



# El Camino Charter High School

## Board Meeting

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### **Date and Time**

Thursday June 21, 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

For board meeting materials, please go to the school's main office, or call (818) 595-7500. Some board meeting materials are also posted in the school's website (<http://ecrchs.net/ecr-board/>).

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

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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.

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

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>04:30 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		Beatriz Chen	3 m
D. Public Comments		Public	25 m
E. Staff Update		Lisa Ring	15 m
F. UTLA Update		Carlos Monroy	10 m
G. Committee Reports/Updates	Discuss	Jonathan Wasser	10 m
<b>II. Consent</b>			<b>05:35 PM</b>
A. Approve Minutes of May 17, 2018 Board Meeting	Approve Minutes	Jonathan Wasser	1 m
Approve minutes for Board Meeting on May 17, 2018			
B. Approve Minutes of May 24, 2018 Special Meeting	Approve Minutes	Jonathan Wasser	1 m
Approve minutes for Special Meeting on May 24, 2018			
C. Approve Minutes of June 6, 2018 Special Board Meeting	Approve Minutes	Jonathan Wasser	1 m
Approve minutes for Special Meeting on June 6, 2018			
<b>III. Financial</b>			<b>05:38 PM</b>
A. Discuss and Possible Approval of Modification to LCAP	Vote	Lisa Ring	10 m
Staff recommends adjustments to Local Control and Accountability Plan (LCAP) to account for 2017-18 data.			
B. Review and Vote on April 2018 Check Registers	Vote	Alan Darby	10 m
C. April 2018 Financial Update	Discuss	Cindy Frantz of EdTec	20 m
D. Discuss and Vote on 2018-19 Budget	Vote	Alan Darby	20 m
E. Discuss and Possible Approval of Consolidated Application and Reporting System	Vote	Cindy Frantz of EdTec	10 m
- Application for Title Funding - Certification of Assurances - Protection Prayer Certification			
F. Discuss and Possible Approval of Revised Fiscal Policies and Procedures	Vote	Alan Darby	20 m
<b>IV. School Business</b>			<b>07:08 PM</b>

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|---|---------|------------------|------|
| <b>A.</b> Discuss Marketing Plan to Deal with Declining Enrollment, Fundraising and General School Promotions | Discuss | Rebeca Rodriguez | 25 m |
|---|---------|------------------|------|
- Plan to increase declining enrollment
  - Plan and goals for general fundraising
  - Update on 50th anniversary
  - Discuss and plans for weekly newsletter-distribution and target audience
  - Plan for advertising and possible need for increased budget
  - Plan for maintaining social media sites (Facebook...etc.)
  - Plans for utilizing alumni specific sites
  - Discuss how to promote ECRCHS Board of Directors
  - Discuss media requests

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|-----------------------|---------|------------------|------|
| <b>B.</b> Tech Update | Discuss | Fernando Delgado | 15 m |
|-----------------------|---------|------------------|------|
- The discussion will include status of advising teachers as to the 1-to-1 roll out.

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|--|------|------------------|------|
| <b>C.</b> Discuss and Possible Vote on Tech Refresh for Teachers | Vote | Fernando Delgado | 20 m |
|--|------|------------------|------|

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|--|------|------------------|------|
| <b>D.</b> Discuss and Possible Approval of Purchase of Virus Protection Software | Vote | Fernando Delgado | 15 m |
|--|------|------------------|------|

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|---|------|--------------|------|
| <b>E.</b> Discuss and Possible Approval of Immigration Information Policy | Vote | Daniel Chang | 10 m |
|---|------|--------------|------|
- Newly enacted law requires that local educational agencies adopt a policy regarding procedures for responding to actions and requests for information by any law enforcement officer for purposes of enforcing immigration laws.

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|---|------|------------|------|
| <b>F.</b> Discuss and Possible Approval of Landscape Contract | Vote | Alan Darby | 15 m |
|---|------|------------|------|
- Staff seeks approval of a contract to hire a landscaping company to trim trees on the main campus.

- |   |      |            |      |
|---|------|------------|------|
| <b>G.</b> Discuss and Possible Approval of Contract for Substitute Teachers | Vote | Alan Darby | 30 m |
|---|------|------------|------|

- |   |      |            |      |
|---|------|------------|------|
| <b>H.</b> Discuss and Possible Approval of New Insurance Contract | Vote | Alan Darby | 10 m |
|---|------|------------|------|
- Staff will present proposals for liability insurance from two companies, CharterSafe and Bolton.

**V. Governance 09:28 PM**

- |   |         |              |      |
|---|---------|--------------|------|
| <b>A.</b> Discuss Committee's Recommendation for Community Representative | Discuss | Darin Ryburn | 10 m |
|---|---------|--------------|------|

The Committee will identify its recommendation for the Community Representative position.

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|--|------|-----------------|-----|
| <b>B.</b> Vote to Install Community Representative | Vote | Jonathan Wasser | 5 m |
|--|------|-----------------|-----|

The Community Representative term commences June 21, 2018 and ends June 30, 2019. Community member will be offered 5 minutes for introduction. Community member may take their seat at this meeting.

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|--|------|-----------------|------|
| <b>C.</b> Discuss and Vote on Board Meeting Calendar for 2018-19 | Vote | Jonathan Wasser | 10 m |
|--|------|-----------------|------|

Staff proposes the following meeting dates, meetings to start at 4 pm: August 23; September 27; October 25; November 15; December 13; January 24; February 28; March 28; April 25; May 23; and June 27.

- |  |         |              |      |
|--|---------|--------------|------|
| <b>D.</b> Board Review of Comparable Compensation Data for Charter School CBOs | Discuss | Daniel Chang | 10 m |
|--|---------|--------------|------|

**VI. Closed Session 10:03 PM**

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|--|---------|-----------------|------|
| <b>A.</b> Public Employee Performance Evaluation | Discuss | Jonathan Wasser | 15 m |
|--|---------|-----------------|------|
- Title: Executive Director. Final report and recommendation.

- |           |   |         |                 |      |
|-----------|---|---------|-----------------|------|
| <b>B.</b> | Public Employee Performance Evaluation                      | Discuss | Lisa Ring       | 10 m |
|           | Title: Chief Business Officer. Report and recommendation.   |         |                 |      |
| <b>C.</b> | Public Employee Performance Evaluation                      | Discuss | Lisa Ring       | 10 m |
|           | Title: Chief Compliance Officer. Report and recommendation. |         |                 |      |
| <b>D.</b> | Public Employment   | Discuss | Jonathan Wasser | 15 m |
|           | Title: Chief Business Officer                               |         |                 |      |
| <b>E.</b> | Conference With Legal Counsel:<br>Anticipated Litigation    | Discuss | Jonathan Wasser | 5 m  |

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: three (3) matters.

**VII. Reconvene to Open Session 10:58 PM**

- |           |  |         |                 |      |
|-----------|--|---------|-----------------|------|
| <b>A.</b> | Report of Actions Taken In Closed Session,<br>If Any                                 | Discuss | Jonathan Wasser | 5 m  |
| <b>B.</b> | Possible Board Approval of Resolution<br>Regarding Executive Compensation for<br>CBO | Vote    | Jonathan Wasser | 5 m  |
| <b>C.</b> | Possible Board Approval of Salary Increase<br>for CBO                                | Vote    | Jonathan Wasser | 10 m |

Report of salary, salary schedule, or compensation paid as fringe benefits to Chief Business Officer

1. Salary;
2. Health Benefits;
3. Bonuses;
4. Life Insurance;
5. Stipends / Allowances;
6. Differentials for MBA/JD.

**VIII. Closing Items 11:18 PM**

- |           |                 |      |                 |     |
|-----------|-----------------|------|-----------------|-----|
| <b>A.</b> | Adjourn Meeting | Vote | Jonathan Wasser | 1 m |
|-----------|-----------------|------|-----------------|-----|

# Coversheet

## Approve Minutes of May 17, 2018 Board Meeting

**Section:** II. Consent  
**Item:** A. Approve Minutes of May 17, 2018 Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on May 17, 2018

APPROVED



# El Camino Real Charter High School

## Minutes

### Board Meeting

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#### Date and Time

Thursday May 17, 2018 at 4:30 PM

#### Location

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

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#### **Directors Present**

Beatriz Chen, Bruce Takeguma, Darin Ryburn, Jonathan Wasser, Scott Silverstein, Steven Kofahl

#### **Directors Absent**

Lisa Crosthwait

#### **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 Real Charter High School to order on Thursday May 17, 2018 at 4:37 PM.

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

**C. Pledge of Allegiance**

**D. Public Comments**

Scott Silverstein spoke regarding the Board's responsibility to back the administration to improve the quality of the school's teaching staff.

**E. Executive Director Update**

AP testing has gone on the last 2 weeks. Counselors Bereny and Yerevenian have overseen the testing. This year 970 students will take a total of 1,964 AP exams; this is up from 872 students taking 1,751 AP exams last year. This is a testament to ECR students and teachers.

This Saturday is Break the Silence, the Brett Schmitt Memorial Run. The race starts at 8 a.m. The Schmitt family is raising money to allow ECR to have a program that allows students with mental illness to receive counseling. We will work with Phillips Academy to provide counselors.

Prom is May 26th, at the Santa Anita Racetrack.

On May 25th, the L.A. City Council will recognize our Academic Decathlon, Boys and Girls Soccer, Boys Cross-Country, and Boys Tennis teams.

Mr. Hussey attended the Valley Economic Alliance gathering last night; AcaDeca was recognized with the Steve Allen Excellence in Education award. ECR and the Valley Economic Alliance will discuss a school-to-career pathway program.

Power to the Artist is today at the Greek Theatre.

Senior Awards Night is on May 31st.

Graduation is on Friday, June 8th.

Discussions have been ongoing regarding implementing the 1-to-1 program. Microsoft wants ECR to be a showcase school. ECR's Professional Development Committee will meet on Monday to go over the goals for next year and come up with a plan for the implementation of the 1-to-1 program.

The Latino parents had an event on May 5th, it was very well attended and the feedback was very positive.

After-school tutoring will continue, and ECR is looking to add supplemental math courses during the day as well.

The next UTLA bargaining meeting is this Monday, May 21st.

**F. UTLA Update**

There was no UTLA update.

**G. Committee Reports/Updates**

The Executive Director Evaluation Committee met today.

The Tech Committee will speak during the Tech Update.



The Safety Committee advised that the FBI issued a flyer on active shooter training, it will be distributed to the rest of the Board and Mr. Ryburn will work with ECR to get information out to stakeholders.

The Shoup Committee noted that progress on the construction was slowed by the inspectors from the City of Los Angeles. Progress continues.

## II. Consent

### A. Approve Minutes of April 19, 2018 Board Meeting

Darin Ryburn made a motion to approve minutes from the Board Meeting on 04-19-18 Board Meeting on 04-19-18.

Steven Kofahl seconded the motion.

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

#### Roll Call

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

### B. Approve Minutes of April 26, 2018 Special Meeting

Scott Silverstein made a motion to approve minutes from the Special Meeting on 04-26-18 Special Meeting on 04-26-18.

Steven Kofahl seconded the motion.

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

#### Roll Call

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

## III. Financial

### A. Review and Vote on March 2018 Check Registers

Steven Kofahl made a motion to approve the March 2018 check registers.

Beatriz Chen seconded the motion.

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

### B.

### **March 2018 Financial Update**

Forecast Update - ADA was lower than projected, so ADA-dependent revenue was reduced by \$556K. This was offset somewhat by reconciling stipends and depreciation, and revising budget on Shoup. Current LCFF rate is \$9,600 per student; next year LCFF will be fully funded but this year is still a transition year. ADA as of P2 was 3,316, a reduction of 54. This attrition is about the same, but it feels like it is more because we had less students this year to start with.

Mr. Ryburn is requesting a presentation next month from marketing regarding what steps are being taken to prevent this loss in ADA from continuing. Mr. Takeguma also wanted a discussion regarding the occupancy of Shoup. Mr. Silverstein asked if we could start marketing for an increased independent study now and house them on the main campus, until Shoup is ready for occupancy - Ms. Ring noted that our current main campus is filled to capacity, and we could not bring in more students here. Opening the Shoup campus would be a great benefit to the program.

Mr. Kofahl asked what happens if we end the year with a negative forecast number - Ms. Frantz stated that this would come out of our fund balance, but that it doesn't reflect a cash balance.

### **C. Discuss Proposed Changes to Fiscal Policies and Procedures**

The Fiscal Policies and Procedures document is being updated, to reflect recommendations from FCMAT as well as changes in systems and procedures. For example, check signers have been revised, reimbursement policy has been updated, work flow and hiring practices are being revised. We will send the revised FPP to LAUSD first for review, and then it will be presented to the Board for voting.

## **IV. School Business**

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

This is combined with item IV.B.

### **B. Discuss LCAP Yearly Update and Adjustments**

The intervention team will develop a plan to create a School Attendance Review Team (SART) and School Attendance Review Board (SARB), which will focus on students with continued chronic absences.

The Latino Parent Summit took place this last month, which was extremely well received.

LCAP focuses on academic support for certain populations for college and career goals. This is a 3 year plan. The proposed changes reflected are not major changes, but reflect modifications to reflect the data.

### **C. Tech Update**

The information regarding the tech upgrades is on the intranet, accessible through the school website.

The 1-to-1 program approved by the Board included a \$25 per student cost for insurance; for FRPM students, Friends of ECR is looking into paying this cost or using the funds for the Special Day Program. The first year cost will be \$465K; the second will be \$595K; then it will normalize out at about \$520K a year recurring cost.

Smartboards are being considered, and is in pilot now in several classrooms. This would be rolled out over time, about 2 years.

Mr. Ryburn asked how long professional development will be; it will be an ongoing thing as technology changes and more tech is adopted. Teacher Jason Kinsella was asked if the teachers had been advised regarding the 1-to-1 program; Mr. Kinsella stated that most teachers had heard very little about the 1-to-1, and that he himself had heard about it only this past week.

Mr. Ryburn asked if there were additional costs that have not yet been budgeted; Mr. Delgado stated that some additional software may be needed, and there will be the cost of e-books, though that may be offset by a reduction in hard cover textbooks.

Mr. Silverstein asked how long the Canvas rollout will be; Mr. Hussey stated that we are planning a 3 year rollout, in order to provide teachers enough time to get integrated into the program.

#### **D. Discuss and Possible Vote on Proposal for Clean Up**

Mr. Silverstein requested that the Board form a committee to come up with a letter to send to the Department of Toxic Substance Control (DTSC), a State organization that is in charge of the cleanup of the Santa Susana Field Lab on top of hills in Simi Valley. There has been a plan under review for the last decade on how to clean it. One potential way is to dig up the approximately 2.2 million cubic yards of toxic materials and ship it out; there are 10 potential shipping routes in the plan, one of which would include driving the toxic materials down Valley Circle Boulevard. Mr. Silverstein requested a letter to DTSC, asking them not to select the option of shipping it down Valley Circle Boulevard. Mr. Silverstein is willing to draft the letter and then present it to the Board for approval and to be signed by those Board members who support the letter.

#### **E. Discuss and Possible Approval of CharterLIFE Renewal for Health Care Benefits**

The benefits renewal package will be at an increase of 2.08% as compared to 2017-18. There are some changes to some of the plans that will result in changes in out of pocket expenses, but the overall change is reasonable. ECR is looking into different scenarios regarding different plans to be provided.

Darin Ryburn made a motion to approve the CharterLIFE Benefits Renewal.

Bruce Takeguma seconded the motion.

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

#### **Roll Call**

Steven Kofahl	Aye
Lisa Crosthwait	Absent

**Roll Call**

Bruce Takeguma Aye  
Jonathan Wasser Aye  
Scott Silverstein Abstain  
Beatriz Chen Aye  
Darin Ryburn Aye

**V. Governance**

**A. Report on Results of Classified Representative Election**

**B. Vote to Install Classified Representative**

Steven Kofahl made a motion to install Kenneth Lee as the Classified Representative, term commencing July 1, 2018.

Bruce Takeguma seconded the motion.

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

**Roll Call**

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

**C. Discuss Committee's Recommendation for Community Representative**

The three applicants were reviewed, each was a very qualified applicant. The Committee met and discussed all three candidates, and based on the needs of the Board, the Committee recommends that Beatriz Chen be appointed as the Community Representative.

**D. Vote To Install Community Representative**

Darin Ryburn made a motion to install Beatriz Chen as the Community Representative, term starting July 1, 2018.

Scott Silverstein seconded the motion.

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

**Roll Call**

Jonathan Wasser Aye  
Beatriz Chen Abstain  
Scott Silverstein Aye  
Bruce Takeguma Aye  
Darin Ryburn Aye  
Lisa Crosthwait Absent

**Roll Call**

Steven Kofahl     Aye

**E. Discuss Vacant Community Representative Position**

The vacant position is to fill the term of Julie Kornack, Community Representative. An email will be sent out tomorrow to all candidates who applied for one of the two vacant positions, as well as to all individuals who had applied in the last year for one of the Board vacancies. For those who applied for one of the two recent positions, they will be added to the pool of candidates unless they indicate otherwise. Everyone else will have to apply. The vacancy will be advertised through the upcoming newsletter as well as an email blast.

The position will be advertised starting tomorrow, May 18th, and applications will be accepted through June 1st.

A new Committee was appointed of Darin Ryburn, Beatriz Chen, and Scott Silverstein.

**F. Discuss and Vote on Board Meeting Calendar for 2018-19**

A framework should be agreed to (day of the week and week of the month, as well as time). Mr. Silverstein requested that the meetings be moved to the fourth Thursday of the month, as it would allow us to get more up-to-date financial records. And the time will be moved up to 4 p.m. There will be no meeting in July. The November meeting will be held on November 15th, and the December meeting will be held either on the 6th or the 13th.

**VI. Closed Session**

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

Closed session took place.

**B. Public Employee Discipline/Dismissal/Release**

Closed session took place.

**C. Conference with Labor Negotiators**

Closed session took place.

**D. Public Employee Performance Evaluation**

Closed session took place.

**VII. Reconvene to Open Session**

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

The Board had one action to report: the Board has agreed to retain the services of Oracle Investigations in order to investigate a personnel matter.

## VIII. Closing Items

### A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.

Scott Silverstein 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 7:49 PM.

Respectfully Submitted,  
Daniel Chang

# Coversheet

## Approve Minutes of May 24, 2018 Special Meeting

**Section:** II. Consent  
**Item:** B. Approve Minutes of May 24, 2018 Special Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Meeting on May 24, 2018

APPROVED



# El Camino Real Charter High School

## Minutes

### Special Meeting

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#### Date and Time

Thursday May 24, 2018 at 5:00 PM

#### Location

El Camino Real Charter High School, Library, 5440 Valley Circle Boulevard, Woodland Hills, CA 91390

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#### **Directors Present**

Beatriz Chen, Bruce Takeguma, Darin Ryburn, Jonathan Wasser, Scott Silverstein, Steven Kofahl

#### **Directors Absent**

Lisa Crosthwait

#### **Directors who arrived after the meeting opened**

Darin Ryburn

#### **Directors who left before the meeting adjourned**

Bruce Takeguma

#### **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 Real Charter High School to order on Thursday May 24, 2018 at 5:03 PM.

**B. Record Attendance and Guests**

**C. Pledge of Allegiance**

**D. Public Comments**

Pricila Chavez-Lara, teacher, spoke regarding her time as music teacher.

Anita Baluran, parent, spoke regarding the music program.

Emely Campos, student, spoke regarding the music program.

Sari Weiner, parent, spoke regarding the Special Education program.

Tonya Swain, parent, spoke regarding the Special Education program.

Francesca Radcliffe, student, spoke regarding the Special Education program.

Michelle Radcliffe, parent, spoke regarding concerns about the school.

Jialen Baluran, student, spoke regarding the music program.

**II. Closed Session**

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

Closed session took place.

Darin Ryburn arrived.

**B. Public Employee Discipline/Dismissal/Release**

Closed session took place.

**C. Conference with Labor Negotiators**

Closed session took place.

Bruce Takeguma left.

**III. Reconvene to Open Session**

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

The Board has agreed to retain the services of Oracle Investigations to investigate personnel matters.

**IV. Closing Items**

**A. Adjourn Meeting**

Steven Kofahl made a motion to adjourn the meeting.

Scott Silverstein 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 7:55 PM.

Respectfully Submitted,  
Daniel Chang

# Coversheet

## Approve Minutes of June 6, 2018 Special Board Meeting

<b>Section:</b>	II. Consent
<b>Item:</b>	C. Approve Minutes of June 6, 2018 Special Board Meeting
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Special Meeting on June 6, 2018

APPROVED



# El Camino Real Charter High School

## Minutes

### Special Meeting

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#### Date and Time

Wednesday June 6, 2018 at 4:00 PM

#### Location

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

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#### BOARD MEETING

For board meeting materials, please go to the school's main office, or call (818) 595-7500. Some board meeting materials are also posted in the school's website (<http://ecrchs.net/ecr-board/>).

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

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

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed twenty-five (25) minutes. The Board may give direction to staff to

respond to your concern or you may be offered the option of returning with a citizen-requested item.

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

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

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

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

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

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#### **Directors Present**

Beatriz Chen, Bruce Takeguma, Jonathan Wasser, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

#### **Directors Absent**

Darin Ryburn

#### **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 Real Charter High School to order on Wednesday Jun 6, 2018 at 4:03 PM.

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

**C. Pledge of Allegiance**

**D. Public Comments**

Jasmine Moheb, student, spoke regarding the Debate and Speech Club.

Carlos Monroy, teacher and UTLA chair, spoke regarding the ratification of the Collective Bargaining Agreement.

**II. Closed Session**

**A. Conference with Labor Negotiators**

Closed session took place.

**B. Conference with Labor Negotiators**

Closed session took place.

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

Closed session took place.

**III. Reconvene to Open Session**

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

The Board has agreed to authorize additional investigations through Oracle Investigations.

**B. Possible Board Approval of UTLA Agreement**

Scott Silverstein made a motion to approve the ECR - UTLA Agreement for 2018-21.

Bruce Takeguma seconded the motion.

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

**Roll Call**

Bruce Takeguma Aye

Darin Ryburn Absent

Beatriz Chen Aye

Steven Kofahl Aye

Lisa Crosthwait Aye

Jonathan Wasser Aye

**C. Possible Board Approval of Classified Staff Compensation**

Beatriz Chen made a motion to approve classified staff compensation.

Lisa Crosthwait seconded the motion.

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

**Roll Call**

Jonathan Wasser Aye  
Beatriz Chen Aye  
Steven Kofahl Aye  
Lisa Crosthwait Aye  
Darin Ryburn Absent  
Scott Silverstein Aye  
Bruce Takeguma Aye

**IV. Closing Items**

**A. Adjourn Meeting**

Steven Kofahl made a motion to adjourn the meeting.

Bruce Takeguma seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:40 PM.

Respectfully Submitted,  
Daniel Chang



# Coversheet

## Discuss and Possible Approval of Modification to LCAP

**Section:** III. Financial  
**Item:** A. Discuss and Possible Approval of Modification to LCAP  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** III.A Annual Update LCAP 2017-2020.pdf  
III.A LCAP Plan Summary.pdf

# Annual Update

LCAP Year Reviewed: 2017-18

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

## Goal 1

**Ensure implementation of academic content standards for all core subjects as they are adopted**

State and/or Local Priorities Addressed by this goal:

STATE  1  2  3  4  5  6  7  8

COE  9  10

LOCAL \_\_\_\_\_

### ANNUAL MEASURABLE OUTCOMES

#### EXPECTED

1. Increase the percentage of grade 11 students scoring "Exceeded" and "Met" standard in ELA on SBAC to 65% in 2018.
2. Increase the percentage of grade 11 students scoring "Exceeded" and "Met" standard in Math on SBAC to 43% in 2018.
3. Increase the school-wide four-year cohort graduation rate to 95.00% in 2017-18.
4. Decrease the four-year cohort dropout rate to 2.40% in 2017-18.
5. Of the parents returning the annual survey, 77% will agree or strongly agree that, "The school provides high quality instruction to my child in 2017-18"

#### ACTUAL

1. Scores are not available yet.
2. Scores are not available yet.
3. Final figures are not available yet.
4. Final figures are not available yet.
5. Not met. Currently 72.5% as of June 18th.

ACTIONS / SERVICES

Action **1**

Actions/Services	<p><b>PLANNED</b> Provide EL support to core academic teachers to help EL students access CCSS and ELD standards.</p>	<p><b>ACTUAL</b> Provide EL support to core academic teachers to help EL students access CCSS and ELD standards.</p>
Expenditures	<p><b>BUDGETED</b> \$32,937</p>	<p><b>ESTIMATED ACTUAL</b> \$29,378</p>

ACTIONS / SERVICES

Action **2**

Actions/Services	<p><b>PLANNED</b> Provide training on analyzing and using both summative (namely SBAC) and formative assessment data including assessment resources and tools.</p>	<p><b>ACTUAL</b> Professional development and instructional coaching (5 periods out – 3 for one, 1 for two other teachers), plus Common Planning Days focused on these topics. Additionally, report booklets for NWEA MAP ordered for all faculty.</p>
Expenditures	<p><b>BUDGETED</b> \$26,040</p>	<p><b>ESTIMATED ACTUAL</b> \$101,225</p>

ACTIONS / SERVICES

Action **3**

Actions/Services	<b>PLANNED</b> Encourage bi-annual faculty participation in subject/content area/instructional strategy conference where participants must document and share (report back) what was learned.	<b>ACTUAL</b> Same
Expenditures	<b>BUDGETED</b> \$50,000	<b>ESTIMATED ACTUAL</b> \$18,000 in conference fees (plus food, lodging, and travel)

ACTIONS / SERVICES

Action **4**

Actions/Services	<b>PLANNED</b> Maintain 95% faculty met the highly-qualified definition.	<b>ACTUAL</b> All certificated teachers meet the highly-qualified definition.
Expenditures	<b>BUDGETED</b> \$0	<b>ESTIMATED ACTUAL</b> \$0

ACTIONS / SERVICES

Action **5**

Actions/Services

**PLANNED**  
Maintain school facilities to promote optimal learning environment.

**ACTUAL**  
As of June 12<sup>th</sup>, 7 classes received new furniture and 3 more have been ordered for August delivery.

Expenditures

**BUDGETED**  
\$193,000

**ESTIMATED ACTUAL**  
\$175,017.17 as of May 11<sup>th</sup> general ledger  
(\$196,875 projected based on May 11<sup>th</sup> general ledger)

Action **6**

Actions/Services

**PLANNED**  
Provide training and collaboration time to ensure common faculty understanding about the CCSS, curricular maps, common assessments, and academic vocabulary.

**ACTUAL**  
Professional development and instructional coaching, plus Common Planning Days focused on these topics (16 days of CPDs, paid for faculty salaries for one hour).

Expenditures

**BUDGETED**  
\$4,095

**ESTIMATED ACTUAL**  
\$140,000 (instructional coaching accounted for in Goal 1, Action 2)

ACTIONS / SERVICES

Action **7**

Actions/Services	<p><b>PLANNED</b> 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.</p>	<p><b>ACTUAL</b> Professional development and instructional coaching, plus Common Planning Days focused on these topics (approximately 5 days given to curriculum maps).</p>
Expenditures	<p><b>BUDGETED</b> \$1,435</p>	<p><b>ESTIMATED ACTUAL</b> \$43,750 (covered in Action Step 6)</p>

ACTIONS / SERVICES

Action **8**

Actions/Services	<p><b>PLANNED</b> 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.</p>	<p><b>ACTUAL</b> Professional development and instructional coaching, plus Common Planning Days focused on these topics (approximately 11 CPD meetings).</p>
Expenditures	<p><b>BUDGETED</b> \$25,000</p>	<p><b>ESTIMATED ACTUAL</b> \$96,250 (covered in Action Step 6)</p>

ACTIONS / SERVICES

Action **9**

Actions/Services	<b>PLANNED</b> Provide training (2017-18) and implement (2018-2020) on the use of common rubrics to assess student work.	<b>ACTUAL</b> Full faculty rubric training (4/25) during CPD and professional development session on 9/22 during full day PD.
Expenditures	<b>BUDGETED</b> \$25,000	<b>ESTIMATED ACTUAL</b> \$9,250

ACTIONS / SERVICES

Action **10**

Actions/Services	<b>PLANNED</b> Research (2017-18) and create PLC, or similar format (2018-2020) to ensure common planning time.	<b>ACTUAL</b> Administration instituted late start schedule after surveying the faculty and receiving feedback from WASC and Charter School Division (CSD) on need for common planning time.
Expenditures	<b>BUDGETED</b> \$5,500	<b>ESTIMATED ACTUAL</b> \$315,000 (\$173,750 of which is accounted for in Goal 1, Action 7, Goal 1 Action 8, Goal 1 Action 9, Goal 2 Action 1)

ACTIONS / SERVICES

Action **11**

Actions/Services	<p><b>PLANNED</b> 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.</p>	<p><b>ACTUAL</b> Implemented NWEA MAP testing system – August/September (fall), January/February (winter), and May (spring).</p>
Expenditures	<p><b>BUDGETED</b> \$53,800.</p>	<p><b>ESTIMATED ACTUAL</b> \$53,800 (\$46,800 for testing and \$7,000 for professional development).</p>

ACTIONS / SERVICES

Action **12**

Actions/Services	<p><b>PLANNED</b> Provide training on current research based instructional practice and curriculum with resources, tools, and observation checks by administration, instructional coaches, and department chairs.</p>	<p><b>ACTUAL</b> Four speakers at full day professional development (on 9/22).</p>
Expenditures	<p><b>BUDGETED</b> \$1,500</p>	<p><b>ESTIMATED ACTUAL</b> \$2,000</p>



**ANALYSIS Goal 1**

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

The 2017-18 school year included a new schedule with dedicated weekly time for professional development to accomplish many of the actions and services for Goal 1. Every Wednesday (aside from finals and administering the PSAT, which falls under Goal 2, Action 9, an hour was set aside at the beginning of the day for teachers to have common planning time. This development arose from the Charter School Division and Western Association of Schools and Colleges review in the spring of 2017. The 35 meeting times were aligned with various action steps and provided opportunities for course alike (i.e. 9 English or Chemistry) meetings, as well as departmental time. In particular, the following actions and services from Goal 1 were primarily addressed as a result of this common planning time: Action 2 (Provide training on analyzing and using both summative (namely SBAC) and formative assessment data including assessment resources and tools), Action 6 (Provide training and collaboration time to ensure common faculty understanding about the CCSS, curricular maps, common assessments, and academic vocabulary), Action 9 (Provide training (2017-18) and implement (2018-2020) on the use of common rubrics to assess student work), Action 11 (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), and Action 12 (Provide training on current research based instructional practice and curriculum with resources, tools, and observation checks by administration, instructional coaches, and department chairs). Additionally Goal 2, Actions 1, 2, 5, and 8 were also given time as a result of this change to the schedule.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

Using the measure of time dedicated to various actions, 2017-18 was successful. However, challenges remain in ensuring accurate and meaningful development of these given the constraint on teachers' time and the various competing initiatives required by the school's accreditation and authorizer. Internal assessments (NWEA's MAP – Measures of Academic Progress) began this past year as the school works to make its data collection and implementation more standard and effective. Groups of teachers and departments work to institute data driven processes. As with any initiative, resources need to be dedicated to this endeavor (departmental time, professional development/training, and administrative support) in order for it to succeed. Feedback from staff indicate the training on rubrics and introduction to topics at full day professional development (August 10<sup>th</sup>, September 22<sup>nd</sup>, and January 8<sup>th</sup>) were beneficial, but as noted above, time to further explore these topics was a primary concern.

As noted last year in the annual update, "the goal is to improve student performance, but so many factors and variables play a role that isolating and identifying single measures and 'proving' their efficacy remains borderline impossible. Crunching the data is slowly becoming more ingrained in the culture." The roll out NWEA's MAP testing was mentioned as a potential barometer. The implementation provided some challenges, but the culture is beginning to shift.

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

The major differences between the budgeted for Action Steps 2, 6, 7, 8, 9, and 10 is the instituting and accounting for faculty salaries of the weekly hour dedicated to the Common Planning Time mentioned above. Additionally, the discrepancy in accounting for Action 3 arises from the difficulty in tracking expenses tied to LCAP that have other origins. For instance, conference fees are tagged, which allows for a report to be easily generated, but food and travel are logged separately, making a true accounting of the cost of conferences more difficult to ascertain. The business office and assistant principals continue to discuss options to better track these expenses.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

The goal remains the same for the 2018/19 school year. The major change came about in 2016/17 as a result of the six-year WASC accreditation and annual Charter Schools Division visit. The past year consisted of benchmarking and norming in terms of expectations, processes, and proctoring. In order to build toward a data driven culture, these action steps have been retained as the school works to develop this paradigm.

## Goal 2

### Solidify a clear school-wide identity in terms of College & Career Readiness

State and/or Local Priorities Addressed by this goal:

STATE  1  2  3  4  5  6  7  8  
 COE  9  10  
 LOCAL \_\_\_\_\_

#### ANNUAL MEASURABLE OUTCOMES

##### EXPECTED

##### ACTUAL

1. Increase school-wide UC/CSU eligibility rate (i.e., A-G completion) to 49% in 2017-18.
2. Increase the % of students deemed "college ready" on the Early Assessment Program (EAP) based on Grade 11 SBAC in ELA to 30% in 2017-18.
3. Increase the % of students deemed "college ready" on the EAP based on Grade 11 SBAC in Math to 18% in 2017-18.
4. Increase the % of students enrolled in at least one AP course to 26% in 2017-18.
5. Increase the % AP exams passed with a score of 3 or higher to 73% in 2017-18.

1. Scores are not available yet.
2. Scores are not available yet.
3. Scores are not available yet.
4. Met. 28%
5. Scores are not available yet.

- |  |   |
|--|---|
| 6. Increase the % of students earning "C" or better in regular, non-honors ELA to 80% in 2017-18.                    | 6. 1831 students out of To Be Calculated.   |
| 7. Increase the % of students earning "C" or better in regular, non-honors Math to 61% in 2017-18.                   | 7. 1569 students out of To Be Calculated.   |
| 8. Increase the % of students earning "C" or better in regular, non-honors Science to 72% in 2017-18.                | 8. 874 students out of To Be Calculated.  |
| 9. Increase the % of students earning "C" or better in regular, non-honors History/Social Studies to 82% in 2017-18. | 9. 1096 students out of To Be Calculated  |
| 10. Increase the % of seniors enrolled in higher level Math (i.e., above Algebra II) in 2017-18.                     | 10. Met. 426 out of 976 seniors (44%) vs. 346 out of 975 seniors in 2016-17; 1 <sup>st</sup> semester enrollment. |

ACTIONS / SERVICES

Action **1**

Actions/Services

**PLANNED**  
Provide professional development to faculty on specific behaviors and actions that will be used to reinforce and embody a "college-going culture" and/or "career exploration."

**ACTUAL**  
Work in progress. Two sessions during the Common Planning Day (CPD) focused on college readiness (Naviance: 10/25; various topics: 4/18; CCR and English 10 instructors on 5/30). Throughout the year, seven (7) Road to Your Future (RtYF) presentations took place.

Expenditures

**BUDGETED**  
25,000

**ESTIMATED ACTUAL**  
\$25,000 (three CPD days for faculty salaries); no costs associated with RtYF

ACTIONS / SERVICES

Action **2**

Actions/Services

**PLANNED**  
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).

**ACTUAL**  
An AP summer bridge program was instituted in summer school following the 2016-17 school year. This is being expanded to 4 sections for the summer school session following the 2017-18 school year. Additionally, AP teachers were provided with up to 8 hours for student support to be used at their discretion as approved by the executive director.

Expenditures

**BUDGETED**  
\$6,000 (College Readiness Block Grant Fund)

**ESTIMATED ACTUAL**  
\$7,875 (3 teachers, 4 sections, 30 hours per class plus PD rate for 5 meetings, 3 teachers)

Action **3**

Actions/Services	<p><b>PLANNED</b> Enroll more students in higher level math classes (i.e. Algebra II or higher).</p>	<p><b>ACTUAL</b> Visited North Hollywood High School's Introduction to Data Science (Algebra II replacement course) and Mt. San Antonio College's Statways (Carnegie Foundation course) to determine suitability as alternative, higher level math courses. Enrolled greater percentage of seniors in higher level math courses.</p>
Expenditures	<p><b>BUDGETED</b> \$0</p>	<p><b>ESTIMATED ACTUAL</b> \$0</p>

ACTIONS / SERVICES

Action **4**

Actions/Services	<p><b>PLANNED</b> Plan (2017-18) and increase (2018-2020) collaboration with colleges and universities (upward articulation).</p>	<p><b>ACTUAL</b> Attended March 1<sup>st</sup> counselor workshop in Montebello hosted by Rio Hondo Community College regarding career pathways and articulation. Pierce College representative invited interested teachers to Articulation Day event (April 10<sup>th</sup>). APSCS (AP in charge of Secondary Counseling Services) continues to recruit and cultivate potential courses for articulation. The following courses will be articulated for the 2018-19 school year: Journalism I, Advanced Computer Applications, and Graphic Design.</p>
Expenditures	<p><b>BUDGETED</b> \$0</p>	<p><b>ESTIMATED ACTUAL</b> \$0</p>

ACTIONS / SERVICES

Action **5**

Actions/Services	<p><b>PLANNED</b></p> <p>Provide training to help teachers implement relevant, real world curricular connections for project based learning.</p>	<p><b>ACTUAL</b></p> <p>Implemented AP Seminar course (dedicated computer cart for research and projects). Placed Based Learning (PBL) Training on 9/22. 40 hours for 5 STEAM faculty to meet and plan/develop PBL curriculum over summer of 2018 at PD rate.</p>
Expenditures	<p><b>BUDGETED</b></p> <p>\$25,000</p>	<p><b>ESTIMATED ACTUAL</b></p> <p>\$27,000 (\$21,5000 computer cart for AP Seminar)</p>

ACTIONS / SERVICES

Action **6**

Actions/Services	<p><b>PLANNED</b></p> <p>Explore (2017-18), develop (2018-19), and implement (2019-2020) career pathway opportunities and staffing needs for additional career pathways.</p>	<p><b>ACTUAL</b></p> <p>Transition Services teacher continues to develop and cultivate community partnerships, culminating in Career Expo held on March 21<sup>st</sup> in Anderson Hall. In addition, TS teacher arranges for RtYF series (0.2 FTE).</p>
Expenditures	<p><b>BUDGETED</b></p> <p>\$17,841</p>	<p><b>ESTIMATED ACTUAL</b></p> <p>\$17,841</p>

ACTIONS / SERVICES

Action **7**

Actions/Services

PLANNED	ACTUAL
Partner with community businesses and organizations to provide internships, mentorships, field trips, and project based learning.	Staff member serves as co-chair of Warner Center-Woodland Hills Chamber of Commerce's Education Committee. Field trips and guest speakers comprise a significant component of the project based, real world connection. Career Expo brings in community businesses and organizations to present to students. Additionally, the local Chamber presented their Get Empowered, Get Employed program on November 2 <sup>nd</sup> . 68 (non-AVID) field trips at \$350 per bus.

Expenditures

BUDGETED	ESTIMATED ACTUAL
\$17,841	\$23,800

ACTIONS / SERVICES

Action **8**

Actions/Services

PLANNED	ACTUAL
Explore (2017-18), pilot/develop (2018-19) and implement (2019-2020) a portfolio of College and Career Readiness for graduation (including career aspirations/goals, resume, letters of recommendation, samples of exemplary, etc. via Naviance).	Continued to implement Naviance. Using Naviance's "tasks" functionality (college search, completing resumes, etc) at each grade level to build each student's portfolio.

Expenditures

BUDGETED	ESTIMATED ACTUAL
\$29,000	\$28,942.15

ACTIONS / SERVICES

Action **9**

Actions/Services	<p><b>PLANNED</b></p> <p>Implement PSAT exams for grades 9<sup>th</sup> -11<sup>th</sup> school wide.</p>	<p><b>ACTUAL</b></p> <p>Met. PSAT was offered school wide to 9-11<sup>th</sup> grades with a schedule to accommodate the test during school on Wednesday October 11<sup>th</sup>, 2017.</p>
Expenditures	<p><b>BUDGETED</b></p> <p>\$36,300</p>	<p><b>ESTIMATED ACTUAL</b></p> <p>\$34,880</p>

ACTIONS / SERVICES

Action **10**

Actions/Services	<p><b>PLANNED</b></p> <p>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.</p>	<p><b>ACTUAL</b></p> <p>Guidance counselors stayed late one time per week and reached out to students on the AP Potential list.</p>
Expenditures	<p><b>BUDGETED</b></p> <p>\$7,500</p>	<p><b>ESTIMATED ACTUAL</b></p> <p>\$7,500 (40 Sessions for 3 hours at \$62.5 per hour)</p>



ACTIONS / SERVICES

Action **11**

Actions/Services	<p><b>PLANNED</b></p> <p>Explore the role of a career advisor (2017-18), design and implement role (2018-2020).</p>	<p><b>ACTUAL</b></p> <p>2017-18 exploration included discussing training existing staff.</p>
Expenditures	<p><b>BUDGETED</b></p> <p>\$0</p>	<p><b>ESTIMATED ACTUAL</b></p> <p>\$0</p>

ACTIONS / SERVICES

Action **12**

Actions/Services	<p><b>PLANNED</b></p> <p>Explore the possibility of enhancing the rigor for the 9<sup>th</sup> grade year (including, but not limited to the addition of a college preparatory science, world history, or world language course).</p>	<p><b>ACTUAL</b></p> <p>Added a college preparatory science course for the 2018-19 school year in 9<sup>th</sup> grade via the new STEAM program.</p>
Expenditures	<p><b>BUDGETED</b></p> <p>\$1,500</p>	<p><b>ESTIMATED ACTUAL</b></p> <p>\$1,690 Teacher attended training to add an additional science course for 2018-19 school year.</p>

Action **13**

Actions/Services	<p><b>PLANNED</b></p> <p>Continue current math support classes.</p>	<p><b>ACTUAL</b></p> <p>Offered 5 study skills (primarily math) support courses (period 2, 3, 4, 5, and 6).</p>
Expenditures	<p><b>BUDGETED</b></p> <p>\$60,000</p>	<p><b>ESTIMATED ACTUAL</b></p> <p>\$100,000</p>

Action **14**

Actions/Services	<p><b>PLANNED</b></p> <p>Continue to provide support to the AVID program (including tutors, materials, trainings, dues for the program, and a coordinator position).</p>	<p><b>ACTUAL</b></p> <p>Workshops, tutors, coordinator position, dues for membership, supplies, after school meetings, and AVID field trips.</p>
Expenditures	<p><b>BUDGETED</b></p> <p>\$75,000</p>	<p><b>ESTIMATED ACTUAL</b></p> <p>\$94,850</p>

**ANALYSIS** Goal 2

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

The past year contained 14 action/services, an increase of 11 over the previous LCAP. One of the main holdovers from the 2016-17 LCAP, the AVID program, was reinvigorated with a new coordinator. The assistant principal who oversees the program formerly served as AVID coordinator and works in conjunction with the coordinator. Many of the actions and services in this goal were supported by the advent of the new common planning schedule. As noted earlier, this includes Actions 1 (Provide professional development to faculty on specific behaviors and actions that will be used to reinforce and embody a “college-going culture” and/or “career exploration”), 2 (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), 5 (Provide training to help teachers implement relevant, real world curricular connections for project based learning), and 8 (Explore (2017-18), pilot/develop (2018-19) and implement (2019-2020) a portfolio of College and Career Readiness for graduation (including career aspirations/goals, resume, letters of recommendation, samples of exemplary, etc. via Naviance) from Goal 2. There have been successes (increasing the number of courses articulated with Pierce, the local community college, so students can earn college credit) and challenges (creating a unified career focus). For the latter, several individuals continue to work on this as tangential parts of their duties, but it is not clearly identified with a single coordinator.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

As noted last year, “Since year-end data (including the SBAC scores) is not available as of yet, it is difficult to determine the effectiveness of these programs. Many of the metrics are year-end, but interim data can provide some indication of progress. One of the challenges faced is improving UC/CSU eligibility (A-G completion.” However, starting in early May, the school invested in Aeries Analytics and received a training on the system, which can be used to create dashboards demonstrating progress on A-G completion. More students enrolled in higher level math and AP exams. The AP Potential list generated by student performance on the PSAT has been an effective tool to drive up these enrollment numbers.

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

As mentioned last year, “With the installation of a new CBO last year, and a focus on actual expenditures, the estimated actual expenditures were inline with the budgeted expenditures.”

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

Major changes were made between the 2016-17 and 2017-18 LCAPs. For 2018-19, two minor tweaks were made. Instead of “flagging” all students in Aeries (Action 10), counselors will be provided with a list of students identified via AP Potential. Also, the school will continue to explore the role of a career advisor (instead of design and implement), Action 11.

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

## Goal 3

### Ensure that all students receive personalized supports to succeed

State and/or Local Priorities Addressed by this goal:

STATE  1  2  3  4  5  6  7  8  
 COE  9  10  
 LOCAL \_\_\_\_\_

#### ANNUAL MEASURABLE OUTCOMES

#### EXPECTED

#### ACTUAL

1. Increase four-year (cohort) high school graduation rate for Hispanic students (lowest performing racial/ethnic subgroup) to 2% above 2015-16 baseline of 90.3% (and 92.4% in 2013-14).
2. Increase 4-year (cohort) high school graduation rate for African American students.
3. Increase EL reclassification rate to 19.5% in 2017-18.
4. Increase % of Latino students completing UC/CSU eligibility requirements (i.e. A-G completion)
5. Increase % of African American/Black students completing UC/CSU eligibility requirements (i.e. A-G completion)
6. 89% of 9<sup>th</sup> grade students earning 55+ credits and successfully matriculating to 10<sup>th</sup> grade.
7. Chronic attendance (absenteeism) rate.
8. Chronic attendance (absenteeism) rate for African American/Black students.
9. Of the parents returning the annual survey, at least 64% will agree or strongly agree that, "The teachers at the school care about students' progress."

1. Scores are not available yet.
2. Scores are not available yet.
3. Data available for 2016-17 (16.1%) but not 2017-18.
4. Percentages are not available yet.
5. Percentages are not available yet.
6. Met. 89.57% as of June 19th.
7. School wide chronic absenteeism rate is 7.1%.
8. African American chronic absenteeism rate is 4.3%.
9. Not met. 50% as of June 18th.

10. Percentage of Hispanic/Latino students completing an AP class earning a “C” or better.

10. 20.20% (New metric; no existing baseline)

11. Percentage of African American/Black students completing an AP class earning a “C” or better.

11. 20.86% (New metric; no existing baseline)

**ACTIONS / SERVICES**

Action **1**

Actions/Services	<p><b>PLANNED</b> Restructure Intervention Coordinator position.</p>	<p><b>ACTUAL</b> Identified needs in fall semester 2017 with one coordinator. Created an additional coordinator position in the spring semester of 2018.</p>
Expenditures	<p><b>BUDGETED</b> \$45,150</p>	<p><b>ESTIMATED ACTUAL</b> \$49,000</p>

Action **2**

Actions/Services	<p><b>PLANNED</b> Create (2017-18) and continue to implement (2018-2020) a Language Proposal Team.</p>	<p><b>ACTUAL</b> Administration researched and developed plan to employ coordinators on the Language Appraisal Team.</p>
Expenditures	<p><b>BUDGETED</b> \$8.250</p>	<p><b>ESTIMATED ACTUAL</b> \$0 (This action has been integrated into the job descriptions of coordinators and administrators.)</p>

ACTIONS / SERVICES

Action **3**

Actions/Services	<p><b>PLANNED</b> Implementation of Ellevation web-based SIS program for EL data analysis and instruction.</p>	<p><b>ACTUAL</b> After visit to Conejo Valley Unified School District to learn about their implementation of Ellevation, administrator in charge determined that program needed to be phased out and restructured. Aeries Analytics was brought in to help with data analysis.</p>
Expenditures	<p><b>BUDGETED</b> \$6,500</p>	<p><b>ESTIMATED ACTUAL</b> \$8,936</p>

Action **4**

Actions/Services	<p><b>PLANNED</b> Provide technology-based literacy intervention programs to assist underperforming students, including computer tablets for Title I students, foster youth, and EL students.</p>	<p><b>ACTUAL</b> With anticipated adoption of 1:1 initiative in the fall and computers from previous years still available to students, no extra computers were purchased.</p>
Expenditures	<p><b>BUDGETED</b> \$59,976</p>	<p><b>ESTIMATED ACTUAL</b> \$0 (Funds will be allocated to the 1:1 initiative, which will cover all Title I students, foster youth, and EL students.)</p>

ACTIONS / SERVICES

Action **5**

Actions/Services	<p><b>PLANNED</b> Continue to develop (2017-18), implement (2018-19), and maintain (2019-2020) a Student Relationship Management (SRM) dashboard.</p>	<p><b>ACTUAL</b> Development of the SRM continues. Initial deployment (beta) expected in spring, still in development.</p>
Expenditures	<p><b>BUDGETED</b> \$35,625</p>	<p><b>ESTIMATED ACTUAL</b> \$75,000</p>

ACTIONS / SERVICES

Action **6**

Actions/Services	<p><b>PLANNED</b> Expanding intervention 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.</p>	<p><b>ACTUAL</b> Saturday school, study skills class after school, and 7<sup>th</sup> period for students failing math. Continuation of after school math tutoring program (Monday through Thursday). Cyber high licensing.</p>
Expenditures	<p><b>BUDGETED</b> \$57,550</p>	<p><b>ESTIMATED ACTUAL</b> \$48,500 (missing 7<sup>th</sup> period for students failing math)</p>



ACTIONS / SERVICES

Action **7**

Actions/Services	<p><b>PLANNED</b> Develop (2017-2018) and monitor (2018-2020) standardized curriculum for Summer Bridge Program and effectiveness for incoming 9<sup>th</sup> graders.</p>	<p><b>ACTUAL</b> Implemented APEX previous year, but not included for upcoming summer school session. New teacher hired to oversee program and provide added level of rigor and instructional best practices.</p>
Expenditures	<p><b>BUDGETED</b> \$22,250</p>	<p><b>ESTIMATED ACTUAL</b> \$14,000 (summer A is shorter in 2018, plus full cost of APEX was accounted for in 2016-17 and not renewed by new teacher)</p>

ACTIONS / SERVICES

Action **8**

Actions/Services	<p><b>PLANNED</b> Provide diagnostic testing reading and math for incoming 9<sup>th</sup> graders to aide in correct placement consistent with skill and ability level to support differentiation.</p>	<p><b>ACTUAL</b> Met. Test administered at Hale in spring and El Camino Real Charter HS over summer. Funding covers the cost of proctor and testing materials.</p>
Expenditures	<p><b>BUDGETED</b> \$1,500</p>	<p><b>ESTIMATED ACTUAL</b> \$1,315</p>

ACTIONS / SERVICES

Action **9**

Actions/Services	<b>PLANNED</b> Continue to improve the freshman orientation process, support, and follow up.	<b>ACTUAL</b> 9 <sup>th</sup> grade transition night took place August 1st. (Materials and staff).
Expenditures	<b>BUDGETED</b> \$5,805	<b>ESTIMATED ACTUAL</b> \$11,298.63

ACTIONS / SERVICES

Action **10**

Actions/Services	<b>PLANNED</b> Re-establish support program for Latino students to include College and Career Readiness training which may include assemblies. Action field trips and guest speakers. Continue the club La Familia as social, cultural, academic, and community support for Latino students and their families.	<b>ACTUAL</b> Met. Señora Endres hired for spring semester.
Expenditures	<b>BUDGETED</b> \$20,000	<b>ESTIMATED ACTUAL</b> \$10,000

ACTIONS / SERVICES

Action **11**

Actions/Services	<p><b>PLANNED</b> 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.</p>	<p><b>ACTUAL</b> Met. Hosted several events.</p>
Expenditures	<p><b>BUDGETED</b> \$20,000</p>	<p><b>ESTIMATED ACTUAL</b> \$26,499.92</p>

ACTIONS / SERVICES

Action **12**

Actions/Services	<p><b>PLANNED</b> Continue Foster Youth/Homeless outreach to parent/foster guardians and group home agencies with informational meetings, input, Action communications and relationships building to ensure student support. Foster Youth/Homeless Coordinator will work collaboratively with counseling staff to provide AB167/216/1806 transcript evaluation course placement, advisement, and support..</p>	<p><b>ACTUAL</b> Homeless/Foster Youth coordinator oversees this process.</p>
Expenditures	<p><b>BUDGETED</b> \$1,500</p>	<p><b>ESTIMATED ACTUAL</b> \$1,500</p>

ACTIONS / SERVICES

Action **13**

Actions/Services	<b>PLANNED</b> Continue to utilize Student Success Team (SST) for struggling students.	<b>ACTUAL</b> In process.
Expenditures	<b>BUDGETED</b> \$0	<b>ESTIMATED ACTUAL</b> \$0

ACTIONS / SERVICES

Action **14**

Actions/Services	<b>PLANNED</b> Expand AP Preparation to include skills based AP Bridge program over the summer.	<b>ACTUAL</b> One section offered summer B session of 2017. Four total being offered in A and B sessions of summer school 2018 (Two in A and two in B). FY17-18 (60 hours in 2017 summer B and 44 hours in summer A in 2018)
Expenditures	<b>BUDGETED</b> \$6,000	<b>ESTIMATED ACTUAL</b> \$6,500

ACTIONS / SERVICES

Action **15**

Actions/Services	<b>PLANNED</b> Continue to offer Summer School focused on credit recovery with priority given to FRPM and EL students.	<b>ACTUAL</b> Summer school B in 2017 (18 days) and summer school A in 2018 (11 days).
Expenditures	<b>BUDGETED</b> \$240,000	<b>ESTIMATED ACTUAL</b> \$192,125

ACTIONS / SERVICES

Action **16**

Actions/Services	<b>PLANNED</b> Refer targeted students to outside support programs.	<b>ACTUAL</b> Met. (e.g. Tarzana Treatment)
Expenditures	<b>BUDGETED</b> \$0	<b>ESTIMATED ACTUAL</b> \$0

ACTIONS / SERVICES

Action **17**

Actions/Services

<b>PLANNED</b> Provide alternative school options, incorporating traditional and independent study programs during the traditional day schedule that allow students to make up credits taking into consideration emotional and maturity level of the student.	<b>ACTUAL</b> Met. Alternative education program and independent study program. Faculty (Kolker, Robbins, Nettles, Reichl, Chae, Smith, Camp, and Ring), staff (Toca, Coleman, Jose Velazquez). Includes overtime for cyber high instructional time (100 hours at \$70/hour)
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Expenditures

<b>BUDGETED</b> \$764,000	<b>ESTIMATED ACTUAL</b> \$892,000
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ACTIONS / SERVICES

Action **18**

Actions/Services

<b>PLANNED</b> Provide support to Latino and African American students taking AP courses, including, but not limited to parent outreach, academic support, and materials.	<b>ACTUAL</b> May 5 <sup>th</sup> event (ECR Cumbre Académica) hosted by the Latino support program included a range of workshops for families. RISE, the parent group associated with The Village Nation, hosted multiple events (including July 8, 2017 and February 24, 2018).
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Expenditures

<b>BUDGETED</b> \$5,000	<b>ESTIMATED ACTUAL</b> \$6,499.62 (Accounted for as part of Goal 3, Action 11)
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**ANALYSIS** Goal 3

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

Goal 3 contains the largest number of actions/services with 18 focusing on student support. Many of the actions/services provided direct support and additional academic time for students. Saturday and after school classes were main interventions, as well as hiring new coordinators for intervention programs.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

Absenteeism dropped in 2017-18, suggesting the intervention coordinators may have an impact on attendance, which has been shown to improve student performance in class (more attendance, less missing work/class, better performance).

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Coordinator positions for Action 1 and 10 (Intervention Coordinator and Latino Support Coordinator) were restructured and the roles were filled halfway through the year, so the cost was half the budgeted.  
Costs associated with actions 2, 4, and 18 were rolled into other initiatives or actions/services (as indicated).

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

Aeries Analytics has been implemented in lieu of Ellevation to provide data from the SIS (Action 3). Both Action 10 and 11 were reworded to focus on support for Latino and African-American students to close the achievement gap.

# Goal 4

## Build parents' capacity as partners in supporting and monitoring their child's education progress

State and/or Local Priorities Addressed by this goal:

STATE  1  2  3  4  5  6  7  8  
 COE  9  10  
 LOCAL \_\_\_\_\_

### ANNUAL MEASURABLE OUTCOMES

#### EXPECTED

1. At least 30% of parents/families will log on to the Aeries system to access student assessment information in 2016-17.
2. Maintain % of parents that participate in Back-to-School night
3. Increase % of parents/families that complete an annual needs assessment and school climate survey to 10% in 2016-17.
4. Of the parents returning the annual survey, at least 62% will agree or strongly agree that, "The school encourages me to participate in parent groups."
5. Of the parents returning the annual survey, at least 71% will agree or strongly agree that, "I feel welcome to participate at the school."

#### ACTUAL

1. In 2017-18 school year, 2,623 adults logged in to Aeries between 8/14/17 and 6/14/18. A percentage is unavailable since the total number of adults it is not possible to determine the total number of adults eligible to create accounts.
2. Formal attendance is not taken, making this measurable outcome difficult to determine.
3. Not met. El Camino returned to the online only survey this year. The survey did not go out early enough and was not promoted as well as it could have been. After the initial survey went out, a follow up stand alone request for parents to complete the survey was sent as well as entreaties to various groups, which increased the responses, but still fell short of the 10% goal.
4. Not met. Increased from the 56.1% response in 2016-17, but the 60.7% that agreed or strongly agreed fell short of the target.
5. Met based on Friends of ECR numbers alone. Approximately 50 parents attended The Village Nation's Black Family Summer Fair



6. Involve at least 5% of parents in school governance or advisory forums (e.g., SSC, ELAC, La Familia, Village Nation, PTSA) in 2017-18.

for Student Success summer event (July 8, 2017), 25 came their parent group's (RISE) event, and 100 attendees took part in ECR Cumbre Académica on Saturday May 5, 2018. Friends of ECR had new leadership and experienced a renewed vitality, with a total of 172 members.

6. Not met. 61% agreed or strongly agreed.

**ACTIONS / SERVICES**

Action **1**

<p>Actions/Services</p>	<p><b>PLANNED</b> Publicize and reinforce the Aeries portal as a tool for parent-teacher communication and information sharing tied to student performance on classroom assessments.</p>	<p><b>ACTUAL</b> The admissions office continuously pushed Aeries as the primary communication tool. Additionally, the marketing director included information about Aeries in newsletters sent home.</p>
<p>Expenditures</p>	<p><b>BUDGETED</b> \$16,000</p>	<p><b>ESTIMATED ACTUAL</b> \$16,000</p>

**ACTIONS / SERVICES**

Action **2**

<p>Actions/Services</p>	<p><b>PLANNED</b> Present 1-2 school wide events that provide 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.</p>	<p><b>ACTUAL</b> Several events throughout the school year were open to a wide array of families. College workshops, Junior and Senior class parent nights, Math and Science night, and the AP Expo provided a range of workshop opportunities for families to participate and learn more about college, curriculum, and services offered through El Camino Real Charter High School.</p>
<p>Expenditures</p>	<p><b>BUDGETED</b> \$7,000</p>	<p><b>ESTIMATED ACTUAL</b> \$2,167.50</p>

ACTIONS / SERVICES

Action **3**

Actions/Services

**PLANNED**  
 Conduct an annual needs assessment of parent satisfaction, parent education desires, and priorities for school improvement to enable all parents to weigh in on school planning decisions.

**ACTUAL**  
 Upgraded to Premier plan (\$99/month billed annually) in March 2018. Annual needs assessment sent out May 25<sup>th</sup>.

Expenditures

**BUDGETED**  
 \$400

**ESTIMATED ACTUAL**  
 \$1,188

ACTIONS / SERVICES

Action **4**

Actions/Services

**PLANNED**  
 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.

**ACTUAL**  
 24 hours of overtime for faculty member overseeing ELAC meetings. (8 meetings at 3 hours per meeting.)

Expenditures

**BUDGETED**  
 \$325

**ESTIMATED ACTUAL**  
 \$1766.64

ACTIONS / SERVICES

Action **5**

Actions/Services

<p><b>PLANNED</b>                  Develop (2017-18) the Latino student support program and use the Village Nation (2017-2020) and Latino student support program (2018-2020) as key partners to enhance parent/family linkages to school activities, programs, and services.</p>	<p><b>ACTUAL</b>                  Contracted The Village Nation to provide services.</p>
<p><b>BUDGETED</b>                  \$22,500</p>	<p><b>ESTIMATED ACTUAL</b>                  \$40,000</p>

Expenditures

**ANALYSIS** Goal 4

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

With a new group of Friends of ECR parents, the RISE parents (African American families), and the continued strength of ELAC/Latino parents, there has been a strong parental component to partnerships between El Camino Real Charter HS and these groups. The health of this relationship is vital to the implementation of these actions/services. With the hiring of a new Marketing Director, the communication and school wide events will take on a more focused approach in the coming school year.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

As with the previous year, the action steps were all implemented; but a more concerted effort is needed to reach a larger percentage of parents and the community. As mentioned, the new Friends of ECR leadership has brought a cadre of parents into the fold. Aeries adoption appears to be strong amongst the parents. Getting greater participation in the survey to accurately reflect a greater cross section of the community will be essential moving forward.

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

El Camino hired its marketing director during the 2017/18 school year. This position will oversee the community wide events. Since they were not brought on prior to the school year, this allocation was distributed to smaller events and did not account for the full budgeted amount.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

Action step 5: For 2017-2018, "Develop the Latino student support program and use the Village Nation (2017-2020) and Latino student support program (2018-2020) as key partners to enhance parent/family linkages to school activities, programs, and services."  
 Changed to "Use African-American and Latino student support programs as key partners to enhance parent/family linkages to school activities, programs, and services"

LCAP Year  2017-18  2018-19  2019-20

# Local Control Accountability Plan and Annual Update (LCAP) Template

[Addendum](#): General instructions & regulatory requirements.

[Appendix A](#): Priorities 5 and 6 Rate Calculations

[Appendix B](#): Guiding Questions: Use as prompts (not limits)

[LCFF Evaluation Rubrics](#) [Note: this text will be hyperlinked to the LCFF Evaluation Rubric web page when it becomes available.] Essential data to support completion of this LCAP. Please analyze the LEA's full data set; specific links to the rubrics are also provided within the template.

LEA Name	El Camino Real Charter High School		
Contact Name and Title	Lisa Ring, Assistant Principal	Email and Phone	<a href="mailto:l.ring@ecrchs.net">l.ring@ecrchs.net</a> 818 888-7050

## [2017-20 Plan Summary](#)

### THE STORY

Briefly describe the students and community and how the LEA serves them.

El Camino Real Charter High School (ECRCHS) serves approximately 3,550 students in grades 9-12. ECRCHS is located in the Woodland Hills section of the San Fernando Valley within the City of Los Angeles. ECRCHS serves all students who reside in the former attendance boundaries of the school who wish to attend. In the 2017-2018 school year, 42.85% of students entered ECRCHS through the lottery, and these students reside in 70 different zip codes. ECRCHS offers a comprehensive high school education with a range of levels, including special education, College Preparatory (CP), Academic Enrichment (AE), honors, and Advanced Placement (AP) courses. We boast a diverse student body with the following racial breakdown: 38.34% White; 28.42% Hispanic/Latino; 13.3% Asian/Filipino/Pacific Islander; 4.70% African American; 14.97% Two or More Races; and 0.26% Native American (source: Aeries June 6, 2018). Special Education students, comprising 9.34% of the student population, have access to special day class (SDC) and resource teachers. Additionally, we offer two small learning communities (SLCs), Humanitas and Advancement Via Individual Determination (AVID). In the 2017-18 school year, ECRCHS offered 24 AP courses, as well as the aforementioned CP, AE, and honors level classes. The school also offers a range of visual and performing arts options, technical arts (including graphic design and woodshop), two academies (Art and Design Academy and Careers in Entertainment Academy), and fields 23 Varsity sports teams.

### LCAP HIGHLIGHTS

Identify and briefly summarize the key features of this year's LCAP.

The goals and actions included in the LCAP are a direct result of needs assessment throughout the WASC Self-Study.

Needs assessment findings are categorized under the four goals from our WASC Action Plan:

- Develop and implement data-driven and current educational research instruction for all students;
- Solidify a clear school-wide identity in terms of College and Career Readiness;
- Ensure that all students, especially the underperforming subgroups, receive personalized support to succeed; and
- Build community, organizations and parents' capacity as partners in supporting and monitoring their student's educational progress.

Corresponding actions were developed in response to direct stakeholder input regarding the four goals or areas of need.

- 1) Training and professional development on research-based instructional strategies and teaching methods;
- 2) Implementing key instructional shifts in CCSS/NGSS that prioritize student skills/competencies rather than content knowledge as the guiding principle of instruction;
- 3) Building the capacity of school staff to understand, interpret, and use data to guide and modify instructional decisions;
- 4) Creating stronger linkages between student learning and real-world relevance (including career planning);
- 5) Improving 9<sup>th</sup> grade transition and increased counselor support around college and career earlier in a student's tenure;
- 6) Expanding intervention services (in-school and out-of-school); and
- 7) Increasing home-to-school communication and parent input into school decision-making.

## REVIEW OF PERFORMANCE

Based on a review of performance on the state indicators and local performance indicators included in the LCFF Evaluation Rubrics, progress toward LCAP goals, local self-assessment tools, stakeholder input, or other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.

## GREATEST PROGRESS

- Steady annual growth working with subgroups to close the achievement gap.
- Addition of comprehensive alternative education program working with ECRCHS' most at-risk student populations to recover credits.
- Professional development committee implemented meaningful training led by teachers to help their colleagues integrate the Common Core State Standards (CCSS) into daily lesson plans.

Referring to the LCFF Evaluation Rubrics, identify any state indicator or local performance indicator for which overall performance was in the "Red" or "Orange" performance category or where the LEA received a "Not Met" or "Not Met for Two or More Years" rating. Additionally, identify any areas that the LEA has determined need significant improvement based on review of local performance indicators or other local indicators. What steps is the LEA planning to take to address these areas with the greatest need for improvement?

## **GREATEST NEEDS**

- Systematic method that the teachers and administration can use to train teachers and administration, to ensure that everyone stays on the same page.
- Building the capacity of school staff to understand, interpret, and use data to guide and modify instruction.

Referring to the LCFF Evaluation Rubrics, identify any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the LEA planning to take to address these performance gaps?

## **PERFORMANCE GAPS**

- One of the major challenges ECRCHS faces is the bifurcation in faculty understanding of current research based pedagogy. Some have the training and confidence to integrate CCSS, but others lack a uniform knowledge base and comfort level with the teaching techniques that research shows improve student learning.

## **INCREASED OR IMPROVED SERVICES**

If not previously addressed, identify the two to three most significant ways that the LEA will increase or improve services for low-income students, English learners, and foster youth.

Redesign Intervention Coordinator position to:

- 1) Work collaboratively with EL Coordinator and EL Coach, the Homeless and Foster Youth coordinator and other student support staff to oversee, evaluate and coordinate the creation of an Response To Intervention (RTI) program focusing on academic skills intervention for struggling students.
- 2) Develop a Language Appraisal Team (LAT) charged with the responsibility of monitoring and supporting the progress of all English Learners. The LAT team will:
  - Ensure appropriate instruction, support, and intervention strategies are provided for all EL and LTEL students;
  - Monitor and ensure all RFEP students continue to make progress and achieve academic proficiency;
  - Monitor EL progress to ensure they meet minimum progress and;
  - Implement Ellevation web-based SIS program designed to support staff in student data analysis, EL reports, teacher collaboration and classroom instruction.



**BUDGET SUMMARY**

Complete the table below. LEAs may include additional information or more detail, including graphics.

DESCRIPTION	AMOUNT
Total General Fund Budget Expenditures for LCAP Year	\$ 40,024,459
Total Funds Budgeted for Planned Actions/Services to Meet the Goals in the LCAP for LCAP Year	\$ 2,121,473

The LCAP is intended to be a comprehensive planning tool but may not describe all General Fund Budget Expenditures. Briefly describe any of the General Fund Budget Expenditures specified above for the LCAP year not included in the LCAP.

We believe the LCAP was designed to address each of the needs identified above. The bulk of the work reflected below will take the shape of training and implementation of processes to ensure a systematic approach to communication, education, and accountability.

\$ 32,678,749	Total Projected LCFF Revenues for LCAP Year
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# Coversheet

## Review and Vote on April 2018 Check Registers

**Section:** III. Financial  
**Item:** B. Review and Vote on April 2018 Check Registers  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** April 2018 Main Check Register.pdf  
III.B April 2018 Trust Check Register.pdf



Lisa Ring	54001		4/4/2018	Reimbursement for Containers for testing classrooms	130.68
Alyssa Lee	54002		4/4/2018	Reimbursement for trip San Diego Boys Volleyball Tournament 3/16-17/2018	495.33
Alan Grant	54003		4/5/2018	February 2018 Supervision and Assistance for Robotics	287.50
Canon Solutions America, Inc	54004		4/5/2018	2/27/18-5/26/18 Copier Maintenance	2,160.00
Brooks Transportation Inc.	54005		4/5/2018	3/6/18-3/9/18 Various Trips for Athletics	3,025.00
Crenshaw High School	54006		4/5/2018	Loss Share, 2/23/18 Varsity Boys Basketball Playoff vs. ECR	50.50
McRory Pediatric Services	54007		4/5/2018	02/18 Behavior Intervention, Supervision	10,817.88
The Shredders	54008		4/5/2018	02/18 Shredding	86.00
Regional TAP Service Center	54009		4/5/2018	Metro 30-Day Pass	120.00
White's Studios, Inc.	54010		4/5/2018	Ink Ribbons for Duplicate IDs(Tattoo Machine)	320.40
Working With Autism	54011		4/5/2018	02/18 Special Ed Services	5,727.49
AdTaxi	54012		4/5/2018	01/18 ROP Advertising	2,900.00
Bronco Burrito (Frank Navarrete)	54013		4/5/2018	Breakfast Burritos for SBAC Testing 4/06/18	1,500.00
CCSA Employee Welfare Benefit Trust	54014		4/5/2018	04/18 Employee Benefits	295,552.28
Benefit and Risk Management Services	54015		4/5/2018	04/18 Admin Fee	217.00
Verizon Wireless	54016		4/5/2018	02/18 Communication Services	967.75
UNUM Life Insurance Company of America	54017		4/5/2018	03/18 Premium Life Insurance	4,090.72
LA Valley Youth Softball Foundation	54018		4/5/2018	1st Annual LA Valley Invitational Tournament 4/21, 4/28/18 games only	250.00
Vending Plus	54019		4/5/2018	Water and snacks for 4/09-10/2018 SBAC Testing for Juniors	1,167.36
Anita Gruen	54020		4/6/2018	Reimbursement for CUE Conference Spring 3/14-16/2018 Palm Springs, CA	1,216.22
Susan Kim	54021		4/6/2018	Reimbursement for 3/26/18-3/29/18 25th Annual California Charter School Conference (San Diego)	788.36
Samantha Spencer	54022		4/6/2018	Reimbursement for Lesson Resources for World Literature (Marquez and Magical Realism)	24.99
Stephanie Franklin	54023		4/6/2018	Reimbursement for State Championships Academic Decathlon 3/21/18-3/26/18	11,296.23
Steve Skinner	54024		4/6/2018	4/6/18 - Varsity Softball vs Chatsworth HS - Bases	73.00
Ralph Peck	54025		4/6/2018	4/6/18 - Varsity Softball vs Chatsworth HS - Plate	75.00
Kelly Services, Inc.	54026		4/6/2018	Substitute Teachers through 2/25/18	14,872.93
Kelly Services, Inc.	54027		4/6/2018	Substitute Teachers through 3/4/18	12,686.11
Kelly Services, Inc.	54028		4/6/2018	Substitute Teachers through 3/11/18	15,979.08
Exchange Service International	54029		4/6/2018	Tuition Refund for Returning FX Student	2,750.00
Arcadia Invitational	54030		4/6/2018	4/6-7/2018 - Arcadia Invitational - Entry Fees Track	145.00
Amy Carter (ee)	54031		4/6/2018	04/06/2018 Manual Payroll Check (On Maternity Leave)	2,140.44
Horizon Intertainment	54032		4/9/2018	April 8-9, 2018 Teen Truth Speaker for Senior Wokshops	750.00
StuntMasters Inc	54033		4/9/2018	4/09/2018 Character Workshop for Senior Class	850.00
The Village Nation	54034		4/9/2018	Educational assemblies for 2000 9th and 10th graders	4,000.00
Cary Trivanovich	54035		4/9/2018	4/09/18 Workshop for Seniors	900.00
Charles Warren	54036		4/9/2018	4/9/18 - Swimming & Diving vs Cleveland HS - Official	103.00
Anthony Leonard	54037		4/9/2018	4/9/18 Varsity Softball vs Cleveland HS Official Plate (Make Up Game)	75.00

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Home Economics Education	54039	4/9/2018	Apr 13-15,2018 Culinary Arts Skills Workshop Registration Fee	460.00
Piece of Mind Care Services	54040	4/9/2018	FCS Education Empowering FCS SuperHeroes 03/18 SpEd Services(Teacher, Aide, Aide-EICo Continuation)	32,926.92
Six Flags Magic Mountain	54041	4/9/2018	Six Flags Magic Mountain for the 2018 Outdoor Classroom event. 5/3/18	1,878.54
Kelly Services, Inc.	54042	4/9/2018	Substitute Teachers through 2/18/18	16,124.87
Rian Hardie	54043	4/9/2018	03/18 ColorGuard/Dance Instructor	547.50
Roberto Candelario	54044	4/10/2018	4/10/18 Girls Lacrosse vs NV Military Institute Official Replacing Rachel Gordon	72.00
Jim Russell	54046	4/10/2018	4/11/18 - JV Boys Volleyball vs Granada Hills - Umpire 4/11/18 - Varsity Boys Volleyball vs Granada Hills - Ref	122.00
Gary A Montalvo	54047	4/10/2018	4/11/18 - Varsity Baseball vs Birmingham CCHS - Plate Replace William Berger	83.00
Andrew Hecker	54048	4/10/2018	4/12/18 - Track and Field Meet vs Birmingham CCHS - Starter	136.00
John Moore	54050	4/10/2018	4/11/18 - Varsity Baseball vs Birmingham CCHS - Base	79.00
Johnston, Michael	54051	4/10/2018	4/11/18 - JV Softball vs Granada Hills CHS - Plate	78.00
Garcia Dasan	54052	4/10/2018	04/10/2018 Manual Payroll Check	1,031.02
Juan Llerenas	54053	4/10/2018	4/1/18-4/8/18 taping	1,848.00
Alfonso Infante	54054	4/10/2018	4/2/18-4/8/18 cleanup	444.33
Jose Gomez	54055	4/10/2018	4/1/18-4/8/18 taping	1,876.00
Adrian Medellin	54056	4/10/2018	4/2/18-4/8/18 corridor	2,046.00
Edgar & Sons Heating & Air, Inc.	54057	4/10/2018	4/02/18 to 4/07/2018 Labor and Material SHOUP	3,000.00
Linguabee LLC	54058	4/11/2018	3/21/18-3/23/18 Interpreting Services	1,149.63
Alan Grant	54059	4/11/2018	March 2018 Supervise and assist robotics club	143.75
Engie Services U.S. Inc (formerly OpTerra)	54060	4/11/2018	PO to satisfy agreement with Opterra Energy Services	567,789.33
Trills & Thrills Music Festivals	54061	4/11/2018	4/09/18 Workshop for Seniors (Package -Disneyland Resort)	1,157.00
DirectEd Specialized Services LLC	54062	4/11/2018	3/11/18-3/12/18 Consultation Services	1,241.25
CDW LLC	54063	4/11/2018	Dell Universal Dock - D6000 - docking station	721.39
Reaching the Stars Center for Autism, Inc	54064	4/11/2018	03/18 BII, BID Services for Student #053003M005 Reimbursement for NJROTC Field Meet Competition at Ramona HS	5,449.24
NJROTC	54065	4/12/2018	Make Check payable to ECR NJROTC	1,710.00
Corinne Brennan	54067	4/12/2018	Reimbursement for having the piano in the band room tuned, paid to Tom Mancillas	120.00
Eric Choi	54068	4/12/2018	Reimbursement for green fees, ECR vs Chatsworth Woodley Lakes 3/8/18	50.00
Eric Choi	54069	4/12/2018	Reimbursement for golf match against Granada Hills at Knollwood GC 3/1/18	30.00
Eric Choi	54070	4/12/2018	Reimbursement for golf greens fees, Match vs. Cleveland at Balboa 3/14/18	56.00
Lisa Ring	54071	4/12/2018	Reimbursement for HDMI Power Splitter. Ms. Ring will reimburse the Village Nation for this purchase.	48.84

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Gerald Bates	54072	4/12/2018	4/12/18 - Timing Services - Track & Field Meet vs Birmingham	600.00
Pacific Onesource	54073	4/13/2018	CAT 6 cables with 155 drops to the locations specified, includes (1) 4-port rack, and (1) 2-port rack and patch panel	23,895.00
E & S TECHNOLOGIES	54074	4/13/2018	Lof of fire alarm material as per proposal dated 3/16/18	15,838.63
BSN Sports	54075	4/13/2018	Mouthguards, LaCrosse Balls,Bucket, Bottle Carrier	493.18
Chargepoint, Inc.	54076	4/13/2018	2 Electric Vehicle charging Stations at Shoup	16,548.99
Brooks Transportation Inc.	54077	4/13/2018	3/19/18 Round Trip ECR to Tree People	350.00
Brooks Transportation Inc.	54078	4/13/2018	3/8/18 Round Trip to St. Rose of Lima-Brennan	372.50
Brooks Transportation Inc.	54079	4/13/2018	3/8/18 Round Trip ECR to Knott's Berry Farm	620.00
Brooks Transportation Inc.	54080	4/13/2018	4/3/18-4/7/18 Trips to Various Places for Athletics	3,580.00
Brooks Transportation Inc.	54081	4/13/2018	3/19/18-3/23/18 Trips to Various Places for Athletics	3,385.00
Chartwells Division	54082	4/13/2018	Breakfast for Career Expo guests 3/21/18	382.75
DirectEd Specialized Services LLC	54083	4/13/2018	1/8/18-1/12/18 Consultation Services	581.25
DirectEd Specialized Services LLC	54084	4/13/2018	1/15/18-1/18/18 Consultation Services	492.30
DirectEd Specialized Services LLC	54085	4/13/2018	3/6/18-3/9/18 Consultation Services	950.00
Flinn Scientific Inc.	54086	4/13/2018	Compound Microscope	3,236.78
Inspire Communication, Inc	54087	4/13/2018	03/18 Screening and Therapy/Staff Consultation and Documentation	12,631.25
Nettime Solutions LLC	54088	4/13/2018	04/18 stratustime Monthly Subscription	1,436.00
California Department of Education	54089	4/13/2018	Billing for return of overpaid FY 2016-17 Title I, Part A funds paid to based on reallocation of funds resulting in the LEA receiving more than the final entitlement	1,810.00
CompuClaim	54090	4/13/2018	03/18 MeduClaim Procedure Code Billing(LEA)	420.45
The Cruz Center	54091	4/13/2018	03/18 Special Ed Services (PT, APE, DHHS)	2,286.25
DLL Financial Services, Inc.	54092	4/13/2018	Financial Services for 60 months	986.49
EdTec Inc.	54093	4/13/2018	2017-2018 EdTec Monthly Services	17,329.17
Linguabee LLC	54094	4/13/2018	3/28/18 Interpreting Services	1,073.98
NCS Pearson, Inc	54097	4/13/2018	██████████, BASC-3 PRS SRP	318.97
Paul Rudolph	54098	4/13/2018	4/13/18 - JV Softball vs Cleveland HS - Plate	78.00
Taylor, Howard	54099	4/13/2018	4/13/18 - JV Boys Volleyball vs Granada Hills - Ref 4/13/18 - Varsity Boys Volleyball vs Granada Hills - Umpire	117.00
Alfredo Perez	54100	4/13/2018	4/13/18 - JV Boys Volleyball vs Cleveland - Umpire 4/13/18 - Varsity Boys Volleyball vs Cleveland - Ref	122.00
Larry Crino	54101	4/13/2018	4/13/18 - JV Baseball vs Birmingham CCHS - Plate Changed from Matthew Lopez	80.00
Onsite Reprographics	54102	4/13/2018	36x48 white bond	15.56
Onsite Reprographics	54103	4/13/2018	24x36 foam bond, 18x24 Aluminum	126.47
American Foothill Publishing Co.	54104	4/13/2018	The King's Courier Issue: April 1, 2018 Vol. 48, Issue 7	630.00
McLean Accounting Solutions	54105	4/13/2018	03/18 Payroll Services	3,887.50
AT&T	54106	4/13/2018	3/22/18-4/21/18 Billing Student Store	230.83
AT&T	54107	4/13/2018	3/19/18-4/18/18 Local Access	3,421.00
AT&T	54108	4/13/2018	3/22/18-4/21/18 Billing Alarm	155.63
Canon Financial Services, Inc.	54109	4/13/2018	3/20/18-4/19/18 Equipment Leases	1,772.26
AEGIS Security & Investigations	54110	4/13/2018	03/18 Security Services	31,801.00
Chartwells Division	54111	4/13/2018	03/18 Food Services	59,888.18

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Jules Seltzer Associates	54112	4/13/2018	Furniture for T45, with some stools for C23.	23,023.28
LADWP	54113	4/13/2018	March 2018 Billing Shoup Property	536.14
Smart & Final	54114	4/13/2018	03/18 Food Supplies	814.31
World Unispec	54115	4/13/2018	Sweatpants for Student Store	630.00
Staples Business Advantage	54095	4/16/2018	Stapler, Paper Clips, Paper, Highlighters, Graph Paper	22.86
Staples Business Advantage	54096	4/16/2018	White Letter sized copy paper Media Center	1,340.28
Staples Business Advantage	54116	4/16/2018	3X5 Cards	59.04
Gerald Bates	54117	4/16/2018	4/17/18 - Timing Services - Track & Field Meet vs Granada Hills CHS	600.00
Marlene Santoyo Rosales	54118	4/16/2018	2/7, 2/8/18 - Practice - Lifeguard	80.00
Marlene Santoyo Rosales	54119	4/16/2018	2/9/18 - Playoff Girls Water Polo Playoff Game vs Roosevelt - Timer/Scorer	40.00
Silva Ayrapetyan	54120	4/16/2018	1/29/18-JV Var Lifeguard, 2/9/18 Playoffs Lifeguard	120.00
Silva Ayrapetyan	54121	4/16/2018	2/6/18,2/12/18 Practice Lifeguard	80.00
Jessica Sanmarti	54122	4/16/2018	2/7/18 - Practice - Lifeguard	40.00
Jose Gomez	54123	4/16/2018	4/9/18-4/15/18 taping	1,400.00
Juan Llerenas	54124	4/16/2018	4/9/18-4/15/18 taping	1,400.00
Alfonso Infante	54125	4/16/2018	4/9/18-4/15/18 cleanup	195.00
Adrian Medellin	54126	4/16/2018	4/2/18, 4/9/18-4/15/18 corridor	1,636.00
Vartan Vartanian	54127	4/16/2018	Fire system upgrade at Shoup	15,000.00
The Home Depot	54128	4/16/2018	3/9/18-3/31/18 Supplies for David Honda	2,475.92
Mutual of Omaha	54129	4/16/2018	04/18 Voluntary Disability Insurance	1,797.45
Mutual of Omaha	54130	4/16/2018	02/18 Voluntary Disability Insurance	1,730.06
Jeffrey Craig	54131	4/17/2018	Reimbursement for showcase pictures - Deca, club fair, runway	24.57
Jeffrey Craig	54132	4/17/2018	Reimbursment for Powder puff, showcase pictures	53.02
NJROTC	54133	4/17/2018	Reimbursement for 11/11/2017 Bus for Veterans Day Parade NJROTC	900.00
Samantha Spencer	54134	4/17/2018	Reimbursement for Ebook Reader and one hard copy (teacher's edition) of "Immigrant Voices: 21st Century Stories" by The Great Books Foundation (had Shared Inquiry PD for Humanitas at Elco)	36.30
Suzanne Lee Schuster	54135	4/17/2018	Reimbursement for 4/05-4/08/18 rental car and other incidental charges for the Robotics Competition.	194.87
Suzanne Lee Schuster	54136	4/17/2018	Reimbursement for food for travel to Council Bluffs, IA April 5-8 and food expenses while at competition	112.92
Muideen Afolabi	54137	4/17/2018	4/17/18 - Girls Lacrosse vs Palisades CHS - Official 1	72.00
Robert Obogeanu	54138	4/17/2018	4/17/18 - Girls Lacrosse vs Palisades CHS - Official 2	72.00
Art Martinez	54139	4/17/2018	4/17/18 - Track & Field vs Granada Hills CHS - Starter	136.00
Cory Wiener	54140	4/17/2018	4/11/18 - Gate Supervision - Varsity Baseball Game vs Birmingham CCHS and JV Softball Game vs Granada Hills CHS - (2:45 to 5:45pm)	42.00
Cory Wiener	54141	4/17/2018	4/11/18 - Gate Supervision - Varsity Baseball Game vs Birmingham CCHS and JV Softball Game vs Granada Hills CHS - (2:45 to 5:45pm)	56.00
Brooks Transportation Inc.	54142	4/17/2018	3/9/18 Round Trip ECR to Walt Disney Concert Hall-Chavez-Lara	850.00
Brooks Transportation Inc.	54143	4/17/2018	3/16/18 Round Trip ECR to Magic Mountain-Beckerman	1,300.00

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Brooks Transportation Inc.	54144		4/17/2018	3/17/18 Round Trip ECR to Rancho Dominguez-Lasarow	450.00
Brooks Transportation Inc.	54145		4/17/2018	3/23/18 Round Trip ECR to the Norton Simon Museum and Brookside Park-Sodek	417.50
Brooks Transportation Inc.	54146		4/17/2018	3/28/18-3/31/18 Trip ECR to Port Hueneme	750.00
School Outfitters LLC	54147		4/17/2018	Wood Chair for Woodshop	456.16
Marta Franco	54148		4/17/2018	4/12/18 Notary Service-Shoup	15.00
Flinn Scientific Inc.	54149		4/17/2018	Wood bonds, Drying Rack, Test Tube Clamps, Test tubes, canisters	336.77
Alan Darby	54150		4/17/2018	Reimbursement for Mileage from Home to Charter Schools Conference March 2018	117.72
Eriks R. Teteris	54151		4/18/2018	4/18/18 - JV Varsity Boys Volleyball vs Taft HS - Umpire 4/18/18 - Varsity Boys Volleyball vs Taft HS - REF	122.00
Ken Bernfield	54152		4/18/2018	4/18/18 - Varsity Boys Volleyball vs Taft HS - Umpire	63.00
Ralph Peck	54153		4/18/2018	4/18/18 - JV Boys Volleyball vs Taft HS - REF	54.00
Gary A Montalvo	54154		4/18/2018	4/18/18 - JV Baseball vs Granada Hills CHS - Plate	80.00
Jeffrey Ordway	54155		4/18/2018	4/18/18 - JV Softball vs Taft HS - Plate	78.00
Linguabee LLC	54156		4/18/2018	3/14/18-3/16/18 Interpreting Services	1,073.98
Linguabee LLC	54157		4/18/2018	4/4/18-4/6/18 Interpreting Services	1,082.70
Staples Business Advantage	54158		4/18/2018	White File Folder Labels	99.48
DirectEd Specialized Services LLC	54159		4/18/2018	3/18/18-3/21/18 Consultation Services	985.00
DirectEd Specialized Services LLC	54160		4/18/2018	3/20/18-3/23/18 Consultation Services	424.00
Garry Baker	54164		4/19/2018	04/19/2018 Manual Payroll Check(Additional hours)	1,414.29
Bryan Goldstein	54165		4/19/2018	0	83.00
Alan Darby	54166		4/19/2018	Reimbursement for LADBS Permit fee for Shoup Property paid by A Darby's Credit card	3,202.42
Steve McKenna	54167		4/19/2018	4/20/18 - Varsity Softball vs Birmingham - Base	73.00
Danny Vargas	54168	Voided	4/19/2018	4/20/18 - Varsity Baseball vs Granada Hills CHS - Bases	0.00
Art Martinez	54169		4/19/2018	4/19/18 Track & Field vs Taft HS Starter	136.00
Harvey Inouye	54170		4/19/2018	4/20/18 - Varsity Softball vs Birmingham - Plate	75.00
Network Integration Company Partners Inc	54171		4/19/2018	Network discovery and documentation - quote 529565	5,670.00
MWB Copy Products	54172		4/19/2018	3/17/18-4/16/18 BW and Color Copies for Managed Print Service for Desktop Printers	931.30
MWB Copy Products	54173		4/19/2018	2/17/18-3/16/18 BW and Color Copies for Managed Print Service for Desktop Printers	931.30
Linguabee LLC	54174		4/19/2018	4/11/18-4/13/18 Interpreting Services	690.26
Mt SAC	54175		4/20/2018	4/19/18-4/20/18 - Mt SAC Relays - Invitational Fees	79.00
Brandon Holmes	54176		4/20/2018	Penalties for late final wage check	644.02
Alan Darby	54178		4/20/2018	Shoup Property permit and service fees.	2,962.25
Edgar & Sons Heating & Air, Inc.	54179		4/20/2018	4/16/18-4/21/18 Labor and Material	5,000.00
Acoustical Construction	54180		4/20/2018	Acoustical Ceilings-Supply and install all new T-bar ceiling using USG DONN DX 15/16' grid with Celotex BET 197 flat lay-in ceiling tiles, approx. 14360 sq ft. - 50%	25,907.50
BF Consulting Design	54181		4/20/2018	Electrical Design Services for El Camino Charter School Shoup-30%	2,940.00
Rigoberto Sanchez (Cal State Electric)	54182		4/20/2018	change order for additional work for contract	7,400.00
Brooks Transportation Inc.	54183		4/20/2018	4/9/18-4/13/18 Trips to Various Places for Athletics	5,267.50
Xerox Corporation	54184		4/20/2018	3/31/18-4/29/18 Equipment Lease-Contract 010-0077477-001	1,058.12

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Xerox Corporation	54185	4/20/2018	3/28/18-4/27/18 Equipment Lease-Contract 010-0077477-002	80.57
FedEx	54186	4/20/2018	3/6/18-3/12/18 FedEx Services	78.56
Children's Developmental Milestones	54187	4/20/2018	03/18 Direct Behavior Therapy, Supervision	5,436.50
Children's Developmental Milestones	54188	4/20/2018	02/18 Direct Behavior Therapy, Supervision	2,230.00
ProQuest LLC	54189	4/20/2018	3/1/18 - 2/28/19 Sirs Researcher Database Renewal Fee(Library)	2,050.00
Canon Solutions America, Inc	54190	4/20/2018	11/27/17-2/26/18 Copier Maintenance	2,558.61
McCalla Company	54191	4/20/2018	100/Extractor rental for 1 week	176.19
PARS	54192	4/20/2018	02/18 PARS ARS Fees	323.84
REACH	54193	4/20/2018	03/18 CPD Services	1,867.50
Barbara Stanoff	54161	4/23/2018	Reimbursement for Supplies for Alternative Curriculum Mathematics Lesson during testing.	21.74
Barbara Stanoff	54162	4/23/2018	Reimbursement for Supplies for Science experiment for Alt Curriculum students as well as SDP students.	38.32
NJROTC	54163	4/23/2018	Reimbursement for Marksmanship license renewal, trophies for Brain Brawl, Instructor lodging at 4 day Mini Boot Camp at Navy Port Hueneme, registration for Area 11 Brain Brawl Championship and supplies	2,115.17
Onsite Reprographics	54194	4/23/2018	Make Check payable to ECR NJROTC	53.66
Steve Skinner	54195	4/23/2018	Styrene, Foamboards	73.00
Steve McKenna	54196	4/23/2018	4/23/18 - Varsity Softball vs Taft HS - Plate	75.00
Randy Bergman	54197	4/23/2018	4/20/18 - Varsity Baseball vs Granada Hills CHS - Bases	79.00
Samuel Villalobos	54198	4/23/2018	Replaced Danny Vargas (Late Notification)	6,086.38
Adrian Medellin	54199	4/23/2018	3/31/18-4/14/18 Labor on Shoup	1,488.00
Alfonso Infante	54200	4/23/2018	4/16/18-4/22/18 corridor	291.33
Juan Llerenas	54201	4/23/2018	4/16/18-4/22/18 cleanup	1,400.00
Stephen A Ramirez	54202	4/23/2018	4/16/18-4/22/18 taping	1,007.92
Jose Gomez	54203	4/23/2018	4/16/18-4/22/18 painting	1,400.00
David Hussey	54204	4/23/2018	Reimbursement for 3/26-3/28 Lodging, Conference Parking Fee, and Mileage to and from Charter Schools Conference in SD	741.68
David Hussey	54205	4/23/2018	Reimbursement for 3/25/18 Transportation to and from airports and event for the Academic Decathlon in Sacramento.	67.08
Daniel Chang	54206	4/23/2018	Reimbursement for 3/26/18-3/28/18 CCSA Conference-Lodging, Mileage and Parking, San Diego	765.60
Daniel Chang	54207	4/23/2018	Reimbursement for 2/23/18 CalSTRS Charter, Employer and Payroll Training, Meals, Parking Fee	85.20
Daniel Chang	54208	4/23/2018	Reimbursement for Countdown clock / timer for Board meetings	109.00
Ziat Zahur	54209	4/23/2018	Reimbursement for CSUN NGSS Palooza Jan 27th Workshop Fee.	25.00
Barbara Stanoff	54210	4/23/2018	Reimbursement for 3/01/18 Breakfast at Beaudry Training	4.00
Alison Yedor	54211	4/23/2018	Reimbursement for 1 hour of rehearsal space rental	340.00
Richard Yi	54212	4/23/2018	Reimbursement for 4/17/18 English Language Proficiency Assessments for California (ELPAC)	14.40

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check. Payroll checks are not included on this register.

Barbara Stanoff	54213	4/23/2018	Reimbursement for Supplies for Spring break classroom activity	11.98
Gabrielle Christine Molina	54214	4/23/2018	Alt. Curriculum students	250.00
California Science Center Foundation	54215	4/24/2018	Winds Sectional Instructional Services	1,298.00
WT Cox Subscriptions	54216	4/24/2018	Balance for 4/26/18 California Science Center for Field Trip(Mysteries of Egypt)	542.94
The AmGraph Group	54217	4/24/2018	Magazines for the library	5,612.68
MHS Inc.	54218	4/24/2018	Printing and installation of banners on the light poles outside of the school along Valley Circle Blvd. and Burbank Blvd.	337.50
Wenger Corporation	54219	4/24/2018	online scoring system	14,168.28
Carolina Biological Supply Co.	54220	4/24/2018	furniture replacement for choir room	683.59
CDW LLC	54221	4/24/2018	Sheep Brains, Cow Eyes, Disposable Scalpels, Epithelial and Connective Tissue Slides, Safety Spectacles	15,743.08
Golden Star Technology	54222	4/24/2018	HP STOREONCE System, Card, Catalyst, LTU, Support	9,346.33
LA Master Chorale	54223	4/24/2018	IT Firm Fixed Price	100.00
Penn State Industries	54224	4/24/2018	2018 Master Class for Camerata provided by LA MAster Chorale	1,160.00
American Express	54225	4/24/2018	Turncrafter Commander 12in variable speed midi lathe w extension bed (M Pomerantz okd to pay e mail 04/23/18)	598.01
Ziat Zahur	54227	4/25/2018	X3-31013 04/14/18 AMEX Hussey March 2018 Dues and Membership fro Github, Livestream, You canbookme and credit from Hootsuite	63.48
Cara Viramontes	54228	4/25/2018	Reimbursement for hotel stay 3/2/-3/31/18 for Spring Break Softball Tournament at Santa Fe Station in Las Vegas, Nevada.	297.16
Barbara Stanoff	54229	4/25/2018	Reimbursement for Training at Beaudry 1 day 3/1/2018	40.94
Jodi Borenstein	54230	4/25/2018	Mileage round trip and lunch expense	150.70
Kimberly Gooze	54231	4/25/2018	Reimbursement for Spring Jamboree Las Vegas Tournament. Meals 3/28/18-3/31/18	498.20
Rebeca Rodriguez	54232	4/25/2018	Reimbursement for items for drawing, advertise design and design craft- for Class	678.00
Jodi Borenstein	54233	4/25/2018	Reimbursement for Balloon Columns for 4/23/18 ACA DECA PEP Rally	297.15
Joe Galeano	54234	4/25/2018	Reimbursement for Hotel 3/28 - 3/31/2018 for Spring Jamboree Softball Tournament in Las Vegas	83.00
Roger Nelson	54235	4/25/2018	4/25/18 - Varsity Baseball vs Cleveland HS - Plate	79.00
John (Jack) Johnson	54237	4/25/2018	4/25/18 - JV Boys Volleyball vs Chatsworth HS - UMP	122.00
Danny Quiroz	54238	4/25/2018	4/25/18 - Varsity Boys Volleyball vs Chatsworth - REF	78.00
Garrett R. Emerson	54239	4/25/2018	4/25/18 - JV Softball vs Chatsworth HS - Plate	51.50
Mark Arthur	54240	4/25/2018	4/25/18 - Varsity Boys Volleyball vs Chatsworth HS - L1	51.50
Galstian Consulting Group Inc	54241	4/25/2018	4/25/18 - Varsity Boys Volleyball vs Chatsworth HS - L2	2,000.00
Nadia Shavolian	54242	4/26/2018	4/24/18 Consulting Agreement \$2000 retainer	362.00
			4.0 Breakfast Sandwiches Reimbursement 4.0 Burch 3/15, 3/16/18	

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Alyssa Lee	54243	4/26/2018	2018 Spring Sports Calendar - Graphic Design - Photography	300.00
Department of Justice (State of CA)	54244	4/26/2018	03/18 Fingerprint Apps	96.00
American Heritage Landscape LP	54245	4/26/2018	04/18 Landscaping Services for Shoup Property	1,221.00
Marta Franco	54246	4/26/2018	4/18/18 Notary Service	45.00
EdLogical Group Corp	54247	4/26/2018	03/18 Special Ed Services	2,415.00
EdLogical Group Corp	54248	4/26/2018	02/18 Special Ed Services	1,552.50
Verizon Wireless	54249	4/26/2018	3/8/18-4/7/18 Communication Services	1,008.49
American Foothill Publishing Co.	54250	4/26/2018	The King's Courier Issue: April 20, 2018 Vol. 48, Issue 8	630.00
JW Pepper & Son, Inc	54251	4/26/2018	Music to use both Spring and the Fall for Choral Music Groups	29.55
Brooks Transportation Inc.	54252	4/26/2018	4/16/18-4/20/18 Trips to Various Places for Athletics	5,150.00
DirectEd Specialized Services LLC	54253	4/26/2018	4/5/18 Consultation Services	212.00
DirectEd Specialized Services LLC	54254	4/26/2018	4/1/18-4/5/18 Consultation Services	1,280.00
Curry, William	54255	4/26/2018	3/6/18-3/18/18 Paint Services	990.00
Curry, William	54256	4/26/2018	3/19/18-4/14/18 Paint Services	990.00
Curry, William	54257	4/26/2018	2/21/18-3/5/18 Paint Services	990.00
Sacramento County of Education	54258	4/26/2018	CAASPP Institute-Richard Yi (Testing)	150.00
Flinn Scientific Inc.	54259	4/26/2018	Wood bonds, Drying Rack, Test Tube Clamps, Test tubes, canisters	108.89
David Chae	54260	4/26/2018	Reimbursement for Supervision: Meals Gas, Rental Car for Boys Volleyball Tournament in Las Vegas 3/25-3/28 2018	218.12
Eric Choi	54261	4/26/2018	Reimbursement for Greens fees Match vs. GH @Encino 4/5/18	50.00
Eric Choi	54262	4/26/2018	Reimbursement for Greens Fees vs Taft 4/11 @ Encino Golf Course	40.00
Eric Choi	54263	4/26/2018	Reimbursement for Greens Fees vs. Chatswoth 4/19/18 @ Balboa	50.00
Eric Choi	54264	4/26/2018	Reimbursement for Greens Fees vs. Palisades (4/16/18) @ Wilson	52.00
Eric Choi	54265	4/26/2018	Reimbursement for Golf balls for Boys Golf	200.00
Eric Choi	54266	4/26/2018	Reimbursement for Golf balls for Boys Golf	200.00
Oracle Enterprises	54267	4/27/2018	-NetSuite SuiteSuccess Nonprofit Emerging Cloud Service -NetSuite Social Impact Cloud Service User -NetSuite Employee Self-Serv Cloud Service 5-Pk User -NetSuite Fixed Asset Management Mid-Market Cloud Service -NetSuite Premium Support	11,270.16
John Moore	54268	4/27/2018	4/27/18 - Varsity Softball vs Granada Hills CHS - Bases	73.00
Greg Yamin	54269	4/27/2018	4/27/18 - JV Baseball vs Cleveland HS - Plate	80.00
Will Geer's Theatricum Botanicum	54270	4/27/2018	5/24/2018 Field trip for 10 Honors Shakespeare at Will Geer	3,250.00
Tony Sabino	54271	4/27/2018	4/27/18 - Varsity Softball vs Granada Hills CHS - Plate	75.00
Rigoberto Sanchez (Cal State Electric)	54272	4/27/2018	Replace 3 Panels 400 AMP, 225 AMP AND 200 AMP. NOT FOR LIGHTS	1,120.52
Get Hooked Crane Service, Inc	54273	4/27/2018	A/C	562.50

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General Glass & Son	54274		4/27/2018	Storefront, Glass, Labor, 50% deposit	1,607.61
Instructure	54275		4/30/2018	7/1/2018 - 6/30/2021 3 year agreement license for Canvas from Instructure approved by the Board	24,911.25
Long Beach Unified School District	54276		4/30/2018	June 25-29, 2018 AP Capstone@The Beach Summer Institute Robert Boyle	1,075.00
California Department of Tax & Fee Administration	54277		4/30/2018	01/01/2018 - 03/31/2018 SR AR 102-273444 Sales and Use Tax due 04/30/18	1,326.00
Alfonso Infante	54278		4/30/2018	4/23/18-4/29/18 Labor Infante	643.33
Stephen A Ramirez	54279		4/30/2018	4/23/18-4/29/18 painting	1,242.92
Jose Gomez	54280		4/30/2018	4/23/18-4/29/18 taping	1,876.00
Juan Llerenas	54281		4/30/2018	4/23/18-4/29/18 taping	1,652.00
Adrian Medellin	54282		4/30/2018	4/23/18-4/29/18 Labor Medellin	1,933.86
Ironman Concrete Pumping LLC	54283		4/30/2018	4/28/18 Concrete Pumping	315.00
Edgar & Sons Heating & Air, Inc.	54284		4/30/2018	Reimbursement for the HVAC permit	1,341.79
Manny Velas Quez	54285		4/30/2018	Deposit for Fence	2,000.00
TC Security & Fire Alarm Systems	54286		4/30/2018	License, permits and plan check for the city of LA	1,370.68
TC Security & Fire Alarm Systems	54287		4/30/2018	Fire alarm installation at El Camino Real Charter School	6,000.00

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Check Register					
					
	<b>#REF!</b>				
	<b>April</b>	<b>2018</b>			Grand Total 30,184.48
Vendor	Check Number	Void	Date	Description	Check Amount
Michele Greene	76		4/23/2018	FSA Reimbursement	2,550.00
Devon Knadle	77		4/16/2018	FSA Reimbursement	1,666.64
Amy Carter (ee)	78		4/13/2018	FSA Reimbursement	395.00
Matthew Harbourt	79		4/20/2018	FSA Reimbursement	10.86
Barrie Gold	80		4/23/2018	FSA Reimbursement	416.66
Sylvia Yi	81		4/13/2018	FSA Reimbursement	416.66
Matthew Harbourt	82		4/20/2018	FSA Reimbursement	197.47
Michele Greene	83		4/30/2018	FSA Reimbursement	2,249.94
				04/05-04/08/2018 Confirmation #81323395 (Robotics Trust)-2 rooms for 3 nights fro Students	
				Hotel for 5 students and 2 teachers is required for the ECR Robotics	
Hampton Inn	10763		4/4/2018	Robotics National Competition in Council Bluffs IA	1,068.48
Ross P Liddell	10765		4/5/2018	Female Large Water Polo Legend with Blue Marble Brass	128.38
Ingraham Trophies and Gifts	10766		4/5/2018	Additional Medals CIF LA Boys Soccer Championship	61.76
Ingraham Trophies and Gifts	10767		4/5/2018	Additional Medals from CIF-LA Girls Soccer Div 1 Championship G Soccer Trust	50.26
Great American Opportunities	10768		4/6/2018	Fundraised items - Chocolate Track Trust	940.14
Crescenta Valley High School	10769		4/6/2018	5/19/18 - Passing Tournament Fee Crescenta Valley Football Trust	225.00
				Total charges: Includes subtotal, shipping & handling and tax paid after 12/20/17 No Discount Drill Team Trust	
The Yankee Candle Company Inc	10770		4/9/2018		835.98
Maggiano's Inc.	10771		4/13/2018	4/22/18 - Girls Basketball Team Banquet - Deposit	1,500.00
Jeff Falgien	10772		4/17/2018	Reimbursement for website and domain renewal for 1 year for Football website Football Trust Expense	199.95
				Reimbursement for 3/29/18 Las Vegas Spring Jamboree Team dinner at BJs restaurant	
Jodi Borenstein	10773		4/17/2018	Softball Trust	403.65
				Reimbursement for Player rooms for Las vegas spring jamboree tournament 3/28-3/30	
Jodi Borenstein	10774		4/23/2018	Softball TRUST	1,485.80
BSN Sports	10775		4/24/2018	Mens Miller Tank, Mens Nike Anchor Shorts, Tan Tight, Nike Game Shorts, Set up Fee For Track Trust	1,740.03
Eastbay Team Sales	10776		4/26/2018	Nike Dominate Practice Ball, 28.5 Girls Basketball Trust	156.87
Educational Theatre Association	10777		4/26/2018	2018 Grad Cords	224.00

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# Coversheet

## April 2018 Financial Update

**Section:** III. Financial  
**Item:** C. April 2018 Financial Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** May Board Presentation - cf - 2018.05.pdf  
April Financial Exhibits.pdf



# El Camino Real Charter High School Financial Update

CINDY FRANTZ & MILADA RAKIJIAN  
JUNE 21, 2018

edtec



# Contents



## 1. April 2018 Financial Update

A. Current Forecast

B. Shoup Budget

C. Cash Flow

## 2. 2018-2019 Proposed Budget

## 3. Financial Exhibits

# April 2018 Financial Update



# Current – April 2018 Forecast

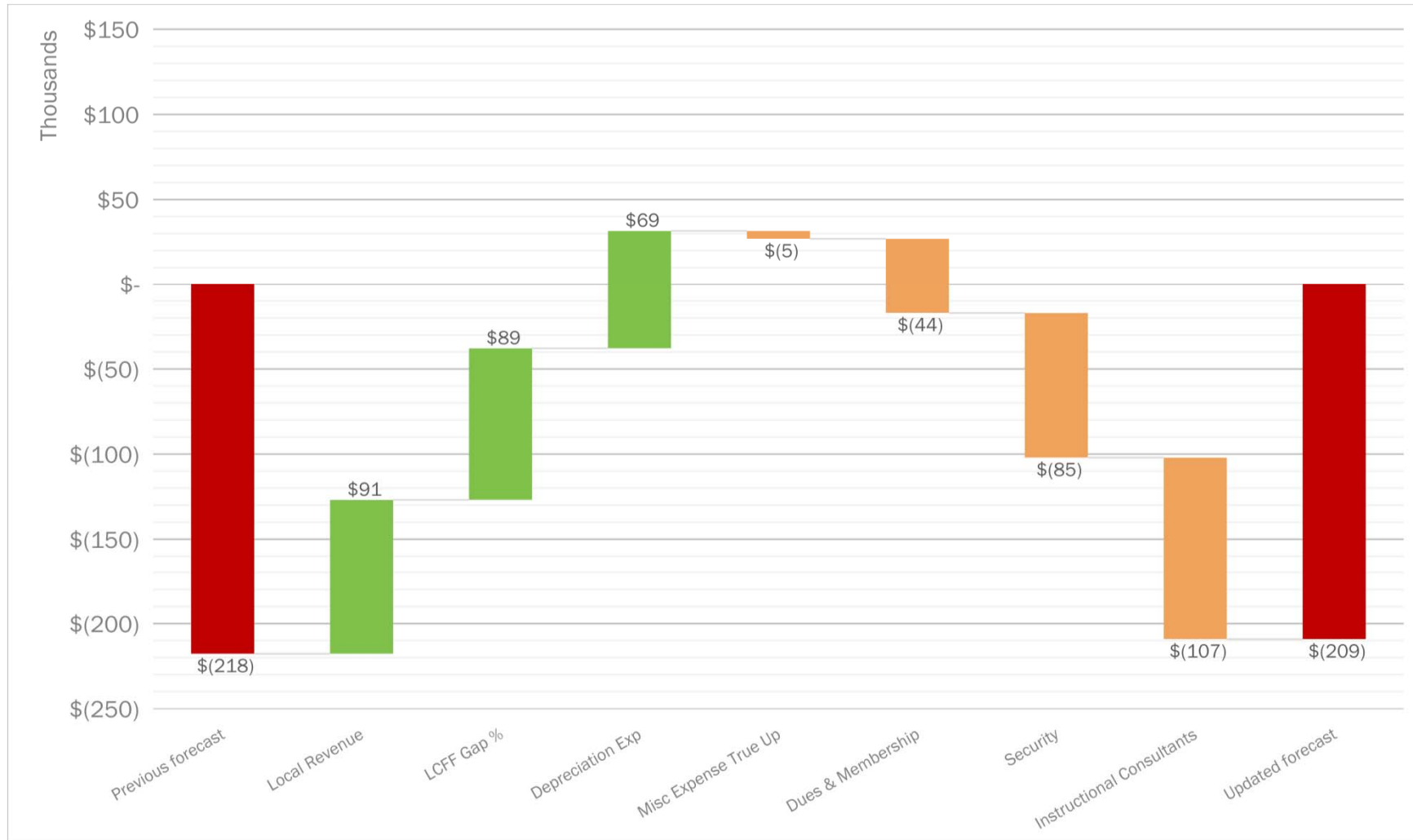


		2017/18	2017/18	2017/18	2017/18	Variance
		YTD Actuals	Reapproved Budget	Previous Mar Forecast	Current Apr Forecast	
Revenue	LCFF Entitlement	23,565,412	31,065,296	30,161,846	30,250,875	89,030
	Federal Revenue	1,139,858	1,449,279	1,435,109	1,435,868	759
	Other State Revenues	3,788,344	4,502,560	4,509,405	4,509,405	-
	Local Revenues	1,992,914	1,678,352	1,835,045	1,925,182	90,137
	Fundraising and Grants	-	-	-	-	-
	<b>Total Revenue</b>	<b>30,486,527</b>	<b>38,695,487</b>	<b>37,941,405</b>	<b>38,121,330</b>	<b>179,925</b>
Expenses	Comp and Benefits	22,324,917	29,641,540	28,788,294	28,788,294	-
	Books and Supplies	2,369,987	2,925,532	2,786,001	2,786,002	(0)
	Services and Other Ops	4,879,693	5,973,405	6,221,722	6,462,478	(240,756)
	Depreciation	144,013	750,867	363,159	293,714	69,444
	<b>Total Expenses</b>	<b>29,718,609</b>	<b>39,291,345</b>	<b>38,159,176</b>	<b>38,330,488</b>	<b>(171,311)</b>
	<b>Operating Income</b>	<b>767,918</b>	<b>(595,858)</b>	<b>(217,772)</b>	<b>(209,158)</b>	<b>8,614</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	-217,772	-209,158	
<b>Ending Fund Balance (incl. Depreciation)</b>			<b>-3,796,876</b>	<b>-3,127,625</b>	<b>-3,119,011</b>	
<b>Ending Fund Balance as % of Expenses</b>			<b>-9.66%</b>	<b>-8.20%</b>	<b>-8.14%</b>	

# 2017-18 Forecast Update



**Net income has increased by \$9K compared to previous forecast**



# Shoup Expenses



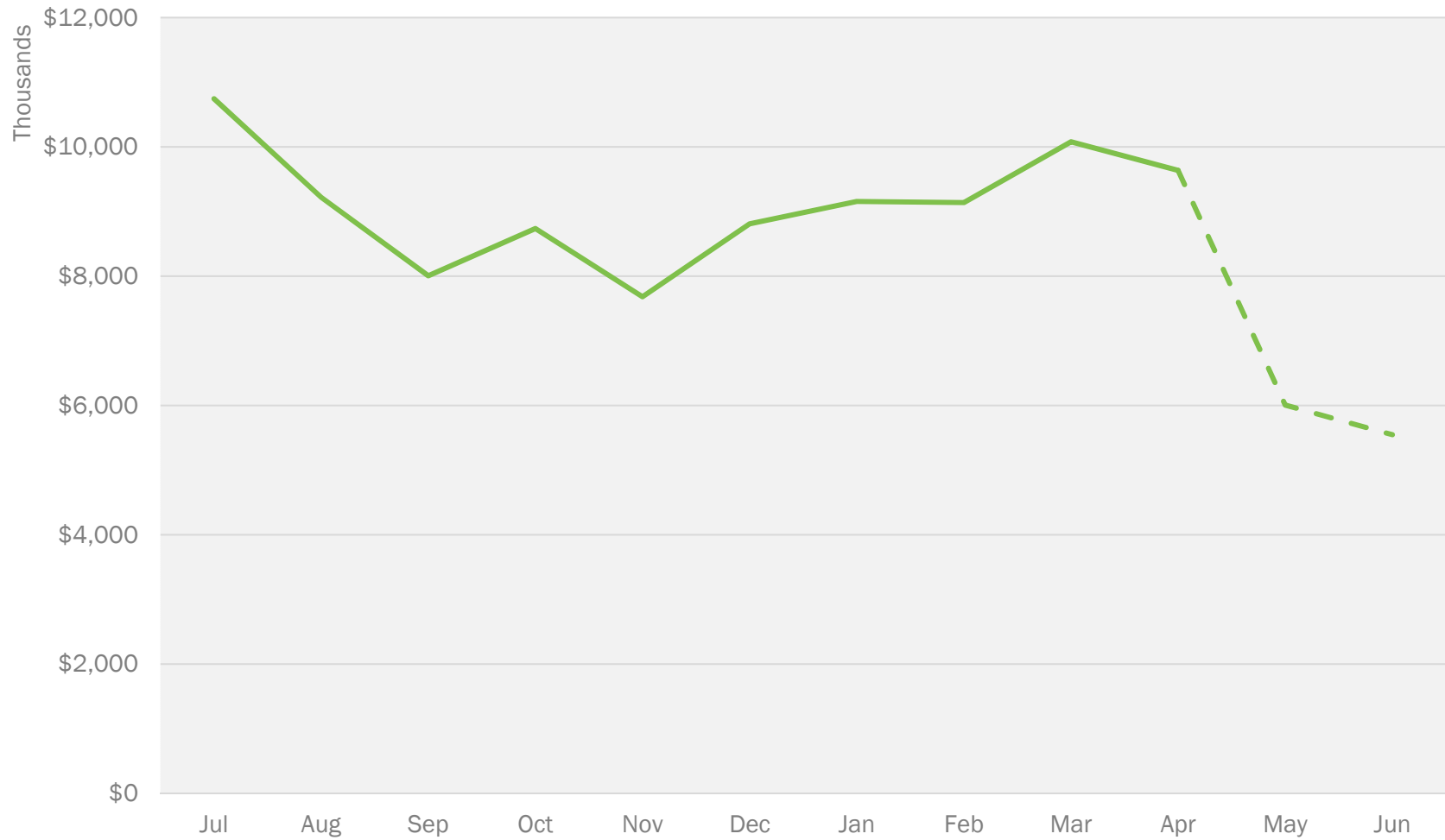
**As of April 2018, ECR has incurred 60% of budgeted expenses for Shoup**

EXPENSE CATEGORY	2017-18 Revised Budget	2017-18 YTD Actuals	2017-18 Budget Balance
Salaries	-	-	-
Benefits	-	-	-
Books & Supplies	1,000	143	857.50
Operations & Housekeeping	50,000	42,442	7,557.72
Services & Other Operating Expenses	110,000	69,308	40,691.64
Communications	-	-	-
Capital Outlay	1,561,500	919,024	642,476.42
<b>TOTAL</b>	<b>1,722,500</b>	<b>1,030,917</b>	<b>691,583</b>

# 2017-18 Cash Flow



**Ending cash balance in April 2018 was \$9.6M**



# 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	3317
Total Salaries and Benefits as a % of Expense	75%	78%	75%
Salaries and Benefits per ADA	7,578	7,866	8,679
Certificated Salaries	44%	42%	38%
Classified Salaries	10%	10%	10%
Benefits	21%	25%	28%



# 18-19 Proposed Budget Summary



# 2018-19 State Budget Update



## May budget revision continues to be good for K-12 education

### LCFF

- Proposes \$3B increase to *fully fund LCFF*, two years ahead of schedule
- 100% gap closure and 3% increase of base rates

### COLA

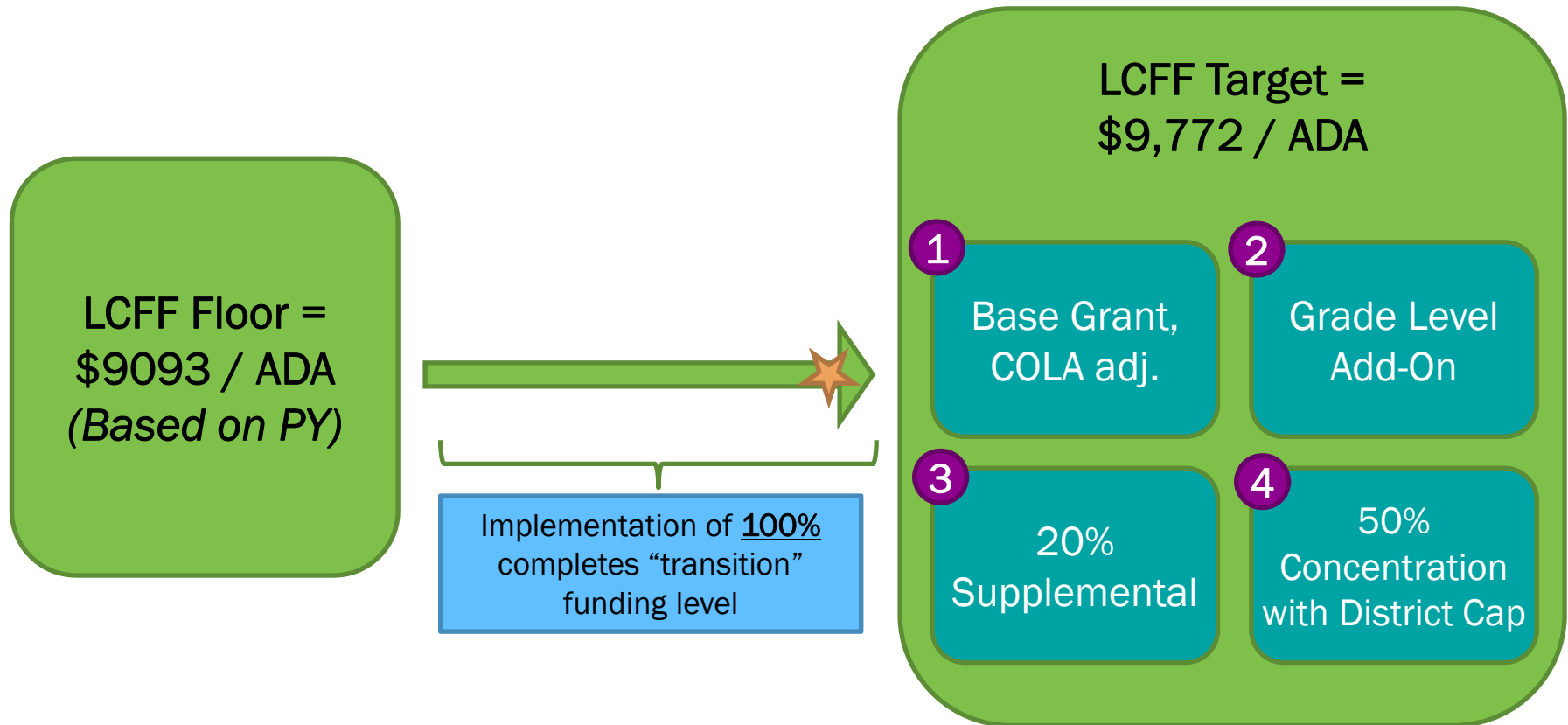
- Proposes 2.71% COLA increase, versus previous 2.51%
- Affects programs such as Special Education and Nutrition

### One-Time Funds

- Proposes over \$2B in one-time, discretionary funding (~\$343 / PY ADA), up about \$50 from January proposal

# Understanding Local Control Funding Formula

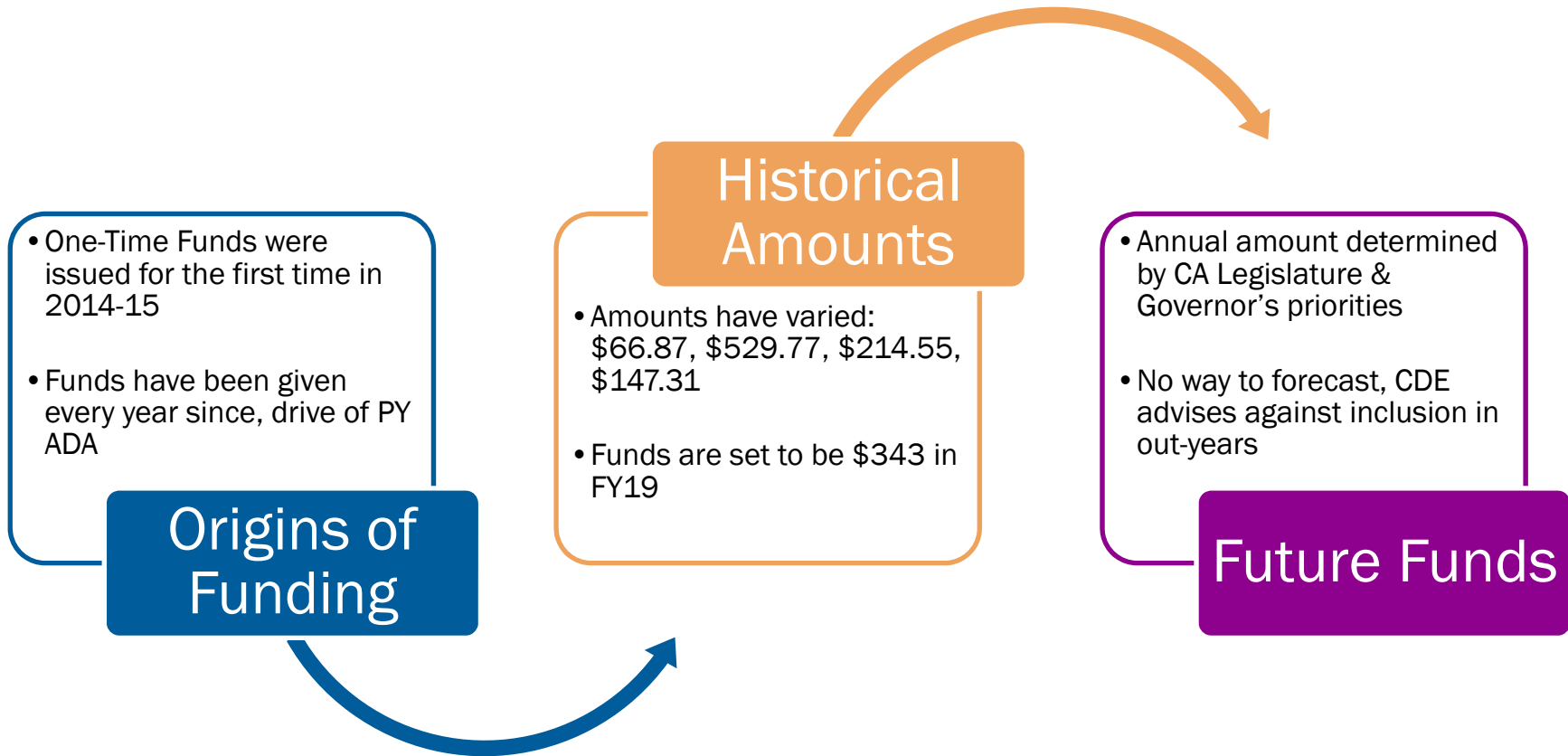
## Local Control Funding Formula (LCFF) to be fully phased in



# One-Time Funds - Context

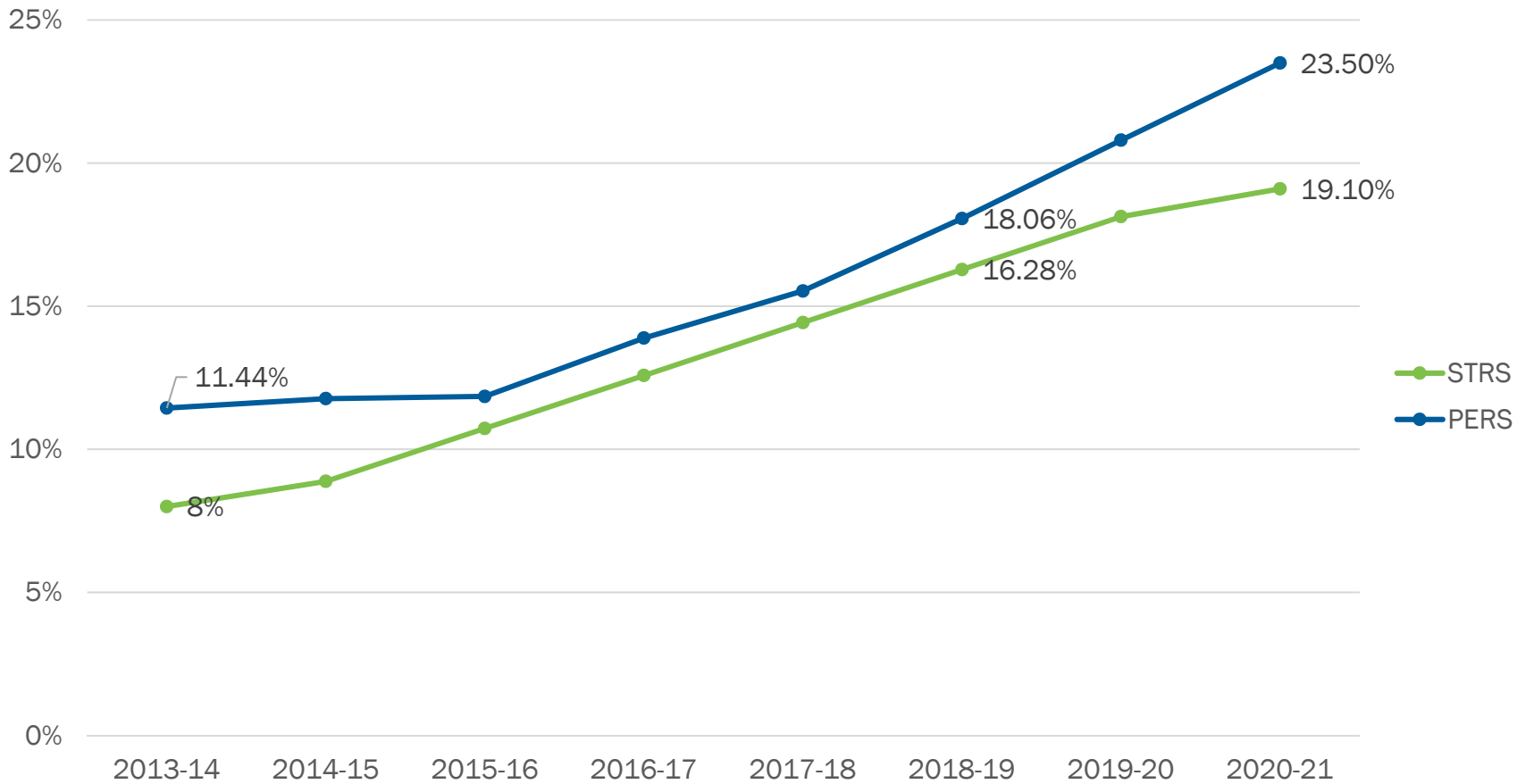


**El Camino is projected to receive \$1,137,728 in 18-19 one time funds**



**One-Time Funds should not become a structural piece of school's budget**

# STRS and PERS Growth Rate Over Time



18-19 STRS employer contribution is up 103% from 13-14, PERS is up 58%

# Budget Summary



		2017-18	2018-19	Variance
		<b>Current Forecast</b>	<b>Proposed Budget</b>	
Revenue	LCFF Entitlement	30,250,875	32,678,749	2,427,874
	Federal Revenue	1,435,868	1,436,702	834
	Other State Revenues	4,509,405	4,299,217	(210,188)
	Local Revenues	1,925,182	1,681,250	(243,932)
	<b>Total Revenue</b>	<b>38,121,330</b>	<b>40,095,918</b>	<b>1,974,588</b>
Expenses	Comp and Benefits	28,788,294	30,037,633	(1,249,339)
	Books and Supplies	2,786,002	2,969,951	(183,949)
	Services and Other Ops	6,462,478	6,297,724	164,754
	Depreciation	293,714	719,151	(425,437)
	<b>Total Expenses</b>	<b>38,330,488</b>	<b>40,024,459</b>	<b>(1,693,971)</b>
	<b>Operating Income</b>	<b>-209,158</b>	<b>71,459</b>	<b>280,617</b>
Fund Balance	Beginning Balance (Unaudited)	-3,201,018	-3,119,011	
	Audit Adjustment	291,165	-	
	Operating Income	-209,158	71,459	
<b>Ending Fund Balance (incl. Depreciation)</b>		<b>-3,119,011</b>	<b>-3,047,552</b>	
<b>Ending Fund Balance as % of Expenses</b>		<b>-8.14%</b>	<b>-7.61%</b>	

# Key Assumptions

Item	17/18	18/19	Variance	Notes
ADA	3,317	3,344	+27	
LCFF rate	\$9,120	\$9,772	+\$652	100% fully funded
One time funds	\$147/PY ADA	\$343/PY ADA	+\$196	Amount not final
Prop 39 Clean Energy	\$776k	\$0	-\$776k	One time grant
Non-capital Equipment	\$665k	\$965k	+\$300k	1:1 Laptop program; Interactive panels; Shoup
Lifetime benefits (OPEB)	\$4.055M	\$4.055M	-	May change after actuarial report. Cash contribution of \$2M
New Support Staff positions	n/a	\$227k	\$227k	Project Asst; Office Asst; Data Coordinator; Support Staff

# Financial Exhibits

[See attachment](#)





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

	Actual			YTD Actual YTD	Budget						
	Feb	Mar	Apr		Approved Budget v2	Previous Forecast	Apr MR Forecast	Previous Forecast vs.	Approved Budget v2 vs.	Apr MR Forecast Remaining	% Apr MR Forecast Spent
								Apr MR Forecast	Apr MR Forecast		
<b>SUMMARY</b>											
<b>Revenue</b>											
LCFF Entitlement	2,677,905	3,502,043	2,195,786	23,565,412	31,065,296	30,161,846	30,250,875	89,030	(814,421)	6,685,464	78%
Federal Revenue	116,647	174,205	115,129	1,139,858	1,449,279	1,435,109	1,435,868	759	(13,411)	296,010	79%
Other State Revenues	320,150	174,353	514,423	3,788,344	4,502,560	4,509,405	4,509,405	-	6,845	721,061	84%
Local Revenues	71,843	425,304	43,089	1,992,914	1,678,352	1,835,045	1,925,182	90,137	246,830	(67,732)	104%
Fundraising and Grants	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>3,186,545</b>	<b>4,275,904</b>	<b>2,868,426</b>	<b>30,486,527</b>	<b>38,695,487</b>	<b>37,941,405</b>	<b>38,121,330</b>	<b>179,925</b>	<b>(574,157)</b>	<b>7,634,803</b>	<b>80%</b>
<b>Expenses</b>											
Compensation and Benefits	2,231,552	2,301,578	2,302,190	22,324,917	29,641,540	28,788,294	28,788,294	-	853,247	6,463,377	78%
Books and Supplies	131,565	198,520	126,097	2,369,987	2,925,532	2,786,001	2,786,002	(0)	139,530	416,015	85%
Services and Other Operating Expenditures	366,948	514,443	529,353	4,857,904	5,973,405	6,221,722	6,462,478	(240,756)	(489,073)	1,604,574	75%
Depreciation	14,401	14,401	14,401	144,013	750,867	363,159	293,714	69,444	457,153	149,701	49%
Other Outflows	996	95	9,741	21,788	-	-	-	-	-	(21,788)	-
<b>Total Expenses</b>	<b>2,745,463</b>	<b>3,029,038</b>	<b>2,981,783</b>	<b>29,718,609</b>	<b>39,291,345</b>	<b>38,159,176</b>	<b>38,330,488</b>	<b>(171,311)</b>	<b>960,857</b>	<b>8,611,878</b>	<b>78%</b>
<b>Operating Income</b>	<b>441,083</b>	<b>1,246,866</b>	<b>(113,357)</b>	<b>767,918</b>	<b>(595,858)</b>	<b>(217,772)</b>	<b>(209,158)</b>	<b>8,614</b>	<b>386,700</b>	<b>(977,076)</b>	
<b>Fund Balance</b>											
Beginning Balance (Audited)					(3,201,018)	(2,909,853)	(2,909,853)				
Operating Income					(595,858)	(217,772)	(209,158)				
<b>Ending Fund Balance</b>					<b>(3,796,876)</b>	<b>(3,127,625)</b>	<b>(3,119,011)</b>				

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

	Actual			YTD	Budget							
	Feb	Mar	Apr	Actual YTD	Approved	Previous	Apr MR	Previous	Approved	Apr MR	% Apr MR	
					Budget v2	Forecast	Forecast	Forecast vs. Apr MR Forecast	Budget v2 vs. Apr MR Forecast	Forecast Remaining	Forecast Spent	
<b>KEY ASSUMPTIONS</b>												
<b>Enrollment Summary</b>												
9-12					3,680	3,452	3,452	-	(228)			
<b>Total Enrolled</b>					<b>3,680</b>	<b>3,452</b>	<b>3,452</b>	-	(228)			
<b>ADA %</b>												
9-12					92.9%	96.1%	96.1%	0.0%	3.2%			
<b>Average ADA %</b>					<b>92.9%</b>	<b>96.1%</b>	<b>96.1%</b>	<b>0.0%</b>	<b>3.2%</b>			
<b>ADA</b>												
9-12					3,417.00	3,316.99	3,316.99	-	(100.01)			
<b>Total ADA</b>					<b>3,417.00</b>	<b>3,316.99</b>	<b>3,316.99</b>	-	(100.01)			

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

	Actual			YTD	Budget						
	Feb	Mar	Apr		Actual YTD	Approved Budget v2	Previous Forecast	Apr MR Forecast	Previous Forecast vs. Apr MR Forecast	Approved Budget v2 vs. Apr MR Forecast	Apr MR Forecast Remaining
<b>REVENUE</b>											
<b>LCFF Entitlement</b>											
8011 Charter Schools General Purpose Entitlement - State Aid	1,665,792	1,602,559	1,602,559	13,384,958	19,046,150	17,869,279	17,958,309	89,030	(1,087,841)	4,573,351	75%
8012 Education Protection Account Entitlement	-	1,271,233	-	3,777,728	4,966,524	4,968,874	4,968,874	-	2,350	1,191,146	76%
8019 State Aid - Prior Years	5,779	-	-	5,815	36	5,815	5,815	-	5,779	-	100%
8096 Charter Schools in Lieu of Property Tax:	1,006,334	628,251	593,227	6,396,911	7,052,585	7,317,877	7,317,877	-	265,292	920,966	87%
<b>SUBTOTAL - LCFF Entitlement</b>	<b>2,677,905</b>	<b>3,502,043</b>	<b>2,195,786</b>	<b>23,565,412</b>	<b>31,065,296</b>	<b>30,161,846</b>	<b>30,250,875</b>	<b>89,030</b>	<b>(814,421)</b>	<b>6,685,464</b>	<b>78%</b>
<b>Federal Revenue</b>											
8181 Special Education - Entitlement	92,822	44,929	48,939	571,239	668,946	649,367	649,367	-	(19,579)	78,128	88%
8220 Child Nutrition Programs	-	27,225	65,430	220,425	312,000	312,000	312,000	-	-	91,575	71%
8290 No Child Left Behind	1,693	2,980	759	17,454	11,286	16,695	17,454	759	6,168	-	100%
8291 Title I	-	81,574	-	235,435	292,822	292,822	292,822	-	-	57,387	80%
8292 Title II	-	17,497	-	51,061	64,225	64,225	64,225	-	-	13,164	80%
8299 All Other Federal Revenue	22,132	-	-	44,244	100,000	100,000	100,000	-	-	55,756	44%
<b>SUBTOTAL - Federal Revenue</b>	<b>116,647</b>	<b>174,205</b>	<b>115,129</b>	<b>1,139,858</b>	<b>1,449,279</b>	<b>1,435,109</b>	<b>1,435,868</b>	<b>759</b>	<b>(13,411)</b>	<b>296,010</b>	<b>79%</b>
<b>Other State Revenue</b>											
8319 Other State Apportionments - Prior Years	-	10,707	-	98,791	-	98,791	98,791	-	98,791	-	100%
8381 Special Education - Entitlement (State)	271,283	131,310	136,437	1,662,916	1,955,071	1,897,849	1,897,849	-	(57,222)	234,933	88%
8520 Child Nutrition - State	-	-	7,475	18,061	24,000	24,000	24,000	-	-	5,939	75%
8550 Mandated Cost Reimbursements	-	-	166,310	481,770	646,995	648,079	648,079	-	1,084	166,309	74%
8560 State Lottery Revenue	-	-	167,557	362,275	662,898	643,496	643,496	-	(19,402)	281,221	56%
8590 All Other State Revenue	48,868	32,336	36,644	388,599	433,959	421,258	421,258	-	(12,701)	32,659	92%
8593 Prop 39 Energy	-	-	-	775,932	779,637	775,932	775,932	-	(3,705)	-	100%
<b>SUBTOTAL - Other State Revenue</b>	<b>320,150</b>	<b>174,353</b>	<b>514,423</b>	<b>3,788,344</b>	<b>4,502,560</b>	<b>4,509,405</b>	<b>4,509,405</b>	<b>-</b>	<b>6,845</b>	<b>721,061</b>	<b>84%</b>
<b>Local Revenue</b>											
8634 Food Service Sales	26,330	21,210	22,641	193,593	174,000	174,000	213,181	39,181	39,181	19,588	91%
8660 Interest	1,318	1,413	1,461	17,468	4,352	16,007	18,930	2,923	14,578	1,462	92%
8662 Net Increase (Decrease) in the Fair Value of Investment	(10,384)	(3,102)	(2,868)	14,332	-	22,638	14,332	(8,306)	14,332	-	100%
8690 Other Local Revenue	44,552	296,363	41,064	1,532,380	1,500,000	1,500,000	1,556,339	56,339	56,339	23,959	98%
8715 Option 3 SPED	-	-	-	122,400	-	122,400	122,400	-	122,400	-	100%
8999 Uncategorized Revenue	10,027	109,420	(19,210)	112,742	-	-	-	-	-	(112,742)	-
<b>SUBTOTAL - Local Revenue</b>	<b>71,843</b>	<b>425,304</b>	<b>43,089</b>	<b>1,992,914</b>	<b>1,678,352</b>	<b>1,835,045</b>	<b>1,925,182</b>	<b>90,137</b>	<b>246,830</b>	<b>(67,732)</b>	<b>104%</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>3,186,545</b>	<b>4,275,904</b>	<b>2,868,426</b>	<b>30,486,527</b>	<b>38,695,487</b>	<b>37,941,405</b>	<b>38,121,330</b>	<b>179,925</b>	<b>(574,157)</b>	<b>7,634,803</b>	<b>80%</b>

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

	Actual			YTD	Budget							
	Feb	Mar	Apr		Actual YTD	Approved Budget v2	Previous Forecast	Apr MR Forecast	Previous Forecast vs. Apr MR Forecast	Approved Budget v2 vs. Apr MR Forecast	Apr MR Forecast Remaining	% Apr MR Forecast Spent
<b>EXPENSES</b>												
<b>Compensation &amp; Benefits</b>												
<b>Certificated Salaries</b>												
1100 Teachers Salaries	923,349	943,999	914,785	9,439,435	11,221,839	11,131,666	11,131,666	-	90,173	1,692,231	85%	
1101 Teacher - Stipends	-	-	-	-	255,000	70,000	70,000	-	185,000	70,000	0%	
1150 NBC Stipend	6,497	6,028	6,028	77,287	135,000	135,000	135,000	-	-	57,713	57%	
1160 Auxiliary & Summer Schoo	18,077	18,221	20,487	313,167	400,000	400,000	400,000	-	-	86,833	78%	
1170 Coverage	7,719	9,067	10,215	69,996	75,000	75,000	75,000	-	-	5,004	93%	
1180 Extra Hours & Tutoring	3,256	4,401	2,771	54,141	100,000	100,000	100,000	-	-	45,859	54%	
1190 PD & LCAP	26,626	17,362	22,269	126,767	130,000	130,000	130,000	-	-	3,233	98%	
1200 Certificated Pupil Support Salaries	111,975	115,306	110,422	1,159,708	1,308,627	1,308,627	1,308,627	-	-	148,919	89%	
1300 Certificated Supervisor & Administrator Salaries	74,997	68,431	71,349	794,471	779,258	890,957	890,957	-	(111,699)	96,486	89%	
1900 Certificated Other Salaries	21,548	21,548	20,519	221,010	245,635	245,635	245,635	-	-	24,625	90%	
<b>SUBTOTAL - Certificated Salaries</b>	<b>1,194,043</b>	<b>1,204,363</b>	<b>1,178,845</b>	<b>12,255,983</b>	<b>14,650,359</b>	<b>14,486,885</b>	<b>14,486,885</b>	<b>-</b>	<b>163,474</b>	<b>2,230,902</b>	<b>85%</b>	
<b>Classified Salaries</b>												
2100 Classified Instructional Aide Salaries	75,458	98,327	69,432	687,824	1,163,425	920,008	920,008	-	243,417	232,184	75%	
2200 Classified Support Salaries	76,098	89,773	80,016	804,157	940,547	940,547	940,547	-	-	136,389	85%	
2300 Classified Supervisor & Administrator Salaries	43,877	45,734	44,496	514,780	611,328	634,520	634,520	-	(23,192)	119,740	81%	
2400 Classified Clerical & Office Salaries	85,446	96,913	86,182	771,794	1,098,405	1,077,605	1,077,605	-	20,800	305,811	72%	
2900 Classified Other Salaries	3,510	10,428	5,810	60,074	162,735	81,367	81,367	-	81,367	21,293	74%	
<b>SUBTOTAL - Classified Salaries</b>	<b>284,388</b>	<b>341,175</b>	<b>285,936</b>	<b>2,838,629</b>	<b>3,976,440</b>	<b>3,654,048</b>	<b>3,654,048</b>	<b>-</b>	<b>322,392</b>	<b>815,419</b>	<b>78%</b>	
<b>Employee Benefits</b>												
3100 STRS	169,461	171,106	167,412	1,693,509	2,114,047	2,090,458	2,090,458	-	23,589	396,949	81%	
3200 PERS	38,893	42,349	38,006	362,114	457,105	426,458	426,458	-	30,647	64,344	85%	
3300 OASDI-Medicare-Alternative	38,515	42,306	38,226	383,459	489,962	467,432	467,432	-	22,530	83,973	82%	
3400 Health & Welfare Benefits	281,716	275,710	286,233	2,827,153	3,702,611	3,399,999	3,399,999	-	302,612	572,846	83%	
3500 Unemployment Insurance	735	766	727	7,511	9,309	9,042	9,042	-	267	1,531	83%	
3600 Workers Comp Insurance	16,998	16,998	-	186,985	186,268	198,533	198,533	-	(12,265)	11,548	94%	
3700 Retiree Benefits	206,804	206,804	306,804	1,769,573	4,055,439	4,055,439	4,055,439	-	-	2,285,866	44%	
<b>SUBTOTAL - Employee Benefits</b>	<b>753,121</b>	<b>756,040</b>	<b>837,409</b>	<b>7,230,305</b>	<b>11,014,741</b>	<b>10,647,361</b>	<b>10,647,361</b>	<b>-</b>	<b>367,380</b>	<b>3,417,056</b>	<b>68%</b>	
<b>Books &amp; Supplies</b>												
4100 Approved Textbooks & Core Curricula Materials	-	9,802	-	510,656	500,000	510,656	510,656	(0)	(10,656)	0	100%	
4200 Books & Other Reference Materials	477	793	36	51,311	42,591	51,275	51,311	(36)	(8,720)	(0)	100%	
4300 Materials & Supplies	126	11,820	2,339	45,073	55,134	55,134	55,134	-	-	10,060	82%	
4325 Instructional Materials & Supplies	44,054	6,766	2,666	313,829	312,263	311,163	313,829	(2,666)	(1,566)	0	100%	
4330 Office Supplies	7,046	13,244	1,463	65,976	211,017	172,909	127,442	45,467	83,575	61,466	52%	
4345 Non Instructional Student Materials & Supplie:	20,038	30,158	16,940	260,351	534,527	462,256	462,256	-	72,271	201,905	56%	
4400 Noncapitalized Equipment	6,366	58,112	42,766	665,375	670,000	622,609	665,374	(42,765)	4,626	(1)	100%	
4710 Student Food Services	53,459	67,826	59,888	457,415	600,000	600,000	600,000	-	-	142,585	76%	
<b>SUBTOTAL - Books and Supplies</b>	<b>131,565</b>	<b>198,520</b>	<b>126,097</b>	<b>2,369,987</b>	<b>2,925,532</b>	<b>2,786,001</b>	<b>2,786,002</b>	<b>(0)</b>	<b>139,530</b>	<b>416,015</b>	<b>85%</b>	

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

	Actual			YTD Actual YTD	Budget							
	Feb	Mar	Apr		Approved Budget v2	Previous Forecast	Apr MR Forecast	Previous Forecast vs.	Approved Budget v2 vs.	Apr MR	% Apr MR	
								Apr MR Forecast	Apr MR Forecast	Forecast Remaining	Forecast Spent	
<b>Services &amp; Other Operating Expenses</b>												
5200 Travel & Conferences	2,927	11,514	8,488	98,596	103,000	103,000	103,000	-	-	4,404	96%	
5300 Dues & Memberships	17,636	35,545	44,011	477,464	186,284	433,454	477,465	(44,011)	(291,180)	0	100%	
5400 Insurance	15,872	15,871	-	174,591	206,524	190,463	190,463	-	16,061	15,872	92%	
5500 Operations & Housekeeping	4,418	23,032	99,404	836,636	916,100	916,100	916,100	-	-	79,464	91%	
5520 Security	9,383	71,013	41,184	349,212	378,000	323,000	408,000	(85,000)	(30,000)	58,788	86%	
5605 Equipment Leases	1,989	6,730	10,432	60,410	93,644	78,644	78,644	-	15,000	18,235	77%	
5610 Rent	4,147	2,103	-	24,264	463,500	463,500	463,500	-	-	439,236	5%	
5616 Repairs and Maintenance - Computers	-	-	-	-	60,000	-	-	-	60,000	-	-	
5631 Other Rentals, Leases and Repairs 1	3,298	28,657	3,090	98,838	324,981	324,981	324,981	-	-	226,142	30%	
5809 Banking Fees	9,792	1,687	1,790	41,622	64,147	64,147	64,147	-	-	22,525	65%	
5812 Business Services	-	17,399	17,329	138,773	204,860	204,860	204,860	-	-	66,087	68%	
5815 Consultants - Instructiona	98,732	108,817	106,212	798,527	475,033	691,429	798,527	(107,098)	(323,494)	0	100%	
5820 Consultants - Non Instructional - Custom	8,108	75,301	3,986	263,142	348,500	348,500	348,500	-	-	85,358	76%	
5824 District Oversight Fees	42,043	24,270	23,360	263,849	310,653	301,618	302,509	(890)	8,144	38,659	87%	
5830 Field Trips Expenses	12,567	24,035	54,374	207,799	309,000	309,000	309,000	-	-	101,201	67%	
5833 Fines and Penalties	82	185	711	2,192	60	1,481	2,192	(711)	(2,132)	-	100%	
5845 Legal Fees	6,160	15,054	5,730	85,760	250,000	250,000	250,000	-	-	164,240	34%	
5848 Licenses and Other Fees	-	22,768	2,962	48,497	45,000	45,535	48,497	(2,962)	(3,497)	-	100%	
5851 Marketing and Student Recruiting	-	1,596	2,900	6,386	10,609	10,609	10,609	-	-	4,223	60%	
5857 Payroll Fees	3,384	3,899	3,497	39,173	39,090	39,090	39,173	(83)	(83)	(0)	100%	
5861 Prior Yr Exp (not accrued)	(52)	-	-	59,886	100,000	60,000	60,000	-	40,000	114	100%	
5872 Special Education Encroachment	86,692	21,377	37,075	446,831	550,384	534,275	534,275	-	16,109	87,444	84%	
5884 Substitutes	34,743	-	59,663	300,647	425,000	425,000	425,000	-	-	124,353	71%	
5898 Bad Debt Expense	-	0	-	36	36	36	36	-	(0)	-	100%	
5900 Communications	5,028	3,589	3,154	34,773	109,000	103,000	103,000	-	6,000	68,227	34%	
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>	<b>366,948</b>	<b>514,443</b>	<b>529,353</b>	<b>4,857,904</b>	<b>5,973,405</b>	<b>6,221,722</b>	<b>6,462,478</b>	<b>(240,756)</b>	<b>(489,073)</b>	<b>1,604,574</b>	<b>75%</b>	
<b>Capital Outlay &amp; Depreciation</b>												
6900 Depreciation	14,401	14,401	14,401	144,013	750,867	363,159	293,714	69,444	457,153	149,701	49%	
<b>SUBTOTAL - Capital Outlay &amp; Depreciation</b>	<b>14,401</b>	<b>14,401</b>	<b>14,401</b>	<b>144,013</b>	<b>750,867</b>	<b>363,159</b>	<b>293,714</b>	<b>69,444</b>	<b>457,153</b>	<b>149,701</b>	<b>49%</b>	
<b>Other Outflows</b>												
7999 Uncategorized Expense	996	95	9,741	21,788	-	-	-	-	-	(21,788)	-	
<b>SUBTOTAL - Other Outflows</b>	<b>996</b>	<b>95</b>	<b>9,741</b>	<b>21,788</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(21,788)</b>	<b>-</b>	
<b>TOTAL EXPENSES</b>	<b>2,745,463</b>	<b>3,029,038</b>	<b>2,981,783</b>	<b>29,718,609</b>	<b>39,291,345</b>	<b>38,159,176</b>	<b>38,330,488</b>	<b>(171,311)</b>	<b>960,857</b>	<b>8,611,878</b>	<b>78%</b>	

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

	2017-18													Forecast	Remaining Balance
	Actuals & Forecast														
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Actuals	Jan Actuals	Feb Actuals	Mar Actuals	Apr Actuals	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>9,137,907</b>	<b>10,077,788</b>	<b>9,635,603</b>	<b>6,005,669</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	2,677,905	3,502,043	2,195,786	2,015,664	2,147,420	30,250,875	2,522,380	
Federal Revenue	39,781	79,562	73,113	195,042	53,675	96,933	195,772	116,647	174,205	115,129	59,798	95,136	1,435,868	141,076	
Other State Revenue	116,264	320,528	217,159	277,916	189,428	1,283,836	374,287	320,150	174,353	514,423	71,459	332,408	4,509,405	317,193	
Other Local Revenue	638,408	152,722	126,796	64,928	260,850	135,286	73,689	71,843	425,304	43,089	(90,237)	22,505	1,925,182	-	
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>3,186,545</b>	<b>4,275,904</b>	<b>2,868,426</b>	<b>2,056,683</b>	<b>2,597,470</b>	<b>38,121,330</b>	<b>2,980,650</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	1,194,043	1,204,363	1,178,845	921,733	1,309,169	14,486,885	(0)	
Classified Salaries	277,005	256,429	259,444	283,620	308,673	246,756	295,203	284,388	341,175	285,936	478,023	337,396	3,654,048	-	
Employee Benefits	733,918	750,023	713,086	839,150	319,146	747,659	780,752	753,121	756,040	837,409	1,034,350	727,267	10,647,361	1,655,439	
Books & Supplies	42,457	559,385	472,251	394,902	187,995	61,032	195,782	131,565	198,520	126,097	221,454	194,561	2,786,002	-	
Services & Other Operating Expenses	350,904	387,839	445,107	703,819	406,521	418,431	734,538	366,948	514,443	529,353	999,271	599,860	6,462,478	5,443	
Capital Outlay & Depreciation	-	-	-	-	-	86,408	14,401	14,401	14,401	14,401	74,851	74,851	293,714	-	
Other Outflows	6,378	1,959	-	2,518	-	-	101	996	95	9,741	(21,788)	-	-	(0)	
<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>2,745,463</b>	<b>3,029,038</b>	<b>2,981,783</b>	<b>3,707,892</b>	<b>3,243,104</b>	<b>38,330,488</b>	<b>1,660,882</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>441,083</b>	<b>1,246,866</b>	<b>(113,357)</b>	<b>(1,651,209)</b>	<b>(645,634)</b>	<b>(209,158)</b>	<b>1,319,768</b>	
Revenues - Prior Year Accruals	1,393,263	337,464	-	99,850	-	-	-	(343,398)	28,739	-	335,422	-	-	-	
Accounts Receivable - Current Year	-	28,268	1,093	(29,360)	-	-	-	-	-	-	-	-	-	-	
Other Assets	491,283	3,620	(88,573)	-	(943,548)	(87,528)	-	19,823	9,446	103,880	-	-	-	-	
Fixed Assets	(4,421)	(311,092)	(3,421)	(34,846)	(71,742)	(21,190)	(394,733)	(137,284)	(36,152)	(775,332)	(1,468,064)	(1,468,064)	-	-	
Due To (From)	8,407	(10,988)	20,383	(10,447)	(8,580)	2,709	(26,882)	3,335	(18,991)	(27,774)	(164,864)	(164,864)	-	-	
Expenses - Prior Year Accruals	(244,122)	(49,446)	(14,546)	-	-	-	-	(63,126)	(216,294)	(67,524)	(295,907)	-	-	-	
Accounts Payable - Current Year	(105,248)	(516,810)	77,672	131,624	(315,732)	317,388	(201,998)	4,682	(96,734)	327,921	(385,311)	-	-	-	
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	1,655,439	-	-	
Other Liabilities	(476,000)	(64,000)	-	-	-	-	-	57,500	23,000	110,000	-	-	-	-	
<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>9,137,907</b>	<b>10,077,788</b>	<b>9,635,603</b>	<b>6,005,669</b>	<b>5,547,409</b>			

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

	<b>Jun FY2017</b>	<b>Apr FY2018</b>	<b>YTD Change</b>
<b>ASSETS</b>			
Cash Balance	11,084,195	9,635,603	(1,448,592)
Accounts Receivable	1,851,340	335,422	(1,515,918)
Prepays	491,283	-	(491,283)
Fixed Assets, Net	4,504,739	6,294,950	1,790,211
Investments	5,965,972	6,948,851	982,879
<b>TOTAL ASSETS</b>	<b>23,897,528</b>	<b>23,214,825</b>	<b>(682,703)</b>
<b>LIABILITIES &amp; EQUITY</b>			
Accounts Payable	950,965	295,907	(655,058)
Due to Others	233,693	164,864	(68,828)
OPEB Liability	24,320,174	24,320,174	-
Deferred Revenue	540,000	190,500	(349,500)
Current Loans and Other Payables	762,545	385,311	(377,234)
Beginning Net Assets	(5,955,625)	(2,909,849)	3,045,777
Net Income (Loss) to Date	3,045,777	767,918	(2,277,859)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>23,897,528</b>	<b>23,214,825</b>	<b>(682,703)</b>

**El Camino Real Charter High School  
Multi-year Projection  
As of Apr FY2018**

	<b>Year 1 2017-18</b>	<b>Year 2 2018-19</b>
<b>SUMMARY</b>		
<b>Revenue</b>		
LCFF Entitlement	30,250,875	32,678,749
Federal Revenue	1,435,868	1,436,702
Other State Revenues	4,509,405	4,299,217
Local Revenues	1,925,182	1,681,250
Fundraising and Grants	-	-
<b>Total Revenue</b>	<b>38,121,330</b>	<b>40,095,918</b>
<b>Expenses</b>		
Compensation and Benefits	28,788,294	30,037,633
Books and Supplies	2,786,002	2,969,951
Services and Other Operating Expenditures	6,462,478	6,297,724
Depreciation	293,714	719,151
Other Outflows	-	-
<b>Total Expenses</b>	<b>38,330,488</b>	<b>40,024,459</b>
<b>Operating Income</b>	<b>(209,158)</b>	<b>71,459</b>
<b>Fund Balance</b>		
Beginning Balance (Unaudited)	(3,201,018)	(3,119,011)
Audit Adjustment	291,165	
Beginning Balance (Audited)	(2,909,853)	(3,119,011)
Operating Income	(209,158)	71,459
<b>Ending Fund Balance</b>	<b>(3,119,011)</b>	<b>(3,047,552)</b>
<b>Total Revenue Per ADA</b>	11,493	11,990
<b>Total Expenses Per ADA</b>	11,556	11,969
<b>Operating Income Per ADA</b>	(63)	21



**El Camino Real Charter High School  
Multi-year Projection  
As of Apr FY2018**

	<b>Year 1 2017-18</b>	<b>Year 2 2018-19</b>
<b>Key Assumptions</b>		
<b>Enrollment Summary</b>		
9-12	3,452	3,600
<b>Total Enrolled</b>	<b>3,452</b>	<b>3,600</b>
<b>ADA %</b>		
9-12	96.1%	92.9%
<b>Average ADA %</b>	<b>96.1%</b>	<b>92.9%</b>
<b>ADA</b>		
9-12	3,317.0	3,344.0
<b>Total ADA</b>	<b>3,317.0</b>	<b>3,344.0</b>

**El Camino Real Charter High School  
Multi-year Projection  
As of Apr FY2018**

	<b>Year 1 2017-18</b>	<b>Year 2 2018-19</b>
<b>REVENUE</b>		
<b>LCFF Entitlement</b>		
8011 Charter Schools General Purpose Entitlement - State Aid	17,958,309	20,647,689
8012 Education Protection Account Entitlement	4,968,874	4,653,594
8019 State Aid - Prior Years	5,815	-
8096 Charter Schools in Lieu of Property Taxes	7,317,877	7,377,466
<b>SUBTOTAL - LCFF Entitlement</b>	<b>30,250,875</b>	<b>32,678,749</b>
<b>Federal Revenue</b>		
8181 Special Education - Entitlement	649,367	654,655
8220 Child Nutrition Programs	312,000	325,000
8290 No Child Left Behind	17,454	-
8291 Title I	292,822	292,822
8292 Title II	64,225	64,225
8299 All Other Federal Revenue	100,000	100,000
<b>SUBTOTAL - Federal Revenue</b>	<b>1,435,868</b>	<b>1,436,702</b>
<b>Other State Revenue</b>		
8319 Other State Apportionments - Prior Years	98,791	-
8381 Special Education - Entitlement (State)	1,897,849	1,913,303
8520 Child Nutrition - State	24,000	25,000
8550 Mandated Cost Reimbursements	648,079	1,287,490
8560 State Lottery Revenue	643,496	648,736
8590 All Other State Revenue	421,258	424,688
8593 Prop 39 Energy	775,932	-
<b>SUBTOTAL - Other State Revenue</b>	<b>4,509,405</b>	<b>4,299,217</b>
<b>Local Revenue</b>		
8634 Food Service Sales	213,181	181,250
8660 Interest	18,930	-
8662 Net Increase (Decrease) in the Fair Value of Investments	14,332	-
8690 Other Local Revenue	1,556,339	1,500,000
8715 Option 3 SPED	122,400	-
<b>SUBTOTAL - Local Revenue</b>	<b>1,925,182</b>	<b>1,681,250</b>
<b>Fundraising and Grants</b>		
<b>SUBTOTAL - Fundraising and Grants</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE</b>	<b>38,121,330</b>	<b>40,095,918</b>

**El Camino Real Charter High School  
Multi-year Projection  
As of Apr FY2018**

	<b>Year 1 2017-18</b>	<b>Year 2 2018-19</b>
<b>EXPENSES</b>		
<b>Compensation &amp; Benefits</b>		
<b>Certificated Salaries</b>		
1100 Teachers Salaries	11,131,666	11,362,182
1101 Teacher - Stipends	70,000	70,000
1150 NBC Stipend	135,000	135,000
1160 Auxillary & Summer School	400,000	400,000
1170 Coverage	75,000	75,000
1180 Extra Hours & Tutoring	100,000	100,000
1190 PD & LCAP	130,000	130,000
1200 Certificated Pupil Support Salaries	1,308,627	1,394,799
1300 Certificated Supervisor & Administrator Salaries	890,957	908,030
1900 Certificated Other Salaries	245,635	250,548
<b>SUBTOTAL - Certificated Salaries</b>	<b>14,486,885</b>	<b>14,825,559</b>
<b>Classified Salaries</b>		
2100 Classified Instructional Aide Salaries	920,008	936,109
2200 Classified Support Salaries	940,547	959,358
2300 Classified Supervisor & Administrator Salaries	634,520	607,067
2400 Classified Clerical & Office Salaries	1,077,605	1,335,355
2900 Classified Other Salaries	81,367	82,995
<b>SUBTOTAL - Classified Salaries</b>	<b>3,654,048</b>	<b>3,920,883</b>
<b>Employee Benefits</b>		
3100 STRS	2,090,458	2,413,601
3200 PERS	426,458	545,573
3300 OASDI-Medicare-Alternative	467,432	489,312
3400 Health & Welfare Benefits	3,399,999	3,571,226
3500 Unemployment Insurance	9,042	10,881
3600 Workers Comp Insurance	198,533	205,160
3700 Retiree Benefits	4,055,439	4,055,439
<b>SUBTOTAL - Employee Benefits</b>	<b>10,647,361</b>	<b>11,291,191</b>
<b>Books &amp; Supplies</b>		
4100 Approved Textbooks & Core Curricula Materials	510,656	500,000
4200 Books & Other Reference Materials	51,311	40,000
4300 Materials & Supplies	55,134	-
4325 Instructional Materials & Supplies	313,829	430,000
4330 Office Supplies	127,442	100,000
4345 Non Instructional Student Materials & Supplies	462,256	310,000
4400 Noncapitalized Equipment	665,374	964,951
4710 Student Food Services	600,000	625,000
<b>SUBTOTAL - Books and Supplies</b>	<b>2,786,002</b>	<b>2,969,951</b>

**El Camino Real Charter High School**  
**Multi-year Projection**  
**As of Apr FY2018**

	<b>Year 1</b> <b>2017-18</b>	<b>Year 2</b> <b>2018-19</b>
<b>Services &amp; Other Operating Expenses</b>		
5200 Travel & Conferences	103,000	115,000
5300 Dues & Memberships	477,465	400,000
5400 Insurance	190,463	226,574
5500 Operations & Housekeeping	916,100	1,150,520
5520 Security	408,000	588,500
5605 Equipment Leases	78,644	95,000
5610 Rent	463,500	482,040
5631 Other Rentals, Leases and Repairs 1	324,981	180,000
5809 Banking Fees	64,147	66,000
5812 Business Services	204,860	204,860
5815 Consultants - Instructional	798,527	600,000
5820 Consultants - Non Instructional - Custom 1	348,500	300,000
5824 District Oversight Fees	302,509	339,859
5830 Field Trips Expenses	309,000	250,000
5833 Fines and Penalties	2,192	1,500
5845 Legal Fees	250,000	125,000
5848 Licenses and Other Fees	48,497	45,000
5851 Marketing and Student Recruiting	10,609	10,000
5857 Payroll Fees	39,173	51,300
5861 Prior Yr Exp (not accrued)	60,000	60,000
5872 Special Education Encroachment	534,275	560,171
5884 Substitutes	425,000	360,000
5898 Bad Debt Expense	36	-
5900 Communications	103,000	86,400
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>	<b>6,462,478</b>	<b>6,297,724</b>
<b>Depreciation Expense</b>		
6900 Depreciation	293,714	719,151
<b>SUBTOTAL - Depreciation Expense</b>	<b>293,714</b>	<b>719,151</b>
<b>Other Outflows</b>		
<b>SUBTOTAL - Other Outflows</b>	-	-
<b>TOTAL EXPENSES</b>	<b>38,330,488</b>	<b>40,024,459</b>

**El Camino Real Charter High Scho**  
**Monthly Cash Forecast**  
**As of Apr FY2018**

	2017-18													
	Actuals & Forecast													Remaining Balance
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Actuals	Jan Actuals	Feb Actuals	Mar Actuals	Apr Actuals	May Forecast	Jun Forecast	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>9,137,907</b>	<b>10,077,788</b>	<b>9,635,603</b>	<b>6,005,669</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	2,677,905	3,502,043	2,195,786	2,015,664	2,147,420	30,250,875	2,522,380
Federal Revenue	39,781	79,562	73,113	195,042	53,675	96,933	195,772	116,647	174,205	115,129	59,798	95,136	1,435,868	141,076
Other State Revenue	116,264	320,528	217,159	277,916	189,428	1,283,836	374,287	320,150	174,353	514,423	71,459	332,408	4,509,405	317,193
Other Local Revenue	638,408	152,722	126,796	64,928	260,850	135,286	73,689	71,843	425,304	43,089	(90,237)	22,505	1,925,182	-
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>3,186,545</b>	<b>4,275,904</b>	<b>2,868,426</b>	<b>2,056,683</b>	<b>2,597,470</b>	<b>38,121,330</b>	<b>2,980,650</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	1,194,043	1,204,363	1,178,845	921,733	1,309,169	14,486,885	(0)
Classified Salaries	277,005	256,429	259,444	283,620	308,673	246,756	295,203	284,388	341,175	285,936	478,023	337,396	3,654,048	-
Employee Benefits	733,918	750,023	713,086	839,150	319,146	747,659	780,752	753,121	756,040	837,409	1,034,350	727,267	10,647,361	1,655,439
Books & Supplies	42,457	559,385	472,251	394,902	187,995	61,032	195,782	131,565	198,520	126,097	221,454	194,561	2,786,002	-
Services & Other Operating Expenses	350,904	387,839	445,107	703,819	406,521	418,431	734,538	366,948	514,443	529,353	999,271	599,860	6,462,478	5,443
Capital Outlay & Depreciation	-	-	-	-	-	86,408	14,401	14,401	14,401	14,401	74,851	74,851	293,714	-
Other Outflows	6,378	1,959	-	2,518	-	-	101	996	95	9,741	(21,788)	-	-	(0)
<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>2,745,463</b>	<b>3,029,038</b>	<b>2,981,783</b>	<b>3,707,892</b>	<b>3,243,104</b>	<b>38,330,488</b>	<b>1,660,882</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>441,083</b>	<b>1,246,866</b>	<b>(113,357)</b>	<b>(1,651,209)</b>	<b>(645,634)</b>	<b>(209,158)</b>	<b>1,319,768</b>
Revenues - Prior Year Accruals	1,393,263	337,464	-	99,850	-	-	-	(343,398)	28,739	-	335,422	-	-	-
Accounts Receivable - Current Year	-	28,268	1,093	(29,360)	-	-	-	-	-	-	-	-	-	-
Other Assets	491,283	3,620	(88,573)	-	(943,548)	(87,528)	-	19,823	9,446	103,880	-	-	-	-
Fixed Assets	(4,421)	(311,092)	(3,421)	(34,846)	(71,742)	(21,190)	(394,733)	(137,284)	(36,152)	(775,332)	(1,468,064)	(1,468,064)	-	-
Due To (From)	8,407	(10,988)	20,383	(10,447)	(8,580)	2,709	(26,882)	3,335	(18,991)	(27,774)	(164,864)	-	-	-
Expenses - Prior Year Accruals	(244,122)	(49,446)	(14,546)	-	-	-	-	(63,126)	(216,294)	(67,524)	(295,907)	-	-	-
Accounts Payable - Current Year	(105,248)	(516,810)	77,672	131,624	(315,732)	317,388	(201,998)	4,682	(96,734)	327,921	(385,311)	-	-	-
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	1,655,439	-	-
Other Liabilities	(476,000)	(64,000)	-	-	-	-	-	57,500	23,000	110,000	-	-	-	-
<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>9,137,907</b>	<b>10,077,788</b>	<b>9,635,603</b>	<b>6,005,669</b>	<b>5,547,409</b>		

**El Camino Real Charter High Scho**  
**Monthly Cash Forecast**  
**As of Apr FY2018**

	2018-19													
	Actuals & Forecast													Remaining Balance
	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast	Forecast	
<b>Beginning Cash</b>	<b>5,547,409</b>	<b>7,563,694</b>	<b>7,544,861</b>	<b>5,902,412</b>	<b>6,886,164</b>	<b>5,885,910</b>	<b>5,621,572</b>	<b>7,008,795</b>	<b>7,533,431</b>	<b>7,240,378</b>	<b>7,972,954</b>	<b>8,258,334</b>		
<b>REVENUE</b>														
LCFF Entitlement	439,073	1,902,191	1,609,476	3,670,931	2,428,712	2,428,712	3,670,931	2,887,648	2,398,820	3,404,578	2,398,820	2,398,820	32,678,749	3,040,036
Federal Revenue	38,962	77,924	104,033	79,033	168,294	104,033	79,033	209,019	98,420	73,420	162,682	98,420	1,436,702	143,428
Other State Revenue	149,262	263,133	189,302	189,302	339,064	189,302	568,544	469,198	172,899	172,899	713,016	552,142	4,299,217	331,155
Other Local Revenue	-	-	168,125	168,125	168,125	168,125	168,125	168,125	168,125	168,125	168,125	168,125	1,681,250	-
Fundraising & Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>627,296</b>	<b>2,243,248</b>	<b>2,070,936</b>	<b>4,107,391</b>	<b>3,104,196</b>	<b>2,890,172</b>	<b>4,486,633</b>	<b>3,733,990</b>	<b>2,838,265</b>	<b>3,819,023</b>	<b>3,442,643</b>	<b>3,217,507</b>	<b>40,095,918</b>	<b>3,514,619</b>
<b>EXPENSES</b>														
Certificated Salaries	113,160	1,315,174	1,339,722	1,339,722	1,339,722	1,339,722	1,339,722	1,339,722	1,339,722	1,339,722	1,339,722	1,339,722	14,825,559	-
Classified Salaries	175,963	175,963	346,044	346,044	346,044	346,044	364,130	364,130	364,130	364,130	364,130	364,130	3,920,883	-
Employee Benefits	903,898	787,357	830,540	827,276	826,732	826,732	834,866	831,058	831,058	811,280	811,280	513,678	11,291,191	1,655,439
Books & Supplies	275,260	357,493	782,226	201,799	167,772	139,023	151,894	146,799	168,047	140,340	231,161	208,137	2,969,951	-
Services & Other Operating Expenses	500,015	550,222	516,751	516,751	516,751	516,751	516,751	588,039	518,924	518,924	518,924	518,924	6,297,724	-
Capital Outlay & Depreciation	59,929	59,929	59,929	59,929	59,929	59,929	59,929	59,929	59,929	59,929	59,929	59,929	719,151	-
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>2,028,225</b>	<b>3,246,138</b>	<b>3,875,212</b>	<b>3,291,522</b>	<b>3,256,951</b>	<b>3,228,202</b>	<b>3,267,292</b>	<b>3,329,678</b>	<b>3,281,810</b>	<b>3,234,325</b>	<b>3,325,146</b>	<b>3,004,520</b>	<b>40,024,459</b>	<b>1,655,439</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(1,400,929)</b>	<b>(1,002,890)</b>	<b>(1,804,277)</b>	<b>815,869</b>	<b>(152,755)</b>	<b>(338,030)</b>	<b>1,219,341</b>	<b>404,313</b>	<b>(443,545)</b>	<b>584,698</b>	<b>117,497</b>	<b>212,987</b>	<b>71,459</b>	<b>1,859,180</b>
Revenues - Prior Year Accruals	2,155,053	736,335	89,262	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Assets	528,685	3,896	(95,317)	-	(1,015,381)	(94,191)	-	21,332	10,166	111,789	-	-	-	-
Fixed Assets	29,929	29,929	29,929	29,929	29,929	29,929	29,929	29,929	29,929	29,929	29,929	29,929	-	-
Due To (From)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Expenses - Prior Year Accruals	(4,708)	(735)	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Current)	137,953	137,953	137,953	137,953	137,953	137,953	137,953	137,953	137,953	137,953	137,953	137,953	-	-
Other Liabilities	570,302	76,679	-	-	-	-	-	(68,892)	(27,557)	(131,792)	-	-	-	-
<b>Ending Cash</b>	<b>7,563,694</b>	<b>7,544,861</b>	<b>5,902,412</b>	<b>6,886,164</b>	<b>5,885,910</b>	<b>5,621,572</b>	<b>7,008,795</b>	<b>7,533,431</b>	<b>7,240,378</b>	<b>7,972,954</b>	<b>8,258,334</b>	<b>8,639,204</b>		

## Coversheet

### Discuss and Possible Approval of Consolidated Application and Reporting System

<b>Section:</b>	III. Financial
<b>Item:</b>	E. Discuss and Possible Approval of Consolidated Application and Reporting System
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Con App Application for Funding.pdf

## 2018-19 Application for Funding

**CDE Program Contact:**

Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297

### Local Governing Board Approval

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

Date of approval by local governing board	06/21/2018
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### District English Learner Advisory Committee (DELAC) Review

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

DELAC representative's full name	Lisa Ring
DELAC review date	06/21/2018
Meeting minutes web address <small>Please enter the Web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a>). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.</small>	<a href="http://www.ecrchs.net">http://www.ecrchs.net</a>
DELAC comment <small>If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)</small>	

### Application for Categorical Programs

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

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

**\*\*\*Warning\*\*\***

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



## 2018-19 Application for Funding

**CDE Program Contact:**

Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297

ESSA Sec. 1112(b) SACS 4127	
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**\*\*\*Warning\*\*\***

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# Coversheet

## Discuss and Possible Approval of Revised Fiscal Policies and Procedures

<b>Section:</b>	III. Financial
<b>Item:</b>	F. Discuss and Possible Approval of Revised Fiscal Policies and Procedures
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	FPP.pdf



# EL CAMINO REAL ALLIANCE

## FISCAL POLICIES AND PROCEDURES HANDBOOK

**Revision Board Approved: June 21, 2018**  
**Effective: July 1, 2018**

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## **ECRA FISCAL POLICIES AND PROCEDURES**

### **OVERVIEW**

The Governing Board (“Board”) of El Camino Real Alliance (“ECRA”), a California nonprofit public benefit corporation, has reviewed and adopted the following Fiscal Policies and Procedures (“FPP”) to ensure the funds of ECRA are appropriately budgeted, accounted for, expended, and maintained.

1. The Governing Board holds ultimate authority over all fiscal matters. The Executive Director and/or Chief Business Officer (“CBO”) of El Camino Real Charter High School (“ECRCHS” or the “Charter School”) shall report to the Board and, in particular, the Board Chair regarding all fiscal matters.
2. The Board formulates financial policies and procedures, and delegates administration of the policies and procedures to the CBO.
3. The Board will commission a Back Office Services Provider (e.g., EdTec,) who will report to both the administration and the Board. The financial compilations presented to the Board will be compiled by the Back Office Services Provider, and may also include input from ECRA staff.
4. The CBO has responsibility for all business operations.
5. The Chief Compliance Officer (“CCO”) will work with the Executive Director and CBOs staff to enforce the FPP.
6. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
7. All documentation related to financial matters must be completed by computer, word processor, typewriter, or ink.
8. The Board will commission an annual financial audit by an independent third party auditor who will report directly to the Board. The Board will approve the final audit report, and a copy will be provided to the charter-authorizing entity. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Board and be in compliance with GAAP and/or related laws and regulations.
9. The Board may appoint someone else to perform the CBO's responsibilities in the case of absence.

**As used in the FPP, the term “Authorizing Personnel” includes: Executive Director, CBO, Assistant Principals, and Board Chair or Vice Chair.**

## **ECRA FISCAL POLICIES AND PROCEDURES**

### **Safeguarding of Financial Assets**

ECRA is committed to safeguarding public funds. ECRA's financials are overseen by the following entities:

1. Charter School Authorizer (i.e. LAUSD's Charter Schools Division) reviews financials annually;
2. Independent Certified Public Accountant conducts annual financial audit;
3. Back Office Services Provider (e.g., EdTec) ensures segregation of duties and fiscal compliance; and
4. Board of Directors.

In addition, ECRA does the following:

1. Presents monthly financial updates at regular Board meetings;
2. Seeks Board approval of check registers and all major financial documents (e.g. interim financials, budget, Local Control and Accountability Plan ("LCAP"), etc.);
3. Provides financial information to the staff through presentations; and
4. Posts major Board approved financial documents on ECRA's website, including Approved Budget, Interim Reports, and Annual Audit.

### **Annual Financial Audit**

1. ECRA will select an independent auditor to conduct an independent audit of ECRA finances. The independent auditor will be selected by the Board at or before the March Board meeting in those years when a new auditor is to be selected. The Board will appoint an Audit Committee no later than the January board meeting for those years when an auditor is to be selected.
2. Audit Committee members, like all ECRA Directors, must be fiscally independent of ECRA.
3. The CBO will assist Audit Committee members.
4. ECRA will select a new auditor at least every three (3) years; however, the same auditing firm may be retained as long as a different auditor within that firm is retained.
5. The audit shall include, but will not be limited to:
  - a. An audit of the accuracy of the financial statements;
  - b. An audit of the attendance accounting and revenue accuracy practices; and
  - c. An audit of the internal control practices.

## **ECRA FISCAL POLICIES AND PROCEDURES**

### **Key Personnel Financial Responsibilities**

#### Approve Contracts

- Executive Director
- Chief Business Officer

#### Approve Purchases for Payment – Including Purchase Orders and Reimbursement Requests

- Executive Director
- Chief Business Officer
- Program Director
- Program Manager

#### Check Signors

- Executive Director
- CBO
- Two Designated Assistant Principals

#### Record Transactions

- Accounting staff (non-senior)
- Analysts

#### Reconcile Transactions

- Back Office Services Provider

### **Role of Key Financial Staff (Segregation of Duties) (any updates?)**

- Executive Director - Authorizing
- Chief Business Officer – Authorizing, Reporting and Analysis, Compliance
- Chief Compliance Officer – Compliance with Policies and Procedures
- Back Office Services Provider - Recording, Reconciling and Reporting
- Assistant Principals - Purchasing, Authorizing and Delivered Goods
- Accounting Manager/Controller - Authorizing and Reconciling (of cash receipts, bank accounts)
- Analysts - Recording and Analysis
- Accountants - Recording, Purchasing and Custody



## **ECRA FISCAL POLICIES AND PROCEDURES**

### **Financial Instruments**

#### Debit Cards

- Use is not permitted.

#### Credit and Charge Cards

- Only one general card account in the name of ECRA is authorized by the Board. There are two cards that are issued in the name of the the Chief Business Officer and the Executive Director. The cards are kept in the possession of the Executive Director and the CBO.
- Must have established, Board-approved spending limits (currently, \$100,000 within a monthly statement period; textbook purchases are exempt from this limit, and shall not exceed \$250,000 within a monthly statement period).
- “Platinum” or similar luxury status credit cards cannot be taken out under ECRA’s account.
- Vendor-specific credit cards for teachers (limited to Home Depot and Smart and Final) have the following limits within a monthly statement period: \$500 per month for Home Depot, and \$1,000 per month for Smart and Final.
- Any additional, vendor-specific credit or charge cards must be approved by the ECRA Board with the same limits as above.

#### Bank Check Signing Authority

- Board-approved personnel, as noted in Overview, item 11, including Executive Director, CBO, and two designated Assistant Principals.
- Check signing authority will be given to the Executive Director and the CBO and two designated Assistant Principals.
- Individual staff members who process vendor payments and/or payroll, write checks, or perform any other tasks associated with cash transactions cannot be a check signer.
- A formal list of those authorized as check signers should be prepared, and the Board will approve all check signers.
- The CBO or Accounting and Finance Manager will ensure that the Charter School’s bank is notified whenever authorized signatories are changed.

#### Check Stock

- Held in student store

### **Prohibition on Purchase of Alcohol**

- Charter School, state, and federal funds may never be used for the purchase of alcohol, or any items related to the consumption of alcohol.
- Charter School, state, and federal funds may never be used for the purchase of marijuana, or marijuana-related products or paraphernalia.

## **ECRA FISCAL POLICIES AND PROCEDURES**

### **PAYMENT / REIMBURSEMENT POLICIES**

ECRA employees must receive pre-approval for all purchases. Pre-approvals can be received through the Charter School's Approved ERP system (such as Netsuite) to which all employees have access.

Any items purchased without pre-approval should be kept in new condition so that item(s) can be returned to the vendor in the event the approving administrator denies the purchase.

All staff members making financial choices on behalf of ECRA must factor in time and quantitative/qualitative factors before each purchase. Below are a few examples:

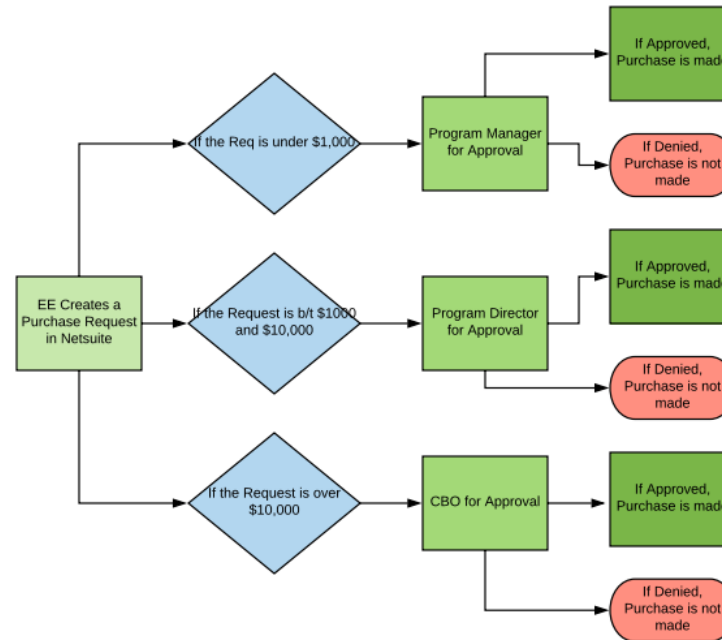
1. Staff members should not spend significant time to save the Charter School a de minimis amount. For example, s/he should not incur reimbursable mileage expenses from driving around to different stores to save the Charter School a few dollars on school supplies.
2. Staff should look beyond quantitative factors, such as cost, and evaluate the qualitative factors such as reliability, warranty, reputation, durability, environmental impact, maintenance costs, etc. For example, LED products may be more expensive initially, but they require less maintenance, use less energy and have a lower environmental impact.
3. Staff should look at total services provided, not just the product price. For example, some vendors will also assist with design and planning. This can save the Charter School additional time and money spent doing it ourselves, or from making costly mistakes.
4. Staff should consider the value of purchasing from local businesses, products made with union labor and products made in the USA.

## ECRA FISCAL POLICIES AND PROCEDURES

### Purchasing Flow Charts

#### Regular Purchases

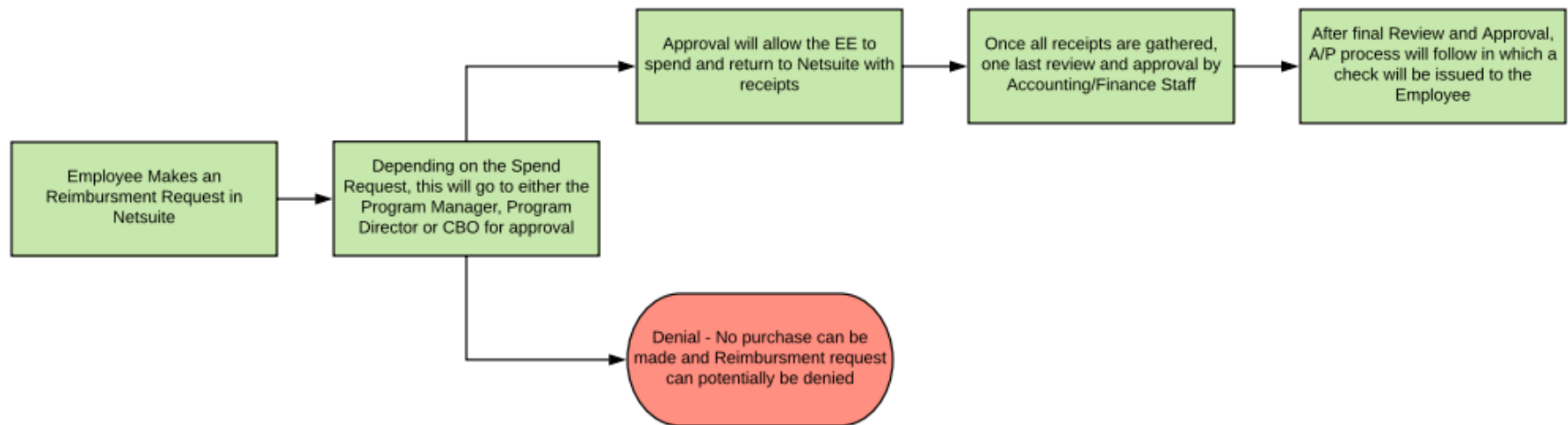
- Purchases done through Netsuite involve different approvers depending on the spend amount.
  - Under \$1,000, these will go to a Program Manager for approval.
  - Spend requests between \$1,000 and \$10,000 will go to Program Directors.
  - Anything over \$10,000 will go directly to the Chief Business Officer for approval.



## ECRA FISCAL POLICIES AND PROCEDURES

Reimbursement Requests or Expense Requests are subject to approval. All Reimbursement requests must have pre-approval.

- These requests submitted in Netsuite involve different approvers depending on the spend amount requested.
  - Under \$1,000, these will go to a Program Manager for approval.
  - Spend requests between \$1,000 and \$10,000 will go to Program Directors.
  - Anything over \$10,000 will go directly to the Chief Business Officer for approval.



Purchases w/o Approved Purchase Orders, Reimbursement Requests or Travel Reimbursement Requests.

- Items are subject to review by an administrator. If purchase(s) are rejected, they are the responsibility of the employee.

### **Employee Receipts/Substantiation**

1. All purchases made by an employee must be accompanied by an original, itemized receipt. The individual making the charge or requesting reimbursement shall be held responsible for the amount if a receipt is not provided within 30 days. The only exceptions are for parking meters and gratuities given to taxi drivers (within the limit set herein).
2. When receipts are lost, employees must retrieve a copy of the receipt or provide a document with comparable detail. There is no recourse for lost receipts. LET'S DISCUSS THIS There are a few exceptions for which credit card receipts or cancelled checks may be considered sufficient. Below are a few examples:
  - a. Taxi fares incurred while traveling for ECRCHS;
  - b. Parking fees incurred the day employee attended workshops or other work events.
3. If a receipt is lost and an acceptable replacement is not provided, the employee will not be reimbursed.
4. For all meals, detailed receipts are a requirement (see "Meals" on the following page for more details).
5. The Accounting Manager/Controller or Assistant Principal or designee shall be responsible for enforcing this policy within 30 days from the charge being incurred.

### **Employee Lost Receipts**

When receipts are lost or not provided, ECRA will not reimburse employee costs and will require employee payment of credit card or vendor-specific card charges.

### **Gratuity**

Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary. Any incremental excess is the responsibility of the employee.

### **Employee Reimbursements and Expense Reports**

1. Employees will be reimbursed for expenditures within fifteen (15) days of presentation of appropriate documentation.
  - a. Whenever possible, original, itemized receipts must be provided. (See "Employee Receipts/Substantiation" above.)
  - b. Electronic receipts are considered original, itemized receipts.
  - c. In certain cases, supporting documentation like email confirmations may be accepted as a receipt.

2. Employees must submit all expense reports before June 30<sup>th</sup> of the fiscal year in which the expenditure was made to the Accounting Staff.
3. Receipts or other appropriate documentation will be required for the reimbursement of all expenses (see “Employee Receipts/Substantiation” above).
4. Employees shall submit, for each reimbursement request, a signed copy of an Expense Report (Appendix V) substantiating:
  - a. Who the expenditure was for;
  - b. What the expenditure was for;
  - c. Where the expenditure was made;
  - d. Why the expenditure was made; and
  - e. When the expenditure was made.
5. The employee must sign expense report to certify the expenditures.
6. Authorizing personnel must sign expense report for reimbursement.
7. Accounting Staff will email a copy of the Executive Director's expense report to the Board Chair when processed for payment.
  - a. For expense reports greater than \$300 in single month, the Board Chair and one other Board member, or Board Vice Chair and one other Board member, must approve.
8. **Non-reimbursable Expenses**

Some expenses are not considered valid business expenses, yet may be incurred for the convenience of the traveling individual. Because these are not expenses for the Charter School, they are not reimbursable. Examples of non-reimbursable expenses include, but are not limited to, the following:

  - a. Alcohol
  - b. Theft or loss of personal property
  - c. Parking or traffic tickets or car towing if illegally parked
  - d. Airline travel insurance
  - e. Airport lounge clubs
  - f. Dry cleaning
  - g. Movies or personal entertainment
  - h. Books, magazines or newspapers (unless specific to education or the employee’s job)
  - i. Doctor bills, prescriptions, or other medical services
  - j. Health club membership, even if for one day or short-term use
  - k. Babysitter or pet care fees

### **Personal Use of School Items**

Personal use only applies to non-de minimis use consumption. For example, using an ECRCHS computer for personal use can be considered de minimis unless it creates noticeable wear and tear.

1. Employees will avoid the personal use of ECRCHS owned items without prior approval from a supervisor.
2. Employees will reimburse the Charter School for all ECRCHS-owned items that are consumed. For example, if the Charter School incurs additional expense as a result of personal telephone calls, employees must reimburse the Charter School for these calls.

### **Supplies**

All ECRA employees are allowed to spend the following without pre-approval for items deemed essential to carry out assigned duties or related to curriculum, subject to administrative review when reimbursement is approved:

1. \$50/semester limit for non-classroom staff
2. \$100/semester limit for classroom staff

Note, for higher thresholds, teachers/staff must submit a purchase requisition in the Approved ERP software system. As outlined in the 1<sup>st</sup> paragraph on Page 8: Any items purchased without pre-approval should be kept in new condition so that item(s) can be returned to the vendor in the event the approving administrator denies the purchase.

Only the Charter School address may be used on the sales order prior to processing payments. It is the responsibility of the finance office to ensure that this policy is followed. Supplies are defined as items classified in the California School Accounting Manual under the following codes: Object Code 4100, Textbooks, Object Code 4200, Other Books and Reference Materials, Object Code 4300, Materials and Supplies, and Object Code 4400, Non-capitalized Equipment as found in Procedure 770 – Distinguishing between Supplies and Equipment.

### **Meals**

1. Except in connection with out of town travel or Charter School-approved events where students are present, meals chargeable to or reimbursable by ECRA may not occur outside of the ECRCHS campus.
2. School-related meals occur on a regular basis. If the meal is not pre-approved, the employee runs the risk of bearing the full cost of the meal if it is ultimately denied. For meals to be charged to ECRA or reimbursable to an employee, the ECRA employee must provide the following information:
  - a. Purpose of the meeting or agenda;
  - b. Items ordered or a detailed receipt;
  - c. Number of individuals in the party; and
  - d. Names of the attendees or a sign-in sheet.

3. On professional development, non-school days, ECRCHS may purchase meals for staff for meetings lasting three or more hours.
4. Each department has a budget of \$50/employee/year for meals for team building and morale.
5. The Charter School may cater in food and snacks for ECRA Board meetings, community meetings, staff meetings, etc., but they require pre-approval by the CBO or Assistant Principal through the ERP system.

### **Mileage**

Employees will be reimbursed for mileage when the event is school-related and requires employees to travel outside of their normal commute. Mileage will be reimbursed at the IRS-approved rate for the distance traveled. Reimbursable travel starting from or ending at a residence cannot include the normal commute miles to/from work. Below are some examples:

1. Home to/from school is not reimbursable.
2. Home to/from school event/meeting is partially reimbursable.
  - a. If the mileage to/from home to school-related event/meeting exceeds the regular commute to/from school, then employee can claim the incremental difference.
  - b. School to/from school event/meeting is 100% reimbursable.
  - c. Home to/from non-school event/meeting is not reimbursable. For example, driving around to purchase non-essential supplies, driving around to purchase essential supplies on a non-school day, or commuting to a non-school sponsored staff meeting.

### **Travel**

The following travel policy is designed to provide guidelines and best practices when making travel arrangements, advances, and reimbursements.

1. Travel must receive the following approvals:
  - a. Employees requesting in-state travel must receive approval from the designated authorizing personnel with a summary of the purpose of travel, educational or professional benefit, number of employees attending and estimated cost.
  - b. Employees requesting out-of-state travel must also present the ECRA Board Travel Committee, which consists of three (3) ECRA Board members, with a summary of the purpose of travel, educational or professional benefit, number of employees attending, and estimated cost.



2. All expenses must be pre-approved prior to travel for an event or meeting through the Approved ERP software system or an approved travel form. The approver cannot be the traveler. All supported documentation follows the specific rules in the Fiscal Policies and Procedures.
3. Unless charter school administrators consider something an emergency, it is encouraged that travel arrangements should be made at least 15 days in advance to obtain better pricing.
4. ECRA does not allow daily per diem rates.
5. Chargeable and Reimbursable Expenditures:
  - a. Only pre-approved coach class, economy, “Wanna Get Away,” or promotional discounted airfare ticketing will be paid by ECRA/ECRCHS for documented school related travel. It is incumbent on all ECRA/ECRCHS employees, when arranging school related air travel, to seek the most reasonable and logical airfare accommodation available at the time of booking, and to provide contemporaneous documentation to substantiate the same.
  - b. First class, business class, economy plus, and other similar fare classes will not be paid for or reimbursed by ECRA.
  - c. Upgrade or non-emergency changes in flights are the exclusive responsibility of the ECRA employee. For non-medical/emergency changes or cancellations of a flight, the out-of-pocket cost is the responsibility of the employee.
  - d. All employee-initiated changes to airfare ticketing that are made on an ECRA credit or charge card must be reimbursed by the employee within five (5) business days of the conclusion of travel. Personal charges are not permitted on ECRA credit or charge cards.
  - e. Air travel requiring special accommodations due to a personal medical issue will require a signed note from the employee's treating physician attesting to the medical necessity of an upgraded airfare accommodation, which must be submitted prior to travel. ECRA/ECRCHS strongly respects the medical privacy of its employees. Therefore, the note from the treating physician does not need to disclose the specific medical ailment or injury of the employee. The medical note from the treating physician only needs to state the medical necessity for an accommodation and if the travel accommodation will need to be temporary or permanent.
  - f. ECRA’s policy is a reflection of the FCMAT Best Practices Manual as it applies to ECRA.

g. The Board shall annually review this policy to ensure consistency with state and federal reimbursement standards.

h. Hotels/motels are allowable when the event is more than 50 miles from either the employee's residence or the school site and the requesting employee has received approval from ECRA/ECRCHS administration prior to booking the hotel. Specific rules include:

i. The hotel room selected must be the least expensive available room offered within the hotel.

ii. Hotels should be chosen for the following reasons:

1) Total cost relative to the other nearby hotels near the venue. Total cost includes parking fees, wireless fees, free breakfast, and other relevant fees. These costs need to be considered because the total cost of a hotel stay with a less expensive room rate may end up being higher than the total cost of a hotel stay with a more expensive room rate.

2) Qualitative costs should be considered, as these may impact the total travel costs and employee wellbeing. For example, access to public transportation, safety, and walkability to event location. However, these considerations should be balanced with prudence and reason.

iii. Hotel rates exceeding an average of \$200/night, not including taxes and fees, must be accompanied with an explanation as to why the specific hotel was chosen. If the reason is denied by the authorizing personnel, and the employee still chooses the room rate, then employee will be responsible for the incremental cost over \$200/night plus applicable taxes and fees. Pre-approval is required of all ECRA/ECRCHS employees for hotels over \$200/night.

iv. Employees must provide an itemized receipt from the hotel that details all charges and dates, and clearly indicates for whom the lodging was provided.

v. The ECRA Board of Directors shall review this policy annually to ensure consistency.

vi. Meals are reimbursed up to the published General Services Administration ("GSA") rate for the event location, based on the receipt documentation provided. Employees must seek the applicable GSA rate from the CBO or designee. The applicable GSA rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

- i. Other customary and reasonable travel-related expenses, such as Internet, cab fares, rental car (with prior approval from Authorizing Personnel), and mileage for using an employee's own car, gasoline are reimbursable.
  - j. The Board shall review and update these rates annually in accordance with the IRS and GSA schedules for Los Angeles County.
6. Below are approved travel days:
  - a. The day before the event if it starts before 11am.
  - b. The day after the event if it ends after 12pm.
  - c. An additional non-event travel day may be permitted due to flight scheduling.
7. Travel advances, before the actual travel, may be permissible, but employee must show proof that travel actually occurred after the event.
  - a. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check.
  - b. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report.
8. After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Authorizing Personnel for approval.
9. Documents should include any itemized receipts for parking, tolls, car rentals, taxis, food and other expenditures related to the travel for which the employee obtained prior approval
10. Excessive and unreasonable costs, such as valet parking, in-room telephone, and food from the honor bar in hotel rooms, shall not be reimbursed. Payment for internet service will only be reimbursed if preapproved by an administrator, and then only if deemed necessary for work.

### **Governing Board Expenses**

1. The individual incurring authorized expenses while carrying out the duties of the Charter School will complete and sign an expense report.
2. The completed expense report will be submitted to the Accounting Staff for review and initial approval. Once approved by the Accounting Staff, the completed expense report will follow the same workflow as other Purchase Orders. The approved expense report will then be submitted to the Accounting Staff for payment.

### **Tuition Costs for Non-Teaching Staff**

The tuition reimbursement program aims to encourage staff to gain new workplace skills.

1. Classes must be pre-approved.
2. Tuition will be subsidized for staff who do not receive additional compensation tied to units when s/he takes approved courses in education, business, or technology.
  - a. 100% for up to one class per quarter (for a total of four courses per year) at UCLA Extension. Employee may request reimbursement for up to two classes in any one quarter during a calendar year. As ECRA has a special agreement with UCLA Extension, ECRA pays for these classes directly and there is no employee reimbursement required.
  - b. \$700/class for non-UCLA Extension courses with a \$1,400 cap for any one academic period and a \$2,800 cap per calendar year. Employees must submit an expense report with supporting documentation (e.g. tuition bill).
3. All classes must be taken for a grade or pass/fail. A grade must be provided at the end of the course.
  - a. A failing grade, or the failure to report a grade, will prevent the employee from taking another subsidized class for 12 months.

#### **Classes/Conferences/Workshops/Seminars ("Course") for All Staff**

All staff is encouraged to take advantage of opportunities to improve their craft. If the Charter School is subsidizing any of the cost, the employee cannot use the attained credit for salary advancement other than for a degree differential (e.g. master's degree).

1. Course must be pre-approved by an administrator.
2. Employee must complete an Expense Report and provide all receipts.
3. Employee will not be compensated for his/her time if employee made the request to attend the class/conference/workshop/seminar.

#### **Tuition Costs for BTSA**

ECRA provides Beginning Teacher Support and Assessment (“BTSA”) through Ventura County Department of Education. For those employees who would like to complete their BTSA elsewhere, ECRA will reimburse up to \$4,000. Employee will be required to do the following:

1. Employee must notify an administrator that Teacher Inductions courses are being completed elsewhere.
2. Upon completion of Teacher Induction coursework, employee must go through the reimbursement process (i.e. expense report).
  - a. Substantiation must include the copy of tuition paid since ECRA will only reimburse up to \$4,000/employee.

### **Professional Dues and Costs**

ECRA encourages all employees to maintain membership in professional organizations. If the dues and costs are associated with the employee's job responsibilities, the employee may seek reimbursement from an administrator through the Expense Report process.

### **Student Awards**

For ECRA school sponsored activities, the Charter School is authorized to spend up to \$300/student/activity/year for individuals and teams that win city, state and/or national athletic or academic competition(s).

1. A school sponsored activity is any activity that a school employee receives compensation to oversee.
2. The recommendation process will be based on input from the relevant staff and Assistant Principal(s). The Executive Director will make the final decision.
3. For teams, the \$300/student/activity/year limit can be used for flowers, candy, awards (e.g. trophies, rings, etc.), ceremonies w/up to two guests per student, etc.
4. For individuals, the \$300/student/activity/year limit can also be used for a cash equivalent award that can be used on educational related expenses.
  - a. Financial need will be strong consideration for cash equivalent awards.
  - b. A signed release form stating the cash equivalent will go towards education related expenses must be signed by the student and parent/guardian (see Appendix I – Student Gift Acknowledgement).

### **Policy for Use of Credit Cards**

1. Credit cards are held by Board-approved personnel only. The Board will approve only one general school credit card issued in the name of ECRA and the CBO or Executive Director. These credit cards will be kept in the custody of the CBO and Executive Director.
2. The Executive Director's and CBO's credit or card privileges may be revoked by the governing board.
3. Purchases made using a credit card are subject to the same criteria and requirements as all other purchases.
4. Prior to issuance of a credit card to an employee, the employee shall review and sign the "Credit Card Responsible Use Form." (Appendix II.)
5. All cardholders should report the loss or theft of the school credit card immediately to the credit card company and the CBO, even if the loss or theft occurs on a weekend or holiday. If a credit card is stolen, the cardholder should file a police report, and a copy of the report should be maintained for insurance purposes.

6. The credit card and vendor-specific charge cards must be board approved before being issued to an employee. Below is a list of outstanding credit and store charge cards, by departments, as of November 1, 2016:
  - a. Home Depot for Woodshop and Drama
  - b. Smart and Final for Home Economics
  - c. American Express
  - d. Visa/Mastercard (pending Board approval)
7. The Board shall review a list of all credit card Charter School-authorized users and associated expenditures monthly.
8. Cardholders should be made personally liable for all inappropriate charges and personally responsible for settling any dispute over any purchase from a vendor.
9. Any charter school credit card holder may have their card revoked for violation of the preapproval process if it is determined there was enough time to request and receive approval for a purchase order using normal purchasing procedures.
10. Board-approved spending limits are currently, \$100,000 within a monthly statement period (textbook purchases are exempt from this limit, and shall not exceed \$250,000 within a monthly statement period) for American Express, \$500 for Home Depot, and \$1,000 for Smart and Final). The Charter School-authorized user shall be responsible for verifying that limits are not exceeded.
11. ECRA uses American Express as its credit card vendor. Credit card charges in excess of \$50,000 require approval of the expense by two Board members. Such approval is required as part of the supporting documentation prior to payment processing.
12. Threshold amounts include: \$.99 (online subscriptions)
13. The types of transactions to be charged on the credit card include: advance purchase or arrangement of approved employee travel and accommodations, school supplies, instructional materials, pupil transportation, technology, assistive technology, furniture, athletic equipment, school food, dues, subscriptions, and other items related to Charter School operations. Authorized expenses that do not fall under this Credit Card Use Policy shall be submitted and paid through the check disbursement process.
14. Credit card points accrued by ECRA employees using ECRA's credit cards are the property of ECRA.
  - a. Credit card points can be converted only and exclusively for the benefit of the Charter School and with the permission of the Executive Director and Board of Directors.
  - b. Prior to the conversion of any specific school-related use of accrued points, ECRCHS shall provide a memorandum to the ECRA Board of Directors for approval.

- c. Records of how the converted credit card points were used must be maintained.

15. Personal use of the school's credit card is prohibited. Credit cards shall not be used for personal expenses, gift cards, equipment, communication devices, institutional memberships, or computer software or hardware. Cardholders shall not make personal use of a credit or debit card, assign to someone else the use of a credit or debit card, or pay for another employee's or person's expenses with the credit card.

State laws prevent the unauthorized loaning and/or misappropriation of public funds. Accidental personal use of ECRA's credit card must be brought to the immediate attention of the employee's direct administrative supervisor and will be dealt with on a case-by-case basis. In all cases, reimbursement for accidental charges shall be paid in full within 30 days of the purchase. Reimbursement of the personal expense in this manner is required, but shall not prevent ECRA from taking further action against the employee. Interest charges will accrue at the then-applicable IRS-established rate when reimbursement is not made in 30 days from the personal charge.

16. Employee is responsible for maintaining all receipts. If a receipt is missing, then the employee must request copies of the receipt from the credit card company at his/her expense. See "Employee Receipts/Substantiation" for exceptions to the receipts requirement.

17. If the accounting department identifies any inadvertent personal charges or unauthorized uses of the card, the card statement and all backup documentation will be forwarded to the Executive Director, CBO, and/or CCO for review. The Executive Director, CBO, and/or CCO will discuss with the cardholder any charges of concern, and the cardholder will be required to reimburse the school immediately for any inadvertent personal charges or unauthorized charges. The Executive Director, CBO, and/or CCO will determine whether to revoke the cardholder's credit privileges and whether any disciplinary actions will be taken.

18. Employee shall submit, prior to the purchase being charged on the credit card, for each credit card transaction, a signed copy of the "Credit Card Expenditure Form" substantiating:

- a. Who the expenditure was for;
- b. What the expenditure was for;
- c. Where the expenditure was made;
- d. Why the expenditure was made; and
- e. When the expenditure was made.



## ACCOUNTING

### Key Accounting Thresholds

1. Checks over \$10K require two signatures.
  - a. Note, credit card transactions over \$10K do not require two signers since paying the monthly statement will require two check signatures.
2. Non-budgeted contracts that exceed \$50K during a calendar year and last beyond an academic year require Board approval.
3. Request for Proposals are required for projects that will be financed with bond funds that are subject to Public Contract Code § 20111(a) and (b).

### Purchasing in the Enterprise Resource Planning System (ERP)

1. School will use an ERP system to store all financial transactional data.
2. Employees will make purchase requisitions in the ERP. Purchase Requisitions can be created using the following information provided by the vendor:
  - An invoice or estimate prepared by the vendor, but which has not yet been processed for sale by the vendor.
  - Sales quotation provided by the vendor for use by the employee to assist in decision making and subsequent creation of a purchase requisition in the ERP system.
3. Accounting Staff will review the purchase requisition to check whether the Charter School has adequate resources (i.e. cash).
4. If the expenditure is in the approved budget, or the Charter School has adequate resources to make the purchase, the Accounting Staff will forward the purchase requisition to the authorized supervisors (e.g. department head and authorizing administrator). The authorized supervisors must:
  - Determine if the expenditure is allowable under the appropriate revenue source.
  - Determine if the expenditure is appropriate and consistent with the Charter School's mission, approved charter petition, school policies and procedures, and any related laws or applicable regulations.
  - Determine if the price is competitive and prudent. All purchases over \$100,000 must be Board approved and must include documentation of a good faith effort to secure the lowest possible expected cost<sup>1</sup> for comparable goods or services. If the purchase does not represent the lowest cost option, a business purpose must be provided.

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<sup>1</sup> Expected cost considers the product's price, quality, life, future maintenance costs, salvage value, environmental impact, school's mission, source and materials.



5. If the purchase order is approved, the purchase can be made by the employee through the reimbursement process or by the Charter School on behalf of the employee.
6. When the supplier/vendor submits to ECRA the final invoice, or when an employee submits an expense report, the Charter School will make the payment by requesting a check or by paying by credit card.
7. Since goods and services are sometimes received after payment, the employee making the purchase or shipping and receiving staff must certify that the product has been received, or that service has been provided, before closing the purchase in the Approved ERP software (Netsuite).
8. If a vendor is a sole proprietor or a partnership, a valid W-9 form must be submitted prior to payment. Employee requesting a vendor or vendors, must submit a vendor information form.
9. The Board approved credit card holders may authorize an individual to use the school credit card to make an authorized purchase on behalf of the Charter School, consistent with guidance provided by the FPP.
  - a. The Charter School Credit Cards are in the custody of the CBO and Executive Director. Any authorized person who uses this card must return it within three (3) hours of use, unless authorized otherwise by the card holder.
  - b. The other school vendor-specific charge cards will be kept under supervision of the board approved card holders
  - c. If receipts are not available or are “missing”, the individual making the charge will be held responsible for payment.
  - d. Credit and vendor-specific charge cards will bear the names of both El Camino Real Alliance and the board approved card holder(s).

### **Petty Cash**

ECRCHS will maintain a petty cash account for small and emergency purchases, generally costing \$100 or less. When presented with a request for petty cash, the petty cash custodian should verify whether the item to be purchased is available in the organization’s stock of supplies. If it is, the petty cash reimbursement is unnecessary; if it is not, the custodian can initiate a petty cash disbursement by doing the following:

1. The Accounting Staff will manage the petty cash fund from the student store.
2. The petty cash fund will be capped at \$1,000 at the school site, but it will typically hold \$500. This does not include cash held for school events.
3. All petty cash will be kept in the Charter School's safe. Only select Accounting Staff will have access to the petty cash box.

4. All disbursements will require a completed and signed petty cash request form, as well as a register receipt for all purchases.
5. The Accounting Staff will insure that the petty cash slip is properly completed and that a proper receipt is attached.
6. At all times the petty cash box will contain receipts and cash totaling \$500. A register receipt must support the petty cash slip. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the Accounting Staff within 48 hours of withdrawing the petty cash.
7. When expenditures total \$300 (when cash balance is reduced to \$200), the Accounting Staff will total the disbursements, complete a petty cash reimbursement form, and obtain the approval of the Assistant Principal. This should be done on at least a quarterly basis. The petty cash slips and supporting receipts will be attached to the reimbursement request form and forwarded to the Accounting Staff.
8. Petty cash fund reimbursement checks will be made payable to ECRA.
9. Any irregularities in the petty cash fund will be immediately reported in writing to the CBO.
10. Loans will not be made from the petty cash fund.
11. The CBO or designee may conduct surprise counts of the petty cash fund.

### **Cash Boxes**

Currently the school has five (5) portable cash boxes which are controlled by the Business Department and used to collect money at fundraising activities, ticket sales and other events or activities.

Individuals who collect cash for fundraisers and activities for which a cash box is issued collect the cash and recorded the total on a cash count form. Two individuals will count the cash together, and both will sign and date the cash count form and remit the funds to the business office.

Every effort is made to turn in the cash the same day as fundraiser or activity. Any funds collected but not turned in to the business office for the final counting and deposit to the bank should never be taken home or left in any unprotected environment. When the principal or the business office receives the cash box funds, the funds will be counted again by a business office staff member and another witness. Each will sign the cash count form as verification of their confirmation. The cash and the verified cash count form will be placed in and secured in a locked, fireproof safe until the cash is deposited.

No funds will be left in the cash box.

### **Contracts**

1. The following may sign school-related contracts within the approved budget:

- Authorizing Personnel

The Board must also approve the following contracts:

- Non-Public Contracts - \$50,000 or more for construction, equipment, materials, supplies, non-professional services and repairs.
- Public Contracts (i.e. public bonds):
  - Bid limit under Public Contract Code § 20111(a) of \$50,000 or more for equipment, materials, supplies, services and repairs.
  - Bid limit under Public Contract Code § 20111(b) of \$15,000 or more for construction contracts.

2. Consideration will be made of in-house capabilities before contracting for outside services. Below are considerations:
  - a. Whether the services needed is for a limited time period.
  - b. Whether the contract service provider has expertise not otherwise available to the Charter School.
  - c. Whether the current staff has capacity to do the work.
  - d. Whether the contract service provider's core competency would lead to long-term savings.
  - e. Whether the utilization of the contract service provider would cost less than a comparable employee with benefits.
3. The Accounting Staff will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$100,000.
4. Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).
  - a. Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The CBO or designee may also require that contract service providers list ECRA as an additional insured.
5. If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the Accounting Staff will obtain a W-9 from the contract service provider prior to submitting any requests for payment.
6. The Executive Director or CBO will approve proposed contracts and modifications in writing.
7. Contract service providers will be paid in accordance with approved contracts as work is performed.
8. The CBO and/or Assistant Principal will be responsible for ensuring the terms of the contracts are fulfilled.

9. Potential conflicts of interest will be disclosed upfront, and the Executive Director, CBO, Assistant Principal(s) and/or Member(s) of the Board with the conflict will not participate in any manner in the preliminary discussions, negotiations, compromises, reasoning, planning and solicitation for applications for the contracts. If an ECRA Board member is financially interested in a contract, the entire Board is prohibited from voting on the contract. Financially interested employees shall disclose the conflict in writing and are prohibited from participating in, influencing, or attempting to influence the making of the contract.

## **Donations and Fundraising**

ECRCHS may receive donations of cash, supplies or equipment. Donations will be reported to the Board. Donations are for the exclusive use of the school, and may not be used to influence any person or decision made at the school.

A donor can choose to state a specific purpose for which the funds (or other) are being donated. If a donation is given for a specifically stated purpose, the donated funds may be used only for that purpose. When supplies or equipment are purchased using donated funds, the supplies or equipment become the property of the charter school. All equipment and supplies purchased by a donor for the school must be shipped to the charter school's address. The donor's address may not be used for purchases made for the charter school using donated funds.

## **Supplies**

All supplies purchased by the school should be tracked sufficiently to help prevent theft, spoilage, over- or under-stocking, and obsolescence. For example, obsolescence can occur when an organization purchases toner cartridges but replaces the laser printers before the cartridges are used and cannot use the cartridges in the new laser printers.

Supplies include educational and office supplies and cleaning and maintenance supplies. Educational supplies may include textbooks and laptops checked out to students. Supplies should be safeguarded in a secure area and inventoried. The cost value of the supplies should be adjusted in the accounting records at the end of each fiscal year.

## **Professional Development**

Professional development can improve employees' performance in their present positions and help them obtain skills, knowledge, and abilities that may improve their opportunities for advancement within the organization. Professional development should be preapproved by the administration and by the Executive Director and the Business Office to ensure adequate funding exists.

Professional development opportunities include seminars, educational courses and degree programs that will help an employee perform their essential job functions and increase the employee's contribution to the charter school. Other professional development expenses that can be reimbursed under this policy are membership fees to professional organizations; registration

fees for meetings, conferences, workshops and seminars; and fees and subscriptions for scholarly journals, books, and computer-based resources.

Employees must submit documentation of the completion of any professional development within 10 days after receiving the documentation. Failure to do so may result in the employee being required to reimburse the school for the costs of the training or coursework.

## **ACCOUNTS PAYABLE**

### **Bank Check Authorization**

1. All original, itemized invoices will immediately be forwarded to the Accounting Staff for scanning and then sent to the Authorizing Personnel for approval.
2. The authorizing personnel will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were not included in the shipment. The packing list should be submitted with the invoice. Accounting Staff will adjust the invoice for any missing items noted on the packing list before processing for payment. In the case goods are received after payment, or documentation showing receipt is missing, the Accounting Staff will verify with the employee that goods have been received.
3. Once approved by the Authorizing Personnel, Accounting Staff will trace by use of the ERP in most cases, all documentation from the invoice to either the original purchase requisition or budget item. Then s/he will prepare the Supplier Invoice for approval/validation by the Authorizing Personnel for payment.
4. The student store personnel will prepare the checks from the approved Supplier Invoice and send a report to the Back Office Services Provider for the bank reconciliation.

### **Bank Checks**

1. The Board will approve, in advance, the list of authorized signers on the Charter School's account. The Executive Director, and any other employee/board member authorized by the Board, may sign bank checks within established limitations.
2. The Board will be authorized to open and close bank accounts.
3. The student store personnel will be responsible for all blank checks and will keep them under lock and key.
4. When there is a need to generate a bank check, the Authorized Personnel will send appropriate approved documentation to the Accounting Staff.
5. Once approved by the Authorizing Personnel, Accounting Staff processes the check for signatures.
  - a. Two authorized check signers will co-sign checks in excess of \$10,000 for all non-recurring items.
  - b. All checks less than \$10,000 require the signature of only one authorized check signer.

- c. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
6. Accounting Staff will record the check transaction(s) into the approved ERP software (Netsuite) system.
7. Accounting Staff will distribute the checks and vouchers as follows:
  - a. Original – mailed or delivered to payee
  - b. Duplicate or voucher – attached to the invoice and filed by vendor name by Accounting Staff
  - c. Cancelled Checks – Report is submitted to the Back Office Service Provider.
  - d. Voided checks will have VOID written in ink.

### **Bank Reconciliation**

1. Bank statements will be received directly or printed directly from online banking by the Back Office Personnel.
2. Back Office Personnel will examine all paid checks for date, name, cancellation, and endorsement. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.
3. Back Office Personnel will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
4. Back Office Personnel will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any material discrepancies to the Financial Leader at Back Office Services Provider assigned to the Charter School and the Chief Business Officer.

### **Timely Payment of Credit and Store Charge Card Statements**

1. Timely payment of statements is required in order to avoid the imposition of late fees or other penalties by the card issuer. The employee responsible for providing any necessary documentation for payment (receipts, etc.) is required to pay any applicable late fees and/or interest.
2. Accounting personnel will access the school's account on the card issuer's website and register for electronic statements using an ECRA email address coordinated in the Business Office. If only one email address may be the recipient of the monthly statement, that employee will set up an email forwarding rule to automatically copy another key employee on the statement.

3. On the day the statement is received, the assigned employee will note the due date and begin matching available documentation for the included charges. All documentation will be generated from the ERP system and employee receipts.
4. Accounting personnel will work diligently to obtain all necessary documentation supporting charges prior to paying each statement by its due date.
5. If unsubstantiated charges remain on the statement when it is paid, accounting personnel will keep and maintain a log of these charges. The CBO and Executive Director will review the list and follow the procedure under “Employee Receipts/Substantiation.”



### **ACCOUNTS RECEIVABLE**

Documentation will be maintained for accounts receivable and forwarded to the Back Office Personnel.

Accounts receivable will be recorded by the Back Office Personnel in the general ledger and collected on a timely basis.

### **Cash Receipts (Cash and Checks)**

1. For each fundraising or other event in which cash or checks will be collected, a coordinator will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
  - a. The Accounting Staff will record the transaction in the approved ERP software (Netsuite) at the time the transaction is made, with a copy of the receipt provided to the donor.
  - b. The cash, checks, receipt book, and deposit summary must be given to the ECRA Accounting Staff, who will immediately put the funds in a secure, locked location.
  - c. Accounting Staff(s) and either the Event Coordinator, volunteer, or Assistant Principal will count the deposit and verify the amount of the funds in writing.
2. Cash/checks dropped off at the Charter School office will be placed directly into the student store safe by the person dropping off the cash/checks.
  - a. All funds are deposited into the safe in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.
  - b. Verification of the cash/check amounts collected and held in the safe must always be done under dual custody, one of which will always be an Accounting Staff member, and sign off on the amounts received.
  - c. The safe will be emptied at least two times per week when school is in session, corresponding to days when deposits are made. When school is not in session, the safe will be emptied within 48 hours when cash and checks exceed \$5K.
3. Cash/checks dropped off in the classroom will utilize the classroom envelopes. Each morning, the homeroom teacher assigned to the classroom will collect all forms, payments, etc. Before lunchtime, an office staff member and a second staff member (who may be an office staff member or an aide) shall collect all envelopes from each classroom

and bring them to the student store, where they will be processed following the guidelines used for cash receipts, outlined above.

4. Mail (including anything official such as governmental notices, invoices and checks) received at the Charter School must be opened and converted into an electronic document for the Back Office Personnel.

a. For any cash or checks received in the mail, the funds will be deposited into the Student Store. The personnel there will follow the guidelines used for cash receipts.

5. All checks will be immediately endorsed with the Charter School deposit stamp, containing the following information: "For Deposit Only; El Camino Real Alliance; Bank Name; Bank Account Number."

6. A deposit slip will be completed by the Accounting Staff for approval to deposit. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.

7. The deposit receipt will be attached to the deposit documentation and forwarded to the Back Office Personnel.

### **Returned Checks and Improper Checks**

The school will attempt to deposit returned checks a second time; if the check does not clear on the second attempt, the payment will be returned to the vendor. ECRCHS will notify EdTec so that the general ledger account to which it was applied adjusted.

The school will not cash personal checks.

1. A returned-check processing fee will be charged for checks returned due to non-sufficient funds (NSF). Unless otherwise pre-approved by Authorizing Personnel, payment of the NSF check and processing fee must be made by money order or certified check.

2. In the event that a second NSF check is received by any individual, the Charter School will no longer accept checks from that individual. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.

3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the Executive Director and/or Governing Board.

4. If unsuccessful in collecting funds owed, the Charter School may initiate appropriate collection and/or legal action at the discretion of the Executive Director and/or Board.

## **PAYROLL**

### **Personnel Information**

1. The business personnel will maintain all employee information in ECRA's approved ERP software (Netsuite) system.
2. An employee's hiring is not effective until the candidate has:
  - a. Completed the employment application
  - b. Passed a TB Test
  - c. Passed the LIVESCAN background check
  - d. Submitted a form W-4
  - e. Completed an I-9.
3. An employee's hiring date is the first day the employee works, not when s/he has been offered the position.
4. The Human Resource Staff will maintain a position control list and notify the Executive Director, CBO, and CCO of any variances to the position control throughout the year.

### **Stipend Volunteers**

1. These individuals are ECRA volunteers who earn a small stipend for assisting with school programs (e.g. Athletics).
2. These volunteers receive stipends through the Charter School's payroll system. The stipends are either paid out in a lump sum or in even amounts by pay periods for the scheduled period of service.

### **Electronic Timesheets**

1. All employees will be responsible for clocking in and out, including (as appropriate) clocking in and out for meal breaks, using the School-provided electronic timekeeping system. All employees will also complete all forms (such as the Absence Form) identifying all missed work periods, including for vacation or sick leave; such forms must be signed by the employee and the appropriate supervisor.
2. All forms will be submitted to the Payroll Staff by the payroll period deadline designated by the Back Office Services Provider.
3. Incomplete forms will be returned to the signatory supervisor and late forms may delay payroll into the next period. No employee will be paid until a correctly completed timesheet is submitted.

4. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or turning in any absence forms (such as when an employee misses work due to illness), the employee is responsible for notifying the signatory supervisor or for making other arrangements for any forms to be submitted. However, the employee must still complete and submit all necessary forms upon return.

### **Overtime**

1. All employees must seek pre-approval of unscheduled time (e.g., overtime) from their authorized supervisor in the Charter School's payroll system (i.e. Stratus Time).

2. Overtime only applies to non-exempt employees and is defined as hours worked in excess of eight hours a day and/or forty (40) hours within a five-day period of time. Any hours worked in excess of an employee's regular work schedule must be pre-approved by the supervisor, unless it is prompted by an emergency. If a supervisor identifies a recurring need for overtime in any given position, the supervisor should immediately consult with the Executive Director or CBO for further guidance.

### **Payroll Processing**

1. Hourly employees must electronically approve their time records to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. No overtime hours should be listed without proper authorization or explanations as to why they occurred. The signatory supervisor will submit a summary report of all time records to Back Office Services Provider who will verify the calculations for accuracy.

2. Salaried employees must sign in and out using the time clock system to verify working days for accuracy. A person from the business office will provide the designated school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.

3. The Payroll Staff will notify Back Office Services Provider of all authorizations for approved stipends and the hourly or daily rate.

4. Back Office Services Provider will prepare the payroll worksheet for review and approval by the Manager/Controller before final submission into the payroll system. These payroll hours are exported by designated payroll staff, in the form of a report out of the Time and Attendance Software used to track hours.

5. The payroll checks (if applicable) will be delivered to the Charter School. Accounting Staff will document receipt of the paychecks and review the payroll checks prior to distribution.

### **Payroll Taxes and Filings**

1. Back Office Services Provider will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries.
2. Back Office Services Provider will prepare the state and federal quarterly and annual payroll tax forms, review the forms with the CBO or Executive Director, and submit the forms to the respective agencies.

### **Record Keeping**

Designated Payroll Staff will maintain records in the Time and Attendance Software of all employees' use of sick leave, vacation pay, and any other unpaid time and collect signed and approved paperwork for back-up documentation.

- a. Payroll Staff will immediately notify the authorized supervisor if an employee exceeds the accrued sick leave or vacation pay, or has any other unpaid absences.
- b. Records will be reconciled when requested by the employee. Every employee must maintain personal contemporaneous records.

**FINANCE/RESERVES/INSURANCE/LIABILITIES/ASSETS**

**Financial Reporting**

1. In consultation with the CBO and Finance Committee, Back Office Services Provider will prepare the annual financial budget for approval by the Board.
2. Back Office Services Provider will submit a monthly balance sheet and monthly revenue and expense summaries to the CBO, including a review of the discretionary accounts and any line items that are substantially over or under budget. The report will be reviewed at the scheduled board meeting and action will be taken, if appropriate.
3. Back Office Services Provider will provide the CBO and/or the Board with additional financial reports, as needed.

**Financial Institutions**

1. All funds will be maintained at high quality financial institution(s).
2. For CD accounts, at least 80% of funds will be maintained in CDs with a maturity of less than five (5) years. The remaining 20% can be held in high quality CDs with between five (5) years to ten (10) years to maturity.
3. Physical evidence will be maintained on-site for all financial institution transactions.

**Loans**

1. The Executive Director and the Board will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.
2. Once approved, a promissory note will be prepared and signed by the Executive Director before funds are borrowed.
3. Employee loans, including salary advances, are not allowed.

**Retention of Records**

1. Financial records will be maintained indefinitely in original or electronic format.
2. Financial records will be shredded once they are converted into electronic format.
3. Appropriate back-up copies of electronic and paper financial and attendance accounting data will be regularly prepared and stored in a secure on-site location.

## **Funds Balance Reserve**

1. The following minimum fund balance reserve must be maintained:
  - a. Economic Uncertainties - At least 5% of the total unrestricted General Funds; as of June 2016, this is ~\$1,800,000. I'll ask EdTec
  - b. LAUSD Insurance Deductible - \$1,000,000
  
2. The CBO may also set aside additional reserves for other reasons, such as:
  - a. Capital Expenditures
    - i. The national average is ~10% of the entire annual budget each year; this money is spent on capital outlay and interest on school debt ([http://www.nea.org/assets/docs/NEA\\_Rankings\\_And\\_Estimates-2015-03-11a.pdf](http://www.nea.org/assets/docs/NEA_Rankings_And_Estimates-2015-03-11a.pdf))
  - b. Retiree Benefits
    - i. ECRA is setting aside funds to meet its projected unfunded liability.
  - c. State Revenue Deferrals
    - i. As of June 1, 2016, the state revenue deferral is not significant.
  
3. Back Office Services Provider will provide the CBO with balance sheets on a monthly basis. It is the responsibility of the CBO and the Board to understand the Charter School's cash situation. It is the responsibility of the Authorizing Personnel to prioritize payments as needed. The Executive Director and CBO have responsibility for all operations and activities related to financial management.

## **Insurance**

1. Back Office Services Provider will work with the CBO to ensure that appropriate insurance is maintained at all times with high quality insurance providers.
  
2. The Business Staff will maintain the files of insurance policies, certificates of insurance, insurance policies and procedures, and related claim forms.
  
3. The CBO and Back Office Services Provider will carefully review insurance policies on an annual basis, prior to renewal. A request for proposal must be done at least every five years.
  
4. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the Charter School's approved charter petition.

## **Asset Inventory**

1. An asset is defined as all items, purchased or donated, with a value of \$5,000 or more and with a useful life of more than one year.



2. Accounting Staff will file all receipts for purchased asset.
3. Reconciling Personnel will maintain an inventory or log of all assets. The log will include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting assets.
4. The Charter School will take a physical inventory of all District and ECRA assets, separately, within 90 days of the end of each fiscal year, indicating the condition and location of the asset.
5. The Assistant Principal(s) will immediately be notified of all cases of theft, loss, damage or destruction of assets.
6. The Assistant Principal(s) will submit to Reconciling Personnel written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

### **Parking Lot Liability**

1. Parking lot related incidences are not covered under any insurance policy unless there is a witness. The Charter School assumes no liability for damage to cars:
  - a. Parked in the parking lot during school hours
  - b. Parked in the parking lot before and after school hours
2. Otherwise, liability is as follows:
  - a. If a student willfully causes damage (i.e. not an accident as described above), the student's parent or guardian is responsible.
  - b. If a parent or other visitor causes damage, that individual is responsible for the damage.
  - c. If an employee causes damage, the employee is responsible for the damage.
  - d. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.

**APPENDIX I – STUDENT GIFT ACKNOWLEDGEMENT**

**El Camino Real Charter High School  
Student Gift Acknowledgement and Release of Liability**

El Camino Real Charter High School (“ECRCHS” or the “Charter School”) supports and encourages student participation in extracurricular activities and believes in recognizing exemplary individual achievement when appropriate. Therefore, on occasion, ECRCHS rewards individual students for accomplishments in extracurricular activities by presenting the student with a monetary reward (e.g., a gift card) intended to be used for educational purposes.

**Student Agreement**

As a condition of receiving of a monetary equivalent reward, I acknowledge that (please initial):

\_\_\_\_\_ I am receiving a monetary equivalent reward for an individual accomplishment.

\_\_\_\_\_ I intend to use the reward for educational purposes.

\_\_\_\_\_ I voluntarily waive, release, and discharge any and all claims for damages against ECRCHS, El Camino Real Alliance, its officers, employees, and agents which I may have, or which hereafter may accrue, arising out of or related to use of this reward.

**Parent/Legal Guardian Agreement**

As a condition my student receiving of a monetary equivalent reward, I acknowledge that (please initial):

\_\_\_\_\_ My student is receiving a monetary equivalent reward for an individual accomplishment.

\_\_\_\_\_ I understand that my student shall use the reward only for educational purposes and I will help ensure this occurs.

\_\_\_\_\_ I voluntarily waive, release, and discharge any and all claims for damages against ECRCHS, El Camino Real Alliance, its officers, employees, and agents which I may have, or which hereafter may accrue, arising out of or related to use of this reward.

Reward Recipient Name: \_\_\_\_\_

Purpose of Reward: \_\_\_\_\_

Reward Description and Amount: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ECRCHS Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX II – CREDIT CARD RESPONSIBLE USE FORM**

### ECRA SCHOOL'S CREDIT CARD RESPONSIBLE USE FORM

Usage Term \_\_\_\_\_ (academic year)  
For Credit Card \_\_\_\_\_ (last four numbers only)  
Employee Information: Name \_\_\_\_\_  
Position \_\_\_\_\_

By signing below, you agree that you have read, reviewed and will abide by the terms of the Credit Card Responsibility Use Form. User agrees to the following:

- Employee must receive pre-approval before using the card for a specific purpose.
- If credit card is taken out of the safe or school premises, employee must return the credit card as soon as it is used for a specific purpose. It may not be taken out for more than 24 weekday hours.
- Employee may not make any personal charges.
- Employee is responsible for maintaining all receipts. Along with the receipts, an appropriate description of each purchase must be provided.
- Employee is responsible for any late fees and/or interest the credit card company charges for failing to provide document within 10 days of the credit card statement's closing date.
- Employee must report any fraudulent, lost or stolen card immediately to the credit card company and ECRA.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Executive Director's Name

# Coversheet

## Discuss and Possible Approval of Immigration Information Policy

**Section:** IV. School Business  
**Item:** E. Discuss and Possible Approval of Immigration Information Policy  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 180621 Immigration Information Policy.pdf

## **IMMIGRATION INFORMATION POLICY**

### **Policies for Collecting and Retaining Student Information<sup>1</sup>**

The Executive Director of El Camino Real Alliance dba El Camino Real Charter High School (“ECRCHS” or the “School”) shall maintain in writing ECRCHS’s policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures. If the School possesses information that could indicate immigration status, citizenship status, or national origin information, the School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school.

If parents or guardians choose not to provide information that could indicate their or their children’s immigration status, citizenship status, or national origin information, ECRCHS shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

ECRCHS shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin.

### **Policies for Inquiries Regarding Immigration Status, Citizenship Status and National Origin Information**

ECRCHS personnel shall not inquire specifically about a student’s citizenship or immigration status or the citizenship or immigration status of a student’s parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student’s immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, School personnel shall solicit that documentation or information separately from the school enrollment process.

Where permitted by law, the Executive Director of ECRCHS shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status.

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this policy, the School’s procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this Policy.

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<sup>1</sup> This Policy complies with AB 699.

## **Policies for Inquiries About Social Security Numbers or Cards**

ECRCHS shall not solicit or collect entire Social Security numbers or cards. ECRCHS shall solicit and collect the last four digits of an adult household member's Social Security number only if required to establish eligibility for federal benefit programs.

When collecting the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, ECRCHS shall explain the limited purpose for which this information is collected, and clarify that a failure to provide this information will not bar the student from enrolling in or attending the school.

ECRCHS shall treat all students equitably in the receipt of all school services, including, but, not limited to, the gathering of student and family information for the free and reduced lunch program, transportation and educational instruction.

## **Policies and Procedures Regarding Information Sharing**

ECRCHS shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by Family Educational Rights and Privacy Act (FERPA).

ECRCHS personnel shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:

- Notify a designated School official about the information request.
- Provide students and families with appropriate notice and a description of the immigration officer's request.
- Document any verbal or written request for information by immigration authorities.
- Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on the local educational agency prohibits disclosure, ECRCHS shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

ECRCHS shall require written parental or guardian consent for release of student information, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information to immigration authorities for immigration-enforcement purposes; no student information shall be disclosed to immigration authorities for immigration enforcement purposes without a court order or judicial subpoena.

ECRCHS's request for written or parental or guardian consent for release of student information must include the following information: (1) the signature and date of the parent, guardian, or eligible student providing consent; (2) a description of the records to be disclosed; (3) the reason for release of information; (4) the parties or class of parties receiving



the information; and (5) if requested by the parents, guardians or eligible student, a copy of the records to be released. ECRCHS shall permanently keep the consent notice with the record file. The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that this not otherwise subject to release, ECRCHS shall not release the information.

## **Policies for Annual Information Notice to Parents and Guardians**

### *General Information Policy*

ECRCHS must provide an annual notice to parents and guardians of the school's general information policies that includes:

- Assurances that ECRCHS will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.
- A description of the types of student records maintained by the School.
- A list of the circumstances or conditions under which the School might release student information to outside people or entities.
- A statement that, unless the School is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, the School shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information.

### *Directory Information Policy*

If ECRCHS decides to release directory information, ECRCHS shall provide an annual notice to parents and guardians, and "eligible students" in attendance, of the School directory information policy that includes:

- The categories of information that ECRCHS has classified as public directory information that may be disclosed without parental consent and which should only include the information specifically identified in Education Code section 49061, subdivision (c).
- A statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where ECRCHS receives consent as required under state law).
- The recipients of the directory information.
- A description of the parent's or guardian's abilities to refuse release of the student's directory information, and how to refuse release.
- The deadline in which the parent, guardian or student must notify the school in writing that he or she does not want the information designated as directory information.

## **Policies for Monitoring and Receiving Visitors onto Campus**

No outsider—which would include immigration-enforcement officers—shall enter or remain on school grounds of ECRCHS during school hours without having registered with the Executive Director or designee. If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide the following information to the Executive Director or designee:

- Name, address, occupation;
- Age, if less than 21;
- Purpose in entering school grounds;
- Proof of identity; and
- Any other information as required by law.

ECRCHS has adopted measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the school's activities, consistent with local circumstances and practices.

ECRCHS has posted signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration.

ECRCHS personnel shall report entry by immigration-enforcement officers to any on-site school police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

### **Policies for Responding to On-Campus Immigration Enforcement**

As early as possible, ECRCHS personnel shall notify the Executive Director of any request by an immigration-enforcement officer for school or student access, or any requests for review of school documents (including for the services of lawful subpoenas, petitions, complaints, warrants, etc.).

In addition to notifying the Executive Director, ECRCHS personnel shall take the following action steps in response to an officer present on the school campus specifically for immigration-enforcement purposes:

1. Advise the officer that before proceeding with his or her request, and absent exigent circumstances, school personnel must first receive notification and direction from the Executive Director.
2. Ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also ask for and copy or note the phone number of the officer's supervisor.
3. Ask the officer for his/her reason for being on school grounds and document it.
4. Ask the officer to produce any documentation that authorizes school access.
5. Make a copy of all documents provided by the officer. Retain one copy of the documents for school records.
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, School personnel should comply with the officer's orders and immediately contact the Executive Director.
7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the immigration-enforcement officer has:
  - *an ICE (Immigrations and Customs Enforcement) administrative warrant (see Appendix B)*, School personnel shall inform the agent that he or she cannot consent to any request without first consulting with the School's counsel.
  - *a federal judicial warrant (search-and-seizure warrant or arrest warrant, see Appendix C & D)*, prompt compliance with such a warrant is usually legally

- required. If feasible, consult with the School’s legal counsel before providing the agent access to the person or materials specified in the warrant.
- ***a subpoena for production of documents or other evidence (see Appendix E & F)***, immediate compliance is not required. Therefore, School personnel shall inform the School’s legal counsel or other designated official of the subpoena, and await further instructions on how to proceed.
8. While School personnel should not consent to access by an immigration-enforcement officer, except as described above, he/she should not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, School personnel shall document his or her actions while on campus.
  9. After the encounter with the officer, School personnel shall promptly take written notes of all interactions with the officer. The notes shall include the following items:
    - List or copy of the officer’s credentials and contact information;
    - Identity of all school personnel who communicated with the officer;
    - Details of the officer’s request;
    - Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
    - School personnel’s response to the officer’s request;
    - Any further action taken by the agent; and
    - Photo or copy of any documents presented by the agent.
  10. ECRCHS personnel shall provide a copy of those notes, and associated documents collected from the officer, to the School’s legal counsel or other designated agency official.
  11. In turn, ECRCHS’s legal counsel or other designated official shall submit a timely report to the School’s governing board regarding the officer’s requests and actions and the School’s response(s).
  12. E-mail the ***Bureau of Children’s Justice*** in the ***California Department of Justice***, at ***BCJ@doj.ca.gov***, regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes.

### **Policies for Parental Notification of Immigration-Enforcement Actions**

ECRCHS personnel must receive consent from the student’s parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order.

ECRCHS personnel shall immediately notify the student’s parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

### **Policies for Responding to the Detention or Deportation of a Student’s Family Member**

ECRCHS shall encourage that families and students have and know their emergency phone numbers and know where to find important documentation, including birth certificates, passports, Social Security cards, doctors’ contact information, medication lists, lists of

allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported.

ECRCHS shall permit students and families to update students' emergency contact information as needed throughout the school year, and provide alternative contacts if no parent or guardian is available.

- ECRCHS shall ensure that families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained.
- ECRCHS shall communicate to families that information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.

In the event a student's parent/guardian has been detained or deported by federal immigration authorities, ECRCHS shall use the student's emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, ECRCHS shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. ECRCHS shall only contact Child Protective Services if School personnel are unsuccessful in arranging for the timely care of the child through the emergency contact information that the school has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

### **Policies for Responding to Hate Crimes and Bullying**

#### *Adopting and Publicizing Anti-Bullying and Anti-Harassment Policy*

ECRCHS has adopted and publicized policies that prohibit discrimination, harassment, intimidation, and bullying on the basis of a student's actual or perceived nationality, ethnicity, or immigration status. These policies must be translated in the student's primary language if at least 15 percent of the students enrolled in the school speak a single primary language other than English.

ECRCHS shall notify parents and guardians of their children's right to a free public education, regardless of immigration status or religious beliefs.

- This information shall include information related to the "Know Your Rights" immigration enforcement established by the Attorney General (see Appendix G).
- ECRCHS shall inform students who are victims of hate crimes of their right to report such crimes.

#### *Processing Complaints of Harassment and Bullying*

ECRCHS has adopted a process for receiving complaints of and investigating complaints of discrimination, harassment, intimidation, and bullying based on any of the following actual or perceived characteristics:

- |                     |                      |                                |
|---------------------|----------------------|--------------------------------|
| • disability        | • nationality        | • association with a person or |
| • gender            | • race or ethnicity  | group with one or more of the  |
| • gender identity   | • religion           | aforementioned characteristics |
| • gender expression | • sexual orientation | • immigration status           |

The complaint process must include, but is not limited to, the following steps:

- A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so;
- A timeline to investigate and resolve complaints of discrimination, harassment, intimidation, or bullying that shall be followed by all schools under the jurisdiction of the local educational agency; and
- An appeal process afforded to the complainant should he or she disagree with the resolution of a complaint.
- ECRCHS shall ensure that complaint procedures contain confidentiality safeguards for immigration status information.
- ECRCHS shall prohibit retaliation against a person who submits a complaint of discrimination, harassment, intimidation, or bullying.

*Training Students, Teachers, and Staff on Anti-Bullying and Anti-Harassment Policy*

ECRCHS shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs.

ECRCHS shall also train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training should, at minimum, provide agency personnel with the skills to do the following:

- Discuss the varying immigration experiences among members of the student body and school community;
- Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;
- Identify the signs of bullying or harassing behavior;
- Take immediate corrective action when bullying is observed; and
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

Board Approved: June 21, 2018

## Appendix A

### Quick Reference for School Officials

- ***What to do if an immigration-enforcement officer comes to your school?***
- ***What to do if an immigration-enforcement officer requests personal information about a student or his/her family members?***

### What to do if an immigration-enforcement officer comes to your school?

1. Notify the designated local educational agency administrator of the request.
2. Advise the immigration officer that, before proceeding with the request, and absent exigent circumstances, you must first receive direction from the local educational agency administrator.
3. Ask to see, and make a copy of or note, the officer's credentials (name and badge number), and the phone number of his/her supervisor.
4. Ask the officer for his/her reason for being on school grounds and document it.
5. Ask the officer to produce any documentation that authorizes school access.
6. Make a copy of all documents provided by the officer.
7. If the officer declares that exigent circumstances exist and demands immediate access to the school, comply with his/her orders and immediately alert the local educational agency administrator.
8. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the immigration-enforcement officer has:
  - ***an ICE (Immigrations and Customs Enforcement) administrative warrant or a subpoena for production of documents or other evidence***, inform the officer that you cannot consent to any request without first consulting with the local educational agency's legal counsel or other designated administrator.
  - ***a federal judicial warrant*** (search-and-seizure warrant or arrest warrant), prompt compliance with such a warrant is usually legally required. If feasible, consult with your legal counsel or designated local educational agency administrator before providing the officer access to is the person or materials specified in the warrant.
9. While you should not consent to access by an immigration-enforcement officer unless he/she declares exigent circumstances or has a federal judicial warrant, do not attempt to physically impede an officer, even if he/she appears to lack authorization to enter. If an officer enters the premises without consent, document his/her actions while on campus.



10. After the encounter with the officer, promptly take written notes, including the following:
  - ✓ List or copy of the officer's credentials and contact information;
  - ✓ Identity of all school personnel who communicated with the officer;
  - ✓ Details of the officer's request;
  - ✓ Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
  - ✓ Your response to the officer's request;
  - ✓ Any further action taken by the officer; and
  - ✓ Photo or copy of any documents presented by the officer.
11. Notify parents or guardians as soon as possible (unless prevented by a judicial warrant or subpoena), and do so before an officer questions or removes a student for immigration-enforcement purposes (unless a judicial warrant has been presented).
12. Provide a copy of those notes, and associated documents collected from the officer, to the local educational agency's legal counsel, Superintendent, or other designated administrator.
13. E-mail the **Bureau of Children's Justice** in the **California Department of Justice**, at **BCJ@doj.ca.gov**, regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes.

### **What to do if an immigration-enforcement officer requests personal information about a student or his/her family members?**

- ***Avoiding unauthorized information disclosure:*** Do not disclose information that might indicate a student's or family's citizenship or immigration status without consent of the parents, guardians, or students (if the student is 18 years of age or over), unless the information is for a legitimate educational purpose or is in response to a court order or subpoena. Providing information about a student's or family's citizenship or immigration status to immigration authorities for immigration-enforcement purposes is not for a legitimate educational purpose under federal or state law.
- ***Procedure for responding to all information requests:*** Take the following action steps if you receive any information request related to a student's or family's immigration or citizenship status that is not supported by a judicial warrant or court order:
  - ✓ Notify a designated local educational agency administrator about the information request.
  - ✓ Provide students and families with appropriate notice and a description of the immigration officer's request.
  - ✓ Document any verbal or written request for information by immigration authorities.
  - ✓ Provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

- **Responding to court documents requesting student or family information:** Notify the parents or guardians if you receive a court order, subpoena, or warrant requesting information regarding a student or family member, unless: (1) the warrant or subpoena concerns an investigation of child abuse, child neglect, or child dependency, or (2) the subpoena prohibits disclosure.
- **Secure written consent from the parent/guardian/adult student before releasing information:** You must get written parental or guardian consent for release of student information, unless the information is relevant for a legitimate educational interest or includes directory information only. Because neither exception permits disclosing information to immigration authorities for immigration-enforcement purposes, no student information shall be disclosed to immigration authorities for immigration-enforcement purposes without written consent from a parent, guardian, or student (if over 18 years of age or in a postsecondary institution), or a court order or judicial subpoena.

The written consent for release of student information must include the following:

1. A description of the information to be released;
2. The reason for release of information;
3. The parties or type of parties receiving the information;
4. If requested by the parents, guardians or student (if the student is 18 years of age or older or in a postsecondary institution), a copy of the records to be released; and
5. Date and signature of the parent, guardian, or student (if 18 years of age or older or in a postsecondary institution) consenting to the release of information.

**Please Note:** The parent, guardian, or student (if over 18 years of age or in a postsecondary institution) is not required to sign the consent form. Therefore, you cannot release the information if the parent, guardian, or student (if over 18 years of age or in a postsecondary institution) refuses to provide written consent for its release.

Once the parent, guardian, or adult student signs and dates the consent form, keep the consent notice with the record file. Also, notify the recipient of the student/family information that further transmission of the information to other individuals is prohibited, without the written consent of the parent/guardian/student (if 18 years of age or older).



# Appendix B ICE (Immigrations and Customs Enforcement) "Arrest Warrant" (Form I-200) and "Removal Warrant" (Form I-205)

<b>U.S. DEPARTMENT OF HOMELAND SECURITY</b>	<b>Warrant for Arrest of Alien</b>
File No. _____	
Date: _____	
<b>To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations</b>	
I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:	
<input type="checkbox"/> the execution of a charging document to initiate removal proceedings against the subject;	
<input type="checkbox"/> the pendency of ongoing removal proceedings against the subject;	
<input type="checkbox"/> the failure to establish admissibility subsequent to deferred inspection;	
<input type="checkbox"/> biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or	
<input type="checkbox"/> statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.	
<b>YOU ARE COMMANDED</b> to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.	
_____ (Signature of Authorized Immigration Officer)	
_____ (Printed Name and Title of Authorized Immigration Officer)	
<b>Certificate of Service</b>	
I hereby certify that the Warrant for Arrest of Alien was served by me at _____ (Location)	
on _____ on _____, and the contents of this (Name of Alien) (Date of Service)	
notice were read to him or her in the _____ language. (Language)	
_____ Name and Signature of Officer	_____ Name or Number of Interpreter (if applicable)
Form I-200 (Rev. 09/16)	

## Appendix B ICE (Immigrations and Customs Enforcement) “Arrest Warrant” (Form I-200) and “Removal Warrant” (Form I-205)

DEPARTMENT OF HOMELAND SECURITY  
U.S. Immigration and Customs Enforcement  
**WARRANT OF REMOVAL/DEPORTATION**

File No: \_\_\_\_\_  
Date: \_\_\_\_\_

**To any immigration officer of the United States Department of Homeland Security:**

\_\_\_\_\_ (Full name of alien)

who entered the United States at \_\_\_\_\_ on \_\_\_\_\_  
(Place of entry) (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- an immigration judge in exclusion, deportation, or removal proceedings
- a designated official
- the Board of Immigration Appeals
- a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien pursuant to law, at the expense of:

\_\_\_\_\_  
(Signature of immigration officer)

\_\_\_\_\_  
(Title of immigration officer)

\_\_\_\_\_  
(Date and office location)

# Appendix C Federal Search and Seizure Warrant (Form AO 93)

AO 93 (Rev 11/13) Search and Seizure Warrant

## UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of \_\_\_\_\_ )  
 (Briefly describe the property to be searched )  
 or identify the person by name and address ) Case No. \_\_\_\_\_  
 )  
 )  
 )

### SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the \_\_\_\_\_ District of \_\_\_\_\_  
*(identify the person or describe the property to be searched and give its location):*

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal *(identify the person or describe the property to be seized):*

**YOU ARE COMMANDED** to execute this warrant on or before \_\_\_\_\_ *(not to exceed 14 days)*  
 in the daytime 6:00 a.m. to 10:00 p.m.  at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to \_\_\_\_\_  
*(United States Magistrate Judge)*

Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized *(check the appropriate box)*

for \_\_\_\_\_ days *(not to exceed 30)*  until, the facts justifying, the later specific date of \_\_\_\_\_.

Date and time issued: \_\_\_\_\_  
*Judge's signature*

City and state: \_\_\_\_\_  
*Printed name and title*

# Appendix D Federal Arrest Warrant (Form AO 442)

AO 442 (Rev 11/11) Arrest Warrant

## UNITED STATES DISTRICT COURT

for the

United States of America

v.

Case No.

)  
)  
)  
)  
)  
)

Defendant

### ARREST WARRANT

To: Any authorized law enforcement officer

**YOU ARE COMMANDED** to arrest and bring before a United States magistrate judge without unnecessary delay

(name of person to be arrested) \_\_\_\_\_,

who is accused of an offense or violation based on the following document filed with the court:

- Indictment     Superseding Indictment     Information     Superseding Information     Complaint
- Probation Violation Petition     Supervised Release Violation Petition     Violation Notice     Order of the Court

This offense is briefly described as follows:

SAMPLE

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

Issuing officer's signature

City and state: \_\_\_\_\_

Printed name and title

#### Return

This warrant was received on (date) \_\_\_\_\_, and the person was arrested on (date) \_\_\_\_\_  
at (city and state) \_\_\_\_\_.

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

Arresting officer's signature

Printed name and title

# Appendix E

## DHS Immigration Enforcement Subpoena (Form I-138)

1. To (Name, Address, City, State, Zip Code)	DEPARTMENT OF HOMELAND SECURITY  <b>IMMIGRATION ENFORCEMENT SUBPOENA</b> to Appear and/or Produce Records 8 U.S.C. § 1225(d), 8 C.F.R. § 287.4
Subpoena Number	
2. In Reference To	
(Title of Proceeding)	(File Number, if Applicable)

By the service of this subpoena upon you, **YOU ARE HEREBY SUMMONED AND REQUIRED TO:**

- (A)  **APPEAR** before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.
- (B)  **PRODUCE** the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.

Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).

3. (A) CBP, ICE or USCIS Official before whom you are required to appear	(B) Date
Name	(C) Time <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Title	
Address	
Telephone Number	

4. Records required to be produced for inspection
---



If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.

5. Authorized Official
_____ (Signature)
_____ (Printed Name)
_____ (Title)
_____ (Date)

DHS Form I-138 (6/09)



## Appendix G

### Know Your Educational Rights

#### Your Child has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
  - All children have the right to a free public education.
  - All children ages 6 to 18 years must be enrolled in school.
  - All students and staff have the right to attend safe, secure, and peaceful schools.
  - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

#### Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

#### Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

#### Family Safety Plans if You Are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

## **Right to File a Complaint**

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.



# Coversheet

## Discuss and Possible Approval of Landscape Contract

**Section:** IV. School Business  
**Item:** F. Discuss and Possible Approval of Landscape Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** IV.F Landscaping Proposal 2.pdf  
IV.F Landscaping Proposal 1.pdf

**Abdon Rosales Tree Service. May 23 2018**  
**15842 Nordhoff St North Hills, Ca 91343**  
**818 256-5074**  
**License # 160561**

**El Camino Real Charter School-Main Campus**  
**5440 Valley Circle Drive Woodland Hills, CA. 91367**  
**Attn: Mr. Alan Darby**  
**Proposal for tree trimming**

	Quantity	Unit	Extension
Small Trees-9' and under	123	\$150	\$18,450
Medium Trees-9'-14'	95	\$225	\$21,375
Large Trees-14'-25'	74	\$500	\$37,000
Extra Large-25'-45'	73	\$700	\$51,100
Palm Trees	2	\$500	\$1,000
Dead Tree removal	11	\$500	\$5,500
stump grinding	11	\$125	\$1,375
<b>Total</b>	<b>389</b>		<b>\$135,800</b>

**All tree quantities to be verified with staff of El Camino Real Charter School.**

**Active Members Of:**

International Society of Arboriculture  
 National Women Business Owners Corporation  
 Tree Care Industry Association  
 Hispanic Arborist Association  
 California Landscape Contractors Assoc.



International Environmental Corporation  
 P.O. BOX 4218 • PANORAMA CITY, CA 91412  
 Phone: (818) 892-9341  
 Fax: (818) 997-0938

State Contractor Lic. #499540  
 Fully Licensed      www.iectrees.com      Bonded / Insured

**Billing Information:**

Client: LAUSD Tree Maintenance  
 Address: 1240 S. Naomi Ave.  
 City: Los Angeles, CA 90021  
 Contact: Phil Fernandez, phil.fernandez@lausd.net  
 Phone #: 213-369-5382

Job Site: El Camino Real HS  
 Address: 5440 Valley Circle Blvd  
 Visit Date: 6/6/2018  
 Estimated By: Luis A  
 School Code: 8617

**VALID FOR 90 DAYS**

Disclaimer: Due to the nature of this work, large cuts on the parent limbs will be made leaving large wounds in the tree increasing the trees susceptibility to diseases. Arborists are tree specialist with education, knowledge, and experience enhancing the beauty and health of trees and reducing the risk of living near trees. Arborist cannot detect every condition that can possibly lead to the structural failure or death of a tree. Any dead, diseased or detrimentally affected trees as a result of our pruning practices will not be the responsibility of IEC or its Arborist. IEC will not be held liable for any future lack of vigor or lack of re-growth or dead, diseased, or detrimentally affected trees.

WORK CODES: T-Trim R-Removal S-Stump Grinding O-Other      ESTIMATE GIVEN AS COST PROPOSAL ONLY.  
 This does not indicate an opinion or recommendation of any kind.

**WEEKDAY WORK ONLY**

Code	Quan	Species	Description	Cost
T	123	Small	Routine Pruning, Shaping, and Thinning of Small-size trees at \$150/tree	\$18,450.00
T	94	Medium	Routine Pruning, Shaping, and Thinning of Medium-size trees at \$270/tree	\$25,380.00
T	56	Large	Routine Pruning, Shaping, and Thinning of Large-size trees at \$595/tree	\$33,320.00
T	78	Extra Large	Routine Pruning, Shaping, and Thinning of Extra Large-size trees at \$725/tree	\$56,550.00
T	1	Palm-Small Trunk	Routine Pruning, Shaping, and Thinning of Small Trunk - Palm Trees with 15 years of skirt growth at \$300/tree	\$300.00
T	2	Palm- Large Trunk	Routine Pruning, Shaping, and Thinning of Large Trunk - Palm Trees with 15 years of skirt growth at \$300/tree	\$600.00
R	3	Small	Routine Removal and Stump Grinding of Small-size trees with DBH <6" at \$205/tree	\$615.00
R	4	Medium	Routine Removal and Stump Grinding of Small-size trees with DBH >6" and <20" at	\$2,000.00
R	3	Large	Routine Removal and Stump Grinding of Large-size trees with DBH >20" and <40" at	\$3,060.00
R	1	Extra Large	Routine Removal and Stump Grinding of Extra Large-size trees with DBH >40" at	\$2,460.00
R	6	Palm-Small Trunk	Routine Removal and Stump Grinding of 1' to 15' from ground to leaf crown and trunk (dbh) up to 18" at \$125/tree	\$750.00
PL	1	Planting	Planting 24" Box tree at \$1,500/tree      Redwood	\$1,500.00
SG	6	Stump Grinding	Stump Grinding services at \$120 per foot diameter	\$720.00
<b>Count:</b>	<b>372</b>			<b>PRICE: \$145,705.00</b>

All work shall be performed in accordance with the ANSI A300 pruning standard and the ANSI Z133.1 safety standard to ensure the well-being of both trees and persons. Client agrees to not hold International Environmental Corp. liable for any damages resulting from the work performed. However, IEC pledges to repair any direct damages caused during the course of the work, unless the Client revokes his interests. IEC is fully insured

Man Hours: \_\_\_\_\_      Lift Truck: \_\_\_\_\_  
 Climber: \_\_\_\_\_      Chipper Truck: \_\_\_\_\_      Stump Grinding: \_\_\_\_\_  
 Ground: \_\_\_\_\_      Other: \_\_\_\_\_      Mulch: \_\_\_\_\_

SPECIAL COMMENTS TO CREW: