><u>Develop math support classes:</u>  <i>9<sup>th</sup> grade students who receive a Fail on the 20 week in Algebra and 10<sup>th</sup> grade students who receive a Fail in Geometry will be placed in a period 7 math support class.</i></p>	<p><u>Restructure Intervention Coordinator position:</u>  <i>Intervention Coordinator position was flown, see attachment, candidates will be interviewed and chosen for Spring semester.</i></p> <p><u>Re-establish support program for Latino students to include College and Career Readiness training which may include assemblies, field trips and guest speakers. Continue the club La Familia as social, cultural, academic and community support for Latino students and their families.</u>  <i>Coordinator has been chosen and will begin Spring 2018.</i></p> <p><u>Develop a Latino student support program and use The Village Nation to enhance parent/family linkages to school activities, programs, and services.</u>  <i>Latino Support program is</i></p>	
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			<p><i>in place and will collaborate The Village Nation to enhance parent/family linkages to school activities, programs, and services. Full development will begin Jan 2018.</i></p>	
<p><b>January:</b></p>	<p><u>Provide EL support to core academic teachers to help EL students access CCSS and ELD standards:</u>  <i>EL Coach will be attending a week long session on Intensive coaching in Kansas to hon her skills in working with teachers and students for ELD purposes.</i></p>	<p><u>Continue current math support classes</u>  <i>Period 7 math classes were developed and implemented for students who failed Algebra and Geometry in the Fall.</i></p>		
<p><b>February:</b></p>	<p><u>Provide training and collaboration time to ensure common faculty understanding about the CCSS, curricular maps, common assessments, and academic vocabulary</u></p> <p><u>Develop, create, and maintain curricular maps by each department and ensure clear definition of this process so that all</u></p>	<p><u>Explore the possibility of enhancing the rigor for the 9<sup>th</sup> grade year</u></p> <p><i>AVID created two Inquiry Showcases (October 17 and April 10) that are organized thematically around Inquiry themes: "LA Stories," "The Role of Mentors," "Justice for All" and "Problem Solvers". Each teacher</i></p>	<p><u>Provide technology based literacy intervention programs to assist underperforming students including computer tablets for Title I, foster youth and EL students</u>  <i>Students are continuing to receive tablets and have access to printers at no charge.</i></p> <p><u>Expand intervention</u></p>	<p><u>Present 1 school wide event that provides workshops on a variety of topics tied to student achievement; encompass student support services, college, curricular, and community presentations to inform parents about the various resources available to ensure student success</u></p>

	<p><u>stakeholders begin to share the same vocabulary</u></p> <p><u>Create common formative assessments in each academic course to measure student mastery of standards that embody CCSS focus on depth of knowledge (DOK) and priority standards</u></p> <p><u>Implement systematic diagnostic assessment at multiple points throughout the school calendar (i.e. Fall, Winter, and Spring) to inform instruction through the use of consistent data</u></p> <p><i>All above LCAP Action Steps under Goal One have been implemented through Late Start Wednesdays. Teachers are now able to utilize Late Start to review data and adjust student learning. MAP round 2 has been completed with new data ready to review.</i></p>	<p><i>designs structured inquiry projects that develop as a result of student curiosity and research investigation. 9th-graders learn about peer modeling, advanced research investigation, public speaking with a real audience, and making interdisciplinary connections connections. AVID English teachers devised a common writing prompt to use as a mid-year diagnostic. By aligning expectations for writing targets (Organization, Evidence and Support, etc.), we will have guide posts for where students are and where they need to be. By sharing this data with the entire team, we address Write to Learn and develop a common vocabulary for discussing writing as early as 9th grade.</i></p> <p><u>Expand student access to AP classes (becoming more proactive about</u></p>	<p><u>services during after school hours to students of all grades requiring additional support, including online courses, credit recovery, and targeted tutoring and study skills classes</u></p> <p><i>Current after school academic supports: 3 Geometry and 1 Algebra class, 1 English class for EL students, Online classes for all subjects except Science, Math tutoring in all levels and 1 Study Skills class.</i></p> <p><u>Expand the role of The Village Nation and Black Student Union to include collaborative partnerships with other support programs while offering College and Career Readiness training which may include assemblies, field trips and guest speakers.</u></p> <p><i>Here is a partial list of what Village Nation and BSU have completed this year:</i></p> <p><i>Weekly BSU meetings with</i></p>	<p><i>2/1/AP EXPO Night-Optional Parent Workshops – 6-6:45 (One offered in Spanish, one offered by a panel of AP students, one offered on A-G by academic counselors, on on unlocking the Genius, etc.)</i></p> <p><i>Booth Style Open by AP Class – 7-7:45 (Parents can get information on specific AP classes from teachers or talk to counselors about general AP classes)</i></p> <p><u>Develop a Latino student support program and use The Village Nation to enhance parent/family linkages to school activities, programs, and services</u></p> <p><i>RISE Parent Group: Summer Summit, and currently planning another Parent Summit for 2/24 emphasis on Aeries, A-G, SAT and ACT ELAC/Bilingual Literacy Parent Group have been invited to Summit in Feb.</i></p>
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		<p><u>supporting more students regardless of level and increase the number of students in higher level classes)</u></p> <p><i>2/1/AP EXPO Night- Optional Parent Workshops – 6-6:45 (One offered in Spanish, one offered by a panel of AP students, one offered on A-G by academic counselors, on on unlocking the Genius, etc.)</i></p> <p><i>Booth Style Open by AP Class – 7-7:45 (Parents can get information on specific AP classes from teachers or talk to counselors about general AP classes)</i></p>	<p><i>an active student cabinet, with:</i></p> <p><i>BSU movie night, game night, ice cream fundraiser, the study night designed to improve student performance, food drive for Canoga Park Family Rescue Center, toy drive for LA Fire Department.</i></p> <p><i>RISE Parent Group:</i></p> <p><i>Summer Summit, and currently planning another Parent Summit for 2/24 emphasis on Aeries, A-G, SAT and ACT</i></p> <p><i>2/1 AP Expos ---Unlocking the Genius –speaking to parents</i></p> <p><i>Various weekend field trips to colleges designed to encourage Black students to gain higher education.</i></p> <p><i>Sat 1/27<sup>th</sup> going to UCSB – TVN sponsored Greeted By UCSB BSU with Q &amp; A panel</i></p> <p><i>Sat 2/10<sup>th</sup> Black Expos LA</i></p>	<p><i>Intervention meetings are held each week with Sub group coordinators and Intervention coordinators to plan activities, parent/family nights and school services.</i></p>
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			<p><i>Convention Center with performances from College Step Teams</i></p> <p><i>2/15—Black Heritage – period 1schoolwide, second period for AA and emphasize SBAC ---</i></p> <p><u>Continue Foster Youth/Homeless outreach to parent/foster guardians and group home agencies with informational meetings, input, communications and relationship building to insure student support. Foster Youth/Homeless Coordinator will work collaboratively with counseling staff to provide AB 167/216/1806 transcript evaluation, course placement, advisement and support.</u></p> <p><i>Ms. Gold our coordinator for this program continues to meet with this subgroup and provide bus passes, tablets, and any resources needed for academic success.</i></p>	
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<p><b>March:</b></p>	<p><u>Provide training on current research based instructional practice and curriculum with resources, tools, and observation checks by administration, instructional coaches, and department chairs</u></p> <p><i>Late Start Wednesday continue to allow for collaborative time and training for Instructional practice.</i></p> <p><i>Canvas training has been included one Wednesday a month.</i></p>	<p><u>Explore a portfolio of College &amp; Career Readiness for graduation (including career aspirations/goals, resume, letters of recommendation, samples of exemplary work, etc. via Naviance</u></p> <p><i>College Counselors have met with College and Career Readiness teachers each semester. The collaboration includes updating, developing and planning lessons for high school and college aspirations/goals, resume, letters of recommendation, samples of exemplary work, etc. via Naviance</i></p> <p><u>Continue current math support classes</u></p> <p><i>Finished the first round of period 7 ESL English support and Algebra and Geometry help.</i></p> <p><i>10 week grades were not available at the time of this report. 5 week grades</i></p>	<p><u>Provide support to Latino and African American students taking AP courses, including, but not limited to parent outreach, academic support, and materials</u></p> <p><i>Jan and Feb Parent meetings for Bilingual and RISE included information On AP courses. AP teachers were present for discussion and encouragement.</i></p> <p><i>Workshop at the Rise Parent Summit included college readiness: AP courses, and A-G vs Graduation courses</i></p> <p><i>March students and parents went to the LAUSD event at Taft Educational Summit attending College Workshops</i></p> <p><u>Provide alternative school options, incorporating traditional and independent study .....</u></p> <p><i>Independent Study enrollment is currently at</i></p>	<p><u>Develop a Latino student support program and use The Village Nation to enhance parent/family linkages to school activities, programs, and services.</u></p> <p><i>Intervention team: Latino and African American Coordinator, 2 Intervention Coordinators, Ms. Ring, Mr. Hussey and Ms. Bero continue to meet each week. Discussions center around student achievement for each subgroup. TVN resources are shared to parent/family connection to school, motivate students to engage in school and homework through club discussions, speakers, and college field trips</i></p> <p><i>RISE and Bilingual parents will be calling families to stress the importance of our SBAC scores and encourage their children to do their best.</i></p>
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		<p><i>showed a marked improvement in the ESL English grades (no Fails) while Math had about 5 C's mostly D's and Fails, but higher percentiles than the Fall 2017.</i></p> <p><i>Second 9 week class will begin April 9<sup>th</sup>.</i></p>	<p><i>125, a third teacher has been added. (Teacher student ration in IS is 33:1)</i></p> <p><u>Re-establish support program for Latino students to include College and Career Readiness training which may include assemblies, field trips and guest speakers. Continue the club La Familia as social, cultural, academic and community support for Latino students and their families.</u></p> <p><i>Bilingual Parent Group continues to meet on the last Wednesday of the month. The Hispanic and Intervention coordinators have attended each meeting this semester La Familia club continues to meet at lunch as well.</i></p>	<p><u>Parent Support/Education Night:</u></p> <p><i>ECR Parents for Mental Health awareness have continued to present the speakers and topics that bring a greater awareness and education on the mental health issues facing our children. February's focus: Sexual Orientation, March's focus: Depression and Anxiety</i></p>
<b>April:</b>				
<b>May:</b>				
<b>June:</b>				

# Cover Sheet

## Review and Vote on Auditor for 2017-2018 Audit Report

**Section:** IV. School Business  
**Item:** B. Review and Vote on Auditor for 2017-2018 Audit Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** CLA Audit Engagement Letter - 2 year.pdf  
CLA Audit Engagement Letter.pdf



CliftonLarsonAllen LLP  
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March 12, 2018

Board of Directors  
El Camino Real Charter High School  
c/o Daniel H. Chang  
5440 Valley Circle Blvd.  
Woodland Hills, CA 91367

Dear Members of the Board:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for El Camino Real Charter High School (“you,” “your,” or “the entity”) for the year ended June 30, 2018, with an option to extend for an additional one fiscal year through June 30, 2019.

Wade McMullen is responsible for the performance of the audit engagement.

#### **Audit services**

We will audit the financial statements of El Camino Real Charter High School, which comprise the statement of financial position as of June 30, 2018, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements. We will also evaluate and report on the presentation of the supplementary information accompanying the financial statements in relation to the financial statements as a whole.

We will also evaluate and report on the presentation of the following supplementary information accompanying the financial statements in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal Awards
2. Local Education Agency Organization Structure
3. Schedule of Instructional Time
4. Schedule of Average Daily Attendance
5. Reconciliation of Annual financial Report with Audited Financial Statements
6. Notes to Supplementary Information

#### **Nonaudit services**

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, and related notes.
- Preparation of adjusting journal entries.



- Preparation of informational tax returns

### **Audit objectives**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.
- Reporting on internal control over compliance related to state programs and expressing an opinion (or disclaimer of opinion) on compliance with the laws and regulations of the state programs in accordance with the requirements of the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. We cannot provide assurance that unmodified opinions will be

expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinion on the financial statements or the single audit compliance opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

We will also issue a written report on State Compliance upon completion of our audit.

### **Auditor responsibilities, procedures, and limitations**

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements and compliance in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant



to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

### **Management responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

March 12, 2018

El Camino Real Charter High School

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You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate,

incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Responsibilities and limitations related to nonaudit services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements and schedule of expenditures of federal awards is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and schedule of expenditures of federal awards.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

### **Use of financial statements**

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

#### **Engagement administration and other matters**

We expect to begin our audit on approximately April 2018.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness

and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the cognizant agency, oversight agency for audit, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

*Government Auditing Standards* require that we make our most recent external peer review report publicly available. The report is posted on our website at [www.CLAconnect.com/Aboutus/](http://www.CLAconnect.com/Aboutus/).

### **Mediation**

Any disagreement, controversy, or claim (“Dispute”) that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice (“Mediation Notice”) to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

### **Time limitation**

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months (“Limitation Period”) after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

## **Fees**

Our fees for these services will be based on the time involved and the degree of responsibility and skills required, plus expenses including internal and administrative charges. For the fiscal year through June 30, 2018, the fees should approximate \$13,950 for the audit engagement, and \$550 for entering the information in the Data Collection Form SF-SAC and creating the single audit reporting package. Fees for the preparation of federal and state tax return set are estimated to be \$1,550 with additional expenses estimated to be \$125. For the fiscal year through June 30, 2019, the fees should approximate \$14,230 for the audit engagement, and \$550 for entering the information in the Data Collection Form SF-SAC and creating the single audit reporting package. Fees for the preparation of federal and state tax return set are estimated to be \$1,580 with additional expenses estimated to be \$125. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

### ***Changes in accounting and audit standards***

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

### ***Other fees***

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

### ***Finance charges and collection expenses***

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

## **Consent**

### ***Consent to use financial information***

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your



March 12, 2018  
El Camino Real Charter High School  
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acceptance of this engagement letter will serve as your consent to use of El Camino Real Charter High School's information in these cost comparison, performance indicator, and/or benchmarking reports.

**Subcontractors**

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

**Agreement**

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return a copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

**CliftonLarsonAllen LLP**



Wade McMullen, CPA  
Principal  
626-857-7300  
Wade.mcmullen@CLAconnect.com

**Response:**

This letter correctly sets forth the understanding of El Camino Real Charter High School.

Authorized signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



CliftonLarsonAllen LLP  
2210 East Route 66  
Glendora, CA 91740  
626-857-7300 | fax 626-857-7302  
CLAconnect.com

February 15, 2018

Board of Directors  
El Camino Real Charter High School  
c/o Daniel H. Chang  
5440 Valley Circle Blvd.  
Woodland Hills, CA 91367

Dear Members of the Board:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for El Camino Real Charter High School ("you," "your," or "the entity") for the year ended June 30, 2018.

Wade McMullen is responsible for the performance of the audit engagement.

#### **Audit services**

We will audit the financial statements of El Camino Real Charter High School, which comprise the statement of financial position as of June 30, 2018, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements. We will also evaluate and report on the presentation of the supplementary information accompanying the financial statements in relation to the financial statements as a whole.

We will also evaluate and report on the presentation of the following supplementary information accompanying the financial statements in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal Awards
2. Local Education Agency Organization Structure
3. Schedule of Instructional Time
4. Schedule of Average Daily Attendance
5. Reconciliation of Annual financial Report with Audited Financial Statements
6. Notes to Supplementary Information

#### **Nonaudit services**

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, and related notes.
- Preparation of adjusting journal entries.



- Preparation of informational tax returns

### **Audit objectives**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.
- Reporting on internal control over compliance related to state programs and expressing an opinion (or disclaimer of opinion) on compliance with the laws and regulations of the state programs in accordance with the requirements of the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. We cannot provide assurance that unmodified opinions will be

expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinion on the financial statements or the single audit compliance opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

We will also issue a written report on State Compliance upon completion of our audit.

### **Auditor responsibilities, procedures, and limitations**

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements and compliance in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant

to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

### **Management responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate,

incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

#### **Responsibilities and limitations related to nonaudit services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements and schedule of expenditures of federal awards is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and schedule of expenditures of federal awards.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

#### **Use of financial statements**

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.



If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

#### **Engagement administration and other matters**

We expect to begin our audit on approximately April 2018.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness

and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the cognizant agency, oversight agency for audit, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

*Government Auditing Standards* require that we make our most recent external peer review report publicly available. The report is posted on our website at [www.CLAconnect.com/Aboutus/](http://www.CLAconnect.com/Aboutus/).

### **Mediation**

Any disagreement, controversy, or claim (“Dispute”) that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice (“Mediation Notice”) to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

### **Time limitation**

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months (“Limitation Period”) after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

## **Fees**

Our fees for these services will be based on the time involved and the degree of responsibility and skills required, plus expenses including internal and administrative charges. The fees should approximate \$13,950 for the audit engagement, and \$550 for entering the information in the Data Collection Form SF-SAC and creating the single audit reporting package. Fees for the preparation of federal and state tax return set are estimated to be \$1,550 with additional expenses estimated to be \$125. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

### ***Changes in accounting and audit standards***

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

### ***Other fees***

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

### ***Finance charges and collection expenses***

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

## **Consent**

### ***Consent to use financial information***

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of El Camino Real Charter High School's information in these cost comparison, performance indicator, and/or benchmarking reports.

February 15, 2018  
El Camino Real Charter High School  
Page 12

**Subcontractors**

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

**Agreement**

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return a copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

**CliftonLarsonAllen LLP**



Wade McMullen, CPA  
Principal  
626-857-7300  
Wade.mcmullen@CLAconnect.com

**Response:**

This letter correctly sets forth the understanding of El Camino Real Charter High School.

Authorized signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Cover Sheet

## Discuss and Vote on Canvas Contract

**Section:** IV. School Business  
**Item:** D. Discuss and Vote on Canvas Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Instructure Canvas LMS.pdf

# INSTRUCTURE

## Services Order Form

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order #: Q-44070-4  
 Date: 1/22/2018  
 Offer Valid Through: 3/31/2018

### Order Form For El Camino Real Charter HS

Address: 5440 Valley Circle Blvd  
 City: Woodland Hills  
 State/Province: California  
 Zip/Postal Code: 91367  
 Country: United States

**Order Information**  
 Billing Frequency: Annual Upfront  
 Payment Terms:

#### Billing Contact

#### Primary Contact

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Name: David Hussey  
 Email: d.hussey@ecrchs.net  
 Phone: 818.595.7500

#### Year 1

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	7/1/2018	6/30/2019	User	3,650	USD 5.25	USD 19,162.50
24x7 Tier 1 Support (Faculty Only)	7/1/2018	6/30/2019	30% of Subscription (Minimums Apply)	1	USD 5,748.75	USD 5,748.75
Recurring Sub-Total						USD 24,911.25
Standard Implementation			Per Implementation	1	USD 0.00	USD 0.00
Non-Recurring Sub-Total						USD 0.00
Year 1 Total						USD 24,911.25

#### Year 2

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	7/1/2019	6/30/2020	User	3,650	USD 5.25	USD 19,162.50
Recurring Sub-Total						USD 19,162.50
Year 2 Total						USD 19,162.50

#### Year 3

Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	7/1/2020	6/30/2021	User	3,650	USD 5.25	USD 19,162.50

Description	Start Date	End Date	Metric	Qty	Price	Amount
Recurring Sub-Total						USD 19,162.50
Year 3 Total						USD 19,162.50
<b>Grand Total:</b>						USD 63,236.25

Deliverable	Description	Expiration
Canvas Implementation	<p>As needed, your implementation will include the following:</p> <p>Expertise and best practices on any SIS import and automation work with Canvas. This includes access to API documentation and consulting with client resources on the client initiated strategy.</p> <p>Assistance in configuring and testing authentication integration for currently supported technologies including LDAP, SAML, and CAS. Instructure will take a consultant role on the effort and guide client resources to complete the integration.</p> <p>Through the Theme Editor, branding for Canvas including application of a color scheme and logos for the top navigation and login page.</p> <p>Access to guides, public courses, and best practices documentation.</p> <p>Documented best practices for driving high Canvas adoption and usage.</p>	N/A
Data Provisioning for Canvas Instance	<p>Your Implementation Consultant (IC) will provide expertise and best practices regarding data provisioning for your Canvas instance. This includes consultation for manual UI management, SIS imports, and any available SIS integrations, including grade pass back. Access to relevant Community guides and API documentation will be provided.</p> <p>Your IC will also discuss and execute a remapping plan if you are switching Student Information Systems and remapping within Canvas is necessary.</p>	12 Months

The items above must be completed during the time period beginning on the Effective Date and ending pursuant to the timeframe set forth in the Expiration column above.

Subscription	Metric	Description
Canvas	User	Canvas K-12 subscription based on the number of full-time or part-time users (students, teachers, administrators) per year.

**Duration:** Instructure may begin providing the services on the later of: (i) ninety (90) days prior to the earliest start date; or (ii) the date of the last signature on this Order Form ("Effective Date"). Notwithstanding the foregoing, any third-party content purchased under this order form will be made available on the applicable start date listed above.

**Miscellaneous:** In connection with certain services, Instructure shall provide Customer access to its application-programming interface ("API") for no additional fee. Usage and access to the API will be subject to the Instructure API Policy, as may be updated by Instructure from time to time.

Instructure's support terms can be found at:  
 Canvas & Catalog: <http://www.canvaslms.com/policies/support-terms>  
 Bridge: <https://www.getbridge.com/support-terms>

Instructure's API policies can be found at:  
 Canvas: <https://www.canvaslms.com/policies/api-policy>



PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?  Please Enter (Yes or No): _____ If yes, please enter PO Number: _____	Check here if your company is tax exempt: _____ <i>Please email any/all exemption certifications to ar@instructure.com.</i>

By executing this Order Form, each party agrees to be legally bound by this Order Form and the applicable terms and conditions.

**El Camino Real Charter HS**

Signature: _____
Name: _____
Title: _____
Date: _____

**Instructure, Inc.**

Signature: _____
Name: _____
Title: _____
Date: _____

## Instructure Terms and Conditions

This document outlines the contractual terms and conditions that apply to the provision of any products or services by Instructure, Inc. (“**Instructure**”) to the entity identified in the Order Form (“**Customer**”). An “**Order Form**” means any order for the provision of products or services signed by Customer. These terms are incorporated into the Order Form and together, the Order Form and these Terms are the “**Agreement**.” Instructure and Customer may be referred to herein each as a “**party**” and together as the “**parties**.”

- 1. Services.** Subject to the terms of this Agreement, Instructure will provide the Service specified in the Order Form. “**Service(s)**” means the proprietary software as a service offering(s) provided by Instructure and made available through a URL in a hosted environment, together with any other related products and services to be provided by Instructure as described in the Order Form. “**User**” means an individual who is authorized by the Customer to use the Service and Customer has paid for such use.
- 2. Customer Restrictions and Responsibilities.** Customer is solely responsible for Customer Content and use of the Service by Users. Prior to allowing any User access to the Service, Customer will ensure that such User agrees to be bound by the terms and conditions of Customer’s standard network usage agreement, and Customer agrees to reasonably enforce such terms and conditions against such User. Customer further agrees to: (a) maintain the confidentiality and security of passwords, (b) obtain from Users any consents necessary under this Agreement or to allow Instructure to provide the Services, (c) use commercially reasonable efforts to prevent unauthorized access to or use of the Service, and (d) notify Instructure promptly of any such unauthorized access or use of which it learns. Customer shall not (and shall not permit Users to): (i) sell, rent, lease, lend, sublicense, distribute, or otherwise transfer or provide access to the Service or the Application Program Interface (“**API**”) to any person, firm, or entity except as expressly authorized herein, access the Service to build a competitive service or product, or copy any feature, function or graphic for competitive purposes; (ii) modify, adapt, alter or create derivative works from the Service or the API or to merge the Service or any subpart thereof (including proprietary markings) with other services or software, or (iii) remove or modify any proprietary markings or restrictive legends in the Service.
- 3. Instructure Responsibilities.** Instructure shall: (a) deploy all updates and upgrades to the Service to Customer that Instructure provides to its customers generally for no additional charge; and (b) provide support (“**Support**”) pursuant to the then-current standard terms of Instructure’s customer support as specified in the Order Form.
- 4. Fees.** As consideration for the subscription to the Service, Customer shall pay all fees (“**Fees**”) set forth in the Order Form. All Fees will be due from Customer within thirty (30) days after receipt of invoice, unless otherwise agreed to in the Order Form. All Fees owed by Customer are exclusive of, and Customer shall pay, all sales, use, VAT, excise, withholding, and other taxes that may be levied in connection with this Agreement. Except as expressly set forth in this Agreement, all Fees are non-refundable.
- 5. Service Standard.** Instructure will use commercially reasonable efforts to make the Service available with an annual uptime percentage of at least 99.9% (“**Service Commitment**”). In the event Instructure does not meet the Service Commitment, Customer will be eligible to receive a service credit as described below. The maximum amount of the credit is 1/12 of the annual subscription fee for a twelve (12) month period. The service credit is calculated by taking the number of hours the Service was unavailable below the Service Commitment, and multiplying it by 3% of 1/12 the annual subscription fee. If the Customer has been using the Service for less than 365 days, the preceding 365 days will be used, but any days prior to Customer’s use of the Service will be deemed to have had 100% availability. Any unavailability occurring prior to a credit cannot be used for any future claims. The Service Commitment does not apply to any scheduled outages, standard maintenance windows, force majeure, and outages that result from any technology issue originating from Customer or a User. Customer’s sole and exclusive remedy for breach of the warranty in this Section 5 will be for Instructure to provide a credit as provided in this Section 5; provided that Customer notifies Instructure in writing of such claim within 30 days after Customer becomes eligible for such credit.
- 6. Representations and Warranties.** Instructure warrants that: (a) the functionality or features of the Service and Support may change but will not materially degrade during the Term, and (b) the Service will materially conform to its then current documentation. As Customer’s exclusive remedy and Instructure’s sole liability for breach of the warranties set forth in this Section 6, (i) Instructure shall correct the non-conforming Service at no additional charge to Customer, or (ii) in the event Instructure is unable to correct such deficiencies after good-faith efforts, Instructure shall refund Customer amounts paid that are attributable to the defective Service from the date Instructure received such notice. To receive warranty remedies, Customer must promptly report deficiencies in writing to Instructure, but no later than thirty (30) days after the deficiency is identified by Customer. EXCEPT AS EXPRESSLY PROVIDED IN THIS SECTION 6, INSTRUCTURE AND ITS SUPPLIERS DISCLAIM ALL WARRANTIES, WHETHER WRITTEN, ORAL, EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, NON-INFRINGEMENT, AND FITNESS FOR A PARTICULAR PURPOSE. WITHOUT LIMITING THE FOREGOING, INSTRUCTURE DOES NOT WARRANT THAT THE SERVICE WILL BE UNINTERRUPTED OR BE ERROR-FREE.
- 7. Compliance.** Each party will comply with all applicable laws and regulations (including all applicable export control laws and restrictions) with respect to its activities under this Agreement. Instructure will implement reasonable, administrative, technical, and physical safeguards in an effort to secure its facilities and systems from unauthorized access and to secure the Customer Content.
- 8. Data.** As between Instructure and Customer, any and all information, data, results, plans, sketches, text, files, links, images, photos, videos, audio files, notes or other material uploaded by a User through the Service remain the sole property of Customer (“**Customer Content**”). Instructure may use the Customer Content solely to provide and improve the Services in accordance with this Agreement or Customer’s instructions. As between the parties, Instructure owns the aggregated and statistical data derived from the operation of the Service, including, without limitation, the number of records in the Service, the number and types of transactions, configurations, survey responses, and reports processed in the Service and the performance results for the Service (the “**Aggregated Data**”). Nothing herein shall be construed as prohibiting Instructure from utilizing the Aggregated Data, provided that Instructure’s use of Aggregated Data will not reveal the identity, whether directly or indirectly, of any User or Customer.
- 9. Limitation of Liability.** EACH PARTY AND ITS SUPPLIERS SHALL NOT BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, SPECIAL, EXEMPLARY, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE USE OR INABILITY TO USE THE SERVICES (INCLUDING, WITHOUT LIMITATION, COSTS OF DELAY, LOSS OF DATA, RECORDS OR INFORMATION, AND ANY FAILURE OF DELIVERY OF THE SERVICE), EVEN IF THE OTHER PARTY HAS BEEN NOTIFIED OF THE LIKELIHOOD OF SUCH DAMAGES. EXCEPT FOR A PARTY’S INDEMNITY OBLIGATIONS IN SECTION 15, EACH PARTY’S CUMULATIVE MAXIMUM LIABILITY FOR DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT, TORT OR OTHERWISE) SHALL NOT EXCEED THE AMOUNT PAID BY CUSTOMER UNDER THIS AGREEMENT WITHIN THE 12 MONTHS IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO LIABILITY. CUSTOMER ACKNOWLEDGES THAT INSTRUCTURE IS NOT RESPONSIBLE FOR THIRD-PARTY SERVICES OR CONTENT MADE AVAILABLE THROUGH THE SERVICE.
- 10. Confidentiality.** Each party acknowledges that the other party may disclose its Confidential Information to the other in the performance of this Agreement. Accordingly, each party shall: (a) keep the Confidential Information disclosed by the other party confidential, (b) use Confidential Information only for purposes of fulfilling its obligations and exercising its rights hereunder, and (c) disclose such Confidential Information only to the receiving party’s employees who have a need to know and only for the purposes of fulfilling this Agreement or to the extent required by law. As used herein, “**Confidential Information**” means any and all non-public, confidential or proprietary information, data or know-how disclosed by either party (in

such capacity, the “**Disclosing Party**”) to the other party (in such capacity, the “**Receiving Party**”), whether disclosed in writing, orally, electronically or by another means. Confidential Information shall include all information about the Disclosing Party’s businesses, operations, finances, properties, employees, relationships with third parties, plans, trade secrets and other intellectual property and “know-how” and all other information, documents and materials that are delivered or otherwise disclosed by one party to the other, whether oral, written, visual or in some form, and whether or not identified as confidential. Confidential Information also includes (i) all analyses, compilations, forecasts, studies, summaries, notes, report, memoranda, interpretations, data and other materials, in whatever form, whether prepared by the Receiving Party or the Receiving Party’s representatives, which contain or are generated from the Confidential Information and (ii) the terms of this Agreement. Confidential Information shall not include information that: (a) is or becomes a matter of public knowledge through no fault of the Receiving Party; (b) is rightfully received by the Receiving Party from a third party without a duty of confidentiality; (c) is independently developed by the Receiving Party without use of or access to any Confidential Information of the Disclosing Party; or (d) is identified by the Disclosing Party in writing as no longer confidential and proprietary.

**11. Proprietary Rights.** As between Customer and Instructure, the Instructure Intellectual Property is, and shall at all times remain, the sole and exclusive property of Instructure. Customer shall have no right to use, copy, distribute or create derivative works of the Instructure Intellectual Property except as expressly provided herein. Instructure shall have the right, in its sole discretion, to modify the Instructure Intellectual Property. “**Instructure Intellectual Property**” means (a) the Service, (b) all improvements, changes, enhancements and components thereof, (c) all other proprietary materials of Instructure and/or its licensors that are delivered, provided or used by Instructure in the course of providing the Service, and (d) all other intellectual property owned by Instructure and all copyrights, patents, trademarks and trade names, trade secrets, specifications, methodologies, documentation, algorithms, criteria, designs, report formats and know-how, as well as and any underlying source code and object code related thereto.

**12. Feedback.** Instructure may send surveys to Users (no more than once each year) to solicit feedback regarding performance of the Service and suggestions for improvements. Such feedback will be stored in anonymous and aggregate form, and may be freely used by Instructure for any business purpose both during and after the Term.

**13. Term and Termination.** The term of this Agreement is specified in the Order Form (“**Term**”) and shall continue for its full duration unless earlier terminated by a party in accordance with this Section 13. Either party may terminate this Agreement for the material breach of any provision of this Agreement by the other party if such material breach remains uncured for thirty (30) days after receipt of written notice of such breach from the non-breaching party. Such termination right shall be in addition to any other rights and remedies that may be available to the non-breaching party. In the event the Agreement is terminated, all Order Forms are simultaneously terminated. Upon expiration or termination of this Agreement: (a) Customer shall immediately cease using the Services; and (b) in connection with certain aspects of the Service that feature an export function, for a period of 3 months following expiration or termination, Customer may export the Customer Content through the API or by using the export feature within the Service.

**14. Suspension of Service.** Instructure may monitor the Service for a violation of this Agreement or any applicable law or third party rights and may suspend access to the Service and remove applicable Customer Content to the extent and for the duration of any such violation. Instructure will use commercially reasonable efforts to provide notice to Customer in advance of any suspension to the extent practical under the circumstances. Customer agrees that Instructure will not be liable to Customer or a User if Instructure exercises its suspension rights as permitted by this Section 14.

**15. Indemnification.** Instructure will indemnify and defend Customer from and against any and all losses, liabilities, and claims (including reasonable attorneys’ fees) arising out of any claim by a third party alleging that the Service infringes or misappropriates the intellectual property rights of that third party. Notwithstanding the foregoing, Instructure shall not be obligated to indemnify Customer if such infringement or misappropriation claim arises from: (a) the Customer Content; (b) Customer’s misuse of the Service; or (c) Customer’s use of the Service in combination with any products, services, or technology provided by a third-party. If such a claim of infringement or misappropriation is made or threatened, Instructure may, in its sole discretion: (i) modify the Service so that it becomes non-infringing; (ii) obtain a license for Customer to continue its use of the Service; or (iii) notwithstanding Instructure’s obligation to indemnify hereunder, terminate the Agreement with no liability to Customer along with the return of the unused portion of any prepaid fees. Customer will indemnify and defend Instructure from and against any and all losses, liabilities, and claims (including reasonable attorneys’ fees) arising out of any claim by a third party regarding: (a) an allegation that the Customer Content infringes or misappropriates the intellectual property right of that third party; or (b) use of the Service by Customer (or any User) in violation of this Agreement, Customer’s standard network usage agreement, or the Instructure Accepted Use Policy. The party seeking indemnification (the “**Indemnified Party**”) shall provide the other party (the “**Indemnifying Party**”) with prompt written notice upon becoming aware of any claim subject to indemnification hereunder and shall provide reasonable cooperation to the Indemnifying Party in the defense of or investigation of any claim, suit or proceeding. The Indemnifying Party, at its option, will have sole control of such defense, provided that the Indemnified Party is entitled to participate in its own defense at its sole expense. The Indemnifying Party shall not enter into any settlement or compromise of any such claim, suit or proceeding without the Indemnified Party’s prior written consent, except that the Indemnifying Party may without such consent enter into any settlement of a claim that resolves the claim without liability to the Indemnified Party and without impairment to any of the Indemnified Party’s rights or requiring the Indemnified Party to make any admission of liability.

**16. General.** Any notice by a party under this Agreement shall be in writing and either personally delivered or sent via email or reputable overnight courier (such as Federal Express) or certified mail, postage prepaid and return receipt requested, addressed to the other party at the address specified in the Order Form or such other address of which either party may from time to time notify the other in accordance with this Section 16. A copy of all notices to Instructure shall be sent to: Instructure, Inc., 6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, Attention: General Counsel. For purposes of service messages and notices about the Service, Instructure may place a banner notice or send an email to an email address associated with an account. It is the User’s responsibility to ensure that a current email address is associated with their account. All notices shall be in English and shall be deemed effective upon receipt. If Instructure is unable to perform its obligations under this Agreement due to circumstances beyond its reasonable control, including, but not limited to, acts of God, earthquakes, hacker attacks, actions or decrees of governmental bodies, changes in applicable laws, or communication or power failures, such obligations will be suspended so long as those circumstances persist. This Agreement shall be interpreted, governed and construed by the laws of the State of Delaware without regard principles of conflict of laws. Instructure is acting in performance of this Agreement as an independent contractor to Customer. If any term of this Agreement is invalid or unenforceable, the other terms remain in effect and the invalid or unenforceable provision will be deemed modified so that it is valid and enforceable to the maximum extent permitted by law. Amendments to this Agreement must be made in writing and signed by both parties unless otherwise specified in the Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement, and any prior representations, statements, and agreements relating thereto are superseded by the terms of this Agreement. Instructure rejects additional or conflicting terms of any Customer form-purchasing document. Customer shall not assign this Agreement, in whole or in part, to any entity without Instructure’s prior written consent. Any attempt to assign this Agreement, in whole or part, in contravention of this Section 16, shall be void. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their successors and permitted assigns. Any failure by either party to enforce the other party’s strict performance of any provision of this Agreement will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this Agreement. Customer agrees to allow Instructure to use its name, logo and non-competitive use details in both text and pictures in its various marketing communications and materials, in accordance with Customer’s trademark guidelines and policies. Any terms that by their nature survive termination or expiration of this Agreement, will survive (including, but not limited to, Sections 9, 10, 11, 15 and 16).

# Cover Sheet

## Discuss and Vote on TurnItIn

**Section:** IV. School Business  
**Item:** E. Discuss and Vote on TurnItIn  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** TurnItIn Registration Agreement.pdf  
TurnItIn Renewal Proposal.pdf

## REGISTRATION AGREEMENT

This **REGISTRATION AGREEMENT** (“Agreement”) is made as of **March 7, 2018** (the “Effective Date”), by and between **TURNITIN, LLC**, a California limited liability company (“Turnitin”) and **EL CAMINO REAL CHARTER HIGH SCHOOL** (“Institution” or “Customer”).

**1. OVERVIEW.** Turnitin has developed and operates a unique service that allows educational institutions to check student work for possible textual matches against Internet-available resources and its own proprietary database (the “Service”). Institution desires to protect and promote academic integrity in its curriculum and students and wishes to subscribe to the Service as a tool for detecting and preventing plagiarism.

**2. SERVICES LICENSE GRANT.** During the Term and subject to Institution’s compliance with the terms and conditions of this Agreement, Turnitin hereby grants to Institution a non-transferable, non-exclusive license to use the Service. This license shall extend to instructors employed by the Institution (“Instructors”), but only for their use in classes offered through Institution and provided that Instructors shall be subject to the terms and conditions of this Agreement and shall be bound by its provisions as members of Institution. Institution shall be responsible for ensuring their Instructors comply with the terms of this Agreement. No other license is granted by implication, estoppel or otherwise.

**3. USE OF SERVICE.** With respect to use of the Service, Institution shall:

- a. abide by the Acceptable Use Policy set forth in the Usage Policy for the Turnitin.com site, incorporated herein by this reference, as may be revised by Turnitin from time-to-time. Any such revisions to the Acceptable Use Policy will be posted on the Turnitin.com site. Continued use of the Service shall constitute Institution’s and its Instructors’ acceptance of future revisions to the policy;
- b. use the Service only in connection with classes offered in its own curriculum, to its own students (“Students”) for the purpose of submitting Student work for evaluation and shall not rent, lease or provide access to or benefits from the Service to any other institution or individual;
- c. use reasonable efforts to retain the confidentiality of any Service passwords;
- d. not make statements to Students that Institution is using the Service in a given class when such class is not registered (Note: even within a particular class using the Service, for purposes of fairness and equal application, Turnitin strongly recommends requiring Student submission of all papers rather than submission by Instructors only of papers singled out by Instructor);
- e. consider Turnitin’s strong recommendation that the course syllabus of each course making use of the Service carry a notice substantially to the effect of the following: “Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.” If use of the Service is instituted after distribution of the syllabus, then Institution shall consider Turnitin’s strong recommendation that equivalent written notice is provided by the Instructor to the Students;
- f. consider Turnitin’s strong recommendation that students enrolling at Institution receive clear notice similar to paragraph 3(e) above in their student handbook or comparable communication at the time of enrollment; and, Turnitin may, in its sole discretion, suspend Institutions or any of its Instructor’s or Student’s access to the Service to (i) prevent damages to, or degradation of, the Service; (ii) comply with any law, regulation, court order, or other governmental request; (iii) otherwise protect Turnitin from potential legal liability; or (iv) address a breach of the Acceptable Use Policy set forth in the Usage Policy for the Turnitin.com site. Turnitin shall use reasonable efforts to provide Institution with notice prior to or promptly following any suspension of the Service. Turnitin shall restore access to the Service as soon as the event giving rise to suspension has been resolved.

**4. SIMILARITY REPORTS AND SOURCE DATABASE.** With respect to reports evaluating textual sources (“Similarity Reports”) and the database of source documents (“Source Database”), Institution agrees:

- a. to maintain any Turnitin’s notices (including legal notices relating to Turnitin’s proprietary rights (e.g., copyright and trademark notices) and disclaimer on the Similarity Reports;
- b. to exercise its independent professional judgment in, and to assume sole and exclusive responsibility for, determining the actual existence of plagiarism in a submitted paper under the acknowledgement and understanding that the Similarity Reports are only tools for detecting textual similarities between compared works and do not determine conclusively the existence of plagiarism;
- c. any disclosure of an Similarity Report to any third party is at the Institution’s own risk; and,
- d. all papers submitted by Institution and/or its Instructors and Students shall be retained in the Source Database solely for the purposes of using such papers as source material to detect potential plagiarism of such papers in the future, for access by the instructor as an archive of submitted work, and for peer review if the instructor enables such option, except as expressly authorized by Students and/or Instructors.

**5. TURNITIN OBLIGATIONS.** Turnitin agrees to:

- a. enable Instructors and/or account administrators to create Instructor accounts and enable Students to create Student accounts in the Service, subject to their agreement to be bound by and adherence to, as applicable, this Agreement, and the Usage Policy on the Turnitin.com Site;
- b. create a Similarity Report for each submitted paper and to use reasonable efforts to make such Similarity Report available online for a period of one hundred and eighty (180) days after the set archive date for a class, with subsequent access, as available, to be provided via request to [www.turnitin.com/help](http://www.turnitin.com/help);
- c. use reasonable efforts to protect the security of accounts, passwords and the Source Database;

d. comply with the then current Privacy Policy posted on the Turnitin site, incorporated herein by this reference.

**6. OWNERSHIP.** As between the parties, subject to the licenses granted herein and the underlying ownership rights of Students in and to the submitted papers, Turnitin owns all rights in and to the Service and all materials created by the Service, including the format of Similarity Reports, and all intellectual property rights related thereto. With the exception of the limited license granted in Section 2, nothing contained herein shall be construed as granting Institution, Instructors, or Students any right, title, or interest in Turnitin's intellectual property or proprietary information. All rights in such items are expressly reserved to Turnitin.

**7. PRICING AND PAYMENT.** Pricing shall be per Turnitin's Service Pricing Agreement ("SPA"), incorporated herein as Exhibit A. The SPA shall also include the maximum usage of the Service permitted to Institution and Institution agrees not to exceed such usage without purchasing additional usage as per the SPA. All payments are due net thirty (30) days from the date of invoice. Payments are deemed late thereafter and shall accrue interest at the lesser of 1.5% per month or the maximum rate and net period allowable by California state law.

**8. SUPPORT.** Turnitin shall provide reasonable email and phone support to Institution via Institution's sole appointed primary account administrator during Turnitin's normal support hours, with any additional support provided according to the terms of an Additional Support Agreement to be entered into by the parties.

**9. TERM AND TERMINATION.**

a. **Term.** The term ("Term") of this Agreement shall consist of an initial Term and any renewal Terms. The initial Term of this Agreement shall commence on the date set forth in the SPA and extend for a period of one (1) year or for the period of time specified in the SPA. Thereafter, the Agreement may be renewed on the mutual agreement of the parties for additional one (1) year renewal Terms. Prior to expiration of a pending Term, Institution's Administrator will be presented with reminders when logging onto the Service regarding the need for renewal. The pricing for such renewal, and any new terms and conditions applicable to the renewal Term will be subject to the mutual agreement of the parties.

b. **Termination for Breach.** In the event of a material breach of this Agreement, the non-breaching party may provide the other party written notice of such breach and such other party shall have a period of thirty (30) days in which to cure the breach, except in the case of a payment breach, in which case the cure period shall be five (5) business days. In the event the breaching party fails to cure the breach within the cure period, in addition to whatever other remedies may be available at law or equity, the non-breaching party shall have the right to terminate this Agreement upon providing the other party written notice of termination.

c. **Survival.** Sections 3(d), 4, 5(c)-(d), 6, and 9-13 shall survive any expiration or termination of this Agreement, regardless of the reason for such termination, and shall continue in full force and effect thereafter.

**10. AVAILABILITY.** Turnitin shall use commercially reasonable efforts to make the Service available for access over the Internet at least 99% of the time during each month of the Term, except for scheduled maintenance and repairs, failures related to Institution's systems and Internet access, and any interruption in the Service due to causes beyond the control of Turnitin or that are not reasonably foreseeable by Turnitin, including, without limitation: loss or theft of data; interruption or failure of telecommunication or digital transmission links; Internet slow-downs or failure; failures or default of third party software, vendors, or products; and communications, network/internet connection, or utility interruption or failure. In the event Turnitin fails to achieve the foregoing availability requirement, Turnitin shall use commercially reasonable efforts to correct such loss or interruption as quickly as practicable. In the event Turnitin fails to achieve the foregoing availability requirement for three (3) consecutive months during the Term, then Institution may terminate this Agreement with thirty (30) days' written notice to Turnitin, and Institution shall be owed a refund of prepaid fees, prorated to the date of such termination.

**11. WARRANTY AND DISCLAIMER; LIMITATION OF LIABILITY AND LIABILITY CAP**

a. **Warranty.** Turnitin warrants that to the best of its knowledge, the Service (excluding any Institution, Instructor, Student, or other third party content) does not infringe the intellectual property rights of any third party. During the Term, Turnitin warrants that it shall use reasonable efforts to provide the Service and support as set forth herein and as described on Turnitin's site and published documentation. Notwithstanding the foregoing, Institution acknowledges that the Service is limited in scope by a finite database of material with which to compare a submitted work, a search process that might not have indexed the material that was used to create the submitted work, and non-access to certain proprietary databases of written work. Institution also acknowledges that Reports indicate the possibility of textual matches only and that the actual determination of plagiarism is a matter subject to the professional judgment of Institution acting alone.

b. **Warranty Disclaimer.** EXCEPT AS SET FORTH IN SECTION 11(a) ABOVE, THE SERVICE (INCLUDING THE SIMILARITY REPORTS) IS PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. TURNITIN SPECIFICALLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING BUT NOT LIMITED TO ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUIET ENJOYMENT, QUALITY OF INFORMATION, NON-INFRINGEMENT AND TITLE. NO WARRANTY IS MADE THAT THE SERVICE WILL BE TIMELY, SECURE OR ERROR-FREE. IN JURISDICTIONS NOT ALLOWING THE LIMITATION OR EXCLUSION OF CERTAIN WARRANTIES, TURNITIN'S WARRANTY SHALL BE LIMITED TO THE GREATEST EXTENT PERMITTED BY CALIFORNIA STATE LAW.

THE SERVICE IS ACCESSED AND USED OVER THE INTERNET. INSTITUTION ACKNOWLEDGES AND AGREES THAT TURNITIN DOES NOT OPERATE OR CONTROL THE INTERNET AND THAT: (I) VIRUSES, WORMS, TROJAN HORSES,

OR OTHER UNDESIRABLE DATA OR SOFTWARE; OR (II) UNAUTHORIZED USERS (e.g., HACKERS) MAY ATTEMPT TO OBTAIN ACCESS TO AND DAMAGE INSTITUTION'S DATA, COMPUTERS, OR NETWORKS. TURNITIN SHALL NOT BE RESPONSIBLE FOR SUCH ACTIVITIES.

- c. **Limitation of Liability.** REGARDLESS OF THE TYPE OF CLAIM OR THE NATURE OF THE CAUSE OF ACTION, TO THE EXTENT ALLOWED BY CALIFORNIA STATE LAW, INSTITUTION AGREES THAT IN NO EVENT WILL TURNITIN OR ITS AFFILIATES, OFFICERS, EMPLOYEES, AGENTS OR LICENSORS, BE LIABLE FOR: (I) ANY DECISION MADE OR ACTION TAKEN OR NOT TAKEN IN RELIANCE UPON THE INFORMATION PROVIDED THROUGH THE SERVICE; (II) FOR ANY LIABILITY ARISING FROM INSTITUTION'S DISCLOSURE OF A SIMILARITY REPORT TO ANY THIRD PARTY, OR (III) FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF REVENUES AND LOSS OF PROFITS, EVEN IF TURNITIN HAS BEEN ADVISED AS TO THE POSSIBILITY OF SUCH DAMAGES.
- d. **Liability Cap.** TO THE EXTENT ALLOWED BY CALIFORNIA STATE LAW, TURNITIN AND ITS AFFILIATES, OFFICERS, EMPLOYEES, AGENTS OR LICENSORS' TOTAL CUMULATIVE LIABILITY ARISING UNDER OR RELATED TO THIS AGREEMENT AND THE SERVICE, WHETHER IN CONTRACT, TORT OR OTHERWISE, WILL NOT EXCEED THE AMOUNTS PAID TO TURNITIN BY INSTITUTION UNDER THIS AGREEMENT DURING THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE EVENT GIVEN RISE TO LIABILITY. SOME JURISDICTIONS DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES; IN THOSE JURISDICTIONS TURNITIN'S LIABILITY UNDER THIS AGREEMENT SHALL BE LIMITED TO THE GREATEST EXTENT PERMITTED BY LAW. THE LIMITATION OF LIABILITY AND LIABILITY CAP SHALL APPLY EVEN IF THE EXPRESS WARRANTIES SET FORTH ABOVE FAIL OF THEIR ESSENTIAL PURPOSE.
- e. **Third-Party Products.** In connection with the Service, Turnitin may make available to user, or Customer may separately license certain third party products (collectively, the "Third Party Products"). Except as otherwise provided in the third party licensor's license agreement, if any, accompanying the Third Party Products, Customer shall have a limited, non-transferable (except to a successor entity), non-exclusive license to use the Third Party Products solely in connection with the Services. EXCEPT AS OTHERWISE PROVIDED IN THE THIRD PARTY LICENSOR'S LICENSE AGREEMENT, IF ANY, ACCOMPANYING THE THIRD PARTY PRODUCTS, THE THIRD PARTY PRODUCTS ARE PROVIDED "AS-IS," WITHOUT WARRANTIES OF ANY KIND AND TURNITIN AND THE THIRD PARTY LICENSOR DISCLAIM ALL WARRANTIES WITH RESPECT TO THE THIRD PARTY PRODUCTS, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF NON-INFRINGEMENT, TITLE, MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL TURNITIN OR THE THIRD PARTY LICENSOR BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY DIRECT, INDIRECT, PUNITIVE, EXEMPLARY, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE THIRD PARTY PRODUCTS, EVEN IF THEY HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR LOSSES.

**12. INDEMNIFICATION.**

- a. **Indemnification by Institution.** TO THE EXTENT ALLOWED BY CALIFORNIA STATE LAW, Institution shall defend and indemnify Turnitin and hold it and its affiliates, officers, directors, employees, agents, and licensors ("Indemnified Parties") harmless from any and all claims, losses, deficiencies, damages, liabilities, costs, and expenses (including but not limited to reasonable attorneys' fees and all related costs and expenses) incurred by the Indemnified Parties as a result of any claim, judgment, or adjudication related to or arising from: (a) Institution's breach of its obligations under this Agreement; or, (b) Institution's decision not to follow Turnitin's strong recommendations set forth in Section 3(e)-(f). To qualify for the foregoing indemnity obligation, the Indemnified Parties must: (i) give Institution prompt written notice of any claim; and (ii) allow Institution to control, and fully cooperate with Institution in, the defense and all related negotiations.
- b. **Indemnification by Turnitin.** TO THE EXTENT ALLOWED BY CALIFORNIA STATE LAW, Turnitin shall indemnify, defend, and hold Customer harmless from any and all claims, losses, deficiencies, damages, liabilities, costs, and expenses incurred by Customer as a result of any claim by a third party that (i) Customer's licensed use of the Services, as permitted hereunder, infringes the U.S. patent or copyrights of the third party; (ii) Turnitin has violated any state or federal privacy law relating to information provided by Customer hereunder. To qualify for such defense and payment, Customer must: (i) give Turnitin prompt written notice of a claim; and (ii) allow Turnitin to control, and fully cooperate with Turnitin in, the defense and all related negotiations. Turnitin shall have no obligation to indemnify Institution under this Section to the extent the infringement claim arises from (i) any content or other intellectual property provided by Customer or any other third party, including third party content contained in the Source Database; (ii) Institution's failure to use the Services in accordance with this Agreement; or (iii) any matter for which Institution is obligated to indemnify Turnitin hereunder.

**13. GOVERNING LAW AND DISPUTE RESOLUTION.** This Agreement shall be governed by the laws of the United States of America and, unless as otherwise set forth in the SPA, the State of California excluding its conflict of laws rules. Unless as otherwise set forth in the SPA, the parties hereby consent to the exclusive personal jurisdiction of and venue in the federal or state courts located in the jurisdiction in which the defendant in any such action resides.

**14. OTHER PROVISIONS.** If subscription to the Service is via an individual department, all provisions applying to an Institution herein shall be deemed to apply to the department. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof and supersedes and replaces any and all prior or contemporaneous written or oral agreements. Except as provided herein, all amendments or modifications to this Agreement must be by actual hardcopy execution by an authorized signatory of each party. A party's failure to insist upon or enforce strict performance of any provision of this Agreement shall not be construed as a waiver of any provision or right. If any provision of this Agreement is held to be invalid or unenforceable, such determination shall not affect the balance of the Agreement, which shall remain in full force and effect and the offending provision shall

be modified to the minimum extent required to render the provision enforceable. Institution may not assign or transfer this Agreement. Turnitin may assign this Agreement in the event of acquisition, merger, corporate reorganization or similar change of control event. Turnitin may use and reference Institution's name as a subscriber to the Service in connection with truthful advertising or promotion of the Service. There are no third party beneficiaries of this Agreement

**ACKNOWLEDGED AND AGREED, as of the Effective Date:**

**TURNITIN, LLC**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

2101 Webster Street, Suite 1800, Oakland CA 94612

**EL CAMINO REAL CHARTER HIGH SCHOOL**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_



**EXHIBIT A  
SERVICES PRICING AGREEMENT**

This **Services Pricing Agreement** (“SPA”) is Exhibit A of the Registration Agreement entered into between **Turnitin** and **El Camino Real Charter High School** as of the Effective Date.

**PRICING:** Institution shall pay a **Service fee** (“Fee”) in the total amount of **\$ 116,837.00 US\*\***, for a Turnitin Feedback Studio\* (with Integration) and Revision Assistant Product Bundle for up to **3,600 Students** for the Term. The Service shall include unlimited submissions of papers, unlimited classes and unlimited Similarity Reports for the Term. If indicated below, the Fee also includes Training fees as applicable.

\* Turnitin FBS includes Originality Check, Online Grading and Peer Review.

Payment is due net thirty (30) days from the date of invoice. Payments are deemed late thereafter and shall accrue interest at the lesser of 1.5% per month or the maximum rate and net period allowable by California law.

**\*\* IMPORTANT TAX INFORMATION:** Products sold to certain states are subject to tax. Estimated Tax above (if any) is not final. Invoice will reflect Applicable Tax (state and local). No sales tax is charged when provided a valid exemption certificate. If you have a valid tax exemption certificate, please email it to: [ar@turnitin.com](mailto:ar@turnitin.com)

**TERM:** The Renewal Term is thirty-six (36) months from **July 1, 2018 through June 30, 2021**.

**OPTIONAL SERVICES:** As may be completed below, Institution orders the following Training, which shall be governed by the terms and conditions as forth in [http://turnitin.com/en\\_us/about-us/our-company/turnitin-training-terms-and-conditions](http://turnitin.com/en_us/about-us/our-company/turnitin-training-terms-and-conditions), and this SPA:

- In-Person Training** [type].
- Online Training:** Live Webinar Training: Annually, As Detailed In Proposal

**ACKNOWLEDGED AND AGREED**, as of \_\_\_\_\_, 2018:

**TURNITIN, LLC**  
 Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Print Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**EL CAMINO REAL CHARTER HIGH SCHOOL**  
 Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Print Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

2101 Webster Street, Suite 1800  
Oakland CA 94612

Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Billing Email Address: \_\_\_\_\_  
 \_\_\_\_\_



## Introduction

### Turnitin Company Overview

Thank you for the opportunity to submit this proposal for El Camino Real Charter High School's three-year renewal of Turnitin's Feedback Studio and Revision Assistant. Turnitin's writing tools support the collaborative instruction of modern ELA curriculum, focused on supporting and improving original student writing and the evaluation of student work.

Turnitin and El Camino Real Charter High School have continuously partnered since 2013. In 2016 we introduced Revision Assistant, which is currently being used school-wide. We look forward to further impacting student growth through increased writing opportunities across the curriculum.

Turnitin is used by more than 30 million students at 15,000 institutions in 140 countries

Turnitin, LLC has over 19 years of experience in developing and administering educational software products. We are headquartered in Oakland, CA, with offices in Pittsburgh, PA, Austin, TX, Newcastle, U.K., Utrecht, Netherlands, and Melbourne, Australia. Turnitin is used by more than 30 million students at 15,000 institutions in 140 countries. More information on Turnitin's company history, products, and services can be found on our website: [www.turnitin.com](http://www.turnitin.com).

Our products support the delivery of rich feedback on student writing, including feedback on student use of source material. Our formative feedback and originality checking services promote critical thinking, ensure academic integrity, encourage students to revise, and help students improve their writing. Turnitin provides instructors with the tools to engage students in the writing process, provide personalized feedback, and assess student progress over time.

### Proposed Solutions

- Revision Assistant
- Feedback Studio
- Canvas LTI Integration

## Revision Assistant Product Description & Usage

**Revision Assistant is actively being used by ECRCHS teachers to help students become better writers by providing them with immediate, actionable feedback throughout the writing process.**

Revision Assistant provides a library of standard-aligned writing prompts and curriculum documents to support curriculum in grades 6-12, and AP courses. The prompts may be assigned as in-class writing practice, homework assignments, or used as a formative

Provides a summative look of student strengths and weaknesses, which the teacher can use to differentiate instruction



assessment. The prompts cover a wide range of genres and are both source-based and open-ended.

### ***Signal Check Assignments***

Provides instruction and feedback to the student. Students can get formative feedback on demand. As they respond to a prompt they can see how their writing improves with each draft. Teachers will have access to student prewriting, drafts, and feedback, and rubric-aligned scoring.

### ***Spot Check Assignments***

Revision Assistant's assessment tool provides moment-in-time measure of student strengths and weaknesses. Students respond to a Spot Check prompt, and do not receive the scaffolded feedback as they do in the Signal Check assignments. Once students submit their work, teachers immediately receive student scores across a Common Core aligned rubric.

### ***Expansion Pack Assignment***

In the Expansion Pack module, students practice their skills and get to write to our newest prompts. Though students won't receive feedback, the Expansion Pack provides high-quality content for engaging writing instruction and independent practice. The most popular prompts are then calibrated and added to our Signal Check library, where students can write and receive feedback.

### ***Teacher Assistance with Scope and Sequence***

The Scope and Sequence page on the Turnitin website helps teachers determine the best way to fit our prompts into their lesson plans and units by listing the deeper questions and overarching ideas each prompt explores. This page also helps districts organize vertical articulation across grade bands. Check out our updated [Scope and Sequence](#) page in the Curriculum Resources section, or click on the Scope and Sequence link on the Prompt Library page in Revision Assistant itself.

### ***Automated Assignment and Class Reports***

Automated **Assignment Reports** and **Class Reports**, generated by automated scoring technology, summarize student's strengths and weaknesses. The reports can be downloaded to Microsoft Excel, allowing for additional customization.

- **Assignment Report:** provides feedback on students' strengths and weaknesses for one assignment
- **Class Report:** provides feedback for all assignments in a class
- Instructors have the options of assigning final grades using the assignment report rating, or using their own scoring procedure



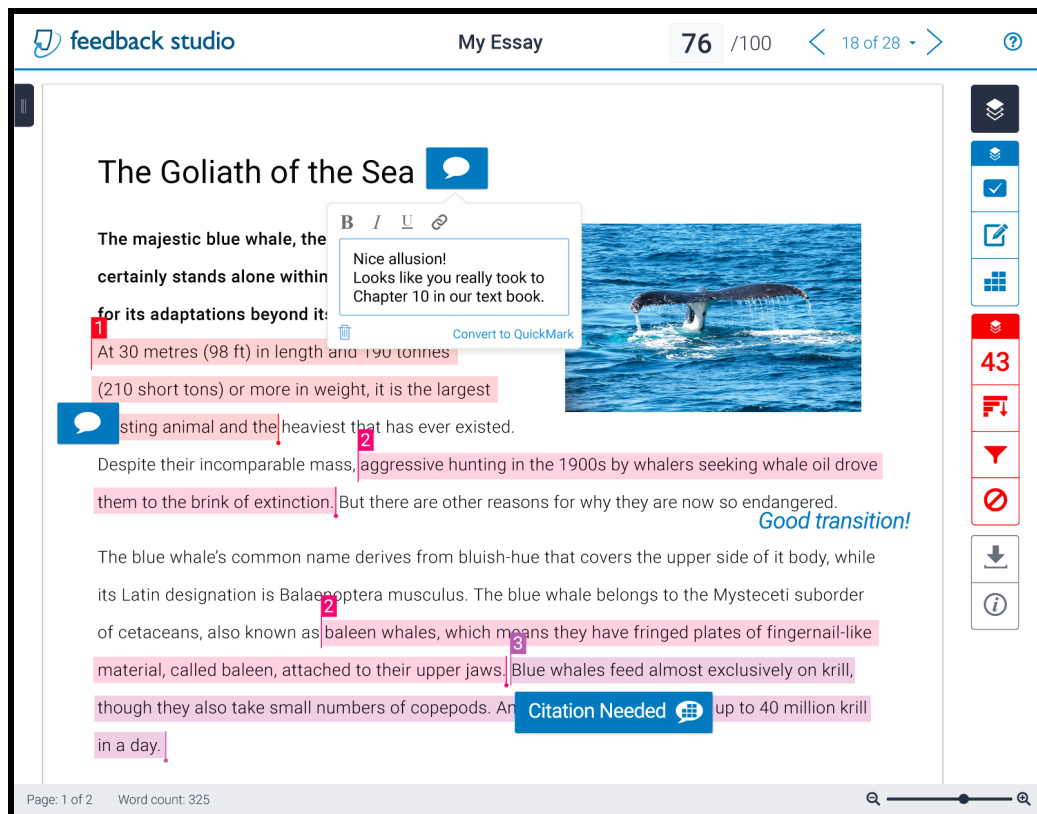
## Overall Impact of Revision Assistant

	Avg Increase in Word Count	Avg Growth in Rubric Score	Active Teachers / Students
Revision Assistant Baseline Pilot, 20 Schools (2015-16)	160	0.73	164 / 3,439
El Camino Real Charter High School Pilot (2016-17)	148	0.37	15 / 722
El Camino Real Charter High School Year 1 (Aug. '17- Feb. '18)	199	0.49	28/3,187

## Feedback Studio Product Description & Usage

**Feedback Studio is actively being used by ECRCHS teachers as a teaching, scoring, and grading tool.** Your teachers are currently setting up student assignments in Feedback Studio and using it to not only check for their unoriginal work but, just as importantly, they are using it to score student work on rubrics, and providing in-text and voice comments as feedback to students' writing.

**Figure 1: Student essay with source matching and instructor feedback**



## Feedback Studio Usage Over Time

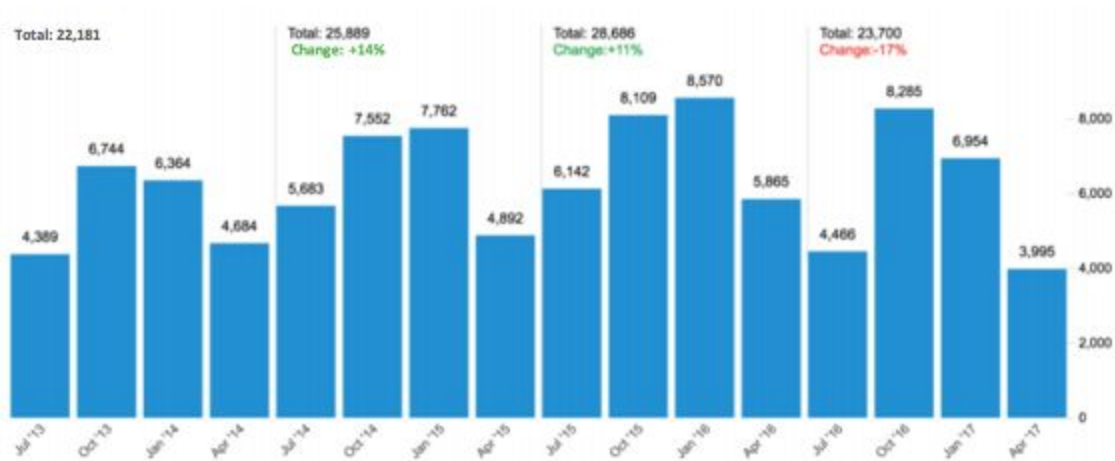


**From Aug 2017-February 2018:**

- 30 Active Teachers
- 16,704 Similarity Reports
- 564 Highly Unoriginal > 50% Matching
- 9,428 Submissions with Feedback
- 1,243 Submissions with Rubric
- 103,410 Total Feedback Marks (QuickMarks, Custom Comments, Inline Text, ETS-Rater Grammar and Mechanics Checker)

**From July 2013-February 2018**

Submissions Volume Over Time: the chart below shows the quarterly totals of submissions to Turnitin Feedback Studio from ECRCHS.



## Direct Access and Integration with Canvas LTI

**ECRCHS is currently piloting Canvas LTI integration through June 30, 2018.** Revision Assistant and Feedback Studio are Learning Tools Interoperability (LTI) v1.1 certified. This allows for seamless integration with learning management systems (LMS) such as Canvas LTI. LTI integration ensures that teachers can create assignments and students can access assignments within their existing LMS courses without leaving the LMS environment.

LTI integration facilitates user account creation in communication with your SIS. Benefits of LTI integration with Turnitin include:

- **Feedback Studio:** Full access to feedback tools, PeerMark, rubrics, and grade passback
- **Revision Assistant:** Assignment set up and access, grade passback
- **Overall:** Turnitin usage tends to increase with Canvas LTI integration, as integration creates ease of access, eliminates need for user password entry, and sends grades directly to SpeedGrader

**This proposal includes one live webinar training session to support your full Canvas LTI adoption.**



## Implementation Plan

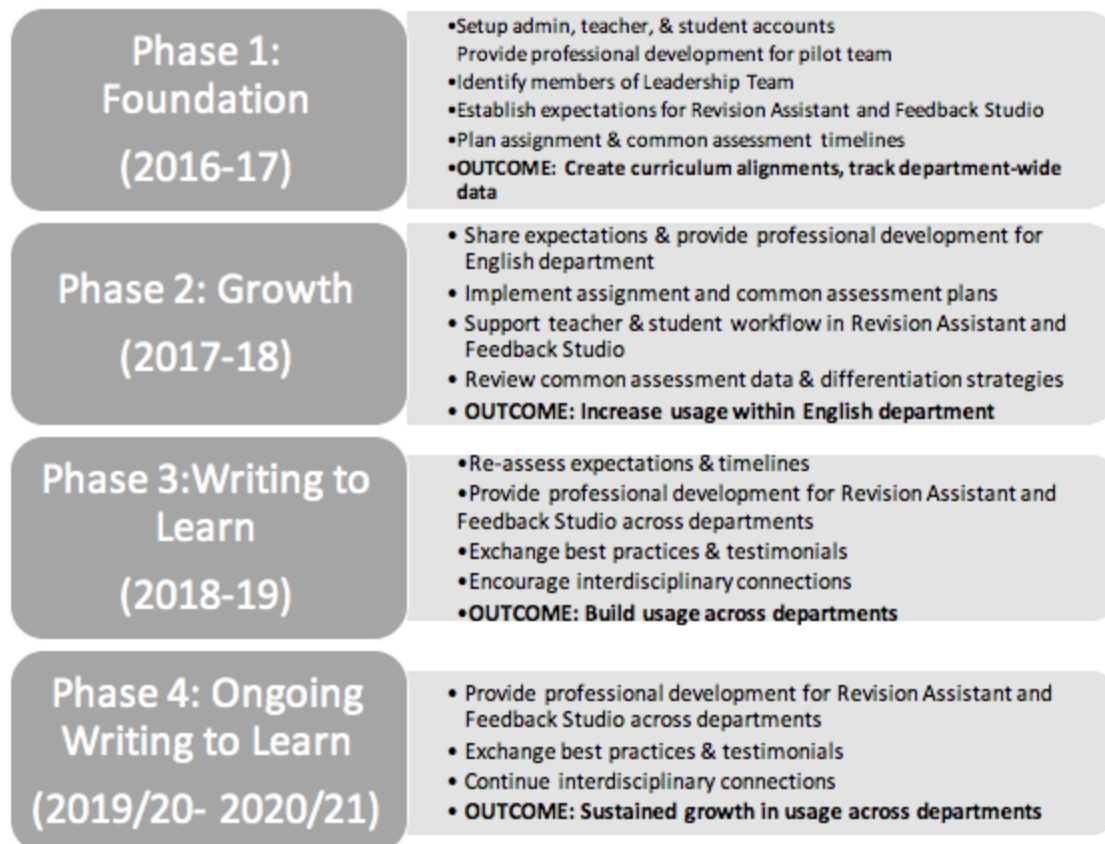
### Training

Training is typically a separate purchase, but with this multi-year proposal we have included one complimentary training package, valued at \$2,700, for school year 2018-19.

Package	What's Included	Price
Custom Live Webinar Package	<ul style="list-style-type: none"> <li>• Administrator walk-through and curriculum alignment (1-hour)</li> <li>• (2) live webinar training sessions (90 minutes- 2-hours, each)</li> <li>• (4) Office hours</li> <li>• Curated support materials</li> <li>• Ongoing support</li> </ul>	\$2,700

### Suggested Implementation Timeline

Turnitin will continue to coordinate with ECRCHS in support of our proposed rollout plan, which includes technical support and training. Below, we've provided a suggested three-year plan and timeline, and the actual timeline will be adjusted to best suit ECRCHS schedule and needs.





## Sample Timeline for Canvas LTI Roll-Out

<b>Review training goals and schedule live webinar training:</b> Preparing teachers to access Revision Assistant and Feedback Studio through Canvas LTI (no more logging into Turnitin.com)	Spring- Summer 2018
Deliver leadership team training and finalize curriculum alignments	Summer-Fall 2018
Schedule turnkey training for remaining faculty	Summer-Fall 2018
30 Day Check In	30 days after start of LTI classroom usage
60 Day Check In	60 days after start of LTI classroom usage
90 Day Check In	90 days after start of LTI classroom usage
Continued monitoring	Ongoing

## Licensing and Price

Turnitin products are available to institutions on a subscription basis. Pricing is based on an annual full time enrollment, per-student and per-campus licensing fee. A single student account is defined by a unique user ID or email.

ECRHS is currently on an annual subscription, however, we are able to offer **discounting for upfront payment of multi-year renewals.**

## Proposed Pricing for 2018-21

- Revision Assistant and Feedback Studio
- Canvas LTI integration
- (1) Customized Live Webinar Training Package and Professional Development to Teachers, Coaches, and Administrators, Cost Free, for Year 1
- Discounted Live Webinars in Years 2 and 3
- **0% Year-Over Year Increase in Years 2 and 3**



Proposal to El Camino Real Charter High School

This pricing is valid for for purchase on or before **June 30, 2018**, and reflects 3 years of service, July 1, 2018- June 30, 2021.

Multi-Year Formative Writing Bundle Pricing					
Product	Quantity	List Price	% Discount	Unit Price	Total
FWB: Revision Assistant and Feedback Studio *Annual	3,600	\$12	%17.16	\$9.94	\$35,784
Integration *Annual	3,600	\$0.50	---	\$0.50	\$1,800
Campus Fee *Annual	1	\$695	---	\$695	\$695
Custom Training Package for 2018-19 *One-Time	1 Package Includes: 1 Admin Training, 2 Live Webinars, Office Hours, Support Materials	\$2,700	100%	\$0	\$0
Refresher Webinar for 2019-20 *One-Time	(2) Live Webinars	\$650	23.07%	\$500	\$1,000
Refresher Webinar for 2020-21 *One-Time	(2) Live Webinars	\$650	23.07%	\$500	\$1,000
<b>Total Annual Price</b>	---	---	---	---	<b>2018: \$38,279</b> <b>2019-2021: \$39,279</b>

<b>Total cost for 2018 - 2020:</b>	<b>\$116,837.00</b>
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Proposal to El Camino Real Charter High School

In Comparison: Pricing for *Annual* Renewals

Year	Price x FTE	Integration x FTE	Campus Fee	Training	Total Annual Cost
2017 (Current License)	\$9.64 x 3,600	\$0.00 *Currently evaluating LTI integration at 100% discount (\$1,800 value)	\$695	\$1,300	\$36,699.00
2018	\$10.13 x 3,600	\$0.50 x 3,600	\$695	\$2,700 *Custom Package for full campus adoption with TFS/RA and Integration	\$41,663
2019	\$10.67 x 3,600	\$0.50 x 3,600	\$695	\$1,300 *ECRCHS's average annual training cost	\$42,207
2020	\$11.23 x 3,600	\$0.50 x 3,600	\$695	\$1,300 *ECRCHS's average annual training cost	\$44,223

<b>Estimated Total Cost for 2018- 2020:</b>	<b>\$128,093</b>
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<b>Total Savings with Multi Year Renewal:</b>	<b>\$11,256</b>
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Thank you for this opportunity to further our partnership with El Camino Real Charter High School. Please contact me with any questions about this proposal or our products and services.

Shannon Johnson  
 Relationship Manager, K12 California  
 Phone: (510) 764-7871  
 Email: [sjohnson@turnitin.com](mailto:sjohnson@turnitin.com)



*Proposal to El Camino Real Charter High School*

# Cover Sheet

## Discuss and Approve 2018-19 School Calendar

**Section:** IV. School Business  
**Item:** G. Discuss and Approve 2018-19 School Calendar  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** School Calendar 2018-2019.pdf

## School Calendar 2018-2019

August 8, 2018	Professional Development Day (No Students)
August 9 and 10, 2018	Pupil Free Days
August 13, 2018	First Day of Instruction
August 31, 2018	Admissions Day (No School)
September 3, 2018	Labor Day (No School)
September 10, 2018	Rosh Hashanah (No School)
September 19, 2018	Yom Kippur (No School)
November 12, 2018	Veterans' Day (No School)
November 19-23, 2018	Thanksgiving Break (No School)
December 12-14, 2018	Final Exams (Minimum Days)
December 17, 2018 – January 4, 2019	Winter Break
January 7, 2019	Professional Development Day (No Students)
January 8, 2019	First Day of Second Semester
January 21, 2019	Martin Luther King Birthday (No School)
February 18, 2019	Presidents' Day (No School)
April 1, 2019	Cesar Chavez Day (No School)
April 15, 2019 – April 19, 2019	Spring Break (No School)
May 27, 2019	Memorial Day (No School)
June 3-5, 20189	Final Exams (Minimum Days)
June 6, 2019	Senior Clearance Day
June 7, 2019	Graduation/Last Day of School

180 Total Days of Instruction

Fall Semester = 80 days of instruction

Spring Semester = 100 days of instruction

Regular Days = 139

Common Planning Days = 34

Minimum Days = 7

Instructional Minutes = 64,879

# Cover Sheet

## Discuss and Approve Certification of Board Compliance Review

**Section:** V. Governance  
**Item:** B. Discuss and Approve Certification of Board Compliance Review  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Certification of Board Compliance Review.pdf

## COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2017-2018\*

School Name: El Camino Real Charter High School

LAUSD Loc. Code: 8617

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN. COMPLIANT	SCHOOL ADMIN. REQUIREMENT IN PROCESS	BOARD CERTIFICATION BY MARCH 2018
1. The charter school maintains timely and current verification of <b>criminal background and TB clearances</b> for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., CA Ed. Code § 47605(b)(5)(F); CA Ed. Code §§ 45122.1 and 45125.1; CA Ed. Code § 49406.	Documentation that the school has at least one DOJ-confirmed Custodian of Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2017-2018" form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Criminal Background Clearance Certification" for each faculty and staff member to certify criminal background clearance prior to employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements under AB 1667	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN. COMPLIANT	SCHOOL ADMIN. REQUIREMENT IN PROCESS	BOARD CERTIFICATION BY MARCH 2018
2. Teachers of core/college preparatory subjects (including but not limited to English language arts, social studies, science, and mathematics) hold an EL Certification and a valid Commission on <b>Teacher Credentialing</b> Certificate, permit, or other documents equivalent to that which a teacher in other public schools would be required to hold per federal and state law, ESSA. See Ed. Code § 47605(1);	For each certificated staff member: Credential(s) appropriate for the position(s) to which the person has been assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a. The administration and board have a system in place for reporting applicable employee misconduct to the Commission on Teacher Credentialing.	Internal human resources procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division has been provided with, and parents have access to, the school's most current <b>contact information</b> for each Governing Board member and the <b>2017-2018 Board meetings calendar</b> . See current <i>District Required Language for Independent Charter School Petitions (New and Renewal) and Material Revisions (DRL)</i> .	Accurate and updated school contact information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing Board members and contact information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Calendar of Governing Board meeting dates and location(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the <b>pre- and post-lottery and enrollment forms</b> guidelines. See <i>Admissions Requirements and Materials</i> (August 2011).	Lottery form and enrollment packet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual <b>training on the charter school's health, safety, and emergency procedures</b> , and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to: <ul style="list-style-type: none"> <li>a. Health, Safety and Emergency Preparedness Plan (School Safety Plan) (see, e.g., CA Ed Code 32280-32289)</li> <li>b. Child Abuse Mandated Reporter training (see AB 1432 (2014); Ed. Code § 44691; Penal Code § 11165.7)</li> </ul>	Comprehensive Health, Safety, and Emergency Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN. COMPLIANT	SCHOOL ADMIN. REQUIREMENT IN PROCESS	BOARD CERTIFICATION BY MARCH 2018
c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, AB 2246 (2016) , schools serving grades 7-12 only	Documentation of annual Blood borne Pathogens training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training (schools serving grades 7-12 only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Co-location Charters only-</b> The school administrator and governing board acknowledges and understands that the independent charter school follows applicable District policy, including the District School Safety Plan, as a co-location school.	Participation in District and site level co-location meetings  Review of Policy Bulletin-5532  Meeting with local district site principal for additional information and questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The charter school has either implemented the LAUSD <b>English Learner Master Plan</b> or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current DRL and 2017-2018 Welcome Letter.	EL Certification Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EL Master Plan has been updated (if the school has not adopted the LAUSD EL Master Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The charter school’s school climate and student discipline systems and procedures align with LAUSD’s <b>Discipline Foundation Policy</b> and <b>School Climate Bill of Rights</b> . See current DRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and School Climate Bill of Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of the tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN. COMPLIANT	SCHOOL ADMIN. REQUIREMENT IN PROCESS	BOARD CERTIFICATION BY MARCH 2018
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student <b>suspensions, expulsions, and reinstatements</b> , and make such outcome data readily available to the LAUSD upon request. The charter school submits student suspension and expulsion data to the Office of Data and Accountability on a monthly basis. See current DRL.	Monthly suspension and expulsion reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Charter School ensures that any and all school <b>communications, including the Parent Student Handbook</b> , are consistent with the provisions of school's approved charter as well as applicable law (e.g., translated for 15% and above languages)	Parent Student Handbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school's occupancy and use of <b>facilities shall be in compliance</b> with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, and the Americans with Disability Act. See Ed. Code § 47610; current DRL.	Current and appropriate Certificate of Occupancy or equivalent; documentation of compliance with fire-life-safety requirements; other required documentation (for any school site not located on District property)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all <b>federal and state laws related to public entities</b> , including, but not limited to: <ul style="list-style-type: none"> <li>• Ralph M. Brown Act, Gov. Code §§ 54950-54963</li> <li>• Political Reform Act, Gov. Code §§ 81000-91015</li> <li>• Public Records Act, Gov. Code §§ 6250-6276.48</li> </ul> See current DRL.	Board meeting agendas and minutes for the past 12 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verification of compliant public posting of Board agendas, including on the school website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of Brown Act training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Forms 700 School policy for responding to Public Records Act requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN. COMPLIANT	SCHOOL ADMIN. REQUIREMENT IN PROCESS	BOARD CERTIFICATION BY MARCH 2018
13. The charter school ensures that its <b>Articles of Incorporation</b> are current and appropriate for the operation of the charter school.	Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments), for entities affiliated with the charter school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. <b>By-laws</b> are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The charter school meets the provisions of eligibility and/or is a participant of state and <b>federal programs and/or grants</b> , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Prop 20 – State Lottery, Education Protection Act, Special Education §56000, SB 740, and all other federal and state programs in which the charter school participates.	[See “Fiscal Review” in the <i>Annual Performance-Based Oversight Visit Preparation Guide</i> for list of documentation to be provided to the CSD Fiscal Team]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements its own Uniform Complaint Procedure policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school’s website, that are compliant with federal and state requirements., See, e.g., guidance provided at <a href="http://www.cde.ca.gov/re/cp/uc/">http://www.cde.ca.gov/re/cp/uc/</a>	The governing board has reviewed the school’s: <ul style="list-style-type: none"> <li>• UCP policies</li> <li>• UCP procedures</li> <li>• UCP forms</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The charter school, as a recipient of federal reimbursement for the National School Lunch/Breakfast program and/or as a school on District property, has adopted a <b>Local School Wellness Policy</b> . See Healthy, Hunger Free Kids Act of 2010 (Public Law 111–296); Child Nutrition and WIC Reauthorization Act of 2004.  Note: Even if the charter school is not participating in the National School Lunch or Breakfast program, and is not located on District property, development and adoption of an equivalent Wellness Policy likely would benefit the school and its students.	Local School Wellness Policy, including evidence of stakeholder input in the development of the policy and annual progress report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN. COMPLIANT	SCHOOL ADMIN. REQUIREMENT IN PROCESS	BOARD CERTIFICATION BY MARCH 2018
18. The governing board oversees the development of and approves/adopts the <b>stakeholder engagement</b> process, goals, actions, measurable outcomes, and expenditures in the school’s Local Control Accountability Plan (LCAP) and annual updates in consultation with teachers, staff, administrators, parents, and students. See Ed. Code § 47606.5.	Documentation of stakeholder engagement, including Board Meeting Agendas, Board Minutes, and LCAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. The charter school ensures compliance with the LAUSD’s <b>Keeping Parents Informed: Charter Public School Transparency Resolution</b> of January 12, 2016, which includes documents available both manually and electronically, and if the charter school occupies a building on the AB300 list (seismic safety survey), it has posted a notice of such status in its main office.	Documentation of discussion by the Governing Board including Board Meeting Agendas and Board Minutes and review that documentation is available both manually and electronically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The charter school ensures that it is in compliance with all applicable state law regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and Chapter 5.5 (commencing with Section 48850) of Part 27 of Division 4 of Title 2 of the Education Code, as amended from time to time.	Documentation of compliance with the requirements, which may include but is not limited to, the name of the charter school’s designee and the partial credit policy, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. <b>Schools Serving Grade 9 only:</b> The charter school complies with all applicable requirements of the California Mathematics Placement Act of 2015)	Documentation of the adoption of the charter school’s established policy in compliance with the California Mathematics Placement Act of 2015, including the Board Meeting Agendas and Board Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. The charter school complies with all applicable requirements of AB 2246: Pupil Suicide Prevention Policies. (For schools with pupils in grades 7 to 12.)	Documentation of the adoption of the charter school’s policy established in compliance with the AB 2246, including the Board Meeting Agendas and Board Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN. COMPLIANT	SCHOOL ADMIN. REQUIREMENT IN PROCESS	BOARD CERTIFICATION BY MARCH 2018
23. <b>For High Schools Only:</b> The charter school has obtained WASC accreditation and UCOP Doorways Course Approval	Charter school approvals are listed on the WASC website and UCOP Doorways website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW**  
**(by end of 7th week of school)**

The undersigned hereby certifies that, on \_\_\_\_\_ the School Administrator of \_\_\_\_\_  
Date(s)

\_\_\_\_\_  
Name of Charter School  
 reviewed the school's compliance related policies, systems, and procedures.

<small>Printed Name of School Administrator</small>	<small>Signature of School Administrator</small>	<small>Date Signed</small>

## CERTIFICATION OF BOARD COMPLIANCE REVIEW

**\*\*\*before March 16, 2018**

The undersigned hereby certifies that, on \_\_\_\_\_, the Governing Board of  
Date(s)

\_\_\_\_\_  
 Name of Charter School

reviewed the school's compliance related policies, systems, and procedures.\*\*

Printed Name of Governing Board Chair	Signature of Governing Board Chair	Date Signed

\*\* Please attach the relevant Board agenda(s) approved minutes for the meeting(s) and agenda approving the minutes at which the Board has reviewed the school's compliance with the items listed above.

\*\*\* For your awareness, beginning in the 2018-2019 school year, the governing board's certification review will be due to the CSD in December 2018.