



# El Camino Charter High School

## Board Meeting

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### **Date and Time**

Thursday March 28, 2019 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 (<https://ecrchs.net> - click the ECR Board tab).

### 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 thirty (30) minutes. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak. 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. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well.
  4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth. In order to maintain allotted time limits, the Board Chair may modify speaker time allocations or the total amount of allotted time for an item.
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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, 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>4:30 PM</b>
<b>A.</b> Call the Meeting to Order		Scott Silverstein	1 m
<b>B.</b> Record Attendance and Guests		Daniel Chang	1 m
<b>C.</b> Pledge of Allegiance		Beatriz Chen	3 m
<b>D.</b> Public Comments		Public	30 m
<b>E.</b> Executive Director Update		David Hussey	15 m
<b>F.</b> Chief Business Officer Update		Alan Darby	15 m
<b>G.</b> Board Committee Reports	Discuss	Scott Silverstein	10 m
<b>II. Consent</b>			<b>5:45 PM</b>
<b>A.</b> Approve Minutes of February 28, 2019 Board Meeting	Approve Minutes	Scott Silverstein	1 m
ACTION ITEM: motion to approve the minutes of the February 28, 2019 Board Meeting.			
Approve minutes for Board Meeting on February 28, 2019			
<b>B.</b> Approve Minutes of March 2, 2019 Board Retreat	Approve Minutes	Scott Silverstein	1 m
ACTION ITEM: motion to approve the minutes of the March 2, 2019 Board Retreat.			
Approve minutes for Board Retreat on March 2, 2019			
<b>III. Financial</b>			<b>5:47 PM</b>
<b>A.</b> Review and Vote on February 2019 Check Registers	Vote	Alan Darby	10 m
ACTION ITEM: motion to approve the February 2019 check registers.			
<b>B.</b> February 2019 Financial Update	Discuss	Cindy Frantz of EdTec	10 m
<b>IV. School Business</b>			<b>6:07 PM</b>
<b>A.</b> Tech Update and IT Audit Update	Discuss	Beatriz Chen	20 m
<b>B.</b> Discuss and Possible Approval of Internet Upgrade	Vote	David Hussey	10 m
Staff recommends approval of internet upgrade to 5GB speed through AT&T, as well as a 1GB backup line, utilizing e-rate funding.			
ACTION ITEM: motion to approve internet upgrade to 5GB speed through AT&T, and 1GB backup through Charter Spectrum.			

- C. Discuss and Possible Approval of Purchase of Palo Alto Firewall**      Vote      David Hussey      10 m

Staff recommends approving the purchase of the Palo Alto Firewall, a 3 year license at a total cost of \$71,512.69.

ACTION ITEM: motion to approve purchase of Palo Alto Firewall, a 3 year license at a total cost of \$71,512.69.

- D. Discuss and Possible Approval of Resolution Re Department of Rehabilitation Agreement**      Vote      David Hussey      5 m

Staff recommends approval of the Resolution that would allow the school to continue the Department of Rehabilitation's We Can Work Program.

ACTION ITEM: motion to approve Board Resolution re Department of Rehabilitation Agreement.

- E. Review and Possible Approval of Revised Classified Management Salary Table**      Vote      David Hussey      10 m

Staff recommends approval of the revised Classified Management Salary Table.

ACTION ITEM: motion to approve the revised Classified Management Salary Table.

- F. AFSCME Initial Proposal**      Discuss      Scott Silverstein      5 m

Public Hearing: Initial proposal of the Association of Federal, State, County and Municipal Employees ("AFSCME") for negotiations on behalf of full-time and part-time classified employees of El Camino Real Charter High School.

- G. ECR Initial Proposal**      Discuss      Scott Silverstein      5 m

Public Hearing: Initial proposal of El Camino Real Charter High School for negotiations with the Association of Federal, State, County and Municipal Employees on behalf of full-time and part-time classified employees.

**V. Governance** **7:12 PM**

- A. Discuss Upcoming Board Openings**      Discuss      Scott Silverstein      15 m

Discuss dates to start election process and nominated position vetting process. Discuss and possibly create a Nominating Committee for the Community Representative positions (2). Discuss dates to open and close the election process for the elected Certificated Representative position (1).

- B. Discuss Board Size and Possible Vote on Adding Board Member**      Vote      Scott Silverstein      10 m

Currently, because LAUSD has yet to fill its vacant seat on our Board, the Board has an even number of members. The Board will discuss and possibly vote on whether it would be prudent to add or decrease the number of Board members.

- C. Discuss the Mission and Vision of the School**      Discuss      Scott Silverstein      15 m

- D. Discuss and Possible Approval of Policy on Board Attendance**      Vote      Scott Silverstein      10 m

The Board will consider whether to adopt a written policy identifying Board attendance requirements.

ACTION ITEM: motion to develop Board policy regarding Board attendance requirements.

- E. Discuss Creation of a Finance Committee**      Discuss      Scott Silverstein      5 m

The Board will discuss creating a Finance Committee.

**VI. Closed Session** **8:07 PM**

- A. Conference with Labor Negotiators**      Discuss      Scott Silverstein      15 m

Agency Designated Representatives: Executive Director David Hussey; Chief Business Officer Alan Darby; Chief Compliance Officer Daniel Chang; Legal Counsel Roger Scott

Employee Organization: American Federation of State County and Municipal Employees District Council 36

- B. Conference with Legal Counsel: Anticipated Litigation**      Discuss      Scott Silverstein      10 m

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

**VII. Reconvene to Open Session**

**8:32 PM**

<b>A.</b> Report on Actions Taken in Closed Session, If Any	Discuss	Scott Silverstein	3 m
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**VIII. Closing Items**

**8:35 PM**

<b>A.</b> Adjourn Meeting	Vote	Scott Silverstein	1 m
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# Cover Sheet

## Approve Minutes of February 28, 2019 Board Meeting

**Section:** II. Consent  
**Item:** A. Approve Minutes of February 28, 2019 Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on February 28, 2019

APPROVED



# El Camino Charter High School

## Minutes

### Board Meeting

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#### **Date and Time**

Thursday February 28, 2019 at 4:30 PM

#### **Location**

El Camino Real Charter High School, NORTH CAMPUS, 7401 Shoup Avenue, West Hills, CA 91307

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**Directors Present**

Beatriz Chen, Brian Archibald, Gregory Basile, Kenneth Lee, 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**

Scott Silverstein called a meeting of the board of directors of El Camino Charter High School to order on Thursday Feb 28, 2019 @ 4:34 PM at El Camino Real Charter High School, NORTH CAMPUS, 7401 Shoup Avenue, West Hills, CA 91307.

**B. Record Attendance and Guests**

**C. Pledge of Allegiance**

**D. Public Comments**

Helen Fouras, parent and president of FOECR, thanked everyone who helped with the 50th Anniversary Gala. The next event is the Carnival from March 22 thru 24; community service hours will be given to students who volunteer.

**E. Student Presentation**

Ms. Ring presented the ECR Step Team, coached by Jamal West and Evan Coleman. This past Saturday, the Step Team won 2nd place at the Best of the Bay Step Competition in Oakland, California, and will be performing on April 27 at the West Coast National Step Competition in Las Vegas, Nevada.

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

AP Expo Night took place on February 7th; over 20 AP teachers and over 350 parents and students attended.  
High School Transition Night will take place on March 18 at 6 p.m. A new format will be tried this year.  
Black History Month was observed throughout February.  
Programming for the 2019-20 school year has started.  
ECR's cheer was invited to be part of the opening episode for America's Got Talent.  
Powder Puff will take place on March 1.  
On March 23, there will be a re-dedication ceremony involving students, alumni, and community members.  
Winter sports results were discussed; Spring sports is starting up.  
Under the Modified Consent Decree, all benchmarks were met in Student Support Services as of the last benchmark date.  
FCMAT visited ECR again, to look at ECR's human resources and payroll policies. They will be back in 6 to 8 weeks to give us their feedback.  
Charter Schools Division came to ECR's main campus and also visited the North Campus, in conjunction with the submission of the material revision for the North Campus.

#### **G. Chief Business Officer Update**

The LAUSD Board vote on the material revision for the North Campus will hopefully be on April 2, 2019.  
Mr. Darby is working on the CUP revision regarding the use of the North Campus property; this process should take a few months.  
FCMAT was asked back for their guidance and assistance; they will receive Prop 39 project was completed. There is one payment we owe of @ \$58,000, and we will receive a rebate of \$96,000; the payment will not be paid until the rebate is received, which should take place in the next few months.  
Starting next month, American Express statements will be provided to the Board on a monthly basis.  
We are working on putting a proposal together for prefabricated buildings for Alternative Education, two levels with elevator units.  
Mr. Darby also noted that he is considering a proposal to improve the football stadium bleachers.

#### **H. Board Committee Reports**

Travel Committee - a meeting took place earlier this month to approve a trip for the Robotics Club to a competition, and a trip to an educational symposium for AP Minitia Clark.

## **II. Consent**

#### **A. Approve Minutes of January 24, 2019 Board Meeting**

Brian Archibald made a motion to approve minutes from the Board Meeting on 01-24-19.  
Steven Kofahl seconded the motion.  
The board **VOTED** unanimously to approve the motion.



**B. Approve Minutes of January 24, 2019 Special Meeting**

Beatriz Chen made a motion to approve minutes from the Special Meeting on 01-24-19.

Steven Kofahl seconded the motion.

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

**III. Financial**

**A. Review and Vote on January 2019 Check Register**

Mr. Kofahl noted that he would be abstaining from the vote because he did not receive a copy of the check registers in his packet.

Ms. Crosthwait asked about the December check registers, particularly as to the Kelly Services for the Tech Dept. Mr. Darby stated that the workers requested through Kelly Services occurred outside the process. If the Tech Dept. needs substitutes in the future, they need to go through the process. Ms. Crosthwait asked as to how invoices were double paid; Susan Kim noted that it was because Kelly somehow put different invoice numbers for the same bill.

Brian Archibald made a motion to approve the January 2019 main check register. Gregory Basile seconded the motion.

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

**Roll Call**

- Steven Kofahl Abstain
- Beatriz Chen Aye
- Darin Ryburn Absent
- Scott Silverstein Aye
- Kenneth Lee Aye
- Brian Archibald Aye
- Lisa Crosthwait Aye
- Gregory Basile Aye

Beatriz Chen made a motion to approve the January 2019 trust account check register.

Brian Archibald seconded the motion.

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

**Roll Call**

- Lisa Crosthwait Aye
- Scott Silverstein Aye
- Kenneth Lee Aye
- Beatriz Chen Aye
- Darin Ryburn Absent
- Brian Archibald Aye
- Gregory Basile Aye
- Steven Kofahl Abstain

**B. January 2019 Financial Update**

The current forecast is essentially unchanged from last month.

In looking at expenses, some of the expenses are already at 100% of budgeted, because some of the items (such as textbooks) were purchased at the beginning of the year.

Mr. Archibald asked whether we should be concerned that the teacher salary component is at 59%, even though we are at a total of 52% of current forecasted budget spent. Mr. Darby stated he is not concerned about the 59%, but rather at the possible revenue shortfall.

Mr. Archibald also noted that last year, towards the latter part of the year, the use of substitutes went up significantly. Mr. Darby noted that absences are a concern, but we are at 41% of the total forecasted amount so it is not too bad.

Mr. Hussey also noted that substitutes may also be called for field trips and events, not just teacher absences.

Mr. Archibald also asked about how the variance has different numbers in different slides; Mr. Darby indicated that he would speak with EdTec and get the answer.

Ms. Chen asked about the ADA credit for the two days closed due to the fires and the reduced attendance due to the shooting threat; Mr. Hussey advised that LA County of Education initially rejected our request for credit due to the school closure, but after receiving a breakdown of our instructional minutes LACOE approved our request and it has been forwarded to the California Department of Education, so we believe we will get credit for those days. At this time, we do not know if we will get credit for the reduced attendance.

Mr. Silverstein questioned whether EdTec was contractually required to be at all Board meetings; based on Mr. Darby's review of EdTec's contract, they are only required to attend quarterly Board meetings in person or by telephone. EdTec did offer to call in to this Board meeting, but Mr. Darby did not feel they were needed.

### **C. Review and Possible Approval of Second Interim Report**

The Second Interim Report is the same information that was presented at the January Board meeting, now has to be approved by the Board.

Brian Archibald made a motion to approve the Second Interim Report.

Lisa Crosthwait seconded the motion.

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

## **IV. School Business**

### **A. Tech Update and Status of IT Audit**

Ms. Chen stated that she spoke with NIC Partners, and they have agreed to conduct the audit of almost all the inventory (absent software licenses) without raising the price.

Mr. Camp spoke on the changes in the Tech Department. This includes improving communication with the Business Office, and having Mr. Camp be the approver for all tech purchases up to \$10,000. Mr. Camp also spoke on staffing for the Tech Department. This includes hiring a Director of Student & Teacher Technology, who will be directly under the Chief Information Officer. The CIO will focus more on the infrastructure, and the Director will focus more on technology integration in the classroom. There will be cross-training as well to make sure that all tech staff are able to assist. Mr. Archibald questioned the work flow, given that some of the jobs (Data Systems Analyst and Network Analyst) are infrastructure related but are under the Director of Student & Teacher Technology. Mr. Camp stated that he would work to modify the chart for improved efficiency with help from the Tech Committee members. Also, Ms. Chen asked as to how much the budget would grow with the increase in personnel, given the legacy costs also involved. Mr. Silverstein asked as to how much the tech budget is and how much the tech spend was to date; Mr. Darby stated that we are at 59% over budget to date. Mr. Silverstein requested a Special Meeting be called next week to discuss the tech spending and the budget.

Regarding the upgrade to the internet system, the upgrade will save us money while improving our speed. A question was raised as to whether this has to be voted on, given that the amount is less than the threshold amount of \$50,000, even though it is a multi-year contract. This will be reviewed.

### **B. Discuss and Possible Approval of Firewall Purchase**

Our current firewall will expire in May, and so has to be renewed soon. Tabled until the Special Meeting takes place.

**C. Discuss and Possible Approval of Revised Classified Management Salary Table**

The Board questioned whether the amounts were comparable to other conversion schools.

Gregory Basile moved to approve the Classified Management Salary Table.

There was no second, so the item did not proceed to vote. The Board would like a clearer understanding of the difference between this Table and the Table previously approved.

**D. Discuss and Possible Approval of Low Performing Students Block Grant**

The Low Performing Students Block Grant would seek a grant of \$280,592.

Ms. Clark presented a chart, identifying that African American and Latino students had suffered significant drops in SBAC scores from 2015 to 2018, and noted that the gap between these scores and the scores for White students and Asian-American students was significant. Based on that, it was decided that the funds would be used to assist these two student groups.

Letty Zane asked if these numbers took out Free and Reduced Priced Meal students and special education students, since the grant could not be used for these two student groups. Ms. Clark stated that identifying the FRPM and special education students within these student groups would be the next phase of the study. Right now, the grant requires that we identify the demographic, and then identifying the number of students in each group is phase 2.

Lisa Crosthwait made a motion to approve the Low Performing Students Block Grant, with some grammatical changes.

Steven Kofahl seconded the motion.

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

**E. Discuss and Possible Approval of AB288 CCAP Partnership Agreement**

Last month, we discussed offering Pierce College classes to ECR students on our campus, 10 different classes. These are dual enrollment courses, they are courses offered during the day by Pierce instructors; this differs from concurrent enrollment, where Pierce classes are offered after class. Most of the courses are introductory-level courses (except possibly Math 227, which is AP Statistics). Mr. Hussey noted that we do not want Pierce to compete with our classes; most of the classes are not offered except for Psychology (we offer AP Psychology), Political Science, and Math 227 (statistics). To be in this program, the student must agree to take all the classes. Our goal is to have the students be in a cohort.

Steven Kofahl made a motion to approve the AB228 CCAP Partnership Agreement.

Beatriz Chen seconded the motion.

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

**F. CBO Rumeration**

This was moved to after the closed session.

Mr. Darby requestsd that the Board consider whether he is entitled to a bonus, at the Board's discretion.

Mr. Archibald requested that, rather than have the Board decide whether a bonus is warranted, Mr. Hussey provide an evaluation and recommendation.

**V. Closed Session**

**A. Conference with Labor Negotiators**

Closed session took place.

**B. Conference with Legal Counsel: Anticipated Litigation**

Closed session took place.

**VI. Reconvene to Open Session**

**A. Report on Actions Taken in Closed Session, If Any**

There were no actions taken in closed session.

**VII. Closing Items**

**A. Adjourn Meeting**

Steven Kofahl made a motion to adjourn the meeting.

Lisa Crosthwait seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,  
Daniel Chang

# Cover Sheet

## Approve Minutes of March 2, 2019 Board Retreat

**Section:** II. Consent  
**Item:** B. Approve Minutes of March 2, 2019 Board Retreat  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Retreat on March 2, 2019

APPROVED



# El Camino Charter High School

## Minutes

### Board Retreat

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#### **Date and Time**

Saturday March 2, 2019 at 9:00 AM

#### **Location**

El Camino Real Charter High School, NORTH CAMPUS, 7401 Shoup Avenue, West Hills, CA 91307

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#### **Directors Present**

Beatriz Chen, Brian Archibald, Darin Ryburn, Gregory Basile, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

#### **Directors Absent**

Kenneth Lee

#### **Guests Present**

Daniel Chang

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### **I. Opening Items**

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

Scott Silverstein called a meeting to order on Saturday Mar 2, 2019 @ 9:03 AM at El Camino Real Charter High School, NORTH CAMPUS, 7401 Shoup Avenue, West Hills, CA 91307.

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

### **II. Training**

#### **A. Best Governance Practices**

Ms. Corr discussed best governance practices for the Board. Ms. Corr cited a study conducted by her firm that indicated the two most common reasons why charter schools closed were 1) finances, and 2) governance issues.

Ms. Corr discussed the Board's duties, and noted that it was not the Board's responsibility to manage, nor could the Board rubber stamp the administration's decisions. Rather, the Board should set goals and hold the Executive Director (ED) responsible for reaching those goals, not dictate the methods for reaching the goals. Ms. Corr recommended that the Board have the section in the Charter petition identifying the roles and responsibilities of the Board; Mr. Silverstein requested that Board binders be created.

The issue of the Board's role in approving contracts was discussed. Staff should look into revising the Fiscal Policies & Procedures.

The Board questioned recent activities related to the Tech Department and what the protocol should be. Ms. Corr advised that if the Board notes any deficiencies in the way matters are being handled, it should task the ED to investigate and take appropriate action, and evaluate the ED on his ability to resolve the issues. Regarding handling complaints, Ms. Crosthwait noted that she advises parents who contact her to go through the appropriate complaint process. The school's complaint process, including the expected response time for teachers and counselors and administration to respond to a complaint, will be evaluated. The Board discussed the use of a consent calendar, noting that any Board member could have an item removed from the consent portion for further discussion, and that a member of the public could speak on an item in the consent calendar.

Ms. Corr stated that perhaps the most important role of the Board was to evaluate the Executive Director. Also, the Board should self evaluate, and each Board member should be polled as to how Board meetings have taken place.

## **B. Board Discussion on Various Topics Related to Governance and Goals and Objectives**

The Board discussed setting strategic goals, instead of just being reactive. Mr. Silverstein noted that LAUSD is strategically blocking having its students come to our school, and he believes that ECR must strategically plan for ways to get around the blockade.

The Executive Director Evaluation Committee set goals for the Executive Director; Committee Chair Mr. Lee met with the Executive Director to discuss those goals. Those goals should be discussed with the Board, possibly in closed session.

Ms. Corr noted that the Board's goals should be goals for the Board, not goals for the overall school - school goals are covered in the LCAP, which the Board reviews and approves. Goals that do not fit into the LCAP areas can be discussed and strategically planned. The Board should not be recommending specific programs or specific curricula for the school.

Mr. Archibald stated that he would think 1 year goals for the Board should be efficient meetings, effective governance, proper financial controls, and clear goals and guidelines for Executive Director evaluation. And then 5 year goals would be an effective transition structure, an environment for increasing academic performance, improved financial health, and a proactive growth strategy for the student body.

The Executive Director is in charge of running the entire school, and it is his responsibility to staff the Business Office, the IT Department - a strong team in all areas.

As to Board size, it is unclear at this time when or if LAUSD will send another representative. The next meeting's agenda will include an item for the Board to discuss whether to add or decrease the size of the Board.

Ms. Corr asked as to whether the Board was aware of the mission statement of the school. She stated that the mission statement and the vision of the school be robust and clearly stated. At the next Board meeting, the Board will discuss this matter and possibly appoint a committee to evaluate the school's vision and mission, in partnership with administration. Mr. Archibald suggested that the committee members communicate with the feeder schools to determine what they would like to see.

As to Board attendance, Mr. Silverstein noted that, while all Board members are professionals and scheduling conflicts come up, the Board members made a commitment and missing meetings have become an issue. The Board discussed whether a specific policy identifying missing a specified number of meetings was required, or if the Board should fall back on the bylaws which allows for the removal of a director, with or without cause, by a vote of the majority of the Board members. This will be put on the agenda to vote, with a tentative number of 3 regular Board meetings missed will constitute cause for removal.

As to Board participation at school events, there is a mention of this in the draft policy provided by Ms. Corr, which will be evaluated.

The Board discussed successful strategies for committees. It was noted that a Finance Committee would be beneficial. Mr. Archibald will come up with guidelines to present at the next Board meeting. The Finance Committee would also stay informed as to the investments for the lifetime benefits fund.

### **III. Closing Items**

#### **A. Adjourn Meeting**

Gregory Basile made a motion to adjourn the meeting.

Brian Archibald seconded the motion.

The team **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 12:00 PM.

Respectfully Submitted,  
Daniel Chang



# Cover Sheet

## Review and Vote on February 2019 Check Registers

**Section:** III. Financial  
**Item:** A. Review and Vote on February 2019 Check Registers  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** III.A.1 February 2019 Check Register - General.pdf  
III.A.2 February 2019 Check Register - Trust.pdf  
III.A.3 AMEX Bill February 2019.pdf

**Check Register**

**El Camino Real HS  
February 2019**



Grand Total 823,739.22

Vendor	Check Number	Void	Date	Description	Check Amount
Michele Greene	140		2/6/2019	Michele Greene - FSA check	3,349.79
California Department of Tax & Fee Administration	11664		2/1/2019	10/1/18-12/31/18 Sales and Use Tax Acct 102-7273444	459.00
Bernhard Hosu	11665		2/1/2019	2/1/19 JV Var Ref Boys Soccer vs Taft HS	134.00
Ali Hacock	11666		2/1/2019	2/01/19 JV Var Official Boys Soccer vs Taft	119.00
Benjamin Sanchez	11667		2/1/2019	2/01/19 Var Ref Boys Soccer Game vs Taft HS	64.00
Wiener, Cory	11668		2/1/2019	1/28/19 Boys Basketball Gate Supervision vs Chatsworth HS	60.00
Wiener, Cory	11669		2/1/2019	1/30/19 Girls Basketball Gate Supervision vs Granada Hills CHS	60.00
Wiener, Cory	11670		2/1/2019	2/1/19 Boys Basketball Gate Supervision vs Taft HS	75.00
Odama, Yoshi	11671		2/1/2019	1/28/19 Chatsworth, 2/1/19 Taft, Boys Basketball Ticket Taker	165.00
Moran, Susan	11672		2/1/2019	2/1/19 Boys Basketball Ticket Taker/Seller vs Taft HS	90.00
Tri-County Forensic League	11673		2/1/2019	2/02/19 TCFL Open Speech Entry & Concession Fees	95.00
Juan Alba	11674		2/1/2019	Aeries Training	285.18
Thomas Bricke	11675		2/1/2019	2/01/19 Manual Payroll Check STRS Contrubutions Refund Dec 18-Jan 19	1,914.35
Keith Elliott	11676		2/1/2019	Boys Basketball Game vs Taft HS - 2/1/19 Varsity Umpire	80.00
Branduinn Fullove	11677		2/1/2019	Boys Basketball Game vs Taft HS - 2/1/19 UMP	138.00
SEAN RAZAVI	11678		2/4/2019	2/4/19 CIF Playoffs Girls Water Polo vs Banning Rd1	79.00
Alfred Tamazyán	11679		2/4/2019	2/4/19 CIF Playoffs Girls Water Polo vs Banning Rd1	79.00
Mountains Restoration Trust	11680		2/5/2019	2/26/19 Field Trip(North Face explore fund program) STEAM	300.00
Transit Systems Unlimited, Inc.	11681		2/5/2019	2/20/19 - Games vs West Ranch HS Game at Pepperdine University	1,337.50

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Diamond University, LLC	11682		2/5/2019	2/27/19 CSUN Field Rental for Baseball Game vs Narbonne	200.00
McLean Accounting Solutions	11683		2/5/2019	Reissue Orig #30063 Voided 12/18 Payroll Services	3,612.50
Catherine Conti	11684		2/6/2019	2/9/19 Official CIF Var Girls Basketball Playoffs Rd1Vs EagleRock	85.00
Keesha Pringle	11685		2/6/2019	2/9/18 CIF Official Girls Basketball Playoffs RD1 vs EagleRock	85.00
David Regan	11686		2/6/2019	2/9/19 Official CIF Girls Basketball Rd1vs EagleRock	85.00
Richard Yi	11687		2/6/2019	1/22/19 2018-19 CAASPP/ELPAC Pretest Workshop	26.62
Ryan Guinto	11688		2/6/2019	12/6/18 Future Ready Schools Workshop	78.62
Shelly Marshall	11689		2/6/2019	Violin props for the JV Winter Guard Show	218.64
Daniela Hernandez	11690		2/6/2019	To clear my Preliminary Single Subject Teaching Credential	2,735.00
Alyssa Lee	11691		2/6/2019	3/20-24/19 Boys Volleyball Hawaii Trip Budget	1,019.00
Smart & Final	11692		2/7/2019	01/19 - Food Supplies for Class	302.57
Smart & Final	11693		2/7/2019	12/18 - Food Supplies for Class	573.03
American Express	11694		2/8/2019	02/12/19 AMEX January Darby XX1039	12,694.66
American Express	11695		2/8/2019	02/12/19 AMEX January Hussey XX31013 Acct# 3787-507763-31005	25.00
Wayne Adelstein	11696		2/8/2019	February 2019 Decision Publications Marketing & Community relations	5,000.00
Woong G Yoo	11697		2/8/2019	January 2019 Engineer Services	2,400.00
Mingyu Zhao	11698		1/22/2019	Replacement for check 54816	118.00
Hector, Robert	11699		2/11/2019	Boys Soccer Game vs Taft HS - 2/11/19 CIF-LA Boys Soccer Playoff Game - RD 1 Varsity AR2	74.00
Cameron Pirkhahkohan	11700		2/11/2019	Boys Soccer Game vs Taft HS - 2/11/19 CIF-LA Boys Soccer Playoff Game - RD 1 Varsity AR1	74.00
Bernhard Hosu	11701		2/11/2019	Boys Soccer Game vs Taft HS - 2/11/19 CIF-LA Boys Soccer Playoff Game - RD 1 Varsity REF	85.00
Los Angeles County Tax Collector	11702		2/11/2019	7/1/18-6/30/19 Secured Property Tax-Second Installment, Shoup Property	23,249.87
Hanover Insurance Group	11703		2/11/2019	02/19 Payment for 2018-2019 Insurance	10,403.95
Jim Mulligan	11704		2/12/2019	Varsity Softball vs Chaminade HS - 2/12/19 Varsity - Bases	75.00
Moore, John	11705		2/12/2019	Varsity Softball vs Chaminade HS - 2/12/19 Varsity - Plate	77.00

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Birmingham Community Charter High School	11706		2/12/2019	2/16/19 - Competitive Cheer Budget	50.00
Hardie, Rian	11707		2/12/2019	01/19 ColorGuard/Dance Instructor	555.00
Bianca Oruh	11708		2/12/2019	12/18 ColorGuard/Dance Instructor	112.50
Bianca Oruh	11709		2/12/2019	01/19 ColorGuard/Dance Instructor	652.50
Savage, Adam	11710		2/12/2019	Girls Soccer Game vs Garfield HS - 2/12/19 CIF-LA Girls Soccer Playoff Game - RD 1 Varsity REF	85.00
Barnathan, Lee	11711		2/12/2019	2/12/19 - Girls Soccer Budget - Officials	74.00
Mages, Louis	11712		2/12/2019	Girls Soccer Game vs Garfield HS - 2/12/19 CIF-LA Girls Soccer Playoff Game - RD 1 Varsity AR 2	74.00
Jerry Hattox	11713		2/12/2019	Boys Soccer Game vs Pali HS - 2/13/19 CIF-LA Boys Soccer Playoff Game - RD 1 Varsity REF	85.00
Jose Vargas	11714		2/12/2019	Boys Soccer Game vs Pali HS - 2/13/19 CIF-LA Boys Soccer Playoff Game - RD 1 Varsity AR1	74.00
Brigido Cota-Lorenz	11715		2/12/2019	Boys Soccer Game vs Pali HS - 2/13/19 CIF-LA Boys Soccer Playoff Game - RD 1 Varsity AR2	74.00
AEGIS Security & Investigations, Inc	11716		2/13/2019	01/19 Security Services	42,922.50
Chartwells Division	11717		2/13/2019	01/19 Cafeteria Services	61,059.79
Inspire Communication, Inc	11718		2/13/2019	01/19 Screening and Therapy/Staff Consultation and Documentation	16,702.50
Piece of Mind Care Services	11719		2/13/2019	01/19 SpEd Services( Teacher, Aide, Aide-EICo Continuation)	101,896.61
Donzaleigh Abernathy	11720		2/13/2019	Speaking Engagement Black History Month	1,800.00
Black Excellence LLC	11721		2/13/2019	2/16/18 Black Excellence Celebration Performance	1,250.00
CAL LUTHERAN UNIVERSITY	11722		2/13/2019	Speech & Debate entry and concessions fees	70.00
Barnathan, Lee	11723		2/14/2019	Girls Soccer Game vs Birmingham CCHS - 2/14/19 CIF-LA Girls Soccer Playoff Game - Quarterfinals RD Varsity AR1	74.00
Edwin Ramirez	11724		2/14/2019	Girls Soccer Game vs Birmingham CCHS - 2/14/19 CIF-LA Girls Soccer Playoff Game - Quarterfinals RD Varsity AR2	74.00
Joseph Lloyd	11725		2/14/2019	Girls Soccer Game vs Birmingham CCHS - 2/14/19 CIF-LA Girls Soccer Playoff Game - Quarterfinals RD Varsity REF	85.00
Stogie A Kenyatta	11726		2/15/2019	2/15-16/2019 Student Cultural Proficiency Assembly - One man show	3,500.00
National Speech & Debate Association	11727		2/15/2019	Coach membership and HS prepaid lifetime membership	163.00
Ventura County Office of Education	11728		2/15/2019	Ventura County Induction Program Cost	16,375.00

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Michael Robinson	11729		2/15/2019	performance fee black history	500.00
Chef Marilyn Queen of Down Home Southern Goodies	11730		2/15/2019	Food for Black History	1,195.00
Brazjhan Barbeau	11731		2/15/2019	dj fee black history	200.00
Shimoura Stegall	11732		2/15/2019	Motivation & Empowerment for Students	250.00
California Academic Decathlon	11733		2/21/2019	Registration fee for state competition	600.00
Fakehany, Thomas	11734		2/19/2019	Boys Volleyball Game vs Calabasas HS - 2/19/19	126.00
Roy Vincent	11735		2/19/2019	Boys Volleyball Game vs Calabasas HS - 2/19/19	121.00
Ramirez, David	11736		2/19/2019	Girls Soccer Game vs San Pedro HS - 2/19/19 CIF- LA Girls Soccer Playoff Game - Semifinal Varsity REF	85.00
Jose Vargas	11737		2/19/2019	Girls Soccer Game vs San Pedro HS - 2/19/19 CIF- LA Girls Soccer Playoff Game - Semifinal Varsity AR1	74.00
Kyle Wilson	11738		2/19/2019	Girls Soccer Game vs San Pedro HS - 2/19/19 CIF- LA Girls Soccer Playoff Game - Semifinal Varsity AR2	74.00
Lori Chandler	11739		2/19/2019	2/19/19 Manual Check for Extra Coverage (Payroll Check)	67.72
Joshua Lorimer	11740		2/19/2019	Boys Lacrosse vs Brentwood - 2/16/19 Ref	74.00
Michael Challgren	11741		2/19/2019	Boys Lacrosse vs Brentwood - 2/16/19 Ref	74.00
Afolabi, Muideen	11742		2/19/2019	2/20/19 - JV Softball vs Kennedy HS JV - Plate Official	80.00
Peck, Ralph	11743		2/20/2019	2/20/19 - Varsity Baseball vs West Ranch HS Varsity Plate Official	85.00
Michael Branstetter	11744		2/20/2019	2/20/19 - Varsity Baseball vs West Ranch HS Varsity Plate	81.00
Transit Systems Unlimited, Inc.	11745		2/20/2019	Baseball Budget	775.00
Pepperdine University	11746		2/20/2019	Baseball Field Rental Fee 2/20/19 Varsity Baseball vs West Ranch HS	150.00
Peck, Ralph	11747		2/20/2019	2/22/19 - JV Baseball vs West Ranch HS JV- Plate	82.00
Joseph Lloyd	11748		2/20/2019	Boys Lacrosse vs VAAS - 2/21/19 Ref	74.00
Jerry Hattox	11749		2/20/2019	Boys Lacrosse vs VAAS - 2/21/19 Ump	74.00
Mike Venarde	11750		2/21/2019	2/22/19 - Varsity Softball vs Moorpark HS Varsity - Plate	77.00
McKenna, Steve	11751		2/21/2019	2/22/19 - Varsity Softball vs Moorpark HS Varsity - Base	75.00
Jai Powell	11752		2/21/2019	performance fee black history	500.00

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Karim Mercer	11753		2/22/2019	Black History Performance for El Camino Real 50% Balance	250.00
Chef Marilyn Queen of Down Home Southern Goodies	11754		2/22/2019	Food for Black History Program	1,259.29
Tyler Bancroft	11755		2/22/2019	Videographer Black History Assembly	175.00
Dick Neil	11756		2/22/2019	Boys Lacrosse vs West Ranch HS - 2/23/19 Ref	144.00
Chris Nevil	11757		2/22/2019	Boys Lacrosse vs West Ranch HS - 2/23/19 UMP	144.00
Stephanie Franklin	11758		2/25/2019	Academic Decathlon team travel and food	366.74
Stephanie Franklin	11759		2/25/2019	Academic Decathlon Team Airfare for Travel to Sacramento	3,125.72
Jason Kinsella	11760		2/25/2019	CSLA Conference	195.00
Lisa Ring	11761		2/25/2019	Independent Study Conference	890.58
Lisa Ring	11762		2/25/2019	Independent Study Conference	388.95
Holly Kiamanesh	11763		2/25/2019	PLTW Conference in Anaheim	481.18
Fast Deer Bus Charter, Inc	11764		2/25/2019	SoCal CIF Regional Playoff Game - RD 1 ECR @ Foothills Christian HS (San Diego) 2/26/19 - Boys Basketball Budget	1,864.07
Bob Foster	11765		2/25/2019	Boys Lacrosse vs Palisades CHS - 2/26/19 Varsity Ref	74.00
Jeff Gordon	11766		2/25/2019	Boys Lacrosse vs Palisades CHS - 2/26/19 Varsity UMP	74.00
818 Cleaners	11767		2/25/2019	68 Jerseys - JV Uniforms, 3 Bags, Damage from Rain, Football Budget	213.00
Lee, Alyssa	11768		2/25/2019	Sports Calendar, Banner - Athletics Budget	600.00
CCSA Employee Welfare Benefit Trust	11769		2/25/2019	02/19 Employee Benefits	317,244.93
Moorpark High School	11770		2/27/2019	Track & Field Budget - Invitational Fee	400.00
Crino, Larry	11771		2/26/2019	2/27/19 - Varsity Baseball vs West Ranch HS Varsity Plate	85.00
Wagner, Mike	11772		2/26/2019	2/27/19 - FS Baseball vs Loyola HS FS Plate	82.00
Alan Krone	11773		2/26/2019	2/28/19 - Softball vs Agoura HS Varsity Plate - \$77	77.00
David Honda	11774		2/26/2019	12/16/17-12/31/17 Labor on Shoup	10,670.00
Louis Quevedo	11775		2/26/2019	2/28/19 - Softball vs Agoura HS Varsity Bases	75.00
Dan Kenney	11776		2/27/2019	Girls Lacrosse vs Birmingham - 3/1/19 Varsity REF	74.00
Rose, Joanne	11777		2/27/2019	Girls Lacrosse vs Birmingham - 3/1/19 Varsity UMP	74.00
Bob Paredes	11778		2/27/2019	2/27/19 - Varsity Baseball vs West Ranch HS Varsity Base	81.00
Underwood Family Farms	11779		2/27/2019	Field Trip for AP Student	384.00

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Registration For You (Amanda Olson)	11780		2/27/2019	Educating for Careers/The Foundation for Success March 3-5	455.00
Doris Motherspaw	11781		2/28/2019	Swimming & Diving - 3/4/19 ECR vs Granada Hills CHS 4 levels	105.00
Cami Stein	11782		2/28/2019	Swimming & Diving - 3/25/19 ECR vs Birmingham 4 levels	105.00
Markenson, Sharon	30129		2/1/2019	Academic Decathlon Consultant for July 2018 to January 2019	3,000.00
R.W Smith & Co (dba TriMark R.W. Smith	30130		2/1/2019	Replacement Bulbs	183.70
Carolina Biological Supply Co.	30131		2/1/2019	seeds to teach dihybrid genetics	486.57
Siteimprove, Inc.	30132		2/1/2019	ADA compliance website monitoring service	3,700.00
AT&T	30133		2/1/2019	1/19/19-2/18/19 Local Access	3,248.20
AT&T	30134		2/1/2019	1/22/19-2/21/19 818 888-1516 Student Store	253.64
AT&T	30135		2/1/2019	1/22/19-2/21/19 818 888-3532 Alarm	162.51
Pitney Bowes	30136		2/1/2019	01/19 Meter Rental	621.18
Verizon Wireless	30137		2/2/2019	12/8/18-1/7/19 Communication Services	1,008.78
McCalla Company	30138		2/1/2019	Cleaning Supplies	3,305.68
Jules Seltzer Associates	30139		2/1/2019	Furniture for Shoup	12,663.62
Jules Seltzer Associates	30140		2/1/2019	Furniture for Shoup	16,628.16
JW Pepper & Son, Inc	30141		2/1/2019	Music for Band	547.40
California Interscholastic Federation State Office	30142		2/1/2019	Net Income - Girls Volleyball SoCal CIF Regional - Girls Volleyball Budget	58.00
Ventura High School	30143		2/4/2019	1/26/19 Ventura High Shootout Tournament Fee	100.00
Freed, Michael	30144		2/4/2019	Reissue/Chk#11418 Voided/ Dance Guard Staging "You Ruined Me"	2,500.00
BSN Sports	30145		2/8/2019	Equipment - Girls Lacrosse Budget	1,837.77
Brooks Transportation Inc.	30146		2/8/2019	Athletics Budget - Transportation	2,883.75
Alan Grant	30147		2/8/2019	Robotics supervision and assistance, January 2019	291.50
Jules Seltzer Associates	30148		2/8/2019	PO1181 Lectern for classroom	577.20
Eastbay Team Sales	30149		2/9/2019	Replacement Jerseys and Shorts - Boys Basketball Budget	1,949.36
Brigham Young University	30150		2/9/2019	BYU classes for 2 Indep Study students : SPAN 053 Students : 116022, 119417	200.00
CDW LLC	30151		2/9/2019	PDU needed for Shoup	207.12
Shimoura Stegall	30152		2/9/2019	Motivation & Empowerment for Students	250.00
DLL Financial Services, Inc.	30153		2/9/2019	1/15/19-2/14/19 Copier Lease Contract 25426256	2,194.46
Kelly Services, Inc.	30154		2/9/2019	Substitute Teachers through 12/2/18	5,010.08

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Herff Jones LLC	30155		2/9/2019	Blue Graduation cords for Humanitas Academy Graduationg Seniors	347.29
The Print Spot	30156		2/12/2019	Banners Basketball team banners - Athletics Budget	120.46
Linguabee LLC	30157		2/12/2019	1/30/19 Interpreting Services	557.48
R.W Smith & Co (dba TriMark R.W. Smith	30158		2/12/2019	Cafeteria	687.74
Wenmar, Inc (Resource 4 Signs)	30159		2/12/2019	2" x 7" x 0.063 white alum, black text for shoup	46.81
Flinn Scientific Inc.	30160		2/12/2019	Order for Madraswala, Sakaguchi, and Salva 50 Question multiple choice tests with ancillary	1,000.40
Ethan Waldman	30161		2/12/2019	music resources	200.00
Blick Art Materials	30162		2/12/2019	Order for Shelley Mark - Art Teachers Inv 957130	1,781.00
Flinn Scientific Inc.	30163		2/12/2019	Safety Data Sheets (SDS) Library to update and standardize our SDS information	265.13
JW Pepper & Son, Inc	30164		2/12/2019	Music for Band	273.75
Brooks Transportation Inc.	30165		2/12/2019	AP Spanish Lit Trip to Bilingual Foundation of the Arts, 3/16/19	372.50
JW Pepper & Son, Inc	30166		2/12/2019	Music for Band	557.96
Educatus International	30167		2/12/2019	2/4/19 Tuition Refund for Alcantara Diniz, Juliana	5,500.00
Ruiz, Francisco	30168		2/12/2019	Girls Soccer Game vs Birmingham CCHS - 1/25/19 JV REF	10.00
World Unispec	30169		2/12/2019	PE Shirts for Student Store	720.00
Barnathan, Lee	30170		2/12/2019	Girls Soccer Game vs Birmingham CCHS - 1/25/19 JV REF	10.00
AKD Ink/AKidzdream Inc	30171		2/12/2019	Embroidery for parkas - Girls Soccer Trust	200.00
TPRS Publishing, Inc. dba Fluency Matters	30172		2/12/2019	World Language novels for 2018-2019 school term	3,088.00
Deny Sportswear	30173		2/12/2019	JV awards 2018 season	216.92
Chartwells Division	30174		2/13/2019	2/7/19 Meals AP EXPO NIGHT	225.00
Linguabee LLC	30175		2/13/2019	1/23/19-1/25/19 Interpreting Services	1,128.10
Chartwells Division	30176		2/13/2019	2/6/19 Meals for Valley Economic Alliance	204.80
Nettime Solutions LLC	30177		2/13/2019	01/19 stratustime Monthly Subscription	1,660.00
CompuClaim	30178		2/13/2019	01/19 MeduClaim Procedure Code Billing(LEA)	83.77
Child and Family Guidance Center/Northpoint School	30179		2/13/2019	12/18 Recreation Therapy Services	94.00
West Ranch High School Band Boosters	30180		2/13/2019	Synth Cart & Battery	600.00
Abdon Rosales	30181		2/13/2019	01/19 Gardening Service for Shoup	1,200.00
The Cruz Center	30182		2/13/2019	11/18-12/18 Special Ed Services	937.50
Working With Autism, Inc	30183		2/13/2019	11/18 Special Ed Services	4,752.96
California FCCLA (Family, Career and Community Leaders of America)	30184		2/13/2019	Re-payment of Grant Funds	757.53

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NOT ISSUED	30185			NOT ISSUED	0.00
Linguabee LLC	30186		2/21/2019	2/5/19-2/8/19 Interpreting Services	1,304.78
PARS	30187		2/21/2019	12/18 PARS ARS Fees	330.32
Team Express	30188		2/21/2019	Rawlings Baseball Custom Jersey - Baseball Trust	68.00
Canon Financial Services, Inc.	30189		2/20/2019	1/20/19-2/19/19 Equipment Leases	2,734.77
Spectrum (Time Warner Cable)	30190		2/21/2019	02/19 Fiber Internet Account 086084201	879.02
Brooks Transportation Inc.	30191		2/20/2019	Athletics Budget - Transportation	1,635.00
Aeries SIS	30192		2/20/2019	Master Schedule Building workshop registration	400.00
Law Offices of Young, Minney & Corr, LLP	30193		2/21/2019	01/19 Legal Services	6,402.34
McLean Accounting Solutions	30194		2/20/2019	Processing 2018 1099s - Purchase Order 1317	379.25
Kelly Services, Inc.	30195		2/21/2019	Substitute Teachers through 1/27/19	5,367.54
Jules Seltzer Associates	30196		2/20/2019	133430 TECH DEPT.	582.64
Crescenta Valley High School	30197		2/20/2019	Football Trust - Passing Tournament	50.00
MWB Copy Products, Inc (SoCal Office Tech)	30198		2/21/2019	Overage Charge for 10/22/18-1/21/19 period	35.18
Kelly Services, Inc.	30199		2/21/2019	Substitute Teachers through 1/20/19	9,460.90
McLean Accounting Solutions	30200		2/20/2019	01/19 Payroll Services	3,500.00
Staff Rehab	30201		2/20/2019	01/19 Staff Rehab Services	2,275.00
Onsite Reprographics	30202		2/21/2019	24x36 white bond for Shoup	15.08
Kelly Services, Inc.	30203		2/21/2019	Substitute Teachers through 1/13/19 1/22/19-2/21/19 Maintenance Agreement for Sharp	7,202.29
MWB Copy Products, Inc (SoCal Office Tech)	30204		2/20/2019	Multi Function Printers (Contract CN8030-01)	409.53
SHI International Corp	30205		2/20/2019	USB duplicator	2,819.00
SHI International Corp	30206		2/21/2019	MS Surface Pro Tablets	8,915.89
Troxell Communications, Inc.	30207		2/23/2019	ADJ HGT Sound Column Lectern w/o Sound	590.23
Troxell Communications, Inc.	30208		2/23/2019	for Shoup	59.14
Troxell Communications, Inc.	30209		2/23/2019	for Shoup	1,749.82
Troxell Communications, Inc.	30210		2/23/2019	for Shoup	314.29
Troxell Communications, Inc.	30211		2/23/2019	for Shoup	575.98
Troxell Communications, Inc.	30212		2/23/2019	for Shoup	280.32
Academic Therapy Publications/High Noon					
Books/Ann Arbor Publishers	30213		2/23/2019	TIPS Forms (25)	267.32
Brooks Transportation Inc.	30214		2/22/2019	BSU trip to Black College Expo, 2/2/19	462.50
Taylor, Paul Douglas	30215		2/22/2019	Musical Director for Spelling Bee auditions	250.00
Buddy's All Stars	30216		2/22/2019	Girls soccer practice shirts	137.89
Perfection Learning	30217		2/27/2019	AP US History: Prep 2018 SE R1	890.19
Staff Rehab	30218		2/27/2019	2/4/19-2/8/19 Staff Rehab Services	2,340.00
Ripple Effect, Inc.	30219		2/27/2019	Maintenance plan renewal	423.98

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Vendor	Check Number	Void	Date	Description	Check Amount
Brooks Transportation Inc.	30220		2/27/2019	BSU trip to California African American Museum, 2/9/19	350.00
Pacific Onesource, Inc., dba School Tech Supply, STS-education	30221		2/27/2019	Additional barcodes for the 1:1	600.00
Staff Rehab	30222		2/27/2019	1/22/19-1/25/19 Staff Rehab Services	1,820.00
Benefit and Risk Management Services	30223		2/27/2019	02/19 FSA Admin Fee	217.00
Scholastic, Inc	30224		2/27/2019	Choices magazine 1 yr subscription	104.39
Department of Justice (State of CA)	30225		2/27/2019	12/18 Fingerprint Apps	431.00

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.

**Check Register**

**El Camino Real HS  
February 2019**



Grand Total 15,355.79

Vendor	Check Number	Void	Date	Description	Check Amount
Eastbay Team Sales	1029		2/4/2019	UA Ripshot Penny - Royal - Boys Lacrosse Trust	217.31
				Jackets, Polos, Shorts, Pants - Girls Basketball Trust	
Eastbay Team Sales	1030		2/4/2019	Trust	1,961.73
Eastbay Team Sales	1031		2/4/2019	UA Ripshot Penny - Royal - Girls Lacrosse Trust	217.31
Alyssa Lee	1032		2/6/2019	Boys Volleyball Jerseys Trust	1,884.00
Alyssa Lee	1033		2/6/2019	3/20-24/2019 Boys Volleyball - Hawaii Trip Trust	1,848.76
Alyssa Lee	1034		2/6/2019	3/20-24/19 Boys Volleyball Trust Hawaii Trip	507.20
Joe Wyatt	1035		2/6/2019	Sr Night Flowers Boys Basketball Trust	43.80
Alyssa Lee	1036		2/6/2019	3/20-24/19 Boys Volleyball Hawaii Travel Trust	3,235.33
Victory Custom Athletics	1037		2/6/2019	Jackets - Baseball Trust	193.16
Victory Custom Athletics	1038		2/6/2019	Jackets - Baseball Trust PO504	579.46
Wiener, Cory	1039		2/12/2019	Mr. El Camino Supervision, 1/31/19	45.00
Grant A. Horn	1040		2/15/2019	Winter percussion instruction for the month of January 2019	625.00
Andrew S Ramirez	1041		2/15/2019	Winter percussion instruction for the month of January 2019	625.00
Joe Wyatt	1042		2/15/2019	Meals - Boys Basketball Trust	473.41
Planet Offside Inc. (Offside Sports)	1043		2/15/2019	for Class of 2019 Powder Puff game jerseys - I will email the actual list of sizes and shirt detail directly to vendor	1,100.00
Michael Fishman	1044		2/25/2019	2/25/19 JV Softball vs West Ranch HS JV - Plate - Softball Trust	80.00
NOT ISSUED	1045			NOT ISSUED	0.00
Planet Offside Inc. (Offside Sports)	1046		2/25/2019	Class of 2019 Powder Puff game jerseys - Balance	1,090.00
Jim Mulligan	1047		2/26/2019	2/27/19 - Varsity Softball vs Saugus Varsity Plate - Softball Trust	77.00
Mike Venarde	1048		2/26/2019	2/27/19 - Varsity Softball vs Saugus Varsity Base - Softball Trust	75.00
Hursh Travel Source Inc.	1049		2/28/2019	Students have paid into trust to cover cost	477.32

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.



# Corporate Card Statement of Account

**Sign-up For Online Statements**  
[www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)

Prepared For  
**DAVID HUSSEY**  
 EL CAMINO REAL CHS

Account Number  
 XXXX-XXXXX3-31005

Closing Date  
 01/28/19

Page 1 of 9

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	<b>Balance Please Pay By Due \$ 02/12/19</b>
25,309.25	13,054.16	39.00	11,850.90	1,353.30	<b>25,198.21</b>

For important information regarding your account refer to page 2.

**Your account is 30 days past due. Pay by 02/12/19 to avoid delinquency charge.**

To manage your Account online or to pay your bill, please visit us at [corp.americanexpress.com](http://corp.americanexpress.com). For additional contact information, please see the reverse side of this page.

## Corporate Card Snapshot

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX3-31005	DAVID HUSSEY	39.00	-11,850.90
XXXX-XXXXX3-31013	DAVID HUSSEY	25.00	0.00
XXXX-XXXXX3-31039	ALAN DARBY	12,779.16	-84.50
XXXX-XXXXX3-31047	DAVID HUSSEY	250.00	-1,268.80
	<b>Total</b>	<b>13,093.16</b>	<b>-13,204.20</b>

## Activity Date reflects either transaction or posting date

Card Number XXXX-XXXXX3-31005	Reference Code	Amount \$
01/28/19 PAYMENT RECEIVED - THANK YOU 01/28	04013000000	-25.00
01/28/19 PAYMENT RECEIVED - THANK YOU 01/28	04013000000	-1,268.80
01/28/19 PAYMENT RECEIVED - THANK YOU 01/28	04013000000	-10,557.10
01/28/19 LATE FEE FOR 45-DAY PAST DUE BALANCE		39.00
<b>Total for DAVID HUSSEY</b>	New Charges/Other Debits Payments/Other Credits	39.00 -11,850.90

↓ Please fold on the perforation below, detach and return with your payment ↓

Do not staple or use paper clips

### Payment Coupon

DAVID HUSSEY  
 EL CAMINO REAL CHS  
 5440 VALLEY CIR BLVD  
 WOODLAND HILLS CA 91367

Account Number 3787-507763-31005 Payable upon receipt in U.S. Dollars.

**Please Pay By 02/12/19** Enter 15 digit account number on all payments.

**Amount Due \$25,198.21** Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:



AMERICAN EXPRESS  
 BOX 0001  
 LOS ANGELES CA 90096-8000



0000378750776331005 002519821001305416 28HH

Prepared For  
**DAVID HUSSEY**  
 EL CAMINO REAL CHS

Account Number  
 XXXX-XXXXX3-31005

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be sent to the payment address shown on your statement and must include the remittance coupon from your statement. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. Your Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert your remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

**Authorization for Electronic Debit:** We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number, and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, you authorize us to initiate an electronic debit from your bank or asset account. When we process your check electronically, your payment may be debited to the bank or asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Card, please note that you are eligible to pay your bill online.

**Authorizations for Electronic Payments:** By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

**Transactions Made in Foreign Currencies:** If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%**. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

**In Case of Errors or Questions About Your Bill:** If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-528-2122 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. Requests for refunds of credit balances (designated "CR") should be made by calling us at 1-800-528-2122 or the number on the back of your Card. Billing disputes can also be initiated online. This applies to Corporate Cards only, not Cards issued under the Corporate Defined Express Program.

**In Case of Errors or Questions About Electronic Transfers:** Please contact us by calling 1-800-IPAY-AXP for Pay By Phone, Pay By Computer issues and automatic payment issues.

**When Contacting Us Regarding Errors or Questions:** We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about. You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.



**Manage your Card account online at:**  
[www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



**For all further inquiries or to pay by phone,** please call the number on the back of your Card.

**If your Card has been lost or stolen,** please call 1-800-528-2122

**International Collect:**  
 1-336-393-1111

**Hearing Impaired Services:**  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

**Large Print and Braille Statements:**  
 1-800-528-2122



**Customer Service**  
 P.O. Box 981531  
 El Paso, TX  
 79998-1531

**Payments**  
 BOX 0001  
 LOS ANGELES  
 CA  
 90096-8000

Change of Address  
 If correct on front  
 do not use

Name																				
Company Name																				
Street Address																				
City, State																				
Zip Code																				
Area Code and Home Phone																				
Area Code and Work Phone																				
Email																				

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



Prepared For  
**DAVID HUSSEY**  
 EL CAMINO REAL CHS

Account Number  
**XXXX-XXXXX3-31005**

Closing Date  
**01/28/19**

Page 3 of 9

**Activity Continued**

<b>Card Number XXXX-XXXXX3-31013</b>				Reference Code	<b>Amount \$</b>
01/14/19	GITHUB	SAN FRANCISCO	CA		25.00
	REF# 3WSMTSJW	4152910224	01/14/19		
<b>Total for DAVID HUSSEY</b>				New Charges/Other Debits	25.00
				Payments/Other Credits	0.00

Prepared For  
DAVID HUSSEY  
EL CAMINO REAL CHS

Account Number  
XXXX-XXXXX3-31005

Page 4 of 9



Prepared For  
**DAVID HUSSEY**  
 EL CAMINO REAL CHS

Account Number  
**XXXX-XXXXX3-31005**

Closing Date  
**01/28/19**

Page 5 of 9

**Activity Continued**

Card Number XXXX-XXXXX3-31039					Reference Code	Amount \$
12/28/18	AMZN MKTP US*M23ST29	AMZN.COM/BILL	WA			28.39
	REF# 61LFQBQRZ9D	BOOK STORES	12/27/18			
12/28/18	AMAZON.COM*M20QD1H72	AMZN.COM/BILL	WA			92.82
	REF# 1HAF095TP8J	MERCHANDISE	12/28/18			
12/30/18	AMZN MKTP US*M264G4R	AMZN.COM/BILL	WA			53.57
	REF# 4HUJYJDUMRZR	BOOK STORES	12/27/18			
12/31/18	AMZN MKTP US*M27N76W	AMZN.COM/BILL	WA			91.20
	REF# 2K3WEVSTDJ7	BOOK STORES	12/27/18			
12/31/18	AMZN MKTP US*M24GM5R	AMZN.COM/BILL	WA			382.40
	REF# 19IU1Y77KVQ	BOOK STORES	12/28/18			
01/02/19	AUTHORIZE.NET-SUBSID	SAN FRANCISCO	CA		00192000000	10.00
	REF# 00192	8883234289	01/01/19			
01/03/19	AMAZON WEB SERVICES	AWS.AMAZON.CO	WA			2,815.18
	REF# 34WDMMP9ZG	WEB SERVICES	01/03/19			
01/05/19	AMZN MKTP US*M23AC89	AMZN.COM/BILL	WA			207.71
	REF# 7806PY012L0	BOOK STORES	01/04/19			
01/06/19	AMZN MKTP US*M21142U	AMZN.COM/BILL	WA			435.07
	REF# 5DE3WJ9RENA	BOOK STORES	01/05/19			
01/08/19	AMZN MKTP US*MB7Z403	AMZN.COM/BILL	WA			21.87
	REF# 5T6MFB2V2LK	BOOK STORES	01/07/19			
01/08/19	AMAZON.COM*MB36I8310	AMZN.COM/BILL	WA			67.51
	REF# 12MY4PF01HH	MERCHANDISE	01/07/19			
01/08/19	AMZN MKTP US*MB0WA33	AMZN.COM/BILL	WA			41.43
	REF# 2BP2UMGCJW6	BOOK STORES	01/08/19			
01/08/19	AMZN MKTP US*MB65W83	AMZN.COM/BILL	WA			37.18
	REF# 6ATYR5DSWKW	BOOK STORES	01/08/19			
01/09/19	AMZN MKTP US*MB52S33	AMZN.COM/BILL	WA			8.94
	REF# 76H52P9EWC5	BOOK STORES	01/04/19			
01/09/19	AMZN MKTP US*MB0I383	AMZN.COM/BILL	WA			111.21
	REF# 1STVQT1D6A1	BOOK STORES	01/08/19			
01/09/19	AMZN MKTP US*MB37363	AMZN.COM/BILL	WA			46.33
	REF# 7DDNWCJHV5D	BOOK STORES	01/08/19			
01/09/19	AMAZON.COM*MB4R943M1	AMZN.COM/BILL	WA			459.89
	REF# R16ZC4LGQ1L	MERCHANDISE	01/08/19			
01/09/19	AMZN MKTP US*M25956Y	AMZN.COM/BILL	WA			106.96
	REF# 67HOIXNFWJ2	BOOK STORES	01/08/19			
01/09/19	AMAZON.COM*MB03763C0	AMZN.COM/BILL	WA			73.40
	REF# NNM07VGA8T1	MERCHANDISE	01/08/19			
01/09/19	AMAZON.COM*M20MV0Y12	AMZN.COM/BILL	WA			46.40
	REF# 5V7HA5F27B8	MERCHANDISE	01/08/19			
01/09/19	AMZN MKTP US*MB2LG5J	AMZN.COM/BILL	WA			59.28
	REF# 18364570YZH	BOOK STORES	01/08/19			
01/09/19	AMZN MKTP US*MB9G15J	AMZN.COM/BILL	WA			691.44
	REF# 5D1FYR1WQ2N	BOOK STORES	01/08/19			
01/09/19	AMAZON.COM*M232M1YR2	AMZN.COM/BILL	WA			64.88
	REF# 6HQ78NLEGN8	MERCHANDISE	01/09/19			
01/10/19	AMZN MKTP US*MB8HU3J	AMZN.COM/BILL	WA			133.31
	REF# 5THFQPJC33A	BOOK STORES	01/08/19			
01/10/19	AMZN MKTP US*MB8XR0J	AMZN.COM/BILL	WA			148.58
	REF# 3VUZWT23478	BOOK STORES	01/08/19			
01/10/19	AMZN MKTP US*MB14C4J	AMZN.COM/BILL	WA			32.82
	REF# 5GYVDDIDTUA	BOOK STORES	01/09/19			
01/10/19	AMZN MKTP US*MB3RC5J	AMZN.COM/BILL	WA			69.99
	REF# 4MP0C21R7HZ	BOOK STORES	01/09/19			
01/10/19	AMZN MKTP US*MB6FD0T	AMZN.COM/BILL	WA			19.96
	REF# 48W0ND0F98E	BOOK STORES	01/09/19			
01/10/19	AMZN MKTP US*MB4N07T	AMZN.COM/BILL	WA			662.87
	REF# 757HXDKYRSN	BOOK STORES	01/09/19			
01/10/19	AMZN MKTP US*MB71L6C	AMZN.COM/BILL	WA			162.84
	REF# 3NCS53QIH0A	BOOK STORES	01/09/19			

Continued on reverse



Prepared For  
**DAVID HUSSEY**  
**EL CAMINO REAL CHS**

Account Number  
**XXXX-XXXXX3-31005**

Page 6 of 9

Activity Continued		Reference Code	Amount \$
01/11/19	AMZN MKTP US*MB6ZO8O AMZN.COM/BILL WA REF# 1CUHFZHV6TM BOOK STORES 01/08/19		19.60
01/11/19	AMZN MKTP US*MB0Q35A AMZN.COM/BILL WA REF# 2A8GIXTX8CG BOOK STORES 01/11/19		14.98
01/11/19	AMZN MKTP US*MB09W2E AMZN.COM/BILL WA REF# TDRKFO0OHTJ BOOK STORES 01/11/19		206.48
01/12/19	AMZN MKTP US*MB0ID0E AMZN.COM/BILL WA REF# 1RR3B2BXVN2 BOOK STORES 01/09/19		1,030.05
01/12/19	AMAZON.COM*MB7OH6E51 AMZN.COM/BILL WA REF# 7DJ6F94H7OV MERCHANDISE 01/11/19		185.08
01/12/19	MAILCHIMP *MONTHLY MAILCHIMP.COM GA REF# 5831486-119 EMAIL MKTG 01/12/19		150.00
01/13/19	TIME WARNER CABLE 888-TWCABLE CA REF# 84482000151 CABLE SVCS 01/13/19	84482000151	103.75
01/14/19	AMZN MKTP US*MB6FH14 AMZN.COM/BILL WA REF# 2A1QW2VBL9Z BOOK STORES 01/07/19		196.56
01/14/19	HTTP://WEBEX.COM 916-861-3174 CA REF# AR24328922 ONLINE MEET 01/12/19		36.16
01/14/19	AMZN MKTP US*MB32G81 AMZN.COM/BILL WA REF# 11QAC8KU203 BOOK STORES 01/14/19		164.20
01/15/19	AMZN MKTP US*MB3YE8G AMZN.COM/BILL WA REF# 830E3D4QKOL BOOK STORES 01/14/19		55.98
01/15/19	AMZN MKTP US*MB5007P AMZN.COM/BILL WA REF# 7JYH3DSWNDD BOOK STORES 01/14/19		38.49
01/17/19	AMZN MKTP US*MB8Z14M AMZN.COM/BILL WA REF# 37ZRUOGNM3U BOOK STORES 01/17/19		267.71
01/17/19	AMZN MKTP US*MB9B37M AMZN.COM/BILL WA REF# 65BX1M1EXKQ BOOK STORES 01/17/19		216.82
01/19/19	AMZN MKTP US*MB5OU5M AMZN.COM/BILL WA REF# 6VOXZO2SIW8 BOOK STORES 01/17/19		31.98
01/20/19	YOUCANBOOK.ME BEDFORD REF# OPSNT_ENNGW +441234245538 01/20/19		21.00
01/20/19	AMZN MKTP US*MB3JT35 AMZN.COM/BILL WA REF# 2BMTXL3K0S6 BOOK STORES 01/20/19		25.98
01/21/19	AMZN MKTP US*MB8Y57E AMZN.COM/BILL WA REF# 1QAQ7HIAWKP BOOK STORES 01/17/19		84.21
01/23/19	AMZN MKTP US*MB7KP6E AMZN.COM/BILL WA REF# 3WD0K4Y3BFU BOOK STORES 01/18/19		244.82
01/23/19	AMZN MKTP US*MB53E91 AMZN.COM/BILL WA REF# 1QR4THGEEXS BOOK STORES 01/22/19		87.83
01/24/19	AMZN MKTP US*MB99M16 AMZN.COM/BILL WA REF# 15U5JH5V3II BOOK STORES 01/22/19		4.88
01/24/19	AMZN MKTP US*MB2XR6P AMZN.COM/BILL WA REF# 6F1OYMBTDLP BOOK STORES 01/22/19		6.49
01/25/19	AMZN MKTP US*MB2XG96 AMZN.COM/BILL WA REF# 4GP2G906915 BOOK STORES 01/24/19		269.92
01/25/19	AMZN MKTP US*MB3KI06 AMZN.COM/BILL WA REF# 3I97U59I7M2 BOOK STORES 01/24/19		771.75
01/25/19	AMZN MKTP US*MB1RY8X AMZN.COM/BILL WA REF# 3YXY5NL18BK BOOK STORES 01/24/19		8.07
01/25/19	AMZN MKTP US*MB7H406 AMZN.COM/BILL WA REF# 6X63QLQ33WW BOOK STORES 01/24/19		43.79
01/25/19	AMAZON.COM*MB9WU4D00 AMZN.COM/BILL WA REF# 5RSJ5YG3CDS MERCHANDISE 01/24/19		22.74
01/25/19	AMZN MKTP US*MB1HA0X AMZN.COM/BILL WA REF# 6QHIRCVLAMK BOOK STORES 01/24/19		30.91
01/25/19	AMZN MKTP US AMZN.COM/BILL WA REF# 21UV2U1HLAV DIRECT MKTG MISC 01/25/19		-84.50 Credit
01/27/19	AMZN MKTP US*MB9P19S AMZN.COM/BILL WA REF# 6DXOBZ4NTGC BOOK STORES 01/24/19		141.83
01/27/19	AMZN MKTP US*MB2K10S AMZN.COM/BILL WA REF# 7FM0MFSZ8OU BOOK STORES 01/25/19		146.74
01/27/19	AMZN MKTP US*MB2I63S AMZN.COM/BILL WA REF# 6XEK24OSA0 BOOK STORES 01/26/19		123.67

Continued on next page



Prepared For  
**DAVID HUSSEY**  
**EL CAMINO REAL CHS**

Account Number  
**XXXX-XXXXX3-31005**

Closing Date  
**01/28/19**

Page 7 of 9

<b>Activity Continued</b>					Reference Code	Amount \$
01/27/19	AMZN MKTP US*MB9IP3S	AMZN.COM/BILL	WA			478.83
	REF# 501KZH8PZ60	BOOK STORES	01/26/19			
01/27/19	AMZN MKTP US*MB6TI1S	AMZN.COM/BILL	WA			200.16
	REF# 5DVI7K7APOO	BOOK STORES	01/26/19			
01/27/19	AMAZON.COM*MB2KI8SD1	AMZN.COM/BILL	WA			69.72
	REF# 55SFZV4AZIB	MERCHANDISE	01/27/19			
01/27/19	AMZN MKTP US*MB02N5M	AMZN.COM/BILL	WA			87.55
	REF# 731PIGJIZ39	BOOK STORES	01/27/19			
01/28/19	GITHUB	SAN FRANCISCO	CA			7.00
	REF# 7Q3PEV1E	4152910224	01/28/19			
<b>Total for ALAN DARBY</b>					New Charges/Other Debits	12,779.16
					Payments/Other Credits	-84.50

Prepared For  
DAVID HUSSEY  
EL CAMINO REAL CHS

Account Number  
XXXX-XXXXX3-31005

Page 8 of 9



Prepared For  
**DAVID HUSSEY**  
 EL CAMINO REAL CHS

Account Number  
**XXXX-XXXXX3-31005**

Closing Date  
**01/28/19**

Page 9 of 9

**Activity Continued**

<b>Card Number XXXX-XXXXX3-31047</b>					Reference Code	Amount \$
01/07/19	WPY*YOUNG MINNEY REF# 71094479007	COR REDWOODCITY 855-469-3729	CA 01/07/19		71094479007	250.00
01/15/19	EVENTBRITE REF# 4MTV5TF2	SAN FRANCISCO 8014137200	CA 01/15/19			-380.64 Credit
01/15/19	EVENTBRITE REF# JA8PAHWC	SAN FRANCISCO 8014137200	CA 01/15/19			-253.76 Credit
01/15/19	EVENTBRITE REF# NWM4D1VB	SAN FRANCISCO 8014137200	CA 01/15/19			-634.40 Credit
<b>Total for DAVID HUSSEY</b>					New Charges/Other Debits	250.00
					Payments/Other Credits	-1,268.80

# Cover Sheet

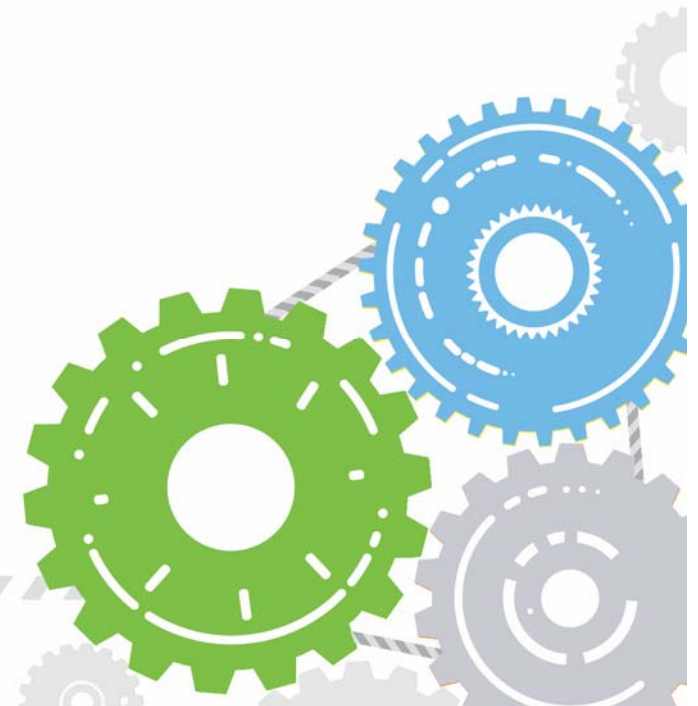
## February 2019 Financial Update

**Section:** III. Financial  
**Item:** B. February 2019 Financial Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** III.B. February 2019 Financial Update.pdf

# El Camino Real Charter High School Financial Update

CINDY FRANTZ & MILADA RAKIJIAN  
MARCH 28, 2019

edtec 



# Contents



- 1. February 2019 Financial Update**
  - A. Enrollment & Attendance
  - B. Current Forecast
  - C. Cash Flow
  - D. Balance Sheet
  
- 2. Financial Exhibits**

# February 2019 Financial Update

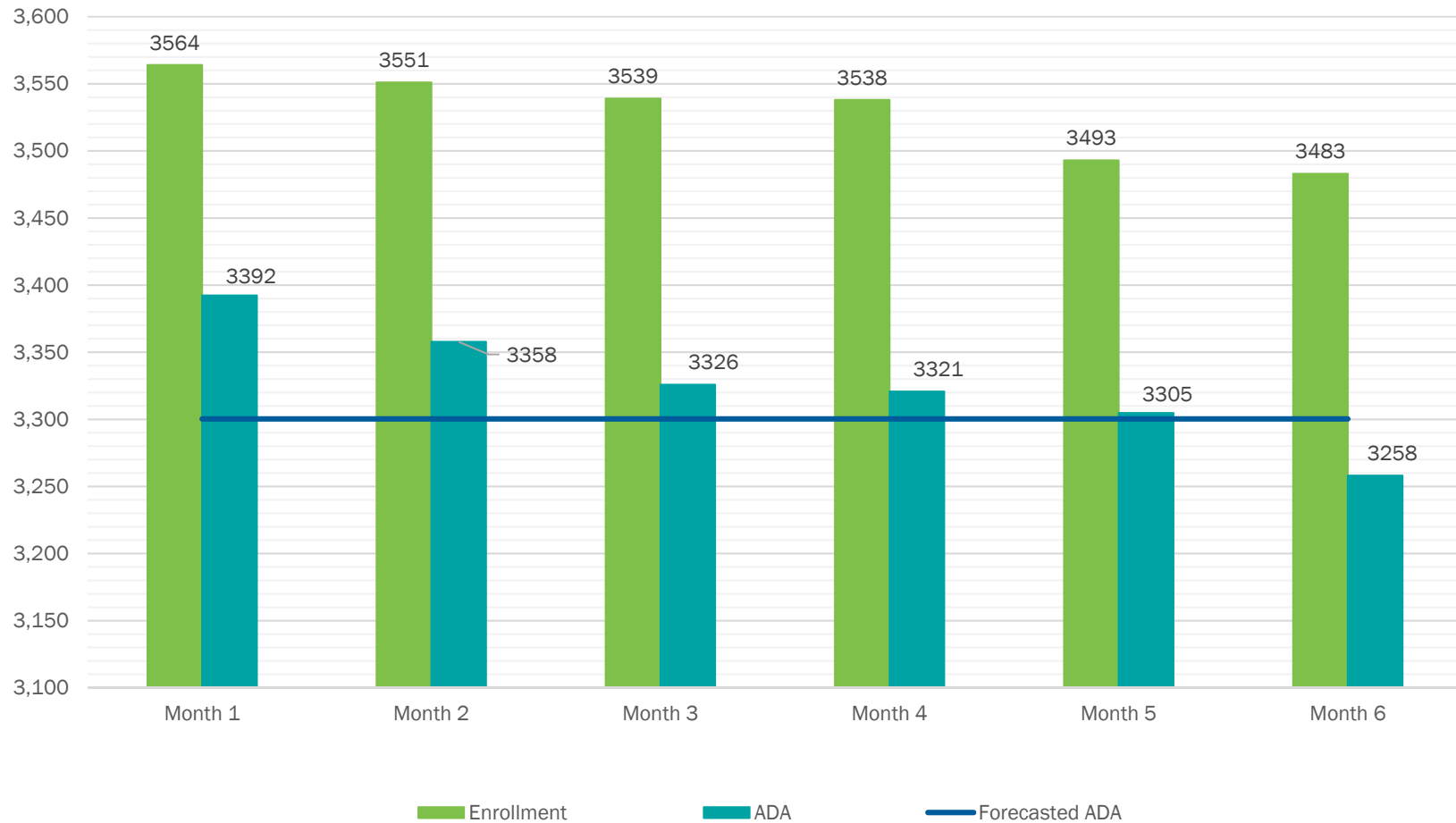




# Enrollment & Attendance



**Monthly ADA trend showing decrease. Forecasted ADA is 3300.33.**



# Current – February 2019 Forecast

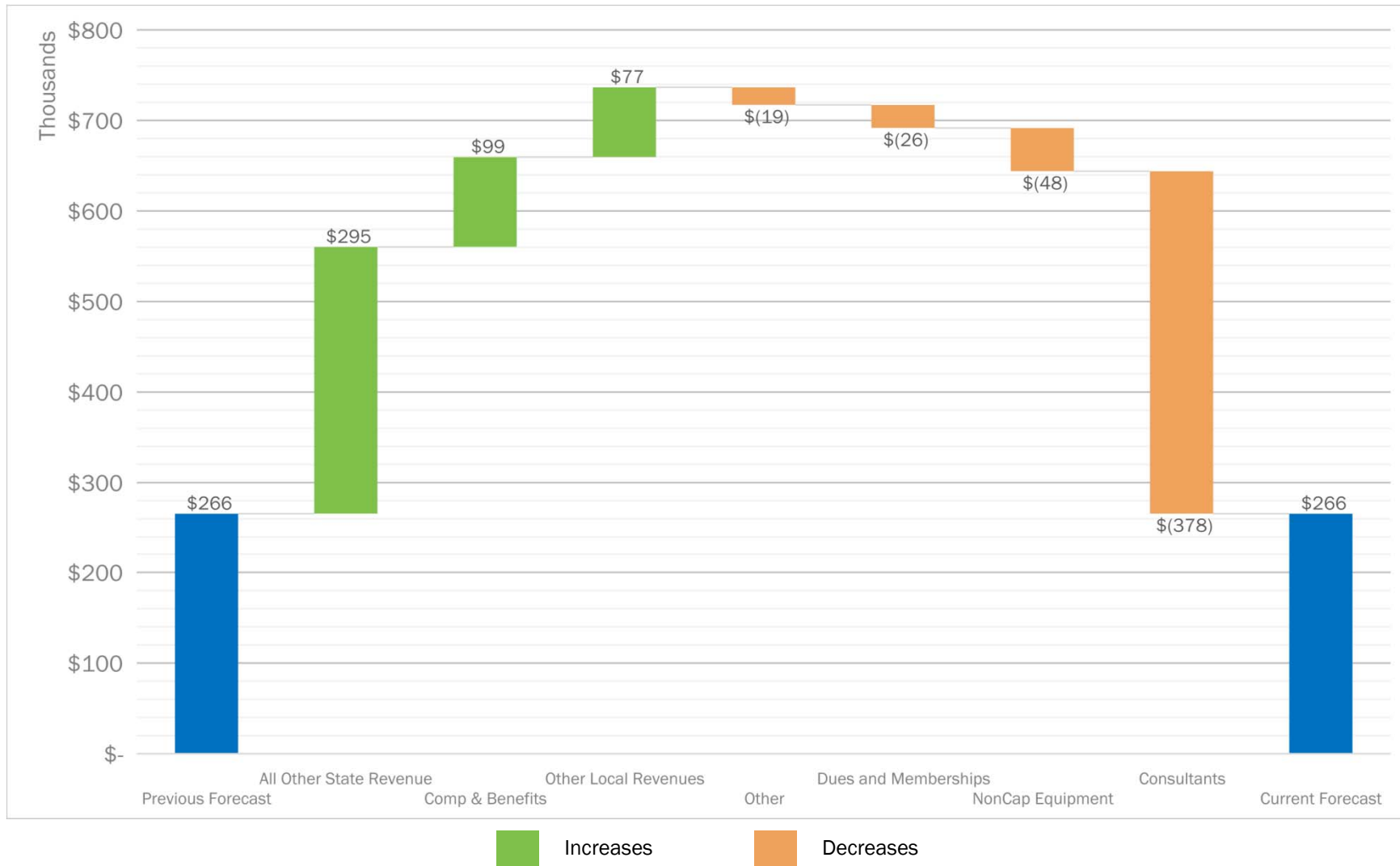


		2018/19	2018/19	2018/19	2018-19	Variance
		YTD Actuals	Approved Budget	Previous Jan Forecast	Current Feb Forecast	
Revenue	LCFF Entitlement	18,904,252	32,678,749	32,492,892	32,499,124	6,232
	Federal Revenue	919,942	1,436,702	1,520,144	1,522,388	2,244
	Other State Revenues	2,568,306	4,299,217	3,899,885	4,201,834	301,949
	Local Revenues	2,042,443	1,681,250	1,941,958	2,018,987	77,029
	Fundraising and Grants	-	-	-	-	-
	<b>Total Revenue</b>	<b>24,434,943</b>	<b>40,095,918</b>	<b>39,854,879</b>	<b>40,242,333</b>	<b>387,454</b>
Expenses	Comp and Benefits	19,169,927	30,037,633	29,174,855	29,075,601	99,254
	Books and Supplies	2,339,110	2,969,951	3,023,921	3,071,679	(47,758)
	Services and Other Ops	4,425,561	6,297,724	6,687,615	7,126,565	(438,950)
	Depreciation	170,350	719,151	702,776	702,776	0
	<b>Total Expenses</b>	<b>26,104,948</b>	<b>40,024,459</b>	<b>39,589,167</b>	<b>39,976,621</b>	<b>(387,454)</b>
	<b>Operating Income</b>	<b>(1,670,005)</b>	<b>71,459</b>	<b>265,712</b>	<b>265,712</b>	<b>(0)</b>
Fund Balance	Beginning Balance (Unaudited)		-3,119,011	11,966,952	11,966,952	
	Operating Income		71,459	265,712	265,712	
<b>Ending Fund Balance (incl. Depreciation)</b>			<b>-3,047,552</b>	<b>12,232,664</b>	<b>12,232,664</b>	
<b>Ending Fund Balance as % of Expenses</b>			<b>-7.61%</b>	<b>30.90%</b>	<b>30.60%</b>	

# 2018-19 Forecast Update



**Net income has remained the same compared to the previous forecast**



# 2018-2019 Forecast Changes



## Offsetting adjustments resulted in no net change

CATEGORY	BOTTOM LINE IMPACT	NOTES
Previous Forecast	265,712	
All Other State Revenue	294,655	Added Low Performing Student Block Grant and Classified Employees PD Block Grant.
Comp & Benefits	99,254	Updated salary schedules for admin per trends. Updated Marketing Staff salary – Paid out as consultant. Moved Shoup Office staff to FY19-20.
Other Local Revenue	77,028	Net Increase in Fair Value of Investments & Local Revenue
Other	(19,440)	Update LCFF (State Aid) and LAUSD rates (SPED). Legal Fees and License Fees updated to actuals. Marketing updated to match actuals trend.
Dues & Memberships	(25,515)	Budget 100% spent.
Non-Cap Equipment	(47,758)	Budget 100% spent.
Consultants	(378,225)	Consultants Instructional & Non-Instructional forecast increased per received grants and comp savings - 80% spent.
<b>Current Forecast</b>	<b>265,712</b>	

# 2018-19 Cash Forecast



**Ending cash balance as of February 2019 was \$5,540,162**



# Balance Sheet February 2019



	Jun FY2018	Feb FY2019	YTD Change
<b>ASSETS</b>			
Cash Balance	8,451,229	5,540,162	(2,911,067)
Accounts Receivable	1,291,004	76,216	(1,214,787)
Prepays	70,429	120,163	49,734
Fixed Assets, Net	6,875,226	7,506,294	631,068
Investments	7,041,911	7,099,004	57,093
<b>TOTAL ASSETS</b>	<b>23,729,799</b>	<b>20,341,839</b>	<b>(3,387,960)</b>
<b>LIABILITIES &amp; EQUITY</b>			
Accounts Payable	1,617,394	838,048	(779,346)
Due to Others	125,138	186,346	61,209
OPEB Liability	8,995,650	8,995,650	-
Deferred Revenue	710,460	18,500	(691,960)
Current Loans and Other Payables	314,205	6,348	(307,857)
Beginning Net Assets	13,286,933	11,966,952	(1,319,981)
Net Income (Loss) to Date	(1,319,981)	(1,670,005)	(350,024)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>23,729,799</b>	<b>20,341,839</b>	<b>(3,387,960)</b>

# Financial Exhibits

[See attachment](#)







**El Camino Real Charter High School  
Income Statement  
As of Feb FY2019**

	Actual				YTD Actual YTD	Budget						
	Aug	Dec	Jan	Feb		Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>SUMMARY</b>												
<b>Revenue</b>												
LCFF Entitlement	1,892,165	2,957,726	3,760,501	2,803,896	18,904,252	32,678,749	32,492,892	32,499,124	6,232	(179,625)	13,594,872	58%
Federal Revenue	101,663	185,838	253,386	92,448	919,942	1,436,702	1,520,144	1,522,388	2,244	85,687	602,446	60%
Other State Revenues	284,801	538,204	574,160	613,487	2,568,306	4,299,217	3,899,885	4,201,834	301,949	(97,383)	1,633,528	61%
Local Revenues	113,488	261,219	214,542	131,789	2,042,443	1,681,250	1,941,958	2,018,987	77,028	337,737	(23,457)	101%
Fundraising and Grants	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>2,392,118</b>	<b>3,942,987</b>	<b>4,802,589</b>	<b>3,641,621</b>	<b>24,434,943</b>	<b>40,095,918</b>	<b>39,854,880</b>	<b>40,242,333</b>	<b>387,453</b>	<b>146,415</b>	<b>15,807,389</b>	<b>61%</b>
<b>Expenses</b>												
Compensation and Benefits	2,512,617	2,474,116	2,352,787	2,385,017	19,169,927	30,037,633	29,174,855	29,075,601	99,254	962,031	9,905,674	66%
Books and Supplies	66,516	185,435	500,911	141,706	2,339,110	2,969,951	3,023,921	3,071,679	(47,758)	(101,728)	732,569	76%
Services and Other Operating Expenditures	379,590	725,018	293,368	729,671	4,401,657	6,297,724	6,687,615	7,126,565	(438,950)	(828,842)	2,724,908	62%
Depreciation	-	127,763	21,294	21,294	170,350	719,151	702,776	702,776	-	16,376	532,426	24%
Other Outflows	57	80	267	92	23,904	-	-	-	-	-	(23,904)	-
<b>Total Expenses</b>	<b>2,958,780</b>	<b>3,512,412</b>	<b>3,168,626</b>	<b>3,277,780</b>	<b>26,104,948</b>	<b>40,024,459</b>	<b>39,589,168</b>	<b>39,976,621</b>	<b>(387,453)</b>	<b>47,838</b>	<b>13,871,673</b>	<b>65%</b>
<b>Operating Income</b>	<b>(566,662)</b>	<b>430,575</b>	<b>1,633,963</b>	<b>363,841</b>	<b>(1,670,005)</b>	<b>71,459</b>	<b>265,712</b>	<b>265,712</b>	<b>0</b>	<b>194,253</b>	<b>1,935,717</b>	
<b>Fund Balance</b>												
Beginning Balance (Audited)						(3,119,011)	11,966,952	11,966,952				
Operating Income						71,459	265,712	265,712				
<b>Ending Fund Balance</b>						<b>(3,047,552)</b>	<b>12,232,663</b>	<b>12,232,664</b>				
Fund Balance as a % of Expenses						-8%	31%	31%				



**El Camino Real Charter High School  
Income Statement  
As of Feb FY2019**

	Actual				YTD	Budget						
	Aug	Dec	Jan	Feb	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>KEY ASSUMPTIONS</b>												
<b>Enrollment Summary</b>												
9-12						3,600	3,600	3,528		(72)	(72)	
<b>Total Enrolled</b>						<b>3,600</b>	<b>3,600</b>	<b>3,528</b>		(72)	(72)	
<b>ADA %</b>												
9-12						92.9%	91.7%	96.8%		5.1%	3.9%	
<b>Average ADA %</b>						<b>92.9%</b>	<b>91.7%</b>	<b>96.8%</b>		5.1%	3.9%	
<b>ADA</b>												
9-12						3,344.00	3,300.33	3,300.33		-	(43.67)	
<b>Total ADA</b>						<b>3,344.00</b>	<b>3,300.33</b>	<b>3,300.33</b>		-	(43.67)	

**El Camino Real Charter High School**  
**Income Statement**  
**As of Feb FY2019**

	Actual				YTD Actual YTD	Budget						
	Aug	Dec	Jan	Feb		Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>REVENUE</b>												
<b>LCFF Entitlement</b>												
8011 Charter Schools General Purpose Entitlement - State Aid	931,797	1,677,235	1,677,235	1,677,235	10,249,769	20,647,689	19,245,214	19,057,295	(187,919)	(1,590,394)	8,807,526	54%
8012 Education Protection Account Entitlement	-	-	1,443,021	-	2,886,042	4,653,594	5,284,807	5,829,822	545,015	1,176,228	2,943,780	50%
8019 State Aid - Prior Years	-	-	-	6,232	6,232	-	-	6,232	6,232	6,232	-	100%
8096 Charter Schools in Lieu of Property Taxes	960,368	1,280,491	640,245	1,120,429	5,762,209	7,377,466	7,962,871	7,605,776	(357,096)	228,310	1,843,567	76%
<b>SUBTOTAL - LCFF Entitlement</b>	<b>1,892,165</b>	<b>2,957,726</b>	<b>3,760,501</b>	<b>2,803,896</b>	<b>18,904,252</b>	<b>32,678,749</b>	<b>32,492,892</b>	<b>32,499,124</b>	<b>6,232</b>	<b>(179,625)</b>	<b>13,594,872</b>	<b>58%</b>
<b>Federal Revenue</b>												
8181 Special Education - Entitlement	78,971	105,295	53,955	92,448	475,449	654,655	654,785	657,030	2,244	2,375	181,580	72%
8220 Child Nutrition Programs	-	74,694	-	-	96,955	325,000	325,000	325,000	-	-	228,045	30%
8290 No Child Left Behind	210	5,850	2,243	-	9,244	-	9,244	9,244	-	9,244	-	100%
8291 Title I	-	-	145,809	-	229,416	292,822	340,014	340,014	-	47,192	110,598	67%
8292 Title II	-	-	30,974	-	48,560	64,225	71,647	71,647	-	7,422	23,087	68%
8294 Title IV	-	-	4,864	-	9,728	-	19,454	19,454	-	19,454	9,726	50%
8299 All Other Federal Revenue	22,482	-	15,540	-	50,590	100,000	100,000	100,000	-	-	49,410	51%
<b>SUBTOTAL - Federal Revenue</b>	<b>101,663</b>	<b>185,838</b>	<b>253,386</b>	<b>92,448</b>	<b>919,942</b>	<b>1,436,702</b>	<b>1,520,144</b>	<b>1,522,388</b>	<b>2,244</b>	<b>85,687</b>	<b>602,446</b>	<b>60%</b>
<b>Other State Revenue</b>												
8319 Other State Apportionments - Prior Years	-	-	54,420	-	79,845	-	79,845	79,845	-	79,845	-	100%
8381 Special Education - Entitlement (State)	234,250	312,333	160,418	274,318	1,410,777	1,913,303	1,942,277	1,949,571	7,294	36,268	538,794	72%
8520 Child Nutrition - State	-	5,890	2,229	-	9,855	25,000	25,000	25,000	-	-	15,145	39%
8550 Mandated Cost Reimbursements	-	150,027	-	305,236	455,263	1,287,490	760,354	760,354	-	(527,136)	305,091	60%
8560 State Lottery Revenue	-	-	169,034	-	169,034	648,736	673,267	673,267	-	24,531	504,233	25%
8590 All Other State Revenue	50,551	69,954	188,059	33,933	443,532	424,688	419,142	713,797	294,655	289,109	270,265	62%
<b>SUBTOTAL - Other State Revenue</b>	<b>284,801</b>	<b>538,204</b>	<b>574,160</b>	<b>613,487</b>	<b>2,568,306</b>	<b>4,299,217</b>	<b>3,899,885</b>	<b>4,201,834</b>	<b>301,949</b>	<b>(97,383)</b>	<b>1,633,528</b>	<b>61%</b>
<b>Local Revenue</b>												
8634 Food Service Sales	23,643	15,098	10,424	24,307	153,674	181,250	181,250	181,250	-	-	27,576	85%
8660 Interest	8	-	-	-	40	-	40	40	-	40	-	100%
8662 Net Increase (Decrease) in the Fair Value of Investments	15,404	22,762	26,442	17,464	110,562	-	93,098	110,562	17,464	110,562	-	100%
8690 Other Local Revenue	71,476	72,197	173,984	59,565	1,584,121	1,500,000	1,524,556	1,584,121	59,565	84,121	-	100%
8699 All Other Local Revenue	0	-	-	-	4,362	-	4,362	4,362	-	4,362	-	100%
8715 Option 3 SPED	-	137,452	1,200	-	138,652	-	138,652	138,652	-	138,652	-	100%
8999 Uncategorized Revenue	2,956	13,710	2,493	30,454	51,033	-	-	-	-	-	(51,033)	-
<b>SUBTOTAL - Local Revenue</b>	<b>113,488</b>	<b>261,219</b>	<b>214,542</b>	<b>131,789</b>	<b>2,042,443</b>	<b>1,681,250</b>	<b>1,941,958</b>	<b>2,018,987</b>	<b>77,028</b>	<b>337,737</b>	<b>(23,457)</b>	<b>101%</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>-</b>
<b>TOTAL REVENUE</b>	<b>2,392,118</b>	<b>3,942,987</b>	<b>4,802,589</b>	<b>3,641,621</b>	<b>24,434,943</b>	<b>40,095,918</b>	<b>39,854,880</b>	<b>40,242,333</b>	<b>387,453</b>	<b>146,415</b>	<b>15,807,389</b>	<b>61%</b>

**El Camino Real Charter High School**  
**Income Statement**  
**As of Feb FY2019**

	Actual				YTD	Budget						
	Aug	Dec	Jan	Feb		Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining
<b>EXPENSES</b>												
<b>Compensation &amp; Benefits</b>												
<b>Certificated Salaries</b>												
1100 Teachers Salaries	1,046,224	1,046,483	924,289	927,220	7,596,262	11,362,182	11,399,682	11,399,682	-	(37,500)	3,803,420	67%
1101 Teacher - Stipends	-	-	-	-	-	70,000	-	-	-	70,000	-	-
1150 NBC Stipend	10,450	4,497	4,497	4,497	58,013	135,000	135,000	135,000	-	-	76,987	43%
1160 Auxiliary & Summer School	20,259	14,912	27,820	31,667	355,086	400,000	400,000	400,000	-	-	44,914	89%
1170 Coverage	3,102	3,563	7,594	11,274	52,932	75,000	75,000	75,000	-	-	22,068	71%
1180 Extra Hours & Tutoring	4,605	5,029	6,668	8,027	48,243	100,000	100,000	100,000	-	-	51,757	48%
1190 PD & LCAP	80,528	1,694	3,544	60,305	180,488	130,000	200,000	200,000	-	(70,000)	19,512	90%
1200 Certificated Pupil Support Salaries	122,345	139,132	113,761	114,052	960,667	1,394,799	1,394,799	1,394,799	-	-	434,132	69%
1300 Certificated Supervisor & Administrator Salaries	70,942	83,470	80,190	78,439	639,071	908,030	908,030	946,965	(38,935)	(38,935)	307,894	67%
1900 Certificated Other Salaries	21,650	21,650	21,650	21,606	173,199	250,548	250,548	259,843	(9,295)	(9,295)	86,644	67%
<b>SUBTOTAL - Certificated Salaries</b>	<b>1,380,106</b>	<b>1,320,431</b>	<b>1,190,013</b>	<b>1,257,087</b>	<b>10,063,961</b>	<b>14,825,559</b>	<b>14,863,059</b>	<b>14,911,289</b>	<b>(48,230)</b>	<b>(85,730)</b>	<b>4,847,327</b>	<b>67%</b>
<b>Classified Salaries</b>												
2100 Classified Instructional Aide Salaries	51,534	81,284	81,849	78,241	592,656	936,109	936,109	936,109	-	-	343,452	63%
2200 Classified Support Salaries	78,627	70,897	78,218	78,398	610,439	959,358	959,358	959,358	-	-	348,919	64%
2300 Classified Supervisor & Administrator Salaries	46,783	37,292	37,292	90,402	386,373	607,067	607,067	562,095	44,971	44,971	175,722	69%
2400 Classified Clerical & Office Salaries	126,603	105,858	122,882	58,813	806,925	1,335,355	1,355,355	1,298,669	56,686	36,686	491,744	62%
2900 Classified Other Salaries	12,517	9,161	5,101	8,968	63,939	82,995	82,995	82,995	-	-	19,056	77%
<b>SUBTOTAL - Classified Salaries</b>	<b>316,065</b>	<b>304,492</b>	<b>325,342</b>	<b>314,823</b>	<b>2,460,332</b>	<b>3,920,883</b>	<b>3,940,883</b>	<b>3,839,225</b>	<b>101,658</b>	<b>81,658</b>	<b>1,378,893</b>	<b>64%</b>
<b>Employee Benefits</b>												
3100 STRS	220,449	210,862	189,369	196,338	1,594,980	2,413,601	2,419,706	2,427,558	(7,852)	(13,957)	832,577	66%
3200 PERS	49,668	49,465	53,596	47,904	397,812	545,573	549,186	534,436	14,749	11,137	136,624	74%
3300 OASDI-Medicare-Alternative	44,272	42,258	42,137	42,376	331,741	489,312	492,036	487,291	4,746	2,021	155,550	68%
3400 Health & Welfare Benefits	282,013	326,570	210,643	294,888	2,272,320	3,571,226	3,599,968	3,566,641	33,327	4,585	1,294,321	64%
3500 Unemployment Insurance	44	39	683	130	3,238	10,881	10,924	10,842	81	38	7,604	30%
3600 Workers Comp Insurance	-	-	43,588	-	196,655	205,160	272,657	271,882	775	(66,723)	75,228	72%
3700 Retiree Benefits	220,000	220,000	297,417	231,471	1,848,887	4,055,439	3,026,437	3,026,437	-	1,029,002	1,177,550	61%
<b>SUBTOTAL - Employee Benefits</b>	<b>816,446</b>	<b>849,194</b>	<b>837,432</b>	<b>813,107</b>	<b>6,645,634</b>	<b>11,291,191</b>	<b>10,370,913</b>	<b>10,325,087</b>	<b>45,826</b>	<b>966,103</b>	<b>3,679,453</b>	<b>64%</b>

**El Camino Real Charter High School  
Income Statement  
As of Feb FY2019**

	Actual				YTD Actual YTD	Budget						
	Aug	Dec	Jan	Feb		Approved Budget v1	Previous Forecast	Current Forecast	Previous	Approved	Current	% Current
									Forecast vs. Current	Budget v1 vs. Current		
<b>Books &amp; Supplies</b>												
4100 Approved Textbooks & Core Curricula Materials	(8,364)	34,483	9,214	3,088	384,800	500,000	500,000	500,000	-	-	115,200	77%
4200 Books & Other Reference Materials	1,177	-	11,276	104	12,803	40,000	40,000	40,000	-	-	27,197	32%
4325 Instructional Materials & Supplies	6,705	10,096	21,456	9,381	181,278	430,000	430,000	430,000	-	-	248,722	42%
4330 Office Supplies	4,569	4,997	2,828	4,588	36,431	100,000	100,000	100,000	-	-	63,569	36%
4345 Non Instructional Student Materials & Supplies	28,403	26,024	63,068	15,728	292,237	310,000	310,000	310,000	-	-	17,763	94%
4400 Noncapitalized Equipment	10,879	109,375	304,232	47,758	1,064,152	964,951	1,016,395	1,064,153	(47,758)	(99,202)	0	100%
4710 Student Food Services	9,139	460	87,728	61,060	365,882	625,000	625,000	625,000	-	-	259,118	59%
4720 Other Food	-	-	1,111	-	1,526	-	2,526	2,526	-	(2,526)	1,000	60%
<b>SUBTOTAL - Books and Supplies</b>	<b>66,516</b>	<b>185,435</b>	<b>500,911</b>	<b>141,706</b>	<b>2,339,110</b>	<b>2,969,951</b>	<b>3,023,921</b>	<b>3,071,679</b>	<b>(47,758)</b>	<b>(101,728)</b>	<b>732,569</b>	<b>76%</b>
<b>Services &amp; Other Operating Expenses</b>												
5200 Travel & Conferences	5,373	10,782	9,003	7,963	54,701	115,000	115,000	115,000	-	-	60,299	48%
5300 Dues & Memberships	83,474	83,417	(192,426)	25,515	450,252	400,000	424,736	450,252	(25,515)	(50,252)	-	100%
5400 Insurance	-	-	31,212	10,404	159,831	226,574	226,574	226,574	-	0	66,743	71%
5500 Operations & Housekeeping	26,969	36,360	31,160	287,766	566,911	1,150,520	1,150,520	1,150,520	-	-	583,609	49%
5520 Security	17,425	130,222	38,685	14,773	333,609	588,500	588,500	588,500	-	-	254,891	57%
5605 Equipment Leases	8,111	9,809	6,881	5,327	186,036	95,000	225,000	225,000	-	(130,000)	38,964	83%
5610 Rent	-	1,901	(2,270)	-	-	482,040	482,040	482,040	-	-	482,040	0%
5631 Other Rentals, Leases and Repairs 1	3,141	3,995	5,026	-	23,627	180,000	180,000	180,000	-	-	156,373	13%
5809 Banking Fees	1,037	2,019	1,695	9,377	35,398	66,000	66,000	66,000	-	-	30,602	54%
5812 Business Services	17,654	17,654	35,308	-	123,579	204,860	204,860	204,860	-	-	81,281	60%
5815 Consultants - Instructional	18,423	136,665	112,429	139,987	841,598	600,000	747,452	1,051,852	(304,400)	(451,852)	210,254	80%
5820 Consultants - Non Instructional - Custom 1	8,853	89,305	44,801	29,692	337,961	300,000	332,493	406,318	(73,825)	(106,318)	68,357	83%
5824 District Oversight Fees	36,245	48,326	24,163	42,286	217,468	339,859	324,929	324,991	(62)	14,868	107,523	67%
5830 Field Trips Expenses	746	20,528	22,710	11,672	144,359	250,000	250,000	250,000	-	-	105,641	58%
5833 Fines and Penalties	444	1,274	69	855	4,150	1,500	5,000	5,000	-	(3,500)	850	83%
5845 Legal Fees	82,136	26,656	15,201	6,402	223,255	125,000	216,853	223,255	(6,402)	(98,255)	-	100%
5848 Licenses and Other Fees	-	-	-	23,482	46,838	45,000	45,000	46,838	(1,838)	(1,838)	-	100%
5851 Marketing and Student Recruiting	-	5,000	5,450	5,000	30,545	10,000	25,545	50,545	(25,000)	(40,545)	20,000	60%
5857 Payroll Fees	2,547	3,056	4,164	2,994	23,527	51,300	51,300	51,300	-	-	27,773	46%
5861 Prior Yr Exp (not accrued)	28	-	-	-	6,401	60,000	60,000	60,000	-	-	53,599	11%
5872 Special Education Encroachment	62,644	83,526	42,875	73,353	377,245	560,171	519,413	521,320	(1,908)	38,850	144,075	72%
5884 Substitutes	3,360	6,945	49,412	27,041	174,627	360,000	360,000	360,000	-	-	185,373	49%
5900 Communications	980	7,580	7,820	5,782	39,740	86,400	86,400	86,400	-	-	46,660	46%
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>	<b>379,590</b>	<b>725,018</b>	<b>293,368</b>	<b>729,671</b>	<b>4,401,657</b>	<b>6,297,724</b>	<b>6,687,615</b>	<b>7,126,565</b>	<b>(438,950)</b>	<b>(828,842)</b>	<b>2,724,908</b>	<b>62%</b>
<b>Capital Outlay &amp; Depreciation</b>												
6900 Depreciation	-	127,763	21,294	21,294	170,350	719,151	702,776	702,776	-	16,376	532,426	24%
<b>SUBTOTAL - Capital Outlay &amp; Depreciation</b>	<b>-</b>	<b>127,763</b>	<b>21,294</b>	<b>21,294</b>	<b>170,350</b>	<b>719,151</b>	<b>702,776</b>	<b>702,776</b>	<b>-</b>	<b>16,376</b>	<b>532,426</b>	<b>24%</b>
<b>Other Outflows</b>												
7999 Uncategorized Expense	57	80	267	92	23,904	-	-	-	-	-	(23,904)	
<b>SUBTOTAL - Other Outflows</b>	<b>57</b>	<b>80</b>	<b>267</b>	<b>92</b>	<b>23,904</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(23,904)</b>	
<b>TOTAL EXPENSES</b>	<b>2,958,780</b>	<b>3,512,412</b>	<b>3,168,626</b>	<b>3,277,780</b>	<b>26,104,948</b>	<b>40,024,459</b>	<b>39,589,168</b>	<b>39,976,621</b>	<b>(387,453)</b>	<b>47,838</b>	<b>13,871,673</b>	<b>65%</b>

**El Camino Real Charter High School  
Monthly Cash Forecast  
As of Feb FY2019**

	2018-19												Forecast	Remaining Balance
	Actuals & Forecast													
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Actuals	Jan Actuals	Feb Actuals	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast		
<b>Beginning Cash</b>	<b>8,451,229</b>	<b>6,499,745</b>	<b>5,690,329</b>	<b>4,604,088</b>	<b>4,807,997</b>	<b>4,256,246</b>	<b>4,397,787</b>	<b>5,246,109</b>	<b>5,540,162</b>	<b>5,240,836</b>	<b>6,337,516</b>	<b>6,161,027</b>		
<b>REVENUE</b>														
LCFF Entitlement	480,184	1,892,165	1,572,042	3,760,501	1,677,235	2,957,726	3,760,501	2,803,896	2,333,055	3,877,154	2,333,056	2,333,056	32,499,124	2,718,552
Federal Revenue	40,051	101,663	52,717	87,782	106,057	185,838	253,386	92,448	84,535	72,973	183,063	97,973	1,522,388	163,903
Other State Revenue	150,759	284,801	189,867	216,048	980	538,204	574,160	613,487	219,261	197,794	358,668	197,794	4,201,834	660,012
Other Local Revenue	1,019,151	113,488	78,656	83,202	140,395	261,219	214,542	131,789	(45,447)	7,330	7,330	7,330	2,018,987	-
Fundraising & Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,690,146</b>	<b>2,392,118</b>	<b>1,893,282</b>	<b>4,147,534</b>	<b>1,924,667</b>	<b>3,942,987</b>	<b>4,802,589</b>	<b>3,641,621</b>	<b>2,591,403</b>	<b>4,155,251</b>	<b>2,882,116</b>	<b>2,636,153</b>	<b>40,242,333</b>	<b>3,542,467</b>
<b>EXPENSES</b>														
Certificated Salaries	1,106,806	1,380,106	1,269,424	1,274,019	1,266,075	1,320,431	1,190,013	1,257,087	1,134,100	1,237,743	1,237,743	1,237,743	14,911,289	0
Classified Salaries	212,047	316,065	296,481	349,697	341,386	304,492	325,342	314,823	355,220	341,225	341,225	341,225	3,839,225	-
Employee Benefits	1,105,576	816,446	905,424	825,525	492,930	849,194	837,432	813,107	934,942	885,098	885,098	587,878	10,325,087	386,437
Books & Supplies	468,110	66,516	263,827	429,027	283,576	185,435	500,911	141,706	266,880	108,774	108,810	248,105	3,071,679	-
Services & Other Operating Expenses	339,205	379,590	386,168	952,858	595,780	725,018	293,368	729,671	929,397	596,085	596,085	596,085	7,126,565	7,256
Capital Outlay & Depreciation	-	-	-	-	-	127,763	21,294	21,294	133,106	133,106	133,106	133,106	702,776	(0)
Other Outflows	23,225	57	1,356	425	(1,598)	80	267	92	(23,904)	-	-	-	-	(0)
<b>TOTAL EXPENSES</b>	<b>3,254,970</b>	<b>2,958,780</b>	<b>3,122,681</b>	<b>3,831,551</b>	<b>2,978,148</b>	<b>3,512,412</b>	<b>3,168,626</b>	<b>3,277,780</b>	<b>3,729,740</b>	<b>3,302,031</b>	<b>3,302,067</b>	<b>3,144,142</b>	<b>39,976,621</b>	<b>393,693</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(1,564,824)</b>	<b>(566,662)</b>	<b>(1,229,399)</b>	<b>315,982</b>	<b>(1,053,481)</b>	<b>430,575</b>	<b>1,633,963</b>	<b>363,841</b>	<b>(1,138,337)</b>	<b>853,219</b>	<b>(419,951)</b>	<b>(507,989)</b>	<b>265,712</b>	<b>3,148,774</b>
Revenues - Prior Year Accruals	639,183	527,170	-	175,711	-	-	(71,479)	(55,798)	76,216	-	-	-	-	-
Other Assets	41,303	45,729	201,427	(247,184)	501,001	(356,549)	(224,369)	(68,184)	-	-	-	-	-	-
Fixed Assets	(111,482)	(44,666)	(51,591)	(8,383)	(14)	109,519	(545,745)	21,294	243,461	243,461	243,461	243,461	-	-
Due To (From)	(1,408)	31,150	38,569	10,401	(9,992)	(24,302)	9,873	6,918	(186,346)	-	-	-	-	-
Expenses - Prior Year Accruals	(377,951)	(439,745)	(11,866)	-	-	-	-	49,566	724,292	-	-	-	-	-
Accounts Payable - Current Year	134,155	(362,393)	(33,381)	(42,619)	10,735	(23,701)	46,079	(36,084)	(18,612)	-	-	-	-	-
Other Liabilities	(710,460)	-	-	-	-	6,000	-	12,500	-	-	-	-	-	-
<b>Ending Cash</b>	<b>6,499,745</b>	<b>5,690,329</b>	<b>4,604,088</b>	<b>4,807,997</b>	<b>4,256,246</b>	<b>4,397,787</b>	<b>5,246,109</b>	<b>5,540,162</b>	<b>5,240,836</b>	<b>6,337,516</b>	<b>6,161,027</b>	<b>5,896,498</b>		

# Cover Sheet

## Discuss and Possible Approval of Internet Upgrade

**Section:** IV. School Business  
**Item:** B. Discuss and Possible Approval of Internet Upgrade  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** ED Recommendation - Internet Service Upgrade.pdf  
IV.B.1 AT&T Contract.pdf  
IV.B.2 Spectrum Contract.pdf

## EL CAMINO REAL ALLIANCE

### EXECUTIVE DIRECTOR RECOMMENDATION

**BOARD MEETING DATE:** March 28, 2019

**AGENDA ITEM:**

Internet Service Provider (ISP) Upgrade

**BRIEF SUMMARY OF THE ISSUE:**

Upgrade current internet line from 1GB to 5GB and include a secondary backup line and apply 50% E-Rate discount to get lower monthly payment compared to our current line. Currently, ECR pays @ \$3,421 a month for a 1GB line through AT&T. The new proposal would be for a 5GB line through AT&T, at a monthly cost of \$3,875.96; with the 50% E-Rate funding, this would be reduced to \$1,937.98 per month. ECR would also like to add a backup line of 1GB speed through Spectrum at a monthly cost of \$1,185.00. This 1GB line would be used to backup the system, and would also be used to operate the new telephone system when that is installed (the E-Rate funding is not available for a backup line). This would equal a total of \$3,122.98 per month for both lines, equal to a savings of \$298.02 per month over what is currently paid.

**PERSONNEL INVOLVED:**

Tech Department personnel; Business Office personnel to process payments.

**FISCAL IMPLICATIONS (IF ANY):**

ECR currently pays \$3,421 a month for 1GB speed; with the E-Rate discount, the total cost for a 5GB line with a 1GB backup would be approximately \$300 less.

**IMPACT ON SCHOOL MISSION, VISION OR GOALS (IF ANY):**

Improved connectivity speed would help the overall tech functions of the school, including during testing.

**OPTIONS OR SOLUTIONS:**

Click or tap here to enter text.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:**

Approve the AT&T contract for a 5GB internet line and the Spectrum contract for a 1GB backup line. Given the use of the E-Rate funding, there does not appear to be any downside to the school, and the increased internet speed will help teachers and students with their online learning and testing.

**PROPOSED MOTION:**

Approve the AT&T contract and Spectrum contract for the internet upgrade, with E-Rate funding.





Sales Contact Information  
SIMMONS; LYNN  
858-268-5922  
ls5952@us.att.com

**eSign Fax Cover Sheet** Contract Id: 7215833

**To:** AT&T Automated Fax Handling Service

**From:**

**Fax:** 877-374-4632 or 877-eSignFax

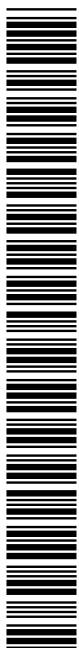
**Total Pages:** 12  
(Excluding Fax Cover Sheet)

Or with Copiers / Scanners w/ email, Send To: [esign@att.com](mailto:esign@att.com)

To sign via fax:

1. Sign, Title and Date the document where applicable,
2. Fax back documents in the following order:
  - I. eSign Fax Cover Sheet for Contract Id: 7215833
  - II. All Pages stamped with Contract Id: 7215833
3. If there are additional documents, use the corresponding eSign Fax Cover Sheet(s) as separator(s) and Fax back as in 2.I and 2.II.

(see Picture below)



Request Id: 1862985  
Contract Id: 7215833



AT&T MA Reference No. MA1607561UA  
 AT&T PS Contract ID MIS14015262

**AT&T DEDICATED INTERNET  
 PRICING SCHEDULE**

<b>Customer</b>	<b>AT&amp;T</b>
EL CAMINO REAL CHARTER HIGH SCHOOL  Street Address: 5440 VALLEY CIRCLE BLVD City: WOODLAND HILLS State/Province: CA Zip Code: 91367 Country: US	AT&T Corp.
<b>Customer Contact (for Notices)</b>	<b>AT&amp;T Contact (for Notices)</b>
Name: Fernando Delgado Title: Chief Information Officer Street Address: 5440 Valley Circle Blvd City: Woodland Hills State/Province: CA Zip Code: 91367 Country: United States Telephone: 818-595-7575 Email: f.delgado@ecrchs.net	Name: SEAN SIMPSON Street Address: 3580 Orange St City: Riverside State/Province: CA Zip Code: 92501 Country: United States Telephone: 714-651-9665 Email: ss6862@us.att.com Sales/Branch Manager: Holly Tripp SCVP Name: Dino Perone Sales Strata: BCS GEM Sales Region: West <b><u>With a copy (for Notices) to:</u></b> AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: <a href="mailto:mast@att.com">mast@att.com</a>
<b>AT&amp;T Solution Provider or Representative Information (if applicable) <input type="checkbox"/></b>	
Name1: Company Name: Agent Street Address: City: State: Zip Code: Country: Telephone: Fax: Email: Agent Code:	

This Pricing Schedule is part of the Agreement between AT&T and Customer referenced above.

<b>Customer</b> (by its authorized representative)	<b>AT&amp;T</b> (by its authorized representative)
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

**AT&T and Customer Confidential Information**

Page 1  
 ASAP!

**AT&T DEDICATED INTERNET  
 PRICING SCHEDULE**

**1. SERVICES**

Service	Service Publication Location
AT&T Dedicated Internet (ADI)	<a href="http://serviceguidenew.att.com/sg_flashPlayerPage/MIS">http://serviceguidenew.att.com/sg_flashPlayerPage/MIS</a>
AT&T Bandwidth Services	<a href="http://serviceguidenew.att.com/sg_flashPlayerPage/BWS">http://serviceguidenew.att.com/sg_flashPlayerPage/BWS</a>

**2. PRICING SCHEDULE TERM AND EFFECTIVE DATES**

<b>Pricing Schedule Term</b>	<b>36 Months</b>
<b>Pricing Schedule Term Start Date</b>	Effective Date of this Pricing Schedule
<b>Effective Date of Rates and Discounts</b>	Effective Date of this Pricing Schedule
<b>Pricing Schedule Term Renewal Option</b>	Customer may extend Pricing Schedule Term for up to two additional one-year periods upon written notice to AT&T at least sixty (60) days prior to the last day of the original Pricing Schedule Term

**3. MINIMUM PAYMENT PERIOD**

Service Components	Percent of Monthly Charges Due Upon Termination Prior to Completion of Minimum Payment Period	Minimum Payment Period per Service Component
All Service Components	50%	Longer of 12 months or until the end of the Pricing Schedule Term

**4. SERVICE OR SERVICE COMPONENT WITHDRAWAL**

AT&T may discontinue a Service or Service Component as provided in the applicable Service Guide and in the case of a Service or Service Component that is supplied to AT&T by a third party service provider upon thirty (30) days written notice.

**5. RESALE OF SERVICES (US Mainland, and HI only)**

Customer may resell the Service.

**6. RATES (US Mainland, and HI only)**

**Section I: AT&T Dedicated Internet  
 Access Bandwidth -**

**Table 1: DNS Services**

Option	Undiscounted MRC
Additional Primary DNS (available in increments of up to 15 zones with a maximum of 150 Kilobytes of zone file data)	\$100 per DNS increment
Additional Secondary DNS (available in increments of up to 15 zones with a maximum of 150 Kilobytes of zone file data)	\$100 per DNS increment

**Table 2: ADI Tele – Installation**

Discount: 100.00%

ADI Speed	Undiscounted ADI Installation Fee	Undiscounted ADI w/ Managed Router Installation Fee
56 Kbps	\$1,000	\$1,000

**AT&T and Customer Confidential Information**

Page 2  
 ASAP!

**AT&T DEDICATED INTERNET  
PRICING SCHEDULE**

128 Kbps - 1.5 Mbps	\$1,000	\$1,000
NxT-1	\$2,500	\$2,500
Tiered/Full T-3	\$5,000	N/A
Tiered OC-3, OC-12, OC-48	\$10,000	N/A
Ethernet	\$1,500#	\$1,500***
10 Gig Ethernet* and up	\$1,500#	\$1,500

\* Service not available with MPLS PNT.

\*\*Pricing available for ADI speeds of 100 Mbps and below and with electrical interfaces only.

# Pricing also applies to Service locations in Alaska.

**Table 3: On-Site Installation**

**Discount: 100.00%**

ADI Speed	Undiscounted ADI w/ Managed Router Only Installation Fee
56 Kbps	\$999
128 Kbps - 1.5 Mbps	\$999
NxT-1	\$999
Tiered/Full T-3	\$1,000
Tiered OC-3, OC-12, OC-48	\$10,000
Ethernet	\$1,500*
10 Gig Ethernet and up	\$1,500
Nx10Gig Ethernet	\$3,500

\* Pricing also applies to Service locations in Alaska.

**Table 4: Flexible Bandwidth Billing Option – ADI 10 Gig Ethernet\*\***

ADI & ADI w/Managed Router Discount:89.50% Applies to all Tiered Bandwidth Minimum Commitments in this table unless an override discount is indicated.			Incremental Usage Fee Discount: 97.00% Applies to all Tiered Bandwidth Minimum Commitments in this table unless an override discount is indicated.
Tiered Bandwidth Minimum Commitment	Undiscounted ADI MRC	Undiscounted ADI w/ Managed Router MRC	Undiscounted Incremental Usage Fee
<b>ADI Discount for the following:</b>			<b>Incremental Usage Fee Discount for the following:</b>
.5 Gbps	\$5,658	\$7,000	\$70.00
1.0 Gbps	\$6,400	\$9,950	\$49.75
<b>ADI Discount for the following:</b>			<b>Incremental Usage Fee Discount for the following:</b>
1.5 Gbps	\$8,727	\$10,909	\$36.36
2.0 Gbps	\$9,091	\$12,276	\$30.69
2.5 Gbps	\$11,244	\$15,215	\$30.43
<b>ADI Discount for the following:</b>			<b>Incremental Usage Fee Discount for the following:</b>
3.0 Gbps	\$13,309	\$17,981	\$29.97
3.5 Gbps	\$14,400	\$19,462	\$27.80
4.0 Gbps	\$16,015	\$21,591	\$26.99
<b>ADI Discount for the following:</b>			<b>Incremental Usage Fee Discount for the</b>

**AT&T and Customer Confidential Information**

Page 3  
ASAP!

**AT&T DEDICATED INTERNET  
 PRICING SCHEDULE**

			<b>following:</b>
4.5 Gbps	\$16,771	\$22,720	\$25.24
5.0 Gbps	\$18,196	\$24,553	\$24.55
5.5 Gbps	\$19,636	\$26,502	\$24.09
6.0 Gbps	\$21,309	\$28,768	\$23.97
<b>ADI Discount for the following:</b>			<b>Incremental Usage Fee Discount for the following:</b>
6.5 Gbps	\$22,589	\$30,499	\$23.46
7.0 Gbps	\$24,218	\$32,727	\$23.38
7.5 Gbps	\$25,760	\$34,793	\$23.20
8.0 Gbps	\$26,953	\$36,387	\$22.74
<b>ADI Discount for the following:</b>			<b>Incremental Usage Fee Discount for the following:</b>
8.5 Gbps	\$28,233	\$38,115	\$22.42
9.0 Gbps	\$28,931	\$39,069	\$21.71
9.5 Gbps	\$29,527	\$39,855	\$20.98
10.0 Gbps	\$30,909	\$41,716	\$20.86

\* Service not available with MPLS PNT.

# Pricing also applies to Service locations in Alaska (Override discounts are not applicable to Service locations in Alaska).

**Table 5: Class of Service Option - Tiered T-1, T-3 and Burstable Service - Monthly Charges**

Discount: 100.00%

Speed	Class of Service ADI & ADI w/ Managed Router MRC <sup>#</sup>
56 Kbps**	\$225
128 Kbps**	\$225
256 Kbps**	\$225
384 Kbps**	\$225
512 Kbps**	\$225
768 Kbps	\$225
1024 Kbps**†	\$225
1.5 Mbps	\$225
2xT-1 (3 Mbps)	\$225
3xT-1 (4.5 Mbps)	\$225
4xT-1 (6 Mbps)	\$225
5xT-1 (7.5 Mbps)	\$225
6xT-1 (9 Mbps)	\$225
7xT-1 (10.5 Mbps)	\$225
8xT-1 (12 Mbps)	\$225
10 Mbps	\$825
15 Mbps	\$1,075
20 Mbps	\$1,325
25 Mbps	\$1,575
30 Mbps	\$1,825
35 Mbps	\$2,100
40 Mbps	\$2,350
45 Mbps	\$2,750
155 Mbps	\$2,750

**AT&T and Customer Confidential Information**

Page 4  
 ASAP!

**AT&T DEDICATED INTERNET  
 PRICING SCHEDULE**

\* Charges waived for Sites with AT&T BVoIP Service.

\*\*no real-time class available.

(†) Speed not available with MPLS PNT.

# Pricing also applies to Service locations in Alaska.

**Table 6: Class Of Service Option - Flexible Bandwidth Billing Option - Monthly Charges**

Discount: 100.00%

Speed	Undiscounted ADI & ADI w Managed Router MRC <sup>#</sup>
Up to 1.5 Mbps	\$225
2.0 Mbps	\$285
2.01 - 3.0 Mbps	\$360
3.01 - 4.0 Mbps	\$435
4.01 - 5.0 Mbps	\$510
5.01 - 6.0 Mbps	\$575
6.01 - 7.0 Mbps	\$640
7.01 - 8.0 Mbps	\$705
8.01 - 9.0 Mbps	\$765
9.01 to 10.0 Mbps	\$825
10.01 to 15.0 Mbps	\$1,075
15.01 - 20.0 Mbps	\$1,325
20.01 - 25.0 Mbps	\$1,575
25.01 - 30.0 Mbps	\$1,825
30.01 - 35.0 Mbps	\$2,100
35.01 - 40.0 Mbps	\$2,350
40.01 - 45 Mbps	\$2,750
45.01 - 155 Mbps	\$5,000
200 - 250 Mbps	\$5,400
300 - 350 Mbps	\$5,800
400 - 600 Mbps	\$6,200
622 Mbps	\$7,000
700 - 1000 Mbps	\$7,800
1.5 Gbps**	\$7,900
2.0 Gbps**	\$8,000
2.5 Gbps**	\$8,100
3.0 Gbps**	\$8,200
3.5 Gbps**	\$8,300
4.0 Gbps**	\$8,400
4.5 Gbps**	\$8,500
5.0 Gbps**	\$8,600
5.5 Gbps**	\$8,700
6.0 Gbps**	\$8,800
6.5 Gbps**	\$8,900
7.0 Gbps**	\$9,000
7.5 Gbps**	\$9,100
8.0 Gbps**	\$9,200
8.5 Gbps**	\$9,300
9.0 Gbps**	\$9,400

**AT&T and Customer Confidential Information**

Page 5  
 ASAP!

**AT&T DEDICATED INTERNET  
 PRICING SCHEDULE**

9.5 Gbps**	\$9,500
10.0 Gbps and up**	\$9,600

\*Charges waived for Sites with AT&T BVoIP Service.

\*\* Speed not available with MPLS PNT.

# Pricing also applies to Service locations in Alaska.

**Table 7: Class Of Service Option – Aggregate Billing Option\*\* - Monthly Charges**

**Discount: 100.00%**

Speed	Undiscounted ADI & ADI w Managed Router MRC **
T3 (up to 45 Mbps)	\$2,750
OC3 (up to 155 Mbps)	\$5,000
OC12 (up to 622 Mbps)	\$7,000
Ethernet (up to 1000 Mbps)	\$7,800
OC48 (up to 2500 Mbps)	\$8,100
10 Gigabit Ethernet (up to 10000 Mbps) and up	\$9,600

\*Charges waived for Sites with AT&T BVoIP Service.

\*\*Not available with MPLS PNT.

**Table 8: Class Of Service Option - Installation Fees**

**Discount: 100.00%**

Class of Service Undiscounted Installation Fee*#	\$1,000
--	---------

\*Charges waived for Sites with AT&T BVoIP Service.

# Pricing also applies to Service locations in Alaska.

**Table 9: Local Access**

NPA/NXX	Location	Access Bandwidth	Local Access Non-Recurring Charge	Local Access Net Monthly Recurring Charge
818226	5440 VALLEY CIRCLE BLVD, WOODLAND HILLS, CA, US, 91367	MIS Ethernet Access 10.0 Gbps	\$0.00	\$1300.00

**Section II: Additional Service Fees**

Moving Fee (during hours)	\$1,000 per location*
Additional Moving Fee (outside standard operating hours – 8:00 a.m. to 5:00 p.m. Monday through Friday)	Additional \$500 per location*

\*Subject to availability, pricing also applies to Service locations in Alaska.

This is the last page of the Pricing Document.

**AT&T and Customer Confidential Information**

Page 6  
 ASAP!



## E-Rate Rider

### ATTACHMENT TO AT&T DEDICATED INTERNET (Agreement") FOR SERVICES AND/OR PRODUCTS SUBJECT TO UNIVERSAL SERVICES ("E-RATE") FUNDING

This Attachment ("Attachment"), entered into by AT&T Corp. ("AT&T") and EL CAMINO REAL CHARTER HIGH SCHOOL ("Customer") and effective as of the date last signed below ("Effective Date"), is an attachment to the Agreement. This Attachment shall have the same term as the Agreement. If there are any inconsistencies between the Agreement and this Attachment with respect to the Service for which E-rate funding is sought, the terms and conditions of this Attachment shall control.

This Attachment provides additional terms and conditions that apply if and when the Customer obtains an end-to-end solution involving the use of terminating equipment ("Equipment"). If called for in the applicable Statement of Work, this Attachment also provides additional terms and conditions for the installation of conduit premises support structure ("CPSS" or "Facilities") installed by AT&T in order to bring Service to Customer's demarcation point.

### TERMS AND CONDITIONS APPLICABLE TO E-RATE FUNDED PRODUCTS AND SERVICES

**Customer has represented that it intends to seek funding through the Federal Universal Service Fund program known as "E-Rate" for some or all of the Services or Service Components purchased under the Agreement. E-Rate is administered by the Schools and Libraries Division ("SLD") of the Universal Service Fund Administrative Company ("USAC") (sometimes collectively or individually referred to herein as "USAC/SLD"). The Federal Communications Commission ("FCC") has promulgated regulations that govern the participation in the E-Rate program. Both Parties agree to adhere to FCC regulations as well as the rules established by SLD and USAC regarding participation in the E-Rate program. The Parties further agree:**

1. Eligibility of Products and Services. The eligibility or ineligibility of products or services for E-Rate funding is solely the responsibility of the USAC/SLD and/or the FCC. AT&T makes no representations or warranties regarding such eligibility.
2. Service Substitutions. Customer acknowledges that USAC/SLD funding commitments are based upon the products, services and locations set forth in the Form 471 and that any modification to the products and services and/or the locations at which the products or services are to be installed and/or provided, requires Customer to file a service substitution with USAC/SLD, seeking permission to receive alternative service or receive the service to an alternative location. AT&T will provide Services and Service Components only as approved by the USAC/SLD and may suspend activities pending approval of service substitution requests.
3. Requested Information. If requested, Customer will promptly provide AT&T with final copies of the following E-Rate-related materials (including all attachments) prepared by or for Customer: (i) Form 471 and Bulk Upload Template(s); (ii) Form 486; (iii) Form 500; (iv) Service Substitution Request; (v) Service Certification Form; and, (vi) Form 472-BEAR. If the Customer issues purchase orders, Customer shall clearly delineate between eligible and non-eligible Services on those orders.
4. Representations, Warranties and Indemnities. Each Party represents and warrants that it has and will comply with all laws and the requirements applicable to the E-Rate Program. In addition to any indemnification obligations set forth in the Agreement and to the extent permitted by law, each Party agrees to indemnify and hold harmless the other Party (its employees, officers, directors and agents, and its parents and affiliates under common control) from and against all third party claims (including FCC or USAC/SLD claims) and related loss, liability, damage and expense (including reasonable attorney's fees) arising out of the indemnifying Party's violation of the E-Rate Requirements or breach of the representations, warranties, and terms contained in this Attachment.
5. Non-Appropriations. By executing the Agreement, Customer warrants that Customer has funds appropriated and available to pay all amounts due hereunder through the end of Customer's current fiscal period. Customer further agrees to request all appropriations and funding necessary to pay for the Services for each subsequent fiscal period through the end of the Agreement Term. In the event Customer is unable to obtain the necessary appropriations for the Services provided under this Attachment, Customer may terminate the Services without liability for the termination charges upon

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1 of 6





## E-Rate Rider

the following conditions: (i) Customer has taken all actions necessary to obtain adequate appropriations or funding; (ii) despite Customer's best efforts funds have not been appropriated and are otherwise unavailable to pay for the Services; and (iii) Customer has negotiated in good faith with AT&T to develop revised terms, an alternative payment schedule or a new agreement to accommodate Customer's budget. Customer must provide AT&T thirty (30) days' written notice of its intent to terminate the Services. Termination of the Services for failure to obtain necessary appropriations or funding shall be effective as of the last day for which funds were appropriated or otherwise made available. If Customer terminates the Services under this Attachment, Customer agrees as follows: (i) it will pay all amounts due for Services incurred through date of termination, and reimburse all unrecovered non-recurring charges; and (ii) it will not contract with any other provider for the same or substantially similar services or equipment for a period equal to the original Agreement Term.

**6. Customer Must Choose A or B**

**A.)  [OPTION "A" IS AVAILABLE FOR NEW OR EXISTING SERVICES]**

**CUSTOMER DIRECTS AT&T TO COMMENCE OR CONTINUE SERVICES EVEN IF FUNDING COMMITMENT DECISION LETTER ("FCDL") HAS NOT BEEN RECEIVED FROM USAC/SLD. CUSTOMER ACKNOWLEDGES ITS OBLIGATION TO PAY FOR THE SERVICE IF FUNDING IS DENIED OR USAC/SLD COMMITMENT IS NOT RECEIVED.**

(i) Scope: **Customer desires that Services commence on or about July 1 unless a different date is inserted here 07-01-2019.** Customer intends to seek funding from the USAC/SLD, but acknowledges that it may not receive an FCDL prior to this date and that it is possible that USAC/SLD may delay, or not approve funding. The Services term begins on the latter of July 1 or installation or delivery of those services, and will continue for the term stated in the Agreement

(ii) Funding Denial Agreement Termination: CUSTOMER ACKNOWLEDGES THAT THERE IS NO RIGHT TO TERMINATE THE SERVICES OR SERVICE COMPONENTS MADE THE BASIS OF THIS ATTACHMENT IF E-RATE FUNDING IS DELAYED OR DENIED.

**B.)  [OPTION "B" IS APPROPRIATE FOR NEW SERVICES]**

**SERVICES WILL NOT COMMENCE AND/OR EQUIPMENT WILL NOT SHIP UNTIL AT&T RECEIVES NOTIFICATION THAT E-RATE FUNDS HAVE BEEN COMMITTED; IF E-RATE FUNDING FOR SERVICES AND/OR EQUIPMENT IS DENIED, AGREEMENT WILL TERMINATE AS TO THOSE SERVICES AND/OR EQUIPMENT UNLESS AND UNTIL A NEW ATTACHMENT (REPLACING THIS ATTACHMENT) IS EXECUTED.**

(i) Scope: Customer agrees to use best efforts to obtain funding from the USAC/SLD AT&T will not begin work related to the Services and/or equipment (including, without limitation, construction, installation or activation activities) until after AT&T receives Customer notification to proceed with the order, and verification of funding approval, and, for Internal Connections (IC), a verification of Form 486 approval by the USAC/SLD. AT&T will commence Service(s) as soon as is practical following the receipt of the appropriate documentation. The Services term begins on installation and delivery of those services, and will continue for the term stated in the Agreement.

(ii) Funding Denial Agreement Termination: if a funding request is denied by the USAC/SLD, the Agreement, with respect to such Service(s) and/or equipment, shall terminate sixty (60) days from the date of the FCDL in which E-Rate funding is denied or on the 30<sup>th</sup> day following the final appeal of such denial, and Customer will not incur termination liability. In the event Services and/or equipment are to be provided pursuant to a multi-year arrangement (whether by contract or tariff), this termination right applies only to the first year of the multi-year agreement.

(iii) IF CUSTOMER WISHES TO CHANGE ITS SELECTION AND WISHES AT&T TO COMMENCE SERVICES REGARDLESS OF FUNDING COMMITMENT FROM THE USAC/SLD, CUSTOMER WILL EXECUTE A NEW (REPLACEMENT) ATTACHMENT, AND AGREE TO THE TERMS SET FORTH IN "A" ABOVE. Upon execution of the Replacement Attachment, the Parties will mutually agree upon a Service Commencement Date.

**CONFIDENTIAL INFORMATION**

2 of 6

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## E-Rate Rider

This provision does not apply to Services that were initially approved for funding and subsequently deemed ineligible by USAC/SLD after commencement of Service

### 7. AT&T Owned Equipment - General Terms and Conditions

To the extent provided in the applicable Statement of Work, Customer desires Services to be rendered to its location(s) by placing Equipment (e.g. routers, switches) on the Customer's premises (the "Premises"). Customer does not wish to provide this Equipment itself, but instead requests the placement of the Equipment as part of the installation associated with the delivery of the underlying Service. The equipment is owned by AT&T. Ownership of the equipment will not transfer to the Customer in the future, and neither the Master Agreement nor this Attachment includes an option to purchase the Equipment. The Equipment shall not be used by the Customer for any purpose other than the receipt of eligible telecommunications or Internet access service of which it is a part.

Accordingly, Customer hereby:

- Grants AT&T a license to install, operate, and maintain such Equipment and such additional, supplemental or replacement equipment as AT&T may from time to time deem necessary or desirable for the provision of services contemplated by the Service Agreement) within the Premises at such locations as mutually agreed by the parties at the time of installation, for so long as AT&T is providing the Services.
- Confirms such license shall include a right of access to, from and within the Premises for purposes of installing, , operating, maintaining, repairing and replacing such Equipment. All Equipment brought onto the Premises by AT&T will be deemed the personal property of AT&T (regardless of whether such Equipment is attached or affixed to the Premises) and Customer shall have no right to or interest in such Equipment. Customer has no right to exclusive use of the Equipment, and AT&T may use the Equipment to provide service to another customer.
- Agrees to provide adequate space and electric power for the Equipment and keep the Equipment physically secure and free from liens and encumbrances. Customer will bear the risk of loss or damage to the Equipment (other than ordinary wear and tear), except to the extent caused by AT&T or its agents. The Equipment will be provided at the prices set forth in the attached Statement of Work.
- Agrees to notify AT&T of any and all issues arising out of or related to such Equipment, including the need for maintenance or repair, and assumes responsibility for notifying any other contractors or persons with a need to know, of the presence of the equipment and their location.
- Agrees to indemnify and hold AT&T harmless from any and all liability that may arise out of the presence and placement of such equipment , except for AT&T's gross negligence.
- Grants AT&T the right, but not the obligation, to remove all or any part of such equipment from the Premises at any time after the termination of, the Service.

Additionally, overall SLD program rules and eligibility requirements apply, and these requirements may change from time to time.

### 8. Terms of Equipment Usage – E-Rate Category 1 Funding

Please note that there are some important Customer obligation areas to facilitate timely Equipment installation and service delivery. Accordingly, Customer agrees to provide the following:

A. **PATH** - The Customer is responsible for providing or causing the property owner to provide a path from the property line into the building. A clear underground or aerial path is required from the property line where AT&T ILEC facilities exist, to the equipment room designated to support the entrance fiber.

B. **SPACE** - Customer is responsible for providing appropriate floor space and a properly installed equipment rack of suitable strength and quality to properly support the intended Equipment and the location of the Minimum Point of Entry (MPOE)/ Demarcation Point in compliance with FCC and AT&T service requirements.

The appropriate space and location will be mutually agreed following an AT&T site visit by an authorized AT&T Engineer. Any

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3 of 6



## E-Rate Rider

Demarcation Point location which is further than the closest practicable point to the MPOE in the building will require custom work which may not be eligible for E-Rate Category 1 (C1) funding, and must be paid for by the Customer.

C. **ENVIRONMENTAL** – Operating environment should be between +40° F and 100° F at 0% to 85% relative humidity (RH-Non-Condensing).

D. **POWER - GROUND** - Customer will need to provide permanent, dedicated, 3-prong grounded power for the Equipment being installed. Power requirements can consist of nominal –48VDC, +24/-24 VDC, 110V, 125V, 220V, etc. located within 3 feet of the AT&T Equipment. AT&T may require more than one power outlet for some Equipment types, and there are specific amperage requirements for different Equipment types.

Relay racks/cabinets must be properly grounded by placing an exposed #6 or larger grounding wire to the building’s ground source. This ground wire will be attached to the closest ground rod (earth ground) or building bus bar available and run to the Network Terminating Equipment location in the room.

Site specific customer obligations will also be provided by AT&T personnel via e-mail upon finalization of this Attachment.

### 9. **Customer Premises Support Structure (“CPSS”) – General Terms and Conditions.**

To the extent provided in the applicable Statement of Work, Customer desires Services to be rendered to its location(s) by placing conduit and/or other conduit premises support structures (“CPSS” or “Facilities”) on the Customer’s premises (the “Premises”). Customer does not wish to provide these Facilities itself, but instead requests the placement of the Facilities as part of the construction and installation work associated with the delivery of the underlying Service.

Accordingly, Customer hereby:

- Grants AT&T a license to install and operate -- in accordance with the designs agreed to within the Statement of Work, Scope of Work, or other documents, approved by the parties in connection with this project -- such Facilities and such additional or replacement Facilities as AT&T may from time to time deem necessary or desirable for the provision of the Services contemplated by the Service Agreement.
- Confirms such license shall include a right of access to, from and within the Premises for purposes of installing, repairing and replacing such Facilities. All Facilities brought onto the Premises by AT&T, once installed and functional, will be deemed the property of Customer.
- Confirms that once the facilities are installed, the Customer shall be responsible for the cost of any installation, maintenance, repair or replacement of the Facilities.
- Assumes responsibility for notifying any other contractors or persons with a need to know, of the presence of the Facilities and the location of such Facilities;
- In addition to any early termination charges identified in the Agreement or Pricing Schedule, Customer is also liable for 100% of the cost of \$9200 for each site at which AT&T installs Customer Premise Support Structure facilities (CPSS). All early termination charges, plus recovery of entrance facility costs, shall not exceed the total amount Customer would have been required to pay for the Service if it had not terminated early.

#### **Terms Applicable to CALNET customers with the following services:**

If purchasing this Service under a Calnet contract, the following terms shall apply:

- **Metropolitan Area Network (MAN) Ethernet (3.0):** In the event of termination of service within 24 months from the Cutover Date of Service, Customer is liable for 100% of the cost of \$9200 for each site at which AT&T installs Customer Premises Support Structure facilities (CPSS).
- **Managed Internet Services (5.0):** If Customer cancels Service at an eligible Customer Site prior to the service activation date, AT&T is not obligated to complete work on Entrance Facility Construction (EFC), and Customer agrees to compensate AT&T for all of AT&T's costs incurred, up through the date of cancellation associated with providing EFC, regardless of whether the construction thereof has been completed.

**CONFIDENTIAL INFORMATION**

4 of 6

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## E-Rate Rider

**10. USAC Invoicing Method**

AT&T will follow Service Provider invoicing requirements for the E-Rate Program, and will accommodate either the Service Provider Invoice Form (“SPI”) - Form 474 – or Billed Entity Application Reimbursement (“BEAR”) - Form 472 invoice method. Customer agrees to promptly submit any AT&T or USAC/SLD Forms needed to support requests for payment of Services rendered.

- a. SPI – Customer must first receive an approved Funding Commitment Decision Letter and Form 486 Notification Letter. In addition, the Customer shall NO LATER THAN 120 days prior to their Last Date to Invoice notify AT&T of its SPI election, provide and certify to AT&T an accurate list of the applicable Billing Accounts Numbers for services per their Form 471 funding application for each Funding Request Number for which the SPI method is sought. Customer understands and agrees that invoices are due and payable in full by their stated due date unless and until these requirements have been met and SPI discounts commence. Where these requirements are not met, Customer agrees to utilize the BEAR disbursement method to request their E-rate funding. See: <http://usac.org/sl/applicants/step06/default.aspx> .
- b. BEAR - Under current rules, Service Providers have no involvement in the BEAR invoice process.

**11. Reimbursement of USAC/SLD.**

Customer agrees to promptly submit any AT&T or USAC/SLD Forms needed to support Form 474 SPI requests for payment of discounted Services. If USAC/SLD (i) seeks recovery from AT&T for disbursed E-Rate funds as a result of Customer’s failure to comply with the E-Rate rules or regulations, including Customer delays in submitting required forms or contracts; or (ii) determines that Services which it had previously been approved for discounts are not eligible resulting in a “Notice of Improperly Disbursed Funds” or other request for recovery of funds requests (other than as the result of AT&T’s failure to comply with the E-Rate requirements), then AT&T shall reverse any E-rate SPI discounts provided which were denied, any reimbursements demanded, and any funds returned, and Customer shall (a) pay all unfunded, reimbursed, or returned amounts and (b) reimburse AT&T for any funds AT&T must return to USAC/SLD, each within ninety (90) days of notice from USAC/SLD. In addition, Customer agrees and acknowledges that a determination of ineligibility, reduction, or other non-funding by USAC/SLD does not affect the obligations set forth in the Agreement, including those obligations related to payments and early termination fees. This provision shall supersede any other provision with respect to limits on the time period in which charges may be invoiced.

**FCC RULES REQUIRE THAT PRIOR TO SUBMISSION OF A FORM 471 APPLICATION FOR FUNDING THE PARTIES MUST HAVE ENTERED INTO A BINDING CONTRACT FOR THE SERVICES MADE THE SUBJECT OF THE APPLICATION. IT IS THE CUSTOMER’S RESPONSIBILITY TO ENSURE THAT STATE LAW REQUIREMENTS FOR A BINDING CONTRACT HAVE BEEN MET PRIOR TO THE SUBMISSION OF A FORM 471.**

THIS ATTACHMENT REPLACES THE ATTACHMENT BETWEEN THE PARTIES DATED . 07-01-2019

SO AGREED by the Parties’ respective authorized signatories:

<b>Customer</b> (by its authorized representative)	<b>AT&amp;T</b> (by its authorized representative)
By:	By:
Name:	Name:

**CONFIDENTIAL INFORMATION**

5 of 6

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## E-Rate Rider

Title:	Title:
Date:	Date:

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**Customer Service Order**

THIS SERVICE ORDER (“Service Order”), is executed and effective upon the date of the signature set forth in the signature block below (“Effective Date”) and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder (“Spectrum”) and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, <https://enterprise.spectrum.com/> (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a “Service Agreement”). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Account Executive: Linda Garcia  
 Phone: 714-287-6609 ext:  
 Cell Phone: 714-287-6609  
 Fax:  
 Email: linda.garcia@charter.com

**Order # 10605427**

Customer Information: Customer Code		
<b>Business Name</b>	El Camino Real High School	<b>Customer Type:</b> Existing Customer
<b>Federal Tax ID</b>	<b>Tax Exempt Status</b>	<b>Tax Exempt Certificate #</b>
<b>Billing Address</b>		
<b>Attention To:</b>		<b>Account Number</b>
5440 VALLEY CIRCLE BLVD WOODLAND HILLS CA 91367		8448200010624491
<b>Billing Contact</b>	<b>Billing Contact Phone</b>	<b>Billing Contact Email Address</b>
Dean Bennett	(818) 595-7508	dbennett@lausd.net
<b>Authorized Contact</b>		
<b>Authorized Contact</b>	<b>Authorized Contact Phone</b>	<b>Authorized Contact Email Address</b>
Dean Bennett	(818) 595-7508	dbennett@lausd.net
<b>Technical Contact</b>		
<b>Technical Contact</b>	<b>Technical Contact Phone</b>	<b>Technical Contact Email Address</b>
Fernando Delgado	8185957517	f.delgado@ecrchs.net



<b>Fiber Internet and Ethernet Service Order Information For 5440 Valley Circle Blvd Woodland Hills CA 91367</b>			
<b>Site Name</b>	<b>Address Location</b>	<b>Location Type</b>	<b>Bandwidth</b>
	5440 Valley Circle Blvd Woodland Hills, CA 91367		

<b>Current Services and Monthly charges At 5440 Valley Circle Blvd , Woodland Hills CA 91367</b>			
<b>Description</b>	<b>Quantity</b>	<b>Sales Price</b>	<b>Monthly Recurring Total</b>
Fr Starter	1	\$0.00	\$0.00
Free Standard	1	\$0.00	\$0.00
<b>*Total</b>			<b>\$0.00</b>
*Prices do not include taxes and fees.			

<b>New and Revised Services and Monthly Charges At 5440 Valley Circle Blvd , Woodland Hills CA 91367</b>				
<b>Description</b>	<b>Quantity</b>	<b>Sales Price</b>	<b>Monthly Recurring Total</b>	<b>Contract Term</b>
13 Static IP	1	\$35.00	\$35.00	36 Months
Fiber Internet 1Gbps	1	\$1,150.00	\$1,150.00	36 Months
<b>*Total</b>			<b>\$1,185.00</b>	
*Prices do not include taxes and fees.				

<b>One Time fees At 5440 Valley Circle Blvd , Woodland Hills CA 91367</b>			
<b>Description</b>	<b>Quantity</b>	<b>Sales Price</b>	<b>Total</b>
BCF Fiber Install	1	\$250.00	\$250.00
<b>Total</b>			<b>\$250.00</b>
*Prices do not include taxes and fees.			



**Special Terms**

**E-Rate Funding Contingency**

Customer may submit this Service Order and the Agreement to the Schools and Libraries Division of the Universal Service Administrative Company, (i.e., the entity appointed by the Federal Communications Commission to administer the Universal Service Program with respect to Schools and Libraries ('E-Rate') funding) as part of any application seeking a federal subsidy or funding.

Customer is responsible for notifying Charter of its election of either the Service Provider Invoice ('SPI') or Billed Entity Applicant Reimbursement ('BEAR') discount method by May 15th prior to the applicable funding year. Customer must complete and return an 'E-Rate Discount Election Form' to Charter prior to such date, or Customer will be deemed to have chosen the BEAR discount method for the funding year.

Upon Charter's receipt of appropriate notice that Customer is an approved E-Rate program participant for a Service, Charter will invoice Customer for the Service in accordance with E-Rate guidelines and/or rules. If Charter invoices Customer for a Service pursuant to any E-Rate program rates, discounts or credits in advance of receiving such notice and Customer's request for E-Rate program funding is denied, limited or reduced, Charter will invoice Customer and Customer will pay the difference between such invoiced amount(s) and the actual amount of the charges for the Service as described in this Service Order. Notwithstanding anything herein to the contrary, Customer's obligations under this Service Order shall remain in full force and effect in the event Customer withdraws or is removed from the E-Rate program, receives E-Rate program funding that is less than Customer's requested funding amount, or is denied E-Rate program funding for any Service described in this Service Order. For the avoidance of doubt, Customer is solely responsible for all charges for Services, as described in this Service Order, that were installed prior to the E-Rate program funding year start date.

**Electronic Signature Disclosure**

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

\_\_\_\_\_  
Authorized Signature for Customer





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**Printed Name and Title**

---

**Date Signed**

# Cover Sheet

## Discuss and Possible Approval of Purchase of Palo Alto Firewall

**Section:** IV. School Business  
**Item:** C. Discuss and Possible Approval of Purchase of Palo Alto Firewall  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** ED Recommendation - Palo Alto Firewall.pdf  
IV.C. Palo Alto Firewall.pdf

## EL CAMINO REAL ALLIANCE

### EXECUTIVE DIRECTOR RECOMMENDATION

**BOARD MEETING DATE:** March 28, 2019

**AGENDA ITEM:**

Palo Alto Firewall license renewal

**BRIEF SUMMARY OF THE ISSUE:**

Our current license will expire at the end of April. This seeks a renewal of our Palo Alto Firewall license, for a period of 3 years. An annual subscription would cost \$35,554.94. Signing a 3 year license for \$71,512.69 would constitute a significant savings. The quote provided includes two redundant subscriptions; this is necessary as we have two firewalls set up in high availability (redundancy) mode, which would cause the second to activate should the first one fail. This type of redundancy is needed in order to ensure that there is no interruption in service. Only purchasing one license would potentially result in the network being down for an unknown amount of time while the second is activated through the vendor.

**PERSONNEL INVOLVED:**

Tech Department personnel; Business Office personnel to process payments

**FISCAL IMPLICATIONS (IF ANY):**

The total amount of the contract is \$71,512.69 for a 3 year license, which constitutes a significant discount compared to an annual license.

**IMPACT ON SCHOOL MISSION, VISION OR GOALS (IF ANY):**

Having a firewall is necessary to protect the integrity of the school's network systems, and will encourage learning by prohibiting access to inappropriate or dangerous sites on school devices.

**OPTIONS OR SOLUTIONS:**

Click or tap here to enter text.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:**

Approve the Palo Alto Firewall license renewal. Given the significant savings for a multi-year license as opposed to an annual one, and the need for a strong firewall to protect the school system, this appears to be a necessary item for the school to have.

**PROPOSED MOTION:**

Approve the contract for the Palo Alto Firewall license for a term of three years at a total cost of \$71,512.69.



12881 166th Street  
 Cerritos, CA 90703  
 www.gstes.com  
 (562) 345-8700

## OP46918 Ryan El Camino Real\_Palo Alto Licenses 3yr Premium\_011519

**Prepared by:**

Golden Star Technology  
 June Kim  
 (562) 345-8779  
 Fax (562) 546-1290  
 jkim@gstes.com

**Prepared for:**

El Camino Real Charter High School  
 5440 Valley Circle Blvd  
 Woodland Hills, CA 91367  
 Ryan Guinto  
 r.guinto@ecrchs.net  
 (818) 595-7575

**Quote Information:**

Quote #: 047279  
 Version: 6  
 Quote Date: 03/25/2019  
 Expiration Date: 04/25/2019

### Software

Line	Item	Description	Price	Qty	Ext. Price	Taxable
1	PAN-PA-5220-TP-3YR-HA2-R	Threat prevention subscription 3 year prepaid renewal for device in an HA pair, PA-5220 Serial# 013201008568 Start Date: 5/9/19 End Date: 7/24/22	\$13,680.44	1	\$13,680.44	<input type="checkbox"/>
2	PAN-SVC-PREM-5220-3YR-R	Premium support 3-year prepaid renewal, PA-5220 Serial# 013201008559 Start Date: 5/9/19 End Date: 7/24/22	\$18,566.71	1	\$18,566.71	<input type="checkbox"/>
3	PAN-PA-5220-TP-3YR-HA2-R	Threat prevention subscription 3 year prepaid renewal for device in an HA pair, PA-5220 Serial# 013201008559 Start Date: 5/9/19 End Date: 7/24/22	\$13,680.44	1	\$13,680.44	<input type="checkbox"/>
4	PAN-PA-5220-URL4-3YR-HA2-R	PANDB URL filtering subscription 3 year prepaid renewal for device in an HA pair, PA-5220 Serial# 013201008559 Start Date: 7/24/19 End Date: 7/24/22	\$12,792.55	1	\$12,792.55	<input type="checkbox"/>
5	PAN-PA-5220-URL4-3YR-HA2-R	PANDB URL filtering subscription 3 year prepaid renewal for device in an HA pair, PA-5220 Serial# 013201008568 Start Date: 7/24/19 End Date: 7/24/22	\$12,792.55	1	\$12,792.55	<input type="checkbox"/>

**Subtotal:** \$71,512.69

### Quote Summary

Description	Amount
Software	\$71,512.69

**Total:** \$71,512.69

### TERMS AND CONDITIONS



12881 166th Street  
Cerritos, CA 90703  
www.gstes.com  
(562) 345-8700

All prices and descriptions are subject to change without notice.

THIS PRICE LIST IS A QUOTATION ONLY AND IS NOT AN ORDER OR OFFER TO SELL. No contract for sale will exist unless and until a purchase order has been issued by you and accepted by Golden Star Technology Inc. ("GST"). Acceptance by GST of any offer is expressly conditioned upon your assent to the Terms and Conditions of Sale set forth in GST's invoices.

The prices contained in this list may not be relied upon as the price at which GST will accept an offer to purchase products unless expressly agreed to by GST in writing. Products quoted were selected by GST based on specifications available at the time of the quotation, and are not guaranteed to meet bid specifications. Product specifications may be changed by the manufacturer without notice. It is your responsibility to verify product conformance to specifications of any subsequent contract. All products are subject to availability from the manufacturer. The freight costs listed are estimates. Shipping costs may vary based on time of purchase, quantity ordered, shipment carrier and warehouse sourced. Actual shipping costs will be calculated during shipment and will be reflected on your invoice. For hardware product(s), manufacturer warranty will begin upon physical delivery of the hardware products(by) by the customer or GST warehouse. For software product(s), the manufacturer warranty will begin upon electronic or physical receipt of the software product(s) by you or GST.

GST is not responsible for compliance with regulations, requirements or obligations associated with any contract resulting from this quotation unless said regulations, requirements or obligations have been passed to GST and approved in writing by an authorized representative of GST.

---

Customer Signature

---

Date

# Cover Sheet

## Discuss and Possible Approval of Resolution Re Department of Rehabilitation Agreement

**Section:** IV. School Business  
**Item:** D. Discuss and Possible Approval of Resolution Re Department of  
Rehabilitation Agreement  
**Purpose:** Vote  
**Submitted by:**

**Related Material:**

IV.D.1 ED Recommendation - Resolution re Dept. of Rehab Agreement.pdf  
IV.D.2 Dept. of Rehab - Board Resolution.pdf  
IV.D.3 Dept. of Rehab - Agreement.pdf  
IV.D.4 Dept. of Rehab - Exhibits to Agreement.pdf  
IV.D.5 Dept. of Rehab - Authorization.pdf  
IV.D.6 Dept. of Rehab - Certification.pdf

## **EL CAMINO REAL ALLIANCE**

### **EXECUTIVE DIRECTOR RECOMMENDATION**

**BOARD MEETING DATE:** March 28, 2019

**AGENDA ITEM:**

Board Resolution approving Department of Rehabilitation Agreement

**BRIEF SUMMARY OF THE ISSUE:**

I'm seeking approval to renew our partnership/contract with the CA Dept. of Rehabilitation, which provides funding to offer paid work-based learning/jobs to students with special needs/IEPs.

**PERSONNEL INVOLVED:**

Sharon Lenderman, Transition Teacher, chooses students to place in community businesses to gain work experience while providing lessons, monitoring, and liaising with store managers. ECR business office & Paylocity for hiring paperwork and paychecks. Clerical personnel for entering work times for pay. Business Office personnel for renewing Liability/Workman's Comp coverage with ECR insurance company.

**FISCAL IMPLICATIONS (IF ANY):**

ECR/Paylocity initially pays student workers, hired by ECR, to work in community. Lenderman sends monthly invoices to DOR; California DOR reimburses ECRCHS through an invoicing process-NO COST to ECR. Contract Budget is \$45,781.88 per year, 2019-2021. (\$23,901.98 to reimburse ECR 20% of Lenderman's salary/bene package. \$21,879.90 for student wages, 15-17 students per year up to 100 hours minimum wage job in community.)

**IMPACT ON SCHOOL MISSION, VISION OR GOALS (IF ANY):**

Work-based learning experiences offer a real world engagement that fosters professionalism, character, confidence, collaboration, financial literacy, and improved future success in the work force.

**OPTIONS OR SOLUTIONS:**

N/A





March 25, 2019  
Page 2

**EXECUTIVE DIRECTOR'S RECOMMENDATION:**

Recommend approval of this program. This is a wonderful opportunity for students to obtain real-life experience in the business world, while also allowing them to earn income. Since their income is reimbursed by the Department of Rehabilitation, this is a no-cost program for ECR.

Also, note that this program has been in existence at ECR since 2016, and was last renewed for a 2-year term by Board Resolution on June 28, 2017.

**PROPOSED MOTION:**

Approve the Board Resolution authorizing the Chief Business Officer to execute the 2-year Agreement with the Department of Rehabilitation.

STATE OF CALIFORNIA

DEPARTMENT OF REHABILITATION

**BOARD RESOLUTION**

DR 324 (Rev 9/2011)

FULL Name of Corporation or Public Agency

El Camino Real Alliance

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

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

Name/Position of Person Authorized to Sign Agreement

Alan Darby/Chief Business Officer

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


**CERTIFICATION**

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

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

Address Where Board Meeting Held

5440 Valley Circle Blvd. Woodland Hills, CA 91367

Date of Board Meeting	Signature of Recording Secretary	Date Signed
		

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 10/2018)

AGREEMENT NUMBER

31024

PURCHASING AUTHORITY NUMBER (if applicable)

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

CONTRACTING AGENCY NAME

Department of Rehabilitation

CONTRACTOR NAME

El Camino Real Alliance

2. The term of this Agreement is:

START DATE

July 1, 2019

THROUGH END DATE

June 30, 2021

3. The maximum amount of this Agreement is:

\$91,564.00

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

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	1
Exhibit A.1	Contractor's Program Scope of Work	2
Exhibit B	Budget Detail and Payment Provision	4
Exhibit B.1	Contractor's Program Budget and Narrative	2
Exhibit C*	General Terms and Conditions (GTC 4/2017)	1
Exhibit D	Special Terms and Conditions (Attached hereto as part of this agreement)	7
Exhibit E	Additional Provisions - Federally Funded Agreements	3
Exhibit F	Additional Provisions - Cooperative/Case Service Agreements	3
Exhibit G	Additional Provisions - Contractor's Monitoring and Transportation	1

Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at [www.dgs.ca.gov/ols/resources/standardcontractlanguage.aspx](http://www.dgs.ca.gov/ols/resources/standardcontractlanguage.aspx)

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

**CONTRACTOR**

CONTRACTOR NAME (if other than an Individual, state whether a corporation, partnership, etc.)

El Camino Real Alliance

CONTRACTOR BUSINESS ADDRESS

5440 Valley Circle Boulevard

CITY

Woodland Hills

STATE

CA

ZIP

91367

PRINTED NAME OF PERSON SIGNING

Alan Darby

TITLE

Chief Business Officer

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 10/2018)

AGREEMENT NUMBER 31024	PURCHASING AUTHORITY NUMBER (if applicable)
---------------------------	---

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

Department of Rehabilitation

CONTRACTING AGENCY ADDRESS

721 Capitol Mall

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Cynthia Robinson

TITLE

Chief, Contracts & Procurement Section

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

California Department of General Services Approval (or exemption, if applicable)

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

**1. PURPOSE**

Subvention: VR Third Party Cooperative/Case Service Agreements:

**2. AUTHORITY**

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

Regulations: 34 CFR 369.2 (b)

Catalog of Federal Domestic Assistance Number (CFDA) 84.126A

**3. CONTRACT REPRESENTATIVES**

Direct all inquiries during the term of this Agreement to the Contract Administrators listed herein:

<p><b>Department of Rehabilitation</b> Colleen Gaither, Contract Administrator 15400 Sherman Way, Suite 140 Van Nuys, CA 91406 818.901.5036 818.908.4580 - Fax <a href="mailto:colleen.gaither@dor.ca.gov">colleen.gaither@dor.ca.gov</a></p>	<p><b>El Camino Real Alliance</b> Sharon Lenderman 5440 Valley Circle Boulevard Woodland Hills, CA 91367 818.595.8002 818.710.9023 - Fax <a href="mailto:s.lenderman@ecrchs.net">s.lenderman@ecrchs.net</a></p>
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**4. DESCRIPTION OF SERVICES/DELIVERABLES**

See attached program description - EXHIBIT A.1

**EXHIBIT A.1**  
**Case Service Contract**  
**El Camino Real Alliance**  
**We Can Work**  
**Work Experience Contract**

**SCOPE OF WORK**

**I. Introduction**

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

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

This contract will focus specifically on the provision of Work-based Learning Experience services.

This We Can Work contract is designed to jointly serve the mutual consumers receiving services from the Department of Rehabilitation (DOR) through the Van Nuys/ Foothill District and the Los Angeles Unified School District (LAUSD) – Chartered Operated Programs - El Camino Real Alliance. LAUSD - Chartered Operated Programs - El Camino Real Alliance Staff and resources are combined to provide work experience services through this Work Experience Program herein referred to as We Can Work (WCW).

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

The referral process will include the following: LAUSD - Charter Operated Programs - El Camino Real Alliance Staff will identify WCW students/DOR participants and refer those who are eligible for work experience to DOR. LAUSD - Chartered Programs - El Camino Real Alliance Staff will gather all necessary school documentation once releases are signed, including the school IEP, testing, and other disability information, and provides these to the DOR Counselor.

For fiscal year 2019-2020, a total of 15 unduplicated WCW students/DOR participants will be served through this case service contract.



For fiscal year 2020-2021, a total of 15 unduplicated WCW students/DOR participants will be served through this case service contract.

**II. Services to be Provided**

**A. DOR Student Services Work-based Learning Experience**

**1. DESCRIPTION OF SERVICES**

DOR Student Services Work-based Learning Experience consists of short-term placements either on or off campus and monitoring of the WCW student/DOR participants performance in the work environment. Work experience may include paid/unpaid internships, paid/unpaid placement, summer work experience, work exploration and job shadowing. The WCW students/DOR participants may participate in more than one work experience situation. Work experiences are intended to be temporary placements to gain experience in the workplace. They may also result in the development of any of the following: vocational direction, appropriate work attitudes, ethics, interpersonal skills, speed, accuracy and foundational employment skills.

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

**2. Service Goals/Number to be served**

During fiscal year 2019/2020, it is expected that:

- El Camino Real Alliance will provide 15 work experiences to WCW students/DOR participants.

During fiscal year 2020/2021, it is expected that:

- El Camino Real Alliance will provide 15 work experiences to WCW students/DOR participants.

**III. Contract Administrator/Program Coordinator**

<p><b><u>Department of Rehabilitation</u></b>                  Van Nuys/Foothill District Office                  Colleen Gaiter, Contract Administrator                  15400 Sherman Way Suite 140                  Van Nuys, CA 91406                  **Video Phone: 818-614-3027                  Front Office: 818-901-5036                  Fax: 818-908-4580                  Email: <a href="mailto:colleen.gaiter@dor.ca.gov">colleen.gaiter@dor.ca.gov</a></p>	<p>LAUSD-CHARTER OPERATED PROGRAMS-                  El Camino Real Alliance                  Emily Larew, Asst. Principal, SPED                  5440 Valley Circle Blvd.                  Woodland Hills, CA 91367                  Email: <a href="mailto:e.larew@ecrchs.net">e.larew@ecrchs.net</a>                  Phone: 818-595-8003                  Fax: 818-910-7023                  Danielle Davis - <a href="mailto:ddavi6@lausd.net">ddavi6@lausd.net</a>                  Phone: 213-241-5430                  Fax: 213-241-8431</p>
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**EXHIBIT B**  
**(Standard Agreement - Subvention)**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. INVOICING AND PAYMENT**

**A. Service Budget Payment of Expenditure**

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

**B. Submission of Invoice(s)**

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



**C. Appropriate Expenditures**

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

**D. Invoice Claim Adjustments**

1. Surplus funds from a given line item, within a fiscal year budget may be used to defray allowable costs under the approved budget line items contained **within the same fiscal year**. A claim adjustment is required on the Service Invoice (DOR 801B) with an attached brief narrative explaining each line item impacted and may not exceed up to a cumulative amount of ten percent (10%) of the total annual contract Service Budget for all budget years as long, as there is neither an increase nor decrease of the total annual contract Service Budget. A formal amendment is required if it does not meet the above criteria.
  
2. Staff line item salary ranges and percentage of time are projected estimates and are subject to change based on actual salary and chargeable time costs. Claim adjustments are allowable as long as the annualized total line item costs do not exceed what is allowed in Item 1 above.

**E. Budget Contract Amendments**

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

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

**F. Travel Reimbursements**

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

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

**2. BUDGET CONTINGENCY CLAUSE**

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

### **3. BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS**

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

### **4. PROMPT PAYMENT CLAUSE**

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

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

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

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

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

## **6. ACCOUNTING SYSTEM REQUIREMENTS**

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



STATE OF CALIFORNIA SERVICE BUDGET		WE CAN WORK CASE SERVICE CONTRACT						DEPARTMENT OF REHABILITATION		
Contractor Name and Address		Contract Number			Federal ID Number			Page X of X		
El Camino Real Alliance 5440 Valley Circle Blvd. Woodland Hills, CA 91367					27-4855978			1 of 1		
		Budget Period			Budget Period			Budget Period		
		July 1, 2019 - June 30, 2020			July 1, 2020 - June 30, 2021					
		Effective Date (Amendments Only)			Effective Date (Amendments Only)			Effective Date (Amendments Only)		
Line No.	PERSONNEL-Position Title & Time Base	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted
1	Work Experience Coordinator - 30 hours per week, 10 Months/Year	\$119,509.92	0.20	\$23,901.98	\$119,509.92	0.20	\$23,901.98			
	<b>Work Based Learning Services</b>	<b>Estimate cost per student</b>	<b>Approx. Students to be served</b>	<b>Amount Budgeted</b>	<b>Estimate cost per student</b>	<b>Approx. Students to be served</b>	<b>Amount Budgeted</b>	<b>Estimate cost per student</b>	<b>Students to be served</b>	<b>Amount Budgeted</b>
2	Student Wages	\$1,458.66	15	\$21,879.90	\$1,458.66	15	\$21,879.90			
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18	<b>Subtotal</b>			\$45,781.88			\$45,781.88			
19	<b>OPERATING EXPENSES</b>									
20										
21										
22										
23										
24										
25										
26										
27	<b>Operating Subtotal</b>									
28	<b>Personnel and Operating Subtotal</b>			\$45,781.88			\$45,781.88			
29	<b>Indirect Rate Percentage</b>									
30	<b>Indirect Cost</b>									
	<b>TOTAL (rounded to nearest dollar)</b>			\$45,782			\$45,782			

## **WE CAN WORK CASE SERVICE CONTRACT SERVICE BUDGET NARRATIVE**

### **BENEFITS**

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

### **PERSONNEL**

#### **Work Experience Coordinator:**

- Maintains a job bank for WCW student/DOR participant in Work Experiences.
- Places WCW student/DOR participant in Work Experiences
- Monitors and evaluates the WCW student/DOR participant in the Work Experience
- Provides monthly progress reports to referring DOR counselor.

#### **Non-WE contract/Traditional Education Agency Duties:**

LAUSD-Charter Operated Programs-El Camino Real Alliance/Traditional Education Agency (Transition Teacher)

- Facilitates and conducts transition assessments (students with IEPs 9-12<sup>th</sup> grades.)
- Facilitates and delivers transition instruction and services.
- Conducts in-service IEP/ITP compliance training to staff.
- Counsels students with post-secondary planning.
- Refers consumers to outside support agencies.
- Coordinates Medi-Cal reimbursement programs. (SMAA, LEA Billing Option)

#### **Student Wages:**

Estimated cost per student for wages based on the approximate number of WCW students/DOR participants to be served per fiscal year. Cost of student wages is calculated at minimum wage plus workers compensation. WCW students/DOR participants will be paid minimum wage for up to 100 hours per WCW student/DOR participant. The WCW students/DOR participants may be provided more than one work experience within this 100 hour limit. For example, 2 work experience at 50 hours per WE.

## **EXHIBIT C**

### **GENERAL TERMS AND CONDITIONS (GTC 04/2017)**

PLEASE NOTE: The General Terms and Conditions will be included in the Agreement by reference, you can view them at the Department of General Services, Office of Legal Services website at : <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>

Click on the Standard Contract Language section to expand, then click on GTC 04/2017.

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

**SPECIAL TERMS AND CONDITIONS**

**1. NOTIFICATION & COMPLIANCE**

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

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

**2. DISPUTES**

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

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

**3. RIGHT TO TERMINATE**

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



**4. TRAINING SEMINARS, WORKSHOPS OR CONFERENCES**

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

**5. INSURANCE REQUIREMENTS**

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

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

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

B. Automobile Liability (If Applicable) – For DOR consumers being provided transportation under said Agreement, the Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:

- **For public schools and for-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity up to 7 people** (includes driver), the Contractor’s certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 –15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **\$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.
- **For non-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity of up to 15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily



injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.

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

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

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

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

## 6. CONFLICT OF INTEREST

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

## 7. CONFIDENTIALITY

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

to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at [iso@dor.ca.gov](mailto:iso@dor.ca.gov).

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

## 8. AUDIT AND REVIEW REQUIREMENTS

### A. General Audit and Review Requirements

1. The State shall have the right to conduct inspections, reviews, and/or audits of the Contractor to determine whether the services provided and the expenditures invoiced by the Contractor were in compliance with this Agreement and other applicable federal or state statutes and regulations.

2. Contractor agrees that Department of Rehabilitation, State Controller's Office, Department of General Services, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement, including but not limited to, accounting records, consumer service records, records and evaluations of individuals referred to the program, and other supporting documentation that may be relevant to the audit or investigation.
3. The Contractor shall submit to the State such reports, accounts, and records deemed necessary by the State to discharge its obligation under State and Federal laws and regulations, including the applicable OMB cost principles and administrative requirements.
4. Contractor agrees to allow the auditors access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
5. Contractor agrees to maintain such records for possible audit for a minimum of five (5) years after final payment or until resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the five (5) year period, whichever is later.

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

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

**9. COMPETITIVE BIDDING AND PROCUREMENTS**

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

**10. USE OF SUBCONTRACTOR(S)**

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

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

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

#### **11. POTENTIAL SUBCONTRACTORS**

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

#### **12. CONTRACT AMENDMENTS**

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

#### **13. SOFTWARE**

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

#### **14. THEFT SENSITIVE ITEMS**

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

The following items, regardless of cost must be inventoried:

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

## **15. ATTRIBUTION**

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



## EXHIBIT E

### (Standard Agreement - Subvention)

#### ADDITIONAL PROVISIONS – Federally Funded Agreements

##### 1. FEDERAL REQUIREMENTS

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

##### 2. FEDERAL FUNDING INTELLECTUAL PROPERTY

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

##### 3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

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

#### 4. PROHIBITION ON TAX DELINQUENCY

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

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

#### 5. THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT

- A. Equal Employment Opportunity--All Agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Chapter 60 Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, Part 60-1 Obligations of Contractors and Subcontractors, Subpart A. Preliminary Matters; Equal Opportunity Clause; Compliance Reports.
- B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of \$100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).
- C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this Agreement, the Contractor who is awarded an Agreement of \$100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- D. All contractors shall comply with the following statutes and regulations:
  1. Subject: Discrimination on the basis of race, color, or national origin.  
Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4).  
Regulation: 34 CFR part 100.
  2. Subject: Discrimination on the basis of sex  
Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).  
Regulations: 34 CFR part 106.
  3. Subject: Discrimination on the basis of handicap.  
Statute: Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794).  
Regulation: 34 CFR part 104handicap.
  4. Subject: Discrimination on the basis of age.  
Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).  
Regulation: 34 CFR part 110

#### 6. RETURN OF INAPPROPRIATE USE OF FUNDS

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

**7. AMERICANS WITH DISABILITIES ACT (ADA)**

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

**8. UNRUH CIVIL RIGHTS ACT AND THE FAIR EMPLOYMENT & HOUSING ACT**

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

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

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



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

**ADDITIONAL PROVISIONS - COOPERATIVE/CASE SERVICES**

**1. MATCH REQUIREMENTS**

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

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

For Agreements that include **CASH MATCH**:

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

**2. INDIRECT COSTS**

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

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

### 3. **CONTRACT HANDBOOK**

Contractor acknowledges and agrees with the policies requirements and conditions of the Department of Rehabilitation's Contract Handbook and its additional policy requirements and conditions for Case Services/Cooperative Program Agreements as applicable for the Fiscal Year(s) covered under this Agreement. Match requirements are applicable to Cooperative Programs Agreements only.

### 4. **DOR'S CONTRACT MONITORING**

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

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

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

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

**ADDITIONAL PROVISIONS-CONTRACTOR'S MONITORING & TRANSPORTATION**

**I. CONTRACT MONITORING AND REPORTING**

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

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

**II. TRANSPORTATION**





The Contractor will not provide transportation to DOR participants

STATE OF CALIFORNIA  
**GRANT/CONTRACT SIGNATURE AUTHORIZATION**  
 DR 325 (Rev. 12/98) Computer Generated


DEPARTMENT OF REHABILITATION

GRANTEE/CONTRACTOR:  STATE OF CALIFORNIA Department of Rehabilitation 721 Capitol Mall Sacramento, California 95814	SUBGRANTEE/CONTRACTEE: (Legal Corporation/Public Agency Name & Address)  <b>El Camino Real Alliance                  El Camino Real Charter High School                  5440 Valley Circle Blvd.                  Woodland Hills, CA 91367</b>
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The following persons are authorized to request reimbursement of expenses incurred as a result of the agreement between the Grantee/Contractor and Subgrantee/Contractee named above:

Signature 	Name (Please Type or Print) <b>Sharon Lenderman</b>	Title (Please Type or Print) <b>Transition Teacher</b>
Signature 	Name (Please Type or Print) <b>Susan Kim</b>	Title (Please Type or Print) <b>Accountant</b>
Signature 	Name (Please Type or Print)	Title (Please Type or Print)
Signature 	Name (Please Type or Print)	Title (Please Type or Print)

I hereby delegate authority to request reimbursement of expenses as shown above.

Authorized Signature per Board Resolution 	Name (Please Type or Print) <b>Alan Darby</b>	Date Signed
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**CCC 04/2017**

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<b><i>El Camino Real Alliance</i></b>		<b><i>27-4855978</i></b>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<b><i>Alan Darby / Chief Business Officer</i></b>		
<i>Date Executed</i>	<i>Executed in the County of</i>	
	<b><i>Los Angeles</i></b>	

**CONTRACTOR CERTIFICATION CLAUSES**

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
  - 1) the dangers of drug abuse in the workplace;
  - 2) the person's or organization's policy of maintaining a drug-free workplace;
  - 3) any available counseling, rehabilitation and employee assistance programs; and,
  - 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other



than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

## DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.



Former State Employees (Pub. Contract Code §10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are

some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

# Cover Sheet

## Review and Possible Approval of Revised Classified Management Salary Table

**Section:** IV. School Business  
**Item:** E. Review and Possible Approval of Revised Classified Management Salary Table  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
IV.E.1 ED Recommendation - Classified Management Salary Table.pdf  
IV.E.2 Revised Classified Management Salary Table (redline).pdf  
IV.E.3 Revised Classified Management Salary Table (clean).pdf

## **EL CAMINO REAL ALLIANCE**

### **EXECUTIVE DIRECTOR RECOMMENDATION**

**BOARD MEETING DATE:** March 28, 2019

**AGENDA ITEM:**

Classified Management Salary Table

**BRIEF SUMMARY OF THE ISSUE:**

The Board previously approved a Classified Management Salary Table. This revised version changes some of the amounts to be paid to Classified Management staff, as well as adding one additional position and removing one position from the previously approved Table.

**PERSONNEL INVOLVED:**

The personnel identified on the Table itself. At this time, there is no one in the following positions: Payroll Specialist; Manager, Information Systems; Payroll Manager; Director, Human Resources; Director, Technology; or Director, Accounting & Finance.

**FISCAL IMPLICATIONS (IF ANY):**

The fiscal implications are the amounts of the salaries as specified.

**IMPACT ON SCHOOL MISSION, VISION OR GOALS (IF ANY):**

Having these positions would allow the school to better function in technology and finance, which are important areas for the effective operation of the school in general.

**OPTIONS OR SOLUTIONS:**

There is an issue as to whether the Chief Information Officer should be included or not included in this Table.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:**

Approve the revised Classified Management Salary Table with the changes redlined in the version presented.

**PROPOSED MOTION:**

Approve the revised Classified Management Salary Table

March 25, 2019  
Page 2



**ECRA Classified Management Salary Table**

Job Title (Days)	Step 1	Step 2	Step 3	Step 4	Step 5
Manager, Human Resources (249)	\$63,861.40	\$67,533.25	\$71,201.83	\$75,256.58	\$79,374.59
Payroll Specialist (260)	\$66,682.23	\$70,515.70	\$74,346.75	\$78,580.62	\$82,881.02
Plant Manager, Buildings & Grounds (260)	\$68,600.00	\$69,972.00	\$71,371.00	\$72,798.00	\$74,254.00
Manager, Accounting & Finance (260)	\$74,865.70	\$79,065.70	\$83,432.63	\$88,185.45	\$93,054.40
Manager, Information Systems (260)	\$82,776.47	\$86,915.29	\$91,261.06	\$95,824.11	\$100,615.32
Director, Human Resources (260)	\$82,776.47	\$86,915.29	\$91,261.06	\$95,824.11	\$100,615.32
Payroll Manager (260)	<del>\$82,776.47</del> <u>\$84,018.12</u>	<del>\$86,915.29</del> <u>\$88,653.60</u>	<del>\$91,261.06</del> <u>\$93,624.16</u>	<del>\$95,824.11</del> <u>\$98,945.53</u>	<del>\$100,615.32</del> <u>\$104,483.43</u>
Director, STEAM and Sustainability (249)	\$85,256.53	\$89,904.71	\$95,000.14	\$100,401.01	\$106,041.87
<u>Director, Technology (260)</u>	<u>\$96,619.32</u>	<u>\$102,090.69</u>	<u>\$107,863.27</u>	<u>\$113,972.14</u>	<u>\$120,381.01</u>
Director, Accounting & Finance (260)	<del>\$89,022.55</del> <u>\$99,246.74</u>	<del>\$93,875.77</del> <u>\$104,918.92</u>	<del>\$99,195.93</del> <u>\$110,892.30</u>	<del>\$104,835.45</del> <u>\$117,050.77</u>	<del>\$110,725.36</del> <u>\$123,794.72</u>
<del>Chief Information Officer (260)</del>	<del>\$107,863.27</del>	<del>\$113,972.14</del>	<del>\$120,381.01</del>	<del>\$127,157.62</del>	<del>\$134,352.78</del>

Differentials\*

Master's                 \$3,000.00  
 PhD                     \$5,000.00

\* These differentials effective as of January 1, 2019.



**ECRA Classified Management Salary Table**

Job Title (Days)	Step 1	Step 2	Step 3	Step 4	Step 5
Manager, Human Resources (249)	\$63,861.40	\$67,533.25	\$71,201.83	\$75,256.58	\$79,374.59
Payroll Specialist (260)	\$66,682.23	\$70,515.70	\$74,346.75	\$78,580.62	\$82,881.02
Plant Manager, Buildings & Grounds (260)	\$68,600.00	\$69,972.00	\$71,371.00	\$72,798.00	\$74,254.00
Manager, Accounting & Finance (260)	\$74,865.70	\$79,065.70	\$83,432.63	\$88,185.45	\$93,054.40
Payroll Manager (260)	\$84,018.12	\$88,653.60	\$93,624.16	\$98,945.53	\$104,483.43
Manager, Information Systems (260)	\$82,776.47	\$86,915.29	\$91,261.06	\$95,824.11	\$100,615.32
Director, Human Resources (260)	\$82,776.47	\$86,915.29	\$91,261.06	\$95,824.11	\$100,615.32
Director, STEAM and Sustainability (249)	\$85,256.53	\$89,904.71	\$95,000.14	\$100,401.01	\$106,041.87
Director, Technology (260)	\$96,619.32	\$102,090.69	\$107,863.27	\$113,972.14	\$120,381.01
Director, Accounting & Finance (260)	\$99,246.74	\$104,918.92	\$110,892.30	\$117,050.77	\$123,794.72

Differentials\*

Master's                   \$3,000.00  
 PhD                         \$5,000.00

\* These differentials effective as of January 1, 2019.



# Cover Sheet

## AFSCME Initial Proposal

**Section:** IV. School Business  
**Item:** F. AFSCME Initial Proposal  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** IV.F. AFSCME Proposal.pdf



**AFSCME District Council 36**

-

**El Camino Real Charter High School  
Classified Bargaining Unit  
1<sup>st</sup> Contract Package Proposal  
Union Package Proposal #1  
3/18/2019**

Package Proposal.

The Union reserves the right to make additional proposals during the course of negotiations and to request information necessary for

## TABLE OF CONTENTS

	<b>Page</b>
Article 1 Agreement	1
Article 2 Recognition	2
Article 3 Definitions	4
Article 4 Duration	5
Article 5 Outsourcing	6
Article 6 Support of the Agreement	7
Article 7 Evaluation	8
Article 8 Compensation	10
Article 9 Health and Welfare Benefits	13
Article 10 Hours, Overtime, and Extra Work Assignments	16
Article 11 Vacations and Holidays	23
Article 12 Leaves of Absence	25
Article 13 Transfers and Vacancies	31
Article 14 Safety Conditions	32
Article 15 Emergency Closure/Emergency Release	33
Article 16 Uniforms	34
Article 17 Layoff and Reemployment	35
Article 18 Personnel Files, Employment Status, and Discipline	37
Article 19 Grievance Procedures	41
Article 20 Non-Discrimination	47
Article 21 Miscellaneous	48
Article 22 ECRCHS Rights	49
Article 23 Union Rights	51
Article 24 Dues Deduction	55
Article 25 Concerted Activities	57
Article 26 Savings Clause	58

**Article 27 Full Understanding, Modifications, Waiver 59**

**Article 28 Re-Negotiation Procedures 60**

**APPENDICES:**

**Appendix A – Evaluation Form**

**Appendix B – 2018-2019 Wages and Salaries**

**Appendix C – Health and Welfare Benefits Applicable Plans**

**Appendix D – Assignment Basis**

**Appendix E – Form regarding use of physician of choice for work related injury**

# Cover Sheet

## ECR Initial Proposal

**Section:** IV. School Business  
**Item:** G. ECR Initial Proposal  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** IV.G. ECRA-AFSCME Public Disclosure.pdf

## **AGENDA ITEM IV.G**

### El Camino Real Alliance

**To:** Board of Directors  
El Camino Real Alliance

**From:** David Hussey, Executive Director  
El Camino Real Alliance

**Date:** March 28, 2019

**Re:** **Public Disclosure of ECRA’s Initial Proposal to AFSCME for Negotiations Pursuant to Government Code Section 3547**

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Consistent with its charter, El Camino Charter Alliance (“ECRA” or “School”) is the independent public school employer of the employees of the School as specified in the Educational Employment Relations Act (Government Code Section 3540, et seq.).

As such, this memorandum is to disclose to the public ECRA’s initial proposal pursuant to Government Code Section 3547 related to the collective bargaining agreement between ECRA and the American Federation of State, County and Municipal Employees District Council 36 (“AFSCME”).

It is the intent of the Board of ECRA to negotiate a collective bargaining agreement between the parties addressing mandatory subjects of bargaining as to terms and conditions of employment including, but not limited to, Recognition, Charter School Rights, Federation Rights, Grievance Procedure, Employment Status, Leaves, Hours, Work Day/Year, Compensation, Health Benefits, Performance Evaluations, Discipline/Dismissal, Layoff Impacts, Safety Conditions, Term of Agreement, Negotiations Procedures, etc.