



El Camino Charter High School

Annual Meeting and Regular Board Meeting

Date and Time

Thursday August 22, 2019 at 4:30 PM PDT

Location

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

ANNUAL MEETING REGULAR 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 "Public Comments." "Public Comments" 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 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.
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.

TELECONFERENCE LOCATIONS

Teleconferencing will be available at the following locations:

ECR College & Career Independent Study Program
 7401 Shoup Avenue
 West Hills, California 91307

REPS & Co.
 4141 Jutland Drive #300
 San Diego, California 92117

Members of the public attending a meeting conducted via teleconference do not need to give their name when entering the conference call.

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			04:30 PM
A. Call the Meeting to Order		Scott Silverstein	1 m
B. Record Attendance and Guests		Daniel Chang	1 m
C. Pledge of Allegiance		Beatriz Chen	3 m
D. Public Comments		Public	30 m
E. Executive Director Update		David Hussey	15 m
F. Chief Business Officer Update		Alan Darby	15 m
II. Governance			05:35 PM
A. Elect 2019-2020 Board Chair	Vote	Daniel Chang	10 m
B. Elect 2019-2020 Board Vice-Chair	Vote	Daniel Chang	5 m
C. Appoint 2019-2020 President	Vote	Daniel Chang	5 m
D. Appoint 2019-2020 Chief Financial Officer	Vote	Daniel Chang	5 m
E. Appoint 2019-2020 Secretary	Vote	Daniel Chang	5 m
F. Creation of Committees	Vote	Board Chair	10 m
Discuss and vote on creating one or more standing or ad hoc committees. Possible committees include Travel, Executive Director Evaluation, Safety, Finance, and Technology.			
G. Discuss Process for Filling Open Board Position	Discuss	Board Chair	10 m
The open Parent Representative position will need to be filled, position is filled by election of parents. Proposed timeline: post on newsletter and by email and social media, applications open Friday, August 23; take applications through September 20; online voting Monday, September 23 through Tuesday, September 24; announce winning candidate at September 26 Board Meeting.			
III. Consent			06:25 PM
A. Approve Minutes of July 24, 2019 Regular Board Meeting	Approve Minutes	Board Chair	1 m
Approve minutes for Regular Board Meeting and Brown Act / Comprehensive Training on July 24, 2019			

IV. Financial			06:26 PM
<p>A. Review and Vote on June and July 2019 Check Registers</p> <p>ACTION ITEM: motion to approve the June and July 2019 check registers.</p> <p>B. July 2019 Financial Update</p> <p>The financials will be discussed through year-end June 2019.</p> <p>C. Discuss and Vote on 2018-19 Year-End Unaudited Actual Financial Report</p> <p>Discuss and vote on 2018-19 Year-End Unaudited Actual Financial Report. ACTION ITEM: motion to approve the 2018-19 Year-End Unaudited Actual Financial Report.</p>	<p>Vote</p> <p>Discuss</p> <p>Vote</p>	<p>Alan Darby</p> <p>Alan Darby</p> <p>Alan Darby</p>	<p>10 m</p> <p>10 m</p> <p>10 m</p>
V. School Business			06:56 PM
<p>A. Tech Update and IT Audit Update</p> <p>B. Discuss and Possible Approval of Authorization for Student Services Mediation</p> <p>Discuss and possible vote on allowing AP of Student Services, Emilie Larew, to sign settlement agreements on behalf of the school at due process mediations. ACTION ITEM: motion to approve giving AP of Student Services authority to execute settlement agreements on behalf of ECR at due process mediations.</p> <p>C. Discuss and Possible Approval of Bus Passes</p> <p>Discuss and possible vote authorizing purchasing monthly bus passes for qualified students. ACTION ITEM: motion to approve the purchase of monthly bus passes for qualified students.</p>	<p>Discuss</p> <p>Vote</p> <p>Vote</p>	<p>Beatriz Chen</p> <p>David Hussey</p> <p>Board Chair</p>	<p>20 m</p> <p>10 m</p> <p>10 m</p>
VI. Closed Session			07:36 PM
<p>A. Conference with Labor Negotiators</p> <p>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 (AFSCME)</p> <p>B. Conference with Legal Counsel: Anticipated Litigation</p> <p>Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code § 54956.9: four (4) matters.</p> <p>C. Public Employee Performance Evaluation</p> <p>Title: Executive Director Title: Chief Business Officer</p>	<p>Discuss</p> <p>Discuss</p> <p>Discuss</p>	<p>Board Chair</p> <p>Board Chair</p> <p>Board Chair</p>	<p>15 m</p> <p>15 m</p> <p>15 m</p>
VII. Reconvene to Open Session			08:21 PM
<p>A. Report on Actions Taken in Closed Session, If Any</p> <p>B. Possible Board Approval of AFSCME Agreement</p> <p>ACTION ITEM: motion to approve the Collective Bargaining Agreement between ECR and AFSCME for 2019-2022.</p>	<p>Discuss</p> <p>Vote</p>	<p>Scott Silverstein</p> <p>Board Chair</p>	<p>3 m</p> <p>5 m</p>
VIII. Closing Items			08:29 PM
<p>A. Adjourn Meeting</p>	<p>Vote</p>	<p>Scott Silverstein</p>	<p>1 m</p>

Cover Sheet

Approve Minutes of July 24, 2019 Regular Board Meeting

Section: III. Consent
Item: A. Approve Minutes of July 24, 2019 Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Regular Board Meeting and Brown Act / Comprehensive Training on July 24, 2019

DRAFT



El Camino Charter High School

Minutes

Regular Board Meeting and Brown Act / Comprehensive Training

Date and Time

Wednesday July 24, 2019 at 4:00 PM

Location

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

REGULAR BOARD MEETING AND BROWN ACT / COMPREHENSIVE TRAINING

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Directors Present

Beatriz Chen, Brian Archibald, Darin Ryburn, Kenneth Lee, Lisa Crosthwait, Scott Silverstein

Directors Absent

Gregory Basile, Steven Kofahl

Directors Arrived Late

Scott Silverstein

Guests Present

Alan Darby, David Hussey

I. Opening Items

A. Call the Meeting to Order

Darin Ryburn called a meeting of the board of directors of El Camino Charter High School to order on Wednesday Jul 24, 2019 @ 4:10 PM at El Camino Real Charter High School, Library, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Jennifer King spoke regarding "Speak Up Parents," an organization that helps parents have a voice in education.

Scott Silverstein arrived late.

II. Training

A. Fiscal Control Policies and Best Practices for Public Charter Schools

Walter Wallace gave a presentation on Fiscal Control Policies and Best Practices for Public Charter Schools.

B. Brown Act Training

Lisa Corr provided training on the Brown Act.

C. Conflict of Interest Laws

Lisa Corr provided training on Conflict of Interest Laws.

D. Public Records Act

Lisa Corr provided training on the Public Records Act.

E. Best Governance Practices

Lisa Corr provided training on Best Governance Practices.

Mr. Silverstein asked if the Board had the right to view an employee's personnel file. Ms. Corr stated that she would look into this and advise the Board.

III. Consent

A. Approve Minutes of June 27, 2019 Regular Board Meeting

Mr. Ryburn asked if the Spanish-language version of the enrollment packet was being done.

Mr. Hussey indicated that staff is working on this.

Darin Ryburn made a motion to approve minutes from the Regular Board Meeting on 06-27-19.

Lisa Crosthwait seconded the motion.

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

IV. Financial

A. Review and Vote on June 2019 Check Registers

This matter was tabled.

V. School Business

A. Discuss and Possible Approval of 2019-20 Parent-Student Handbook

The Parent-Student Handbook has been revised to include additional necessary language, as well as to improve flow.

Ms. Crosthwait asked if language could be added regarding the one to one laptops, as well as the insurance for the laptop. Mr. Hussey indicated that the language would be added.

Ms. Crosthwait also asked that the language "considering" a Front-of-the-Line lunch passes be deleted, and identify that the passes are being implemented.

Mr. Ryburn asked about the lockdown drills being in the Spring, Mr. Hussey noted that we have lockdown drills both semesters, but the Handbook reflects the minimum.

Mr. Ryburn also asked about the social media behavior video and whether that can be incorporated back into the Handbook. Mr. Hussey advised that he would look into this.

Mr. Archibald stated that all communications created by ECR should have the school's unique selling proposition. It would not be a policy or a lot of verbage. It could be added as an addendum to the Parent-Student Handbook, and then parents would be notified of the update to the Handbook. Mr. Hussey indicated he would work on it and present it by next month.

Ms. Chen noted that STEAM was not included in the list of programs offered; Mr. Hussey stated that it would be added.

Darin Ryburn made a motion to approve the 2019-2020 Parent-Student Handbook with the revisions as noted.

Beatriz Chen seconded the motion.

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

VI. Closing Items

A. Adjourn Meeting

Darin Ryburn 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 6:40 PM.

Respectfully Submitted,
Daniel Chang

Cover Sheet

Review and Vote on June and July 2019 Check Registers

Section: IV. Financial
Item: A. Review and Vote on June and July 2019 Check Registers
Purpose: Vote
Submitted by:
Related Material: IV.A.1 ECR Check Register June 2019.pdf
IV.A.2 ECR Check Register July 2019.pdf

El Camino Real Charter HS
 Check Register - June 2019 - MAIN

Grand Total: 1,930,278.25

Vendor	Check #	Void	Date	Memo	Check Amount
Matthew Harbourt	1018		6/7/2019	FSA Reimbursement - Payroll Checks	69.03
Barrie Gold	1019		6/18/2019	FSA Reimbursement - Payroll Checks	416.66
Sylvia Yi	1020		6/17/2019	FSA Reimbursement - Payroll Checks	416.66
Amy Carter	1021		6/4/2019	FSA Reimbursement - Payroll Checks	415.00
Matthew Harbourt	1022		6/14/2019	FSA Reimbursement - Payroll Checks	171.70
Michele Greene	1023		6/17/2019	FSA Reimbursement - Payroll Checks	482.78
3239 ProjectRISEmusic.com LLC	12216		6/3/2019	Invoice dated 5/21/2019 Customer ID 276588	2,250.00
3276 Hardwoods Specialty Products US LP	12217		6/3/2019	Hardwood and Specialty Products for Woodshop Voc Ed	3,517.40
931012 Ziat Zahur	12218		6/3/2019	AP physics boat project supplies battery.9121-1796 CNB Checking - A/P Account #1796	191.88
2360 Mike Brown Grandstands, Inc.	12219		6/3/2019	Graduation bleachers for 6/7/19 Class 2019	28,400.00
224821 Corinne Brennan	12220		6/3/2019	AP Music Theory resource book.	404.33
224821 Corinne Brennan	12221		6/3/2019	Test banks and other resources for AP Music Theory	72.99
807671 Sukhbir Dhillon	12222		6/3/2019	BSET Training	38.50
101721 Patty Bolten	12223		6/3/2019	Human Resources for Anyone with Newly Assigned HR Responsibilities	52.90
916781 James Delarme	12224		6/3/2019	Online Course Social Studies	79.00
2607 The Cruz Center	12225		6/4/2019	01/19 Special Ed Services	500.00
3062 Pitsco, Inc.	12226		6/4/2019	Ray Catcher Sprint Kit	679.18
2524 Scantron Corporation	12227		6/4/2019	Scantron order entry.	844.93
2334 Marta Franco	12228		6/4/2019	5/15/19 Notary Service	30.00
2578 Stonefire Grill	12229		6/4/2019	6/05/19 End of Year Faculty PD	2,916.58
2249 John Burroughs High School	12230		6/4/2019	12/2019 J Burroughs HS Ralph Brandt Boys Soccer Tournament JV Var	1,125.00
2625 Thousand Oaks High School	12231		6/4/2019	Thousand Oaks 2019 Conejo Classic Tournament Fee Boys Water Polo	900.00
2588 Taft Charter High School Student Body VOID	12232		6/4/2019	2019 West Valley League Track&Field Prelims and Finals Expense Share	436.63
VOID	12233	VOID	6/5/2019	VOID	-
112180 Xochitl Gilkeson	12234		6/5/2019	6/05/19 Manual Payroll Check Final Pay	4,244.47
1874 American Scholastic Mathematics Association	12235		6/5/2019	ASMA Math Contests for 19-20 school year	90.00
2606 The College Board	12236		6/5/2019	Conference- Kathy Her Acct 01-9531-0-0000-0000-8699-073	1,075.00
1966 California Mathematics League	12237		6/5/2019	CML Math Contests for the 19-20 school year	90.00
3271 Christopher Craton	12238		6/5/2019	2019 Spring Play Musician in the Band for "Spelling Bee" Drama	850.00
3272 Daniel J Bermudez	12239		6/5/2019	2019 Spring Play Musician in "Spelling Bee" Band. Drama	850.00
3231 Missy Fine Inc.	12240		6/6/2019	Flowers for graduation ceremony 6/7/2019	1,913.75
120890 Alyssa Lee	12241		6/6/2019	Boys Volleyball - Vegas Tournament - BUDGET	437.19
120890 Alyssa Lee	12242		6/6/2019	Boys Volleyball Budget - Hawaii Coach	211.32
1845 Ace Party Rents	12243		6/6/2019	Chair rental for graduation ceremony on 6/7/19	4,200.00
613491 Patricia Estrin	12244		6/6/2019	Film Equipment Camera Video Charger Budget	254.00
931028 Mircea Pitariu	12245		6/6/2019	2019 State CIF Diving Championships 5/10 and 5/11	467.02
931109 Mary Ruth Summers	12246		6/7/2019	6/7/19 Final Payroll Check Summers	5,553.94
408481 Annie Darakjian	12247		6/7/2019	6/07/19 Final Payroll Check Darakjian	5,909.83
101611 Ramon Diaz	12248		6/7/2019	6/07/19 Final Payroll Check Diaz	6,245.64
81256 Gail Nettels	12249		6/7/2019	6/07/19 Final Payroll Check Nettels	7,794.29
514781 Jason Kinsella	12250		6/7/2019	6/07/19 Final Payroll Check Kinsella	3,229.16
931095 Jacqueline Dondero	12251		6/7/2019	6/07/19 Final Payroll Check Dondero	3,836.56
819461 Michele Greene	12252		6/7/2019	6/07/19 Final Payroll Check Greene	5,518.54
931209 Ami Sheth	12253		6/7/2019	6/07/19 Final Payroll Check Sheth	5,269.29
931272 Nathan Staves	12254		6/7/2019	6/07/19 Final Payroll Check Staves	516.01
715791 Eric Choi	12255		6/7/2019	Boys Golf Matches - Green Fees, Carts	350.00
3234 LA Party Rents, Inc.	12256		6/7/2019	Hedge rental for graduation stage backdrop 6/8/19	917.48
123801 Ilda Luna	12257		6/10/2019	1 year Subscription Senor Wooly Pro, Instructional Materials	305.00
119931 Alex Kamberian	12258		6/10/2019	Boys Volleyball Budget - Hawaii Travel March Kamberian 2019	110.57
931193 Judith Ponce	12259		6/10/2019	USPS CertifiedMail Postage for Student Sup Services	14.60
208731 Susan Kim	12260		6/10/2019	Supplies, Snacks for Open Enrollment/Benefits Fair 5/30/19	98.74
931217 Elizabeth Brasler	12261		6/10/2019	6/10/2019 Manual Final Payroll Check	5,278.60
931146 Stephanie L Hussey	12262		6/10/2019	6/10/19 Manual Final Payroll Check	186.07
2380 MRC Smart Technology Solutions(SoCal Office	12263		6/10/2019	3/22/19-4/21/19 Maintenance Agreement for Sharp Multi Function Printers (Contract	409.53
2380 MRC Smart Technology Solutions(SoCal Office	12264		6/10/2019	2/22/19-3/21/19 Maintenance Agreement for Sharp Multi Function Printers (Contract	409.53
2092 EdTec Inc.	12265		6/10/2019	05/19 EdTec Monthly Services	17,654.17
2915 Wayne Adelstein	12266		6/10/2019	06/19 Decision Publications Marketing & Community relations	5,000.00
2378 Music Theatre International	12267		6/11/2019	Royalties and materials contract for 2019 Spring Musical Balance	1,629.69
2340 McGraw-Hill Education, Inc.	12268		6/11/2019	Textbooks Acct 157144	297.42
2340 McGraw-Hill Education, Inc.	12269		6/11/2019	Textbooks	4,082.92
2343 Judy McLean	12270		6/11/2019	05/19 Payroll Services	4,025.00
1836 Abdon Rosales	12271		6/11/2019	05/19 Gardening Service for Shoup	1,200.00
2382 My Team Products	12272		6/11/2019	Clothes, Boys Soccer Invoice Date 12/1/15	1,089.00
2192 Rian Hardie	12273		6/11/2019	05/19 ColorGuard/Dance Instructor	105.00
2380 MRC Smart Technology Solutions(SoCal Office	12274		6/11/2019	5/22/19-6/21/19 Maintenance Agreement for Sharp Multi Function Printers (Contract	409.53
3107 National Speech & Debate Association	12275		6/12/2019	HS Nationals Entry Fee	20.00
111621 Michael Consoletti	12276		6/12/2019	Summer Supplies for NJROTC	299.37
931069 Daniel Chang	12277		6/12/2019	Workers Comp Deposition 5/31/19	10.50
2642 Turf Team, Inc.	12278		6/13/2019	May2019 Sports Field Maintenance - Baseball Budget	1,506.00
2642 Turf Team, Inc.	12279		6/13/2019	May2019 Sports Field Maintenance - Softball Budget	1,004.00
2664 Vending Plus	12280		6/13/2019	Crystal Geyser 35 / 16.9 oz for 2019 Graduation (Nick Nikka)	175.24
2334 Marta Franco	12281		6/13/2019	6/5/19 Notary Service	60.00
2612 The Home Depot	12282		6/13/2019	5/17/19 Supplies for Shoup Acct 6035 3221 9466 3245	289.62
2808 Macmillan Holdings, LLC (MPS, c/o Bedford Fr	12283		6/13/2019	HS Psychology Everyday LifeTextbooks PO2088	6,073.30
2808 Macmillan Holdings, LLC (MPS, c/o Bedford Fr	12284		6/13/2019	Flash Drive Textbooks PO2088	8.27
2025 CliftonLarsonAllen LLP	12285		6/13/2019	Filing of Data Collection Form for the year ended June 30, 2018	550.00
2025 CliftonLarsonAllen LLP	12286		6/14/2019	1st billing for interim Audit Services Y/E June 30, 2019	5,000.00
930990 Amanda R Sanchez	12287		6/14/2019	6/15/2019 Manual Payroll Check Replacement of a VOID Check #5803	1,984.03
2551 Smart & Final	12288		6/17/2019	6/02/19 Statement for Foods class	824.05
416571 Mariellen Webster	12289		6/17/2019	06/17/2019 Manual Payroll Check Stipend	2,375.52
931134 Garrett Kim	12290		6/17/2019	06/17/19 Manual Payroll Check Final Pay	262.49
2260 Juan A Martinez	12291		6/17/2019	6/1/19-6/7/19 Timecard	1,568.00
2260 Juan A Martinez	12292		6/17/2019	5/25/19-5/31/19 Timecard	1,568.00
2260 Juan A Martinez	12293		6/17/2019	5/18/19-5/24/19 Timecard	1,568.00
931054 Minita Clark	12294		6/17/2019	Learning & the Brain Conference 5/2-6/19 NY	381.00
3184 Keyboard Concepts, Inc	12295		6/17/2019	Keyboards and accessories for our upcoming piano class.	3,213.72

2408 Odama, Yoshi	12296	6/17/2019	Graduation, 4:00pm-8:00pm 4 Hours	60.00
3308 Leana J Buccellato	12297	6/18/2019	2019 Graduation Support	225.00
2776 Junior Achievement of Southern California, Inc	12298	6/18/2019	Junior Achievement Finance Literacy for Sharon Lenderman (Careers)FY19-FP1978	540.00
2776 Junior Achievement of Southern California, Inc	12299	6/18/2019	Junior Achievement Finance Literacy for Sharon Lenderman (Careers)	6,030.00
2693 Will Geer's Theatriculum Botanicum	12300	6/18/2019	Balance- "Full Day" workshops and performances Performance: A Midsummer night's	3,844.25
2692 Cory Wiener	12301	6/18/2019	Graduation Supervision	82.50
2295 Law Offices of Young, Minney & Corr, LLP	12302	6/18/2019	05/19 Legal Services	10,798.58
2334 Marta Franco	12303	6/18/2019	6/11/19 Notary Service	15.00
2334 Marta Franco	12304	6/18/2019	6/10/19 Notary Service	15.00
1896 AVID Center	12305	6/19/2019	7/01/19-6/30/2020 AVID Membership/AVID Weekly Secondary(Juan Alba)	4,574.00
16591 Donna Bennett	12306	6/20/2019	Graduation 2019 Supplies for Graduation	168.57
807671 Sukhbir Dhillon	12307	6/20/2019	Job Site Visits Work Experience Intervention Coord.	15.78
613491 Patricia Estrin	12308	6/21/2019	NFFTY Film Festival \$45 per film - Entrance Fee	225.00
613491 Patricia Estrin	12309	6/21/2019	Film for class	458.61
3333 Education Justice Law Group	12310	6/21/2019	OAH Case # 2019030650 Settlement(partial)	1,000.00
614681 Stephanie Franklin	12311	6/24/2019	06/24/2019 Manual Payroll Check Stipend Balance	618.10
2808 Macmillan Holdings, LLC (MPS, c/o Bedford Fr	12312	6/25/2019	Textbooks	1,950.00
931256 Arash Zendeenam	12313	6/25/2019	6/25/2019 Manual Payroll Check (replacement for Lost Paylocity Chk#5814)	104.82
2619 The Shredders	12314	6/26/2019	05/19 Shredding	168.00
2619 The Shredders	12315	6/26/2019	12/2018 Shredding	86.00
2619 The Shredders	12316	6/26/2019	04/30/2019 Shredding	168.00
2239 Jenricam Group LLC (The Clean Team LA)	12317	6/26/2019	Deep Cleaning of Shoup Property	675.00
2260 Juan A Martinez	12318	6/26/2019	6/8/19-6/21/19 Timecard for Work on Shoup	2,912.00
3214 Squar Milner LLP	12319	6/26/2019	05/19 Outsourced Accounting Services	7,053.50
1893 AT&T	12320	6/28/2019	5/19/19-6/18/19 831-000-7002 Local Access Paid with chk #12320	3,248.20
1893 AT&T	12321	6/28/2019	6/19/19-7/18/19 831-000-7002 Local Access	3,248.20
731621 Beth Corbett	12322	6/28/2019	6/28/2019 Manual Payroll Check(replacement of Void Ck#7134)	3,396.33
2725 TEQLEASE, INC.	12323	6/28/2019	2019-2020 Lease Agreement for 1:1 Laptops Chromebooks	563,466.49
2881 Woong G Yoo	12324	6/28/2019	June 2019 invoice for network consulting services	2,400.00
VOID	12325	VOID	VOID	-
3214 Squar Milner LLP	12326	6/28/2019	For Outsourced Accounting Services in March 2019	19,912.00
2781 American Express	12327	6/28/2019	6/14/2019 AMEX May Darby X3-31039	14,097.02
2781 American Express	12328	6/28/2019	6/14/2019 AMEX May Hussey X3-31013	25.00
931069 Daniel Chang	12329	6/28/2019	6/16-6/22/19 National Speech and Debate Tournament	3,360.10
302831 Sophia Lopez	12330	6/28/2019	1/19 to 5/19 Soc Psychology Professional Development	700.00
302831 Sophia Lopez	12331	6/28/2019	Spring 2019 Research Methods in Psych Professional Development	700.00
2894 El Camino Real Charter High School (Gen Op)	12332	6/28/2019	2018-2019 Replenishment of \$500 Petty Cash Payable to El Camino Real Charter High	66.36
3266 Cocobolo Software, LLC	30673	6/3/2019	Streamline updating services	399.00
3212 Respondus, Inc.	30674	6/3/2019	Study mate campus	3,745.00
2993 LES Audio Visual, LLC	30675	6/3/2019	Microphone purchase	173.01
2547 SJM Industrial Radio	30676	6/4/2019	Batteries safety radios	441.10
2993 LES Audio Visual, LLC	30677	6/3/2019	Sound equip. maintenance in Grieb and engineering on "Spelling Bee"	2,812.50
3219 The Lampo Group, LLC	30678	6/3/2019	Textbook for Mrs. Huffaker	6,596.70
2265 Jules Seltzer Associates	30679	6/7/2019	133800	1,101.02
2379 Mutual of Omaha	30680	6/7/2019	06/19 Voluntary Disability Insurance	1,789.02
2933 StaffRehab	30681	6/7/2019	5/13/19-5/17/19 Staff Rehab Services	2,340.00
2009 Child and Family Guidance Center	30682	6/7/2019	04/19 Special Ed Services Northpoint	1,640.93
2766 CompStar Insurance Services	30683	6/7/2019	05/19 Workers' Compensation	22,696.28
1893 AT&T	30684	6/7/2019	5/7/19-6/6/19 818 598-7608 PBX System	2,699.90
2666 Verdugo Hills Autism Project	30685	6/7/2019	04/19 Direct Intervention and Supervision for Student	5,934.50
2265 Jules Seltzer Associates	30686	6/7/2019	133471	1,030.37
2933 StaffRehab	30687	6/7/2019	5/13/19-5/17/19 Staff Rehab Services	2,058.55
2265 Jules Seltzer Associates	30688	6/7/2019	133718	5,514.50
2795 Woodwind & Brasswind, Inc.	30689	6/11/2019	Band Equipment	10.95
2795 Woodwind & Brasswind, Inc.	30690	6/11/2019	Band Equipment	274.85
1945 Brooks Transportation Inc.	30691	6/11/2019	Humanitas trip to Santa Barbara Zoo, 5/24/19	580.00
2795 Woodwind & Brasswind, Inc.	30692	6/11/2019	Band Equipment	10.95
1945 Brooks Transportation Inc.	30693	6/11/2019	Drama trip to Pantages Theater, 5/14/19	450.00
2795 Woodwind & Brasswind, Inc.	30694	6/11/2019	Band Equipment	65.70
3005 LexisNexis, a division of RELX Inc.	30695	6/12/2019	05/19 Online legal research software	400.00
2685 Wespac Plan Services, LLC	30696	6/12/2019	04/19 Quarterly Recordkeeping Fees-457(B) Plan	250.00
2267 JW Pepper & Son, Inc	30697	6/12/2019	Texts for Choir	6.85
2563 SOS Survival Products, Inc.	30698	6/12/2019	Replacement of Missing Lockdown Kit Items	251.70
2267 JW Pepper & Son, Inc	30699	6/12/2019	Texts for Choir	101.80
2795 Woodwind & Brasswind, Inc.	30700	6/12/2019	Band Equipment	109.50
2265 Jules Seltzer Associates	30701	6/12/2019	133711	5,648.11
2168 Golf Cars - LA	30702	6/12/2019	Custodial Supplies	137.60
2610 The Help Group-North Hills Prep School	30703	6/12/2019	04/19 Special Ed Services	645.40
3042 Project Lead The Way, Inc.	30704	6/12/2019	Core Training fee for new class :Introduction to Engineering Design	2,400.00
2028 CompuClaim	30705	6/12/2019	05/19 MeduClaim Procedure Code Billing(LEA)	120.64
2774 M&M Paper Co.	30706	6/12/2019	White Paper	3,197.40
2795 Woodwind & Brasswind, Inc.	30707	6/12/2019	Band Equipment	14.78
3074 Sun-ex Venetian Blind Co., Inc.	30708	6/12/2019	Blinds Repair and Installation	3,303.78
2906 Vernier Software & Technology LLC	30709	6/12/2019	Supplies needed innovations in Green Technology	474.80
3256 Canon Solutions America Inc	30710	6/12/2019	Office Products	151.66
2235 Jay S Moore	30711	6/12/2019	5/7/19-5/29/19 Project Requirements Documents	2,700.00
3228 New Management, Inc	30712	6/13/2019	Door Blok 12 length and Lock Blok for classrooms doors with knobs or handles	1,940.21
2361 Mike The Printer, Inc.	30713	6/13/2019	Business Cards	369.01
3233 ABC Promotional Marketing, Inc.	30714	6/13/2019	Tableclothes for events at ECRCHS	2,051.84
2288 LADWP	30715	6/13/2019	05/19 Billing Shoup Property Account Number 696 878 8886	3,633.45
3270 EWC California, Inc. (AAA Label Factory)	30716	6/13/2019	Stickers for graduation tickets 2019	1,115.12
2008 Chatsworth High School	30717	6/13/2019	Playoff Game Loss Split - Softball Budget	117.00
2971 Alan Grant	30718	6/13/2019	05/19 Robotics supervision and assistance	50.00
2091 EdLogical Group Corp	30719	6/13/2019	04/19 Special Ed Services	1,442.00
3197 Daniel W Tuttle	30720	6/13/2019	Lighting Designer for Play "Spelling Bee"	2,000.00
2703 World Unispec	30721	6/13/2019	Large Sweatshirts	382.80
2025 CliftonLarsonAllen LLP	30722	6/13/2019	2017-2018 Tax Returns Preparations, Filings	2,300.00
2276 Kelly Services, Inc.	30723	6/14/2019	Conversion Fee for Mauricio Mariluz	500.00
3256 Canon Solutions America Inc	30724	6/14/2019	Pending Invoice	1,173.47
2426 PARS	30725	6/14/2019	03/19 PARS ARS Fees	330.32
1896 AVID Center	30726	6/14/2019	7/28-7/31 AVID Summer Institute. Training for Department staff	560.00
1844 Accurate Reprographics, Inc.	30727	6/14/2019	Replacement Windscreen for Stadium Fence	1,587.03

2068 Department of Justice (State of CA)	30728	6/14/2019	04/19 Fingerprint Apps	64.00
2307 Linguabee LLC	30729	6/14/2019	5/22/19-5/24/19 Interpreting Services	870.62
3139 SoCalGas	30730	6/14/2019	4/24/19-5/23/19 Gas Charges for Shoup Acct 163 513 3769 2	15.73
2125 FedEx	30731	6/14/2019	4/22/19 FedEx Express Services	25.86
2714 Chartwells Division	30732	6/14/2019	3/28/19 Lunches for Board of Directors	125.88
2168 Golf Cars - LA	30733	6/14/2019	Custodial Supplies	860.27
1834 A-1 Lawnmower Inc.	30734	6/14/2019	Repair to Gator cart	207.50
2809 Waste Management - Los Angeles	30735	6/14/2019	06/19 Waste Management Services on Shoup	328.32
2869 Xerox Financial Services LLC (Xerox Corporatio	30736	6/14/2019	05/19 Equipment Lease-Contract 010-0077477-003	115.35
1844 Accurate Reprographics, Inc.	30737	6/14/2019	Replacement Windscreen for Fence	2,361.21
2224 Interquest Detection Canines	30738	6/14/2019	5/21/19 Canine Inspection	175.00
2020 Clark Pest Control	30739	6/14/2019	05/19 Pest Control on Shoup Acct 01086208-12	150.00
2168 Golf Cars - LA	30740	6/14/2019	Custodial Supplies	2,770.81
1896 AVID Center	30741	6/14/2019	7/28-7/31 AVID Summer Institute Training for Department staff	5,020.00
2869 Xerox Financial Services LLC (Xerox Corporatio	30742	6/14/2019	4/28/19-5/27/19 Equipment Lease-Contract 010-0077477-002	105.57
2076 DLL Financial Services, Inc.	30743	6/14/2019	5/15/19-6/14/19 Copier Lease Contract 25426256	949.96
1893 AT&T	30744	6/14/2019	5/7/19-6/6/19 818 999-3601 Individual Lines	134.39
2125 FedEx	30745	6/14/2019	5/20/19 FedEx Express Services	75.48
2447 Purchase Power (Pitney Bowes)	30746	6/14/2019	05/19 Meter Rental Acct # 8000 9090 0876 5336	90.20
2605 The CLM Group Inc.	30747	6/14/2019	mPower Annual Subscription Fees - Point of Sale 2019-2020	419.00
2125 FedEx	30748	6/14/2019	5/10/19 FedEx Express Services	73.47
2685 Wespac Plan Services, LLC	30749	6/16/2019	04/19 Quarterly Recordkeeping Fees-403(B) Plan	250.00
2616 The Print Spot	30750	6/16/2019	Creative Writing Booklets	349.03
2547 SJM Industrial Radio	30751	6/16/2019	Radio Batteries	352.88
2547 SJM Industrial Radio	30752	6/16/2019	Radio Parts and Repair	145.00
2477 Regional TAP Service Center	30753	6/16/2019	Metro 30-Day Pass	24.00
2015 Cimarron Sign Services, Inc.	30754	6/16/2019	2019 Championship Sign - Softball Budget	325.00
2869 Xerox Financial Services LLC (Xerox Corporatio	30755	6/18/2019	4/30/19-5/30/19 Equipment Lease-Contract 010-0077477-001	1,154.75
2426 PARS	30756	6/18/2019	04/19 PARS ARS Fees	330.32
1977 Canon Financial Services, Inc.	30757	6/18/2019	5/20/19-6/19/19 Equipment Leases	2,734.77
1912 Benefit and Risk Management Services	30758	6/18/2019	06/19 Admin Fee	217.00
1978 Canon Solutions America, Inc	30759	6/18/2019	2/27/19-5/26/19 Copier Usage Contract 2039753	738.73
1978 Canon Solutions America, Inc	30760	6/18/2019	5/27/19-8/26/19 Copier Maintenance Contract 2039753	2,160.00
1978 Canon Solutions America, Inc	30761	6/18/2019	2/27/19-5/26/19 Copier Usage	1,133.77
2395 Nettime Solutions LLC	30762	6/18/2019	05/19 stratustime Monthly Subscription	1,732.00
2307 Linguabee LLC	30763	6/18/2019	5/28/19-5/31/19 Interpreting Services	666.24
2572 Staples Business Advantage	30764	6/19/2019	Order Number: 7203203433 English department supplies PO136	20.48
2572 Staples Business Advantage	30765	6/19/2019	Order Number: 7203203433 English department supplies PO136	1,019.50
2223 Instructure, Inc	30766	6/20/2019	2019-2020 Canvas Cloud Subscription	19,162.50
1857 Aeries SIS Aeries Software	30767	6/20/2019	2019-2020 Aeries License and Maintenance	27,224.50
2714 Chartwells Division	30768	6/20/2019	05/19 Cafeteria Services	86,275.01
2737 Wendy W Murawski	30769	6/21/2019	PD for Co-Teaching	12,208.25
1945 Brooks Transportation Inc.	30770	6/21/2019	AVID Field Trip to CSUN, 5/10/19	750.00
1945 Brooks Transportation Inc.	30771	6/21/2019	ROTC trip to magic mountain, 5/29/19	665.00
1856 AEGIS Security & Investigations, Inc	30772	6/20/2019	05/19 Security Services	54,639.00
1997 CCSA Employee Welfare Benefit Trust	30773	6/20/2019	06/19 Employee Benefits	320,521.68
2338 McCalla Company	30774	6/22/2019	Custodial Supplies	298.71
2729 MakerBot Industries, LLC	30775	6/22/2019	online training for 3D printer	198.00
2168 Golf Cars - LA	30776	6/22/2019	Golf Cart Parts and Repair	1,999.84
1945 Brooks Transportation Inc.	30777	6/22/2019	Step team trip to B.E.T. event, 6/22/19	595.00
1861 Agile Sports Technologies	30778	6/22/2019	HUDL for 2019-20 year subscription - Football Budget - Invoice INV00550315	3,799.00
2276 Kelly Services, Inc.	30779	6/24/2019	Substitute Teachers through 5/26/19	17,859.32
2933 StaffRehab	30780	6/25/2019	Staff Rehab Services 5/28/19 - 5/29/19 MM	552.50
2014 CIF LA City Section	30781	6/24/2019	2019-20 CIF LA Annual Membership Dues - Athletic Budget	10,490.00
2276 Kelly Services, Inc.	30782	6/24/2019	Substitute Teachers through 4/28/19	16,065.55
2933 StaffRehab	30783	6/25/2019	Staff Rehab Services 5/28/19 - 5/31/19 DM	1,820.00
2933 StaffRehab	30784	6/25/2019	Staff Rehab Services 4/29/19 - 5/3/19 MM	2,275.00
2276 Kelly Services, Inc.	30785	6/24/2019	Substitute Teachers through 6/2/19	12,142.94
2933 StaffRehab	30786	6/25/2019	Staff Rehab Services 5/20/19 - 5/24/19 MM	2,115.75
2091 EdLogical Group Corp	30787	6/25/2019	5/19/19 Special Ed Services	1,912.50
2607 The Cruz Center	30788	6/25/2019	Special Ed Services	937.50
2933 StaffRehab	30789	6/25/2019	Staff Rehab Services 5/20/19 - 5/24/19 DM	2,145.00
2933 StaffRehab	30790	6/25/2019	Staff Rehab Services 4/29/19 - 5/3/19 DM	1,397.50
1 McGraw-Hill Education, Inc.	30791	6/24/2019	Textbooks	146,829.65
2276 Kelly Services, Inc.	30792	6/24/2019	Substitute Teachers through 5/19/19	15,947.43
2092 EdTec Inc.	30793	6/24/2019	06/19 EdTec Monthly Services	17,654.17
3203 HopSkipDrive Inc.	30794	6/25/2019	Base plus miles Completed Trips	1,234.99
2666 Verdugo Hills Autism Project	30795	6/25/2019	03/19 Direct Intervention and Supervision for Student	7,769.85
2265 Jules Seltzer Associates	30796	6/25/2019	133828	3,956.49
2107 Enome, Inc. (Goalbook)	30797	6/26/2019	Goalbook Toolkit access for 13 teachers	9,180.00
2851 Moon Grad Services	30798	6/26/2019	Academic Decathlon Online National Champion Rings	1,806.75
1921 Bill Ferrell Co.	30799	6/26/2019	Moving, assembling, disassembling graduation stage	1,380.20
1945 Brooks Transportation Inc.	30800	6/26/2019	ROTC Canoga Park Memorial Day Parade, 5/27	700.00
1945 Brooks Transportation Inc.	30801	6/26/2019	ROTC trip to Marine Corp Recruit Depot in San Diego, 6/20/19	1,500.00
3313 Tamala Moore	30802	6/25/2019	Mealtime account reimbursement for YR 18-19	10.00
2127 Fence Factory Rentals	30803	6/25/2019	Portable ADA toilets and sinks for graduation, 6/7/19	810.00
2338 McCalla Company	30804	6/26/2019	Custodial Supplies	158.55
3323 Philip Embleton	30805	6/27/2019	6/18/19 Textbook Refund	86.00
1893 AT&T	30806	6/27/2019	6/7/19-7/6/19 818 710-9023 Main Office Fax	213.28
3328 Matthew Blank	30807	6/27/2019	6/18/19 Textbook Refund	105.00
3321 Parisa Armand	30808	6/27/2019	6/18/19 Textbook Refund	100.00
3322 Chase Bailey	30809	6/27/2019	6/18/19 Textbook Refund	220.00
2276 Kelly Services, Inc.	30810	6/27/2019	Substitute Teachers through 6/9/19	7,020.56
2869 Xerox Financial Services LLC (Xerox Corporatio	30811	6/27/2019	06/19 Equipment Lease-Contract 010-0077477-003	115.35
3318 Meshi Azran	30812	6/27/2019	6/18/19 Textbook Refund	105.00
3324 Sean Moriarty	30813	6/27/2019	6/18/19 Textbook Refund	75.00
1893 AT&T	30814	6/27/2019	06/19 818 348-8124 Alt Ed lines RM 2	134.39
1893 AT&T	30815	6/27/2019	06/19 339 341-6665 Circuit 1	186.50
1893 AT&T	30816	6/27/2019	6/7/19-7/6/19 818 999-3601 Phone 1	134.39
2869 Xerox Financial Services LLC (Xerox Corporatio	30817	6/27/2019	5/28/19-6/27/19 Equipment Lease-Contract 010-0077477-002	105.57
2714 Chartwells Division	30818	6/27/2019	5/23/19 Lunches for Board of Directors	137.88
2134 Follett School Solutions, Inc	30819	6/26/2019	Library Books for students and staff	4,849.17

3327 Dustin Phan	30820	6/27/2019	6/18/19 Textbook Refund	82.00
3330 Or Cohen	30821	6/27/2019	6/18/19 Textbook Refund	79.00
3317 Dominic Trentini	30822	6/27/2019	6/18/19 Textbook Refund	105.00
3326 Christopher Tran	30823	6/27/2019	6/18/19 Textbook Refund	159.00
1893 AT&T	30824	6/27/2019	6/7/19-7/6/19 818 887-9221 Fire Alarm 1	266.92
2134 Follett School Solutions, Inc	30825	6/26/2019	Library Books for students and staff	890.41
3320 Matthew Flynn	30826	6/27/2019	6/18/19 Textbook Refund	100.00
2125 FedEx	30827	6/27/2019	6/7/19 FedEx Express Services	80.35
3325 Croix Malig	30828	6/27/2019	6/18/19 Textbook Refund	220.00
3319 Alton Johnson	30829	6/27/2019	6/18/19 Textbook Refund	105.00
3316 Chester Tiatco	30830	6/27/2019	6/18/19 Textbook Refund	100.00
3329 Albert Lecaros	30831	6/27/2019	6/18/19 Textbook Refund	105.00
1893 AT&T	30832	6/27/2019	06/19 818 888-9566 PBX Trunk 1	189.72
1893 AT&T	30833	6/27/2019	06/19 Billing Date 818 884-8815 Shoup Property	178.20
2020 Clark Pest Control	30834	6/30/2019	2019-2020 Pest Control Services for Shoup Property	441.00
931217 Elizabeth Brasler	SPACH10	6/7/2019	Misc. Expenses for "Spelling Bee"Expenses for "Spelling Bee" Theatre	318.33
930949 Eric Wilson	SPACH11	6/13/2019	PD Luncheon	214.28
930949 Eric Wilson	SPACH12	6/20/2019	Supplies for Shoup	24.07
2445 Piece of Mind Care Services	SPACH13	6/24/2019	05/19 SpEd Services(Teacher, Aide, Aide-ElCo Continuation)	141,618.55
931005 Samantha Lasarow	SPACH14	6/30/2019	Journalism Educators Association (IEA) National Convention, Anaheim - April 24-27	1,068.68
931217 Elizabeth Brasler	SPACH3	6/7/2019	Spelling Bee Set Sign	316.39
931217 Elizabeth Brasler	SPACH4	6/7/2019	Lighting equipment/supplies for 2019 Spring musical "The 25th Annual Putnam Count	158.69
931217 Elizabeth Brasler	SPACH5	6/7/2019	Purchase of paper tickets for "The 25th Annual Putnam County Spelling Bee"	150.33
931217 Elizabeth Brasler	SPACH6	6/7/2019	To cover additional misc. expenses on "Spelling Bee"	260.29
931217 Elizabeth Brasler	SPACH7	6/7/2019	Banners for "Spelling Bee" publicity	268.49
931217 Elizabeth Brasler	SPACH8	6/7/2019	Balloons for the set of the spring musical "Spelling Bee"	132.00
931217 Elizabeth Brasler	SPACH9	6/7/2019	Second set piece for "Spelling Bee" - tinsel curtain	258.61

El Camino Real Charter HS

Check Register - June 2019 - TRUST

Grand Total: 32,749.11

Vendor	Check No.	Void	Date	Memo	Check Amount
3287 Joaquin Stawsky	1174		6/3/2019	Grad 2019 Woodland Hills Women's Scholarship Trust	250.00
3286 Joseph Reyes	1175		6/3/2019	2019 Woodland Hills Woman's Club Scholarship Reyes(Trust)	250.00
3284 Aiselle Franco	1176		6/3/2019	2019 Woodland Hills Woman's Club Scholarship Franco(Trust)	250.00
3285 Trent Mosley	1177		6/3/2019	2019 Woodland Hills Woman's Club Scholarship Mosley (Trust)	250.00
3302 Abigail Evans	1178		6/3/2019	Refund for 2019 Prom Guest, 2019 Class Trust	85.00
3303 Charleston Roberson	1179		6/3/2019	Refund for 2019 Prom	85.00
811881 Alison Yedor	1180		6/3/2019	Spanish Honor Soc Chords Graduation	266.00
				Remaining Balance from Boys Volleyball Team Banquet - Boys Volleyball	
3229 Woodland Hills Country Club	1181		6/4/2019	Trust	1,850.48
				5/25/19 2019 Sr Prom at Skirball Final Payment (ERP PO#04843) - Trust	
2608 The Event Group	1182		6/4/2019	Grad 2019	4,308.00
309901 Kevin Thurow	1183		6/4/2019	Senior 2019 Awards for Band, Orchestra and Jazz	199.00
				International Thespian Membership for students to be reimbursed from	
931217 Elizabeth Brasler	1184		6/5/2019	Thespian Trust Account.	240.00
931217 Elizabeth Brasler	1185		6/5/2019	Grad 2019 Cords for Sr Thespians (Trust)	117.63
931012 Ziat Zahur	1186		6/5/2019	Honor Cords for Physics Club	316.15
3290 Susan Nguyen	1187		6/5/2019	Girls Lacrosse Trust - Refund	120.00
3289 Rachel Heath	1188		6/5/2019	Girls Lacrosse Trust - Refund for Student Cierra	120.00
3291 Carly Mendola	1189		6/5/2019	Redeemed Expenses Filming Mendola 2019 CEA Trust	113.74
3292 Terri Ibarra	1190		6/5/2019	"Catastrophy" Expenses 2019 Filming Expense CEA Trust	138.45
3293 Amanda Maldonado	1191		6/5/2019	Expenses Filming Day of Reckoning 05/2019 CEA Trust	43.02
3294 Andrew C Phan	1192		6/6/2019	5/2019 Creative Writing Show Filming, Editing CW Trust	300.00
3296 Henry Jensen	1193		6/6/2019	5/2019 Creative Writing Show Jensen CW Trust	125.00
3297 Christian Morgan	1194		6/6/2019	5/2019 Creative Writing Show Morgan CW Trust	100.00
3301 Rachelle Silverberg	1195		6/6/2019	5/19 CEA "Cleaner" Expenses Silverberg CEA Trust	104.53
3295 Mijail Zamora	1196		6/6/2019	5/2019 Creative Writing Show Hours Zamora CW Trust	25.00
3300 Kylie Shapiro	1197		6/6/2019	5/2019 "Cleaner" Expenses Shapiro CEA Trust	32.92
613491 Patricia Estrin	1198		6/6/2019	Posters for CEA Film Showcase CEA Trust	113.12
613491 Patricia Estrin	1199		6/6/2019	Supplies for CEA Show 5/19	111.42
931076 Richard Russell	1200		6/6/2019	Senior 2019 Awards Boy Lacrosse Trust	452.62
402561 Shelly Marshall	1201		6/6/2019	PhotoBooks for Awards Banquet Drill Team Trust	184.71

120890 Alyssa Lee	1202	6/6/2019	Boys Volleyball - 2019 Banquet Trust	538.46
402561 Shelly Marshall	1203	6/6/2019	Pictures for Dance Guard/Drill awards for 2019 Banquet Trust	115.00
931217 Elizabeth Brasler	1204	6/6/2019	Thespian 2019 Banquet Trust	290.44
3267 Jared Esguerra	1205	6/7/2019	Reimbursement Flowers Prom Jared Esguerra Sr Class 2019 Trust	52.56
2327 Marie Sabrina LaMar	1206	6/7/2019	LAPD Officer for 2019 Graduation - Class of 2019 Trust	277.50
1865 Alejandra Melgoza	1207	6/7/2019	LAPD Officer for 2019 Graduation - Class of 2019 Trust	277.50
811881 Alison Yedor	1208	6/7/2019	California Leadership Academy Drill Team Trust	565.00
3189 Lana Kobayashi	1209	#####	Supplies needed for Club Rush 2019 - taken from Grad Class 2021	204.00
2578 Stonefire Grill	1210	#####	Speech and Debate Team Year End Celebration - Trust	251.28
2087 Eastbay Team Sales	1211	#####	Jackets, Polos - Boys Lacrosse Trust	1,045.56
2087 Eastbay Team Sales	1212	#####	Shirts - Boys Lacrosse Trust	317.24
2387 NASSP	1213	#####	7/1/19-6/30/2020 ECRCHS National Honor Society Affiliation	385.00
808891 Jun Reichl	1214	#####	Track and Field Banquet Catering	1,320.13
2220 Ingraham Trophies and Gifts	1215	#####	Runner up Medals - Boys Lacrosse Trust	38.85
2642 Turf Team, Inc.	1216	#####	Bullpen Repair & Upgrade - Remaining Payment - Baseball Trust	5,374.00
2087 Eastbay Team Sales	1217	#####	Summer Gear Football Trust	3,046.11
2087 Eastbay Team Sales	1218	#####	Summer Gear Football Trust	2,679.56
3117 Kena B Worthen	1219	#####	05/19 Coaching - Dance Trust	255.00
3117 Kena B Worthen	1220	#####	Sound for Dance - Dance Trust	135.00
VOID	1221	VOID	##### VOID	-
3306 TTH Developmental Basketball Program, INC	1222	#####	6/12/19-7/17/19 Varsity Summer League Girls Basketball Trust	525.00
3273 Judith Torres-Perez	1223	#####	Refund for 2019 Prom - Class of 2019 Trust	85.00
3305 Maria Womack	1224	#####	Parent Reimbursement for combined Drama/Thespian Banquet	661.88
2067 Deny Sportswear	1225	#####	8x10 Black Plaque - Baseball Trust	40.46
2067 Deny Sportswear	1226	#####	8x10 Black Plaques - Boys Volleyball Trust	40.46
2067 Deny Sportswear	1227	#####	8x10 Black Plaque - Cross Country Trust	40.46
2067 Deny Sportswear	1228	#####	8x10 Black Plaque - Girls Water Polo Trust	40.46
2067 Deny Sportswear	1229	#####	Championship Shirts - Softball Trust	633.79
2067 Deny Sportswear	1230	#####	End of Season Awards - Softball Trust	318.04
3309 Koala Tee Screenprinting, Inc. (Image Market)	1231	#####	Work Order #4519188 Spirit Gear reorder sweatshirts-T-Grad class 2020	436.05
3309 Koala Tee Screenprinting, Inc. (Image Market)	1232	#####	Work Order# 4518508 Spirit Gear pre-order T Grad class 2020 shirts	220.15
3309 Koala Tee Screenprinting, Inc. (Image Market)	1233	#####	Work Order # 4520869 Spirit Gear preorder T Grad Class 2021	242.40
3309 Koala Tee Screenprinting, Inc. (Image Market)	1234	#####	Work Order# 4519676 Spirit Gear Preorder #1 T Grad Class 2022	271.30
310641 Suzanne Lee Schuster	1235	#####	Prom 2019 Tickets T Grad Class 2019	131.70
402561 Shelly Marshall	1236	#####	pay for hotel room for Kena Worthen JV and Varsity coach	279.48
3315 Matt Flynn	1237	#####	2019 Ganssle Scholarship Flynn Trust Football	500.00
3188 Computerized Fashion Svcs DBA Pride Sash	1238	#####	Boys Volleyball Trust - Senior Sashes	562.50

El Camino Real Charter HS
 Check Register - July 2019 - MAIN

Grand Total: 1,436,873.13

Vendor	Check #	Void	Date	Memo	Check Amount
907541 [REDACTED]	12333		7/2/2019	7/02/2019 Manual Payroll Final Paycheck	1,223.21
320691 [REDACTED]	12334		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement Checks	6,861.53
503911 [REDACTED]	12335		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	5,808.62
103641 [REDACTED]	12336		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	5,859.60
217901 [REDACTED]	12337		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	6,324.66
813911 [REDACTED]	12338		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	5,346.54
229561 [REDACTED]	12339		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	6,804.37
822911 [REDACTED]	12340		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	5,950.69
931076 [REDACTED]	12341		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	5,874.26
630821 [REDACTED]	12342		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	5,364.60
505721 [REDACTED]	12343		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	5,998.95
930960 [REDACTED]	12344		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	5,895.20
302831 [REDACTED]	12345		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	4,897.97
722671 [REDACTED]	12346		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	1,623.77
107791 [REDACTED]	12347		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	3,592.79
624611 [REDACTED]	12348		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	1,204.15
615751 [REDACTED]	12349		7/2/2019	07/02/2019 Manual Paycheck Rest Break Settlement	1,193.25
3342 [REDACTED]	12350		7/2/2019	7/2/19 Rest Break Settlement	3,535.97
3344 [REDACTED]	12351		7/2/2019	7/2/19 Rest Break Settlement	11,871.63
3347 Scott Bauman	12352		7/2/2019	7/2/19 Reimbursement for Vac Hrs deducted during the Novem	164.64
931054 Minita Clark	12353		7/3/2019	Learning & the Brain Conference	37.16
402541 Barbara Stanoff	12354		7/3/2019	Bus Fare - Taking students to Platt, CBI Travel Training	38.50
402541 Barbara Stanoff	12355		7/3/2019	Step team competition Staple Center	24.43
402541 Barbara Stanoff	12356		7/3/2019	TAP Cards - Taking students to Platt, CBI Travel Training	60.50
402541 Barbara Stanoff	12357		7/3/2019	Carousel -Taking students to Platt, CBI Travel Training	17.40
402541 Barbara Stanoff	12358		7/3/2019	Step Team Competition	51.71
2334 Marta Franco	12359		7/3/2019	6/26/19 Notary Service	60.00
2915 Wayne Adelstein	12360		7/8/2019	07/19 Decision Publications Marketing & Community relations	5,000.00
2938 Rudolph Nicolas Brown	12361		7/8/2019	Permit for Continued Use and Maintenance of School as Charter	6,250.00
3349 Department of City Planning City of LA	12362		7/8/2019	Permitting fees	19,415.55
1836 Abdon Rosales	12363		7/9/2019	06/19 Gardening Service for Shoup	1,000.00
2744 Socal Yearbooks Workshop	12364		7/8/2019	Workshop with competition and classes.	2,940.00
3071 Gardena Valley News	12365		7/8/2019	The King's Courier Issue 700 copies June 2019	578.86
931228 Stefan Webster	12366		7/8/2019	AP by the Sea	1,113.90
806561 Catherine Davis	12367		7/8/2019	Attending Conference	1,435.12
2334 Marta Franco	12368		7/9/2019	7/1/19, 7/3/19 Notary Service	75.00
310641 Suzanne Lee Schuster	12369		7/9/2019	7/9/19 Academic Stipend	2,612.28
2412 Onsite Reprographics	12370		7/10/2019	7/8/19 Supplies for Shoup	166.30
1924 Birmingham Community Charter High Schoc	12371		7/10/2019	2019 West Valley League Swimming Finals - Swimming and Divir	402.46
3352 Brett A Schwab	12372		7/10/2019	5/31/19 Actuarial Services	4,500.00
808891 Jun Reichl	12373		7/10/2019	CIF Track and Field State Championships 5.24 - 5.26.19	1,189.70
402541 Barbara Stanoff	12374		7/10/2019	field trip to the corbin bowl	36.00
2531 School Services of California, Inc.	12375		7/10/2019	Dues and Membership Financial Services for charter schools in C	3,660.00
2766 CompStar Insurance Services	12376		7/16/2019	07/19 Workers' Compensation	35,548.00
3361 [REDACTED]	12377		7/16/2019	7/12/19 Rest Breaks Settlement	9,212.40
2293 LAUSD - Maintenance & Operations	12378		7/16/2019	Maintenance Work - Cafeteria Freezer	10,559.16
2703 World Unispec	12379		7/17/2019	PE Shorts	4,716.00
2259 Iostens, Inc	12380		7/18/2019	El Camino RCHS 2019 Softball Championship Rings - Students	5,099.95
2164 Golden Star Technology, Inc	12381		7/18/2019	3 year firewall license renewal including content filter	71,422.84
2296 Lee, Alyssa	12382		7/18/2019	Gym Replacement Banner Artwork & Graphic Design	1,600.00
407841 Kathy Her	12383		7/18/2019	AP Capstone Training	1,508.51
930949 Eric Wilson	12384		7/18/2019	MatterHackers	54.72
402541 Barbara Stanoff	12385		7/19/2019	Speech/Debate Championship	405.81
310641 Suzanne Lee Schuster	12386		7/19/2019	Project Lead The Way	2,199.96
1997 CCSA Employee Welfare Benefit Trust	12387		7/19/2019	08/19 Employee Benefits	318,131.75
1997 CCSA Employee Welfare Benefit Trust	12388		7/19/2019	07/19 Employee Benefits	315,525.82
1912 Benefit and Risk Management Services	12389		7/19/2019	07/19 Admin Fee	196.00
2087 Eastbay Team Sales	12390		7/23/2019	Step over bags - Football Budget	723.86
2087 Eastbay Team Sales	12391		7/23/2019	CONT HELMET AND SHOULDER PAD REPAINTING - Football Budj	12,467.63
3268 Ismael Mauricio Gomez B.	12392		7/24/2019	7/13/19-7/19/19 Work on Shoup	600.00
2703 World Unispec	12393		7/25/2019	PE Shirts and Shorts for 2019-2020 School Year	4,050.00
3352 Brett A Schwab	12394		7/25/2019	7/20/19 Actuarial Services	6,500.00
2260 Juan A Martinez	12395		7/26/2019	6/8/19-7/19/19 Work on Shoup	5,824.00
3367 Jeremy Sunderland	12396		7/26/2019	Parent Reimbursement per Settlement Agreement OAH#20190:	8,480.00
931012 Ziat Zahur	12397		7/29/2019	Supplies for Curriculum Physics Labs	63.66
416681 Jonathan Beckerman	12398		7/29/2019	Public Leadership Training/Jon Gordon	595.00
807671 Sukhbir Dhillon	12399		7/29/2019	Chemical Safety Coordinator Meeting	20.68
807671 Sukhbir Dhillon	12400		7/29/2019	Travel to job sites for Work Experience	13.68
807671 Sukhbir Dhillon	12401		7/29/2019	Work Experience	14.04
807671 Sukhbir Dhillon	12402		7/29/2019	Job site visits	5.80
807671 Sukhbir Dhillon	12403		7/29/2019	Work Experience	6.32
2781 American Express	12404		7/25/2019	6/28/2019 AMEX JUNE Darby X3-31039	10,515.88
2781 American Express	12405		7/26/2019	6/28/2019 AMEX June Hussey X3-31013	25.00
2781 American Express	12406		7/26/2019	6/28/19 AMEX Hussey XX1047	2,500.00
2276 Kelly Services, Inc.	12407		7/30/2019	Substitute Teachers through 5/12/19	16,201.61
2276 Kelly Services, Inc.	12408		7/30/2019	Substitute Teachers through 5/5/19	11,841.12
2477 Regional TAP Service Center	30835		7/4/2019	November 2018 Student Discounted Bus passes	120.00
2934 Newsela, Inc.	30836		7/4/2019	Part of the Instructional Technology applications	10,000.00
2447 Purchase Power (Pitney Bowes)	30837		7/4/2019	06/19 Meter Rental Acct # 8000 9090 0876 5336	611.19
2873 Educational Networks	30838		7/4/2019	SchoolSitePro - Website Content Management System	4,800.00
2616 The Print Spot	30839		7/4/2019	ECR Envelopes mailing use all staff-Copy Media Center.	262.80
2422 STS education	30840		7/4/2019	Asset Tags for incoming 9th graders	1,090.00
2616 The Print Spot	30841		7/4/2019	Graduation supplies	3,040.40
931189 Kyle Lee	30842		7/4/2019	UCLA Extension Classes (Professional Development)	995.00
2616 The Print Spot	30843		7/4/2019	PARKING TAGS	1,231.88

El Camino Charter High School - Annual Meeting and Regular Board Meeting - Agenda - Thursday August 22, 2019 at 4:30 PM

3179 Michelle Vasquez	30844	7/4/2019	Choreographer for 2019 spring musical, "The 25th Annual Putna	600.00
2714 Chartwells Division	30845	7/4/2019	Food and drink for 6/27/19 Board meeting	143.88
2920 T.C. Security & Fire Alarm Systems	30846	7/9/2019	Cameras Installation at the shoup campus	400.00
2795 Woodwind & Brasswind, Inc.	30847	7/9/2019	4 Meyer 5 Medium Alto Saxophone Mouthpieces	508.08
1893 AT&T	30848	7/9/2019	5/22/19-6/21/19 818 888-3532 Alarm	181.88
1893 AT&T	30849	7/9/2019	6/7/19-7/6/19 818 348-4152 Fire Alarm 2	135.91
2920 T.C. Security & Fire Alarm Systems	30850	7/9/2019	Access Control System Installation	800.00
1893 AT&T	30851	7/9/2019	6/7/19-7/6/19 818 704-5329 Right Side Alarm	138.70
3171 Hannah Gross	30852	7/9/2019	"Spelling Bee" Production Stage Manager; Coach	1,000.00
3071 Gardena Valley News	30853	7/9/2019	publication date 5/10/19 - invoice #28450	578.86
2920 T.C. Security & Fire Alarm Systems	30854	7/9/2019	2018-2019 Intrusion Monitoring	420.00
3170 Joseph Solmor	30855	7/9/2019	Spelling Bee Production Stage Mgr.	1,000.00
2920 T.C. Security & Fire Alarm Systems	30856	7/9/2019	2018-2019 Fire Alarm Monitoring	780.00
2338 McCalla Company	30857	7/9/2019	PROTEAM PROGUARD 20 WET/DRY W/SQUEEGE	2,624.72
2616 The Print Spot	30858	7/10/2019	Athletics Awards	377.78
3005 LexisNexis, a division of RELX Inc.	30859	7/11/2019	03/19 Online legal research software	400.00
2542 SHI International Corp	30860	7/10/2019	Server	14,699.75
2222 Inspire Communication, Inc	30861	7/10/2019	05/19 Screening and Therapy/Staff Consultation and Document	18,253.75
3214 Squar Milner LLP	30862	7/10/2019	04/19 Outsourced Accounting Services	6,791.00
1945 Brooks Transportation Inc.	30863	7/10/2019	Drumline competition at Colony HS, 4/13	630.00
2076 DLL Financial Services, Inc.	30864	7/10/2019	6/15/19-7/14/19 Copier Lease Contract 2542625€	997.46
2725 TEQLEASE, INC.	30865	7/10/2019	E-waste fees for 1:laptops	4,500.00
2667 Verizon Wireless	30866	7/10/2019	5/8/19-6/7/19 Communication Services	1,008.46
1977 Canon Financial Services, Inc.	30867	7/10/2019	6/20/19-7/19/19 Equipment Leases	2,734.77
2108 Epic Sports, Inc.	30868	7/11/2019	Soccer Balls - Girls Soccer Budget	685.33
1893 AT&T	30869	7/10/2019	6/7/19-7/6/19 818-598-7602 PBX System	3,108.70
2312 Los Angeles County Department of Public H	30870	7/10/2019	4/26/19 Food Safety Inspections	197.00
2869 Xerox Financial Services LLC (Xerox Corpora	30871	7/10/2019	5/31/19-6/29/19 Equipment Lease-Contract 010-0077477-001	1,154.75
3307 Relay Graduate School of Education	30872	7/10/2019	California Instructional Leadership Professional Development Se	6,000.00
2404 Northwest Evaluation Association	30873	7/10/2019	MAP Growth	48,822.50
2848 Hanover Insurance Group	30874	7/10/2019	04/19-06/19 Payment for 2018-2019 Insurance	480.60
2396 Network Integration Company Partners Inc	30875	7/11/2019	Board approved IT audit	8,659.00
2108 Epic Sports, Inc.	30876	7/11/2019	Soccer Balls - Boys Soccer Budget	850.65
2286 LACOE, Los Angeles County Office of Educat	30877	7/10/2019	9/18/18 New EL Directors Meeting	45.00
2866 Perfection Learning Corp	30878	7/11/2019	AP US History Textbooks	6,972.08
2763 Nick Rail Music, Inc.	30879	7/11/2019	Repair of Bundy II Tenor Sax	402.74
1945 Brooks Transportation Inc.	30880	7/11/2019	Special Ed. trip to Corbin Bowl, 7/10/19	350.00
2763 Nick Rail Music, Inc.	30881	7/11/2019	Repair of Bundy Clarinet	165.59
2763 Nick Rail Music, Inc.	30882	7/11/2019	Repair of Eldon Piccolo	67.12
3279 TouchMath LLC	30883	7/11/2019	Student Material	5,391.20
2763 Nick Rail Music, Inc.	30884	7/11/2019	Repair of Yamaha YFL-225SII Flute	256.39
2763 Nick Rail Music, Inc.	30885	7/11/2019	Repair of Bundy Clarinet #4	135.19
2009 Child and Family Guidance Center	30886	7/11/2019	05/19 Special Ed Services Northpoint	5,313.20
2702 Working With Autism, Inc	30887	7/11/2019	06/19 Special Ed Services	1,654.95
2551 Smart & Final	30888	7/11/2019	06/19 Statement for Foods class	443.58
2763 Nick Rail Music, Inc.	30889	7/11/2019	Repair of Bundy Clarinet #3	329.39
2380 MRC Smart Technology Solutions(SoCal Offi	30890	7/11/2019	6/22/19-7/21/19 Maintenance Agreement for Sharp Multi Func	409.53
2338 McCalla Company	30891	7/11/2019	Custodial Supplies	1,617.77
2380 MRC Smart Technology Solutions(SoCal Offi	30892	7/11/2019	6/17/19-7/16/19 BW and Color Copies for Managed Print Servic	931.30
2295 Law Offices of Young, Minney & Corr, LLP	30893	7/11/2019	06/19 Legal Services	10,169.38
2091 EdLogical Group Corp	30894	7/12/2019	06/19 Special Ed Services	115.00
2702 Working With Autism, Inc	30895	7/11/2019	05/19 Special Ed Services	7,208.57
2795 Woodwind & Brasswind, Inc.	30896	7/11/2019	Mouthpieces	648.79
2795 Woodwind & Brasswind, Inc.	30897	7/18/2019	Mouthpieces	344.93
2087 Eastbay Team Sales	30898	7/18/2019	Practice Basketballs - Girls Basketball Budget	315.66
2028 CompuClaim	30899	7/18/2019	06/19 MeduClaim Procedure Code Billing(LEA)	211.75
2127 Fence Factory Rentals	30900	7/18/2019	white vinyl fencing for graduation 2019	2,604.00
1893 AT&T	30901	7/23/2019	4/6/19-5/6/19 818 999-3601 Individual Line:	347.62
1893 AT&T	30902	7/23/2019	05/19 339 341-6665 Circuit 1	186.50
3336 AV Masters, Inc	30903	7/22/2019	Sound and webcast for graduation 2019	13,841.05
1893 AT&T	30904	7/23/2019	4/7/19-5/6/19 818 704-5329 Right Side Alarm	137.16
1893 AT&T	30905	7/23/2019	6/7/19-7/6/19 818 716-0428 Left Side Alarm	134.39
1893 AT&T	30906	7/23/2019	07/19 818 716-0810 Alt Ed Fax	144.39
1893 AT&T	30907	7/23/2019	6/22/19-7/21/19 818 888-3532 Alarm	181.88
1893 AT&T	30908	7/23/2019	07/19 818 888-7050 Alt Ed Line	670.13
2764 Bolton & Company	30909	7/22/2019	2019-2020 Worker's Compensation	35,548.00
1893 AT&T	30910	7/23/2019	07/19 818 992-4501 Alt Ed Fire Alarm	276.92
2764 Bolton & Company	30911	7/22/2019	2019-2020 Student Accident Renewal Premium	24,006.52
2379 Mutual of Omaha	30912	7/23/2019	08/19 Voluntary Disability Insurance	1,789.02
2764 Bolton & Company	30913	7/22/2019	2019-2020 Commercial Excess Policy Renewal Premium	12,219.60
1893 AT&T	30914	7/23/2019	6/7/19-7/6/19 818 888-6340 Intrusion Alarm	134.39
2764 Bolton & Company	30915	7/23/2019	2019-2020 Cyber Liability Renewal Premium	7,142.47
1893 AT&T	30916	7/23/2019	07/19 818 888-3576 Alt Ed Alarm	144.39
2764 Bolton & Company	30917	7/23/2019	2019-2020 Fiduciary Liability Policy Renewal Premium	1,650.00
2848 Hanover Insurance Group	30918	7/23/2019	6/6/19-7/7/19 Payment for 2018-2019 Insurance	436.60
2395 Nettime Solutions LLC	30919	7/24/2019	06/19 stratustime Monthly Subscription	1,736.00
2068 Department of Justice (State of CA)	30920	7/24/2019	05/19 Fingerprint Apps	288.00
2228 IXL Learning	30921	7/24/2019	IXL Site license for Alt. Ed Math	1,100.00
2016 City of Los Angeles	30922	7/24/2019	6/18/19 False Alarm Fee	216.00
3139 SoCalGas	30923	7/24/2019	5/23/19-6/24/19 Gas Charges for Shoup	17.36
2016 City of Los Angeles	30924	7/24/2019	6/23/19 False Alarm Fee	266.00
2736 AdTaxi-Los Angeles Daily News	30925	7/24/2019	06/19 ROP Advertising	1,500.00
2714 Chartwells Division	30926	7/24/2019	06/19 Cafeteria Services	12,120.88
2009 Child and Family Guidance Center	30927	7/24/2019	5/6/19-5/27/19 Direct Student Services	94.00
1978 Canon Solutions America, Inc	30928	7/24/2019	3/29/19-6/28/19 Copier Maintenance Contract 2425852	881.76
3366 Dawn Sloan	30929	7/24/2019	Mealtime account reimbursement for YR 18-19	32.50
2295 Law Offices of Young, Minney & Corr, LLP	30930	7/24/2019	Legal Services for Claim No.: 19-00319894	3,127.50
1942 Brigham Young University Independent Stuc	30931	7/24/2019	Online Courses	443.00
1945 Brooks Transportation Inc.	30932	7/24/2019	Marching band trip to the Rose Bowl, 6/29/19	495.00

El Camino Charter High School - Annual Meeting and Regular Board Meeting - Agenda - Thursday August 22, 2019 at 4:30 PM

1893 AT&T	30933	7/23/2019	6/7/19-7/6/19 818-888-6714 Main Office Alarm	134.39
2666 Verdugo Hills Autism Project	30934	7/24/2019	05/19 Direct Intervention and Supervision for Student	7,337.55
2809 Waste Management - Los Angeles	30935	7/24/2019	07/19 Waste Management Services on Shoup	11.32
3355 Peter Knauus	30936	7/24/2019	25 question focus tests on macro economics	250.00
2676 Walsworth Yearbooks	30937	7/23/2019	Yearbook Production - End of year balance	19,196.43
2436 Pearson Education NCS Pearson, Inc.	30938	7/24/2019	Lewis: Java Software Solutions for AP	7,861.80
2009 Child and Family Guidance Center	30939	7/24/2019	06/19 Special Ed Services Northpoint	1,698.96
2331 Sharon Markenson	30940	7/24/2019	Academic decathlon consultant- February-June 2019	3,000.00
3356 Rachel M Markenson	30941	7/24/2019	Hard copies and digital copies of tests and answer keys	500.00
2204 Herff Jones LLC	30942	7/25/2019	Lilac - Purple Cord	31.52
1893 AT&T	30943	7/25/2019	7/7/19-8/6/19 818 704-5329 Right Side Alarm	4.00
1893 AT&T	30944	7/25/2019	07/19 339 341-6665 Circuit 1	188.92
1893 AT&T	30945	7/25/2019	7/7/19-8/6/19 818-888-6714 Main Office Alarm	91.22
2869 Xerox Financial Services LLC (Xerox Corpora	30946	7/25/2019	6/30/19-7/30/19 Equipment Lease-Contract 010-0077477-001	1,058.12
1893 AT&T	30947	7/24/2019	7/7/19-8/6/19 818 348-4152 Fire Alarm 2	136.52
1893 AT&T	30948	7/25/2019	7/7/19-8/6/19 818 999-3601 Individual Lines	135.00
1893 AT&T	30949	7/25/2019	7/7/19-8/6/19 818 710-9023 Main Office Fax	126.52
2125 FedEx	30950	7/25/2019	6/5/19-7/3/19 FedEx Express Services	94.90
1893 AT&T	30951	7/25/2019	7/7/19-8/6/19 818 887-9221 Fire Alarm 1	250.65
3203 HopSkipDrive Inc.	30952	7/25/2019	06/19 Base plus miles Completed Trips	211.28
1893 AT&T	30953	7/25/2019	7/7/19-8/6/19 818 716-0428 Left Side Alarm	91.22
2426 PARS	30954	7/25/2019	05/19 PARS ARS Fees	330.32
1893 AT&T	30955	7/25/2019	7/7/19-8/6/19 818 888-6340 Intrusion Alarm	136.52
2068 Department of Justice (State of CA)	30956	7/25/2019	06/19 Fingerprint Apps	128.00
2343 Judy McLean	30957	7/25/2019	06/19 Payroll Services	4,412.50
1893 AT&T	30958	7/26/2019	06/19 Billing Date 818 884-8815 PBX Trunk1	189.72
1893 AT&T	30959	7/26/2019	07/19 818 348-8124 Alt Ed RM 2	144.39
3074 Sun-ex Venetian Blind Co., Inc.	30960	7/26/2019	Blind Repair	479.95
3256 Canon Solutions America Inc	30961	7/26/2019	Copier Supplies	296.20
1893 AT&T	30962	7/26/2019	07/19 818 888-9566 PBX Trunk 1	199.72
2447 Purchase Power (Pitney Bowes)	30963	7/30/2019	07/19 Meter Rental Acct # 8000 9090 0876 5336	70.20
2104 Encore Data Products, Inc.	30964	7/30/2019	Testing Supplies (CAASPP)	2,923.66
2702 Working With Autism, Inc	30965	7/30/2019	04/19 Special Ed Services	5,392.00
1842 Accrediting Commission for Schools	30966	7/30/2019	Mid-cycle 2-day visit: 2019-2020	2,900.00
3278 Saddleback Educational, Inc.	30967	7/30/2019	Textbooks	1,890.54
2869 Xerox Financial Services LLC (Xerox Corpora	30968	7/30/2019	07/19 Equipment Lease-Contract 010-0077477-003	90.35
1893 AT&T	30969	7/30/2019	7/7/19-8/6/19 818 598-7602 PBX System	1,726.91
2076 DLL Financial Services, Inc.	30970	7/30/2019	7/15/19-8/14/19 Copier Lease Contract 25426256	1,978.16
2666 Verdugo Hills Autism Project	30971	7/30/2019	06/19 Direct Intervention and Supervision for Student	1,443.75
1842 Accrediting Commission for Schools	30972	7/30/2019	Annual Accreditation Membership Fee: 2019-2020	1,070.00
1947 BSN Sports	30973	7/30/2019	Replacement of Damaged Nets - Softball Budget	259.72
3331 Robot Mesh LLC	30974	7/30/2019	New Vex V5 Hardware	1,785.57
2606 The College Board	30975	7/31/2019	April 17-18 2018 Conference Fee:Educating Latinos for the Futu	375.00
3314 Advanced Toolware, LLC	30976	7/31/2019	Single-Sign On tool	6,560.00
1893 AT&T	30977	7/31/2019	7/2/19-8/1/19 Billing Date 818 884-8815 Shoup Property	188.76
2772 FamilyID, Inc.	30978	7/31/2019	2019-20 Paperless/Electronic Athletic and Transportations Pape	2,820.00
614681 Stephanie Franklin	SPACH15	7/4/2019	AP By the Sea	1,083.55
VOID	SPACH16	VOID	VOID	-
VOID	SPACH17	VOID	VOID	-
614681 Stephanie Franklin	SPACH18	7/18/2019	Study Materials for Aca Deca Team	66.20
2276 Kelly Services, Inc.	SPACH19	7/23/2019	Substitute Teachers through 6/23/19	377.74
2276 Kelly Services, Inc.	SPACH20	7/23/2019	Substitute Teachers through 6/16/19	1,777.83
931007 Melissa Harr	SPACH21	7/23/2019	SEI Summer Teacher Training Innovantions to Green Technology	1,348.02
305711 Rashida Madraswala	SPACH22	7/23/2019	PLTW Training	2,454.35
2445 Piece of Mind Care Services	SPACH23	7/24/2019	06/19 SpEd Services(Teacher, Aide, Aide-ElCo Continuation)	27,645.77

El Camino Real Charter HS

Check Register - July 2019 - TRUST

Grand Total: 8,538.53

Vendor	Check #	Void	Date	Memo	Check Amount
2100 El Camino Real Charter High School (ASB)	1239		7/1/2019	2018-2019 Replenishment of \$200 Petty Cash Payable to ECRCHS (ASB)	108.69
808891 Jun Reichl	1240		7/3/2019	Practice equipment for Track and Field	765.79
1906 Steven Bash	1241		7/3/2019	Replacement Check for Reimbursement for Staff Appreciation Week Food - Student Council Trust	212.26
1906 Steven Bash	1242		7/8/2019	Thank you candy and gift card for 50th anniversary celebration - Student Council Trust	183.41
3308 Leana J Buccellato	1243		7/8/2019	2019 Dance Show Program - Dance Trust	275.00
2259 Jostens, Inc	1244		7/10/2019	2019 Championship Rings - Softball Trust	1,799.98
2220 Ingraham Trophies and Gifts	1245		7/18/2019	CIF-LA Softball Champions Medals - Softball Trust	16.77
2550 Slam Jam Basketball	1246		7/23/2019	Elite Varsity League Officials Fees - Boy Basketball Trust - Check Reissue	150.00
2087 Eastbay Team Sales	1247		7/23/2019	Summer & Season Coaches Gear - Football Trust	4,626.63
3338 Evalyn T Kallman	1248		7/23/2019	Dance Show Ticket Staff - Dance Trust	50.00
1955 Burroughs Girls Basketball	1249		7/30/2019	6/3/19-7/15/19 Burroughs Girls Basketball Summer League 2019 - Girls Basketball Trust	350.00

Cover Sheet

July 2019 Financial Update

Section: IV. Financial
Item: B. July 2019 Financial Update
Purpose: Discuss
Submitted by:
Related Material: IV.B Financial Exhibits.pdf

El Camino Real Charter High School
Income Statement
As of Jun FY2019

	Actual			YTD Actual YTD	Budget				
	Apr	May	Jun		Approved Budget v1	Previous Forecast	FY19	Previous Forecast	Approved Budget
							Unaudited Actuals	vs. FY19 Unaudited Actuals	v1 vs. FY19 Unaudited Actuals
SUMMARY									
Revenue									
LCFF Entitlement	2,360,202	2,360,202	4,968,516	32,344,848	32,678,749	32,339,826	32,344,848	5,022	(333,901)
Federal Revenue	203,344	128,257	166,294	1,550,279	1,436,702	1,513,963	1,550,279	36,315	113,577
Other State Revenues	435,025	183,094	1,092,804	4,481,622	4,299,217	4,226,928	4,481,622	254,694	182,405
Local Revenues	70,103	186,300	217,698	2,643,973	1,681,250	2,314,030	2,643,973	329,943	962,723
Fundraising and Grants	-	-	-	-	-	-	-	-	-
Total Revenue	3,068,674	2,857,853	6,445,312	41,020,722	40,095,918	40,394,747	41,020,722	625,975	924,804
Expenses									
Compensation and Benefits	2,390,718	2,490,964	1,323,842	27,810,685	30,037,633	28,979,160	27,810,685	1,168,475	2,226,947
Books and Supplies	299,074	302,898	868,433	3,976,459	2,969,951	3,297,457	3,976,459	(679,003)	(1,006,508)
Services and Other Operating Expenditures	999,337	577,501	1,727,513	8,267,447	6,297,724	7,497,077	8,267,447	(770,370)	(1,969,724)
Depreciation	21,294	21,294	304,445	538,676	719,151	550,369	538,676	11,692	180,475
Other Outflows	1,585	164	21,186	48,483	-	-	48,483	(48,483)	(48,483)
Total Expenses	3,712,009	3,392,821	4,245,420	40,641,752	40,024,459	40,324,063	40,641,752	(317,689)	(617,293)
Operating Income	(643,334)	(534,968)	2,199,893	378,970	71,459	70,685	378,970	308,286	307,511
Fund Balance									
Beginning Balance (Audited)					(3,119,011)	11,966,952	11,966,952		
Reinstatement (OPEB)							(5,183,762)		
Operating Income					71,459	70,685	378,970		
Ending Fund Balance					(3,047,552)	12,037,636	7,162,160		
Fund Balance as a % of Expenses					-8%	30%	18%		

El Camino Real Charter High School
Income Statement
As of Jun FY2019

	Actual			YTD	Budget				
	Apr	May	Jun	Actual YTD	Approved	Previous	FY19	Previous Forecast	Approved Budget
					Budget v1	Forecast	Unaudited	vs. FY19	v1 vs. FY19
KEY ASSUMPTIONS									
Enrollment Summary									
9-12					3,600	3,512	3,512	-	(88)
Total Enrolled					3,600	3,512	3,512	-	(88)
ADA %									
9-12					92.9%	93.5%	93.5%	0.0%	0.6%
Average ADA %					92.9%	93.5%	93.5%	0.0%	0.6%
ADA									
9-12					3,344.00	3,284.15	3,284.15	-	(59.85)
Total ADA					3,344.00	3,284.15	3,284.15	-	(59.85)

El Camino Real Charter High School
Income Statement
As of Jun FY2019

	Actual			YTD	Budget				
	Apr	May	Jun	Actual YTD	Approved Budget v1	Previous Forecast	FY19	Previous Forecast	Approved Budget
							Unaudited Actuals	vs. FY19 Unaudited Actuals	v1 vs. FY19 Unaudited Actuals
REVENUE									
LCFF Entitlement									
8011 Charter Schools General Purpose Entitlement - State Aid	1,819,645	1,819,645	2,076,234	17,784,938	20,647,689	18,963,865	17,784,938	(1,178,927)	(2,862,751)
8012 Education Protection Account Entitlement	-	-	1,767,691	6,197,831	4,653,594	5,801,241	6,197,831	396,590	1,544,237
8019 State Aid - Prior Years	-	-	-	6,232	-	6,232	6,232	-	6,232
8096 Charter Schools in Lieu of Property Taxes	540,557	540,557	1,124,591	8,355,847	7,377,466	7,568,488	8,355,847	787,359	978,381
SUBTOTAL - LCFF Entitlement	2,360,202	2,360,202	4,968,516	32,344,848	32,678,749	32,339,826	32,344,848	5,022	(333,901)
Federal Revenue									
8181 Special Education - Entitlement	46,696	46,696	61,499	681,893	654,655	653,809	681,893	28,085	27,238
8220 Child Nutrition Programs	-	81,223	78,887	331,691	325,000	313,300	331,691	18,391	6,691
8290 No Child Left Behind	4,760	337	3,583	19,323	-	15,740	19,323	3,583	19,323
8291 Title I	104,974	-	13,448	347,838	292,822	340,014	347,838	7,824	55,016
8292 Title II	23,064	-	3,487	75,111	64,225	71,647	75,111	3,464	10,886
8294 Title IV	-	-	5,390	19,982	-	19,454	19,982	528	19,982
8299 All Other Federal Revenue	23,850	-	-	74,440	100,000	100,000	74,440	(25,560)	(25,560)
SUBTOTAL - Federal Revenue	203,344	128,257	166,294	1,550,279	1,436,702	1,513,963	1,550,279	36,315	113,577
Other State Revenue									
8319 Other State Apportionments - Prior Years	-	-	35,936	122,820	-	86,884	122,820	35,936	122,820
8381 Special Education - Entitlement (State)	138,560	138,560	201,612	2,042,478	1,913,303	1,940,013	2,042,478	102,465	129,175
8520 Child Nutrition - State	-	-	15,245	26,404	25,000	24,700	26,404	1,704	1,404
8550 Mandated Cost Reimbursements	-	-	305,712	760,975	1,287,490	760,354	760,975	621	(526,515)
8560 State Lottery Revenue	242,214	-	366,686	777,934	648,736	669,967	777,934	107,967	129,198
8590 All Other State Revenue	54,251	44,534	167,614	751,011	424,688	745,011	751,011	6,000	326,323
SUBTOTAL - Other State Revenue	435,025	183,094	1,092,804	4,481,622	4,299,217	4,226,928	4,481,622	254,694	182,405
Local Revenue									
8634 Food Service Sales	19,212	25,518	15,019	251,649	181,250	247,000	251,649	4,649	70,399
8660 Interest	-	1,143	645	1,829	-	1,183	1,829	645	1,829
8662 Net Increase (Decrease) in the Fair Value of Investments	16,473	12,242	32,765	180,979	-	148,214	180,979	32,765	180,979
8690 Other Local Revenue	59,091	42,096	232,174	1,992,669	1,500,000	1,760,496	1,992,669	232,174	492,669
8699 All Other Local Revenue	-	-	1,810	6,172	-	4,362	6,172	1,810	6,172
8715 Option 3 SPED	10,973	3,150	-	152,775	-	152,775	152,775	-	152,775
8999 Uncategorized Revenue	(35,646)	102,151	(64,716)	57,899	-	-	57,899	57,899	57,899
SUBTOTAL - Local Revenue	70,103	186,300	217,698	2,643,973	1,681,250	2,314,030	2,643,973	329,943	962,723
Fundraising and Grants									
SUBTOTAL - Fundraising and Grants	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	3,068,674	2,857,853	6,445,312	41,020,722	40,095,918	40,394,747	41,020,722	625,975	924,804

El Camino Real Charter High School
Income Statement
As of Jun FY2019

	Actual			YTD	Budget				
	Apr	May	Jun	Actual YTD	Approved Budget v1	Previous Forecast	FY19	Previous Forecast	Approved Budget
							Unaudited Actuals	vs. FY19 Unaudited Actuals	v1 vs. FY19 Unaudited Actuals
EXPENSES									
Compensation & Benefits									
Certificated Salaries									
1100 Teachers Salaries	907,969	890,221	1,188,244	11,538,374	11,362,182	11,277,021	11,538,374	(261,353)	(176,192)
1101 Teacher - Stipends	-	-	-	-	70,000	-	-	-	70,000
1150 NBC Stipend	-	8,994	4,022	75,525	135,000	76,000	75,525	475	59,475
1160 Auxilary & Summer School	-	61,096	4,223	453,697	400,000	455,000	453,697	1,303	(53,697)
1170 Coverage	-	29,863	2,292	97,628	75,000	100,000	97,628	2,372	(22,628)
1180 Extra Hours & Tutoring	-	25,766	500	80,833	100,000	85,000	80,833	4,167	19,167
1190 PD & LCAP	-	10,250	25,836	221,294	130,000	200,000	221,294	(21,294)	(91,294)
1200 Certificated Pupil Support Salaries	118,729	116,368	142,991	1,456,667	1,394,799	1,394,799	1,456,667	(61,868)	(61,868)
1300 Certificated Supervisor & Administrator Salaries	186,778	86,605	96,544	1,071,032	908,030	1,069,626	1,071,032	(1,406)	(163,002)
1900 Certificated Other Salaries	20,410	21,223	19,118	255,600	250,548	259,843	255,600	4,242	(5,052)
SUBTOTAL - Certificated Salaries	1,233,887	1,250,385	1,483,770	15,250,651	14,825,559	14,917,289	15,250,651	(333,362)	(425,092)
Classified Salaries									
2100 Classified Instructional Aide Salaries	68,949	123,077	177,382	1,078,708	936,109	946,096	1,078,708	(132,611)	(142,599)
2200 Classified Support Salaries	80,472	85,312	95,552	954,196	959,358	908,401	954,196	(45,794)	5,162
2300 Classified Supervisor & Administrator Salaries	43,931	44,284	43,931	562,450	607,067	562,095	562,450	(355)	44,617
2400 Classified Clerical & Office Salaries	107,649	125,632	131,380	1,283,105	1,335,355	1,267,852	1,283,105	(15,253)	52,250
2900 Classified Other Salaries	8,747	7,165	5,241	95,929	82,995	96,603	95,929	674	(12,934)
SUBTOTAL - Classified Salaries	309,748	385,470	453,486	3,974,387	3,920,883	3,781,048	3,974,387	(193,340)	(53,504)
Employee Benefits									
3100 STRS	196,337	199,360	210,533	2,399,335	2,413,601	2,388,221	2,399,335	(11,114)	14,266
3200 PERS	54,685	60,820	50,172	620,866	545,573	618,063	620,866	(2,803)	(75,293)
3300 OASDI-Medicare-Alternative	41,646	47,015	57,032	522,438	489,312	509,775	522,438	(12,662)	(33,126)
3400 Health & Welfare Benefits	298,408	292,447	314,638	3,472,680	3,571,226	3,456,414	3,472,680	(16,266)	98,546
3500 Unemployment Insurance	2,315	2,564	9	10,491	10,881	10,787	10,491	296	390
3600 Workers Comp Insurance	22,221	21,431	22,696	285,032	205,160	271,126	285,032	(13,906)	(79,873)
3700 Retiree Benefits	231,471	231,471	(1,268,932)	1,274,367	4,055,439	3,026,437	1,274,367	1,752,070	2,781,072
3900 Other Employee Benefits	-	-	438	438	-	-	438	(438)	(438)
SUBTOTAL - Employee Benefits	847,083	855,108	(613,414)	8,585,647	11,291,191	10,280,823	8,585,647	1,695,176	2,705,543

El Camino Real Charter High School
Income Statement
As of Jun FY2019

		Actual			YTD	Budget				
		Apr	May	Jun	Actual YTD	Approved Budget v1	Previous Forecast	FY19 Unaudited Actuals	Previous Forecast vs. FY19 Unaudited Actuals	Approved Budget v1 vs. FY19 Unaudited Actuals
Books & Supplies										
4100	Approved Textbooks & Core Curricula Materials	11,454	132,522	30,860	559,636	500,000	528,776	559,636	(30,860)	(59,636)
4200	Books & Other Reference Materials	195	5,986	553	19,537	40,000	18,984	19,537	(553)	20,463
4300	Materials & Supplies	-	-	10,038	10,038	-	-	10,038	(10,038)	(10,038)
4325	Instructional Materials & Supplies	51,358	21,329	24,194	288,529	430,000	350,000	288,529	61,471	141,471
4330	Office Supplies	6,058	7,750	6,701	69,025	100,000	100,000	69,025	30,975	30,975
4345	Non Instructional Student Materials & Supplies	21,957	52,107	112,118	491,942	310,000	379,824	491,942	(112,118)	(181,942)
4400	Noncapitalized Equipment	124,885	22,234	585,417	1,853,289	964,951	1,267,872	1,853,289	(585,417)	(888,338)
4710	Student Food Services	83,168	60,969	98,552	682,937	625,000	650,000	682,937	(32,937)	(57,937)
4720	Other Food	-	-	-	1,526	-	2,000	1,526	474	(1,526)
SUBTOTAL - Books and Supplies		299,074	302,898	868,433	3,976,459	2,969,951	3,297,457	3,976,459	(679,003)	(1,006,508)
Services & Other Operating Expenses										
5000	Services & Other Operating Expenses	-	-	400	400	-	-	400	(400)	(400)
5200	Travel & Conferences	14,643	15,802	13,651	120,459	115,000	115,000	120,459	(5,459)	(5,459)
5300	Dues & Memberships	(45,138)	6,472	51,660	468,073	400,000	430,000	468,073	(38,073)	(68,073)
5400	Insurance	-	-	-	170,235	226,574	190,205	170,235	19,970	56,339
5500	Operations & Housekeeping	70,814	34,510	743,899	1,444,693	1,150,520	1,103,520	1,444,693	(341,173)	(294,173)
5520	Security	62,606	50,225	64,022	565,132	588,500	592,596	565,132	27,464	23,368
5605	Equipment Leases	11,666	12,545	10,346	229,819	95,000	225,000	229,819	(4,819)	(134,819)
5610	Rent	411,729	-	97,810	509,539	482,040	503,729	509,539	(5,810)	(27,499)
5631	Other Rentals, Leases and Repairs 1	3,355	473	1,588	29,732	180,000	30,000	29,732	268	150,268
5809	Banking Fees	756	253	3,236	40,673	66,000	54,000	40,673	13,327	25,327
5812	Business Services	17,654	17,654	35,308	211,850	204,860	211,850	211,850	0	(6,990)
5815	Consultants - Instructional	251,253	131,922	270,546	1,691,516	600,000	1,500,000	1,691,516	(191,516)	(1,091,516)
5820	Consultants - Non Instructional - Custom 1	(25,653)	64,677	93,998	494,368	300,000	406,318	494,368	(88,049)	(194,368)
5824	District Oversight Fees	23,093	23,093	16,581	323,386	339,859	323,398	323,386	12	16,473
5830	Field Trips Expenses	27,328	134,516	11,985	367,453	250,000	355,468	367,453	(11,985)	(117,453)
5833	Fines and Penalties	326	10	227	4,924	1,500	5,000	4,924	76	(3,424)
5845	Legal Fees	50,384	16,652	86,467	376,854	125,000	300,000	376,854	(76,854)	(251,854)
5848	Licenses and Other Fees	-	-	-	46,838	45,000	46,838	46,838	0	(1,838)
5851	Marketing and Student Recruiting	5,060	5,000	5,000	50,605	10,000	50,605	50,605	-	(40,605)
5857	Payroll Fees	3,165	3,610	4,499	38,572	51,300	42,000	38,572	3,428	12,728
5861	Prior Yr Exp (not accrued)	(16)	-	34,336	40,721	60,000	6,386	40,721	(34,336)	19,279
5872	Special Education Encroachment	37,051	37,051	47,056	539,308	560,171	518,764	539,308	(20,544)	20,862
5884	Substitutes	67,375	15,309	97,579	395,559	360,000	400,000	395,559	4,441	(35,559)
5898	Bad Debt Expense	-	-	22,228	22,228	-	-	22,228	(22,228)	(22,228)
5900	Communications	11,886	7,726	14,341	83,758	86,400	86,400	83,758	2,642	2,642
5915	Postage and Delivery	-	-	751	751	-	-	751	(751)	(751)
SUBTOTAL - Services & Other Operating Exp.		999,337	577,501	1,727,513	8,267,447	6,297,724	7,497,077	8,267,447	(770,370)	(1,969,724)
Capital Outlay & Depreciation										
6900	Depreciation	21,294	21,294	304,445	538,676	719,151	550,369	538,676	11,692	180,475
SUBTOTAL - Capital Outlay & Depreciation		21,294	21,294	304,445	538,676	719,151	550,369	538,676	11,692	180,475
Other Outflows										
7999	Uncategorized Expense	1,585	164	21,186	48,483	-	-	48,483	(48,483)	(48,483)
SUBTOTAL - Other Outflows		1,585	164	21,186	48,483	-	-	48,483	(48,483)	(48,483)
TOTAL EXPENSES		3,712,009	3,392,821	4,245,420	40,641,752	40,024,459	40,324,063	40,641,752	(317,689)	(617,293)

El Camino Real Charter High School
Balance Sheet
As of Jun FY2019

	Jun FY2018	Jun FY2019
ASSETS		
Cash Balance	8,451,229	5,071,239
Accounts Receivable	1,291,004	3,627,527
Prepays	70,429	339,378
Fixed Assets, Net	6,875,226	7,174,263
Investments	7,041,911	6,784,047
TOTAL ASSETS	23,729,799	22,996,454
LIABILITIES & EQUITY		
Accounts Payable	1,617,394	1,592,376
Due to Others	125,138	237,807
OPEB Liability	8,995,650	12,696,714
Deferred Revenue	710,460	404,954
Current Loans and Other Payables	314,205	791,383
Beginning Net Assets	13,286,933	6,783,190
Net Income (Loss) to Date	(1,319,981)	490,030
TOTAL LIABILITIES & EQUITY	23,729,799	22,996,454

ESP-CA
EdTec Network : El Camino Real Charter High School
Income Statement
FY 2019

Financial Row	Jul 2018 Amount	Aug 2018 Amount	Sep 2018 Amount	Oct 2018 Amount	Nov 2018 Amount	Dec 2018 Amount	Jan 2019 Amount	Feb 2019 Amount	Mar 2019 Amount	Apr 2019 Amount	May 2019 Amount	Jun 2019 Amount
Ordinary Income/Expense												
Income												
8000 - Revenue												
8010 - Principal Apportionment												
8011 - Charter Schools General Purpose Entitlement	\$0.00	\$931,797.00	\$931,797.00	\$1,677,235.00	\$1,677,235.00	\$1,677,235.00	\$1,677,235.00	\$1,677,235.00	\$1,819,645.00	\$1,819,645.00	\$1,819,645.00	\$2,076,234.00
8012 - Education Protection Account Entitlement	\$0.00	\$0.00	\$0.00	\$1,443,021.00	\$0.00	\$0.00	\$1,443,021.00	\$0.00	\$1,544,098.00	\$0.00	\$0.00	\$1,767,691.00
8019 - State Aid - Prior Years	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,232.00	\$0.00	\$0.00	\$0.00	\$0.00
8096 - Charter Schools in Lieu of Property Taxes	\$480,184.08	\$960,368.16	\$640,245.44	\$640,245.44	\$0.00	\$1,280,490.69	\$640,245.41	\$1,120,429.47	\$387,932.44	\$540,557.29	\$540,557.29	\$1,124,591.29
Total - 8010 - Principal Apportionment	\$480,184.08	\$1,892,165.16	\$1,572,042.44	\$3,760,501.44	\$1,677,235.00	\$2,957,725.69	\$3,760,501.41	\$2,803,896.47	\$3,751,675.44	\$2,360,202.29	\$2,360,202.29	\$4,968,516.29
8100 - Federal Revenue												
8181 - Special Education - Entitlement	\$39,485.45	\$78,970.90	\$52,647.27	\$52,647.27	\$0.00	\$105,294.53	\$53,955.48	\$92,448.49	\$51,552.50	\$46,696.37	\$46,696.37	\$61,498.53
8220 - Child Nutrition Programs	\$0.00	\$0.00	\$0.00	\$22,261.04	\$0.00	\$74,694.00	\$0.00	\$0.00	\$74,626.04	\$0.00	\$81,223.29	\$78,887.03
8290 - Every Student Succeeds Act												
8290 - Every Student Succeeds Act	\$565.19	\$210.28	\$69.57	\$305.53	\$0.00	\$5,849.89	\$2,243.25	\$0.00	\$1,399.39	\$4,759.80	\$336.87	\$3,583.12
8291 - Title I	\$0.00	\$0.00	\$0.00	\$0.00	\$83,607.00	\$0.00	\$145,809.00	\$0.00	\$0.00	\$104,974.00	\$0.00	\$13,448.00
8292 - Title II	\$0.00	\$0.00	\$0.00	\$0.00	\$17,586.00	\$0.00	\$30,974.00	\$0.00	\$0.00	\$23,064.00	\$0.00	\$3,487.00
8294 - Title IV	\$0.00	\$0.00	\$0.00	\$0.00	\$4,864.00	\$0.00	\$4,864.00	\$0.00	\$4,864.00	\$0.00	\$0.00	\$5,390.00
Total - 8290 - Every Student Succeeds Act	\$565.19	\$210.28	\$69.57	\$305.53	\$106,057.00	\$5,849.89	\$183,890.25	\$0.00	\$6,263.39	\$132,797.80	\$336.87	\$25,908.12
8296 - Other Federal Revenue												
8299 - All Other Federal Revenue	\$0.00	\$22,482.28	\$0.00	\$12,568.04	\$0.00	\$0.00	\$15,539.88	\$0.00	\$0.00	\$23,850.13	\$0.00	\$0.00
Total - 8296 - Other Federal Revenue	\$0.00	\$22,482.28	\$0.00	\$12,568.04	\$0.00	\$0.00	\$15,539.88	\$0.00	\$0.00	\$23,850.13	\$0.00	\$0.00
Total - 8100 - Federal Revenue	\$40,050.64	\$101,663.46	\$52,716.84	\$87,781.88	\$106,057.00	\$185,838.42	\$253,385.61	\$92,448.49	\$132,441.93	\$203,344.30	\$128,256.53	\$166,293.68
8300 - Other State Revenues												
8319 - Other State Apportionments - Prior Years	\$0.00	\$0.00	\$0.00	\$24,445.00	\$980.00	\$0.00	\$54,419.98	\$0.00	\$7,039.00	\$0.00	\$0.00	\$35,936.00
8380 - Special Ed												
8381 - Special Education - Entitlement (State)	\$117,124.91	\$234,249.81	\$156,166.54	\$156,166.54	\$0.00	\$312,333.09	\$160,418.26	\$274,317.73	\$152,969.65	\$138,559.82	\$138,559.83	\$201,611.84
Total - 8380 - Special Ed	\$117,124.91	\$234,249.81	\$156,166.54	\$156,166.54	\$0.00	\$312,333.09	\$160,418.26	\$274,317.73	\$152,969.65	\$138,559.82	\$138,559.83	\$201,611.84
8520 - Child Nutrition - State	\$0.00	\$0.00	\$0.00	\$1,736.22	\$0.00	\$5,890.16	\$2,228.76	\$0.00	\$1,304.06	\$0.00	\$0.00	\$15,245.13
8550 - Mandated Cost Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,027.00	\$0.00	\$305,236.00	\$0.00	\$0.00	\$0.00	\$305,712.00
8560 - State Lottery Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$169,033.93	\$0.00	\$0.00	\$242,214.01	\$0.00	\$366,685.68
8590 - All Other State Revenue	\$33,634.51	\$50,550.93	\$33,700.62	\$33,700.62	\$0.00	\$69,953.84	\$188,058.62	\$33,933.12	\$41,080.29	\$54,251.30	\$44,533.99	\$167,613.54
Total - 8300 - Other State Revenues	\$150,759.42	\$284,800.74	\$189,867.16	\$216,048.38	\$980.00	\$538,203.89	\$574,159.55	\$613,486.85	\$202,393.00	\$435,025.13	\$183,093.82	\$1,092,804.19
8600 - Other Local Revenue												
8631 - Sales												
8634 - Food Service Sales	\$4,035.50	\$23,643.00	\$25,987.50	\$29,768.15	\$20,411.00	\$15,098.40	\$10,424.00	\$24,306.50	\$38,227.00	\$19,211.86	\$25,517.50	\$15,019.00
Total - 8631 - Sales	\$4,035.50	\$23,643.00	\$25,987.50	\$29,768.15	\$20,411.00	\$15,098.40	\$10,424.00	\$24,306.50	\$38,227.00	\$19,211.86	\$25,517.50	\$15,019.00
8660 - Interest	\$8.37	\$8.11	\$7.32	\$8.63	\$7.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,143.18	\$645.40
8662 - Net Increase (Decrease) in the Fair Value of In	\$8,921.12	\$15,404.46	\$7,593.86	(\$2,366.29)	\$14,340.92	\$22,762.49	\$26,441.84	\$17,463.83	\$8,936.83	\$16,472.59	\$12,242.21	\$32,765.16
8690 - Other Local Revenue												
8690 - Other Local Revenue	\$1,001,840.34	\$71,476.08	\$44,967.02	\$55,381.26	\$104,710.53	\$72,196.76	\$173,983.71	\$59,564.80	\$75,187.77	\$59,090.92	\$42,096.33	\$232,173.96
8699 - All Other Local Revenue	\$4,346.11	\$0.03	\$0.00	\$15.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,810.00
8715 - Revenue Program 15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$137,451.95	\$1,200.00	\$0.00	\$0.00	\$10,973.16	\$3,150.00	\$0.00
Total - 8690 - Other Local Revenue	\$1,006,186.45	\$71,476.11	\$44,967.02	\$55,396.89	\$104,710.53	\$209,648.71	\$175,183.71	\$59,564.80	\$75,187.77	\$70,064.08	\$45,246.33	\$233,983.96
Total - 8600 - Other Local Revenue	\$1,019,151.44	\$110,531.68	\$78,555.70	\$82,807.38	\$139,470.30	\$247,509.60	\$212,049.55	\$101,335.13	\$122,351.60	\$105,748.53	\$84,149.22	\$282,413.52
8999 - Uncategorized Revenue	\$0.00	\$2,956.48	\$100.00	\$394.52	\$925.06	\$13,709.71	\$2,492.58	\$30,454.27	\$5,077.21	(\$35,645.94)	\$102,150.87	(\$64,715.52)
Total - 8000 - Revenue	\$1,690,145.58	\$2,392,117.52	\$1,893,282.14	\$4,147,533.60	\$1,924,667.36	\$3,942,987.31	\$4,802,588.70	\$3,641,621.21	\$4,213,939.18	\$3,068,674.31	\$2,857,852.73	\$6,445,312.16
Total - Income	\$1,690,145.58	\$2,392,117.52	\$1,893,282.14	\$4,147,533.60	\$1,924,667.36	\$3,942,987.31	\$4,802,588.70	\$3,641,621.21	\$4,213,939.18	\$3,068,674.31	\$2,857,852.73	\$6,445,312.16
Gross Profit	\$1,690,145.58	\$2,392,117.52	\$1,893,282.14	\$4,147,533.60	\$1,924,667.36	\$3,942,987.31	\$4,802,588.70	\$3,641,621.21	\$4,213,939.18	\$3,068,674.31	\$2,857,852.73	\$6,445,312.16

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FY 2019

Financial Row	Jul 2018 Amount	Aug 2018 Amount	Sep 2018 Amount	Oct 2018 Amount	Nov 2018 Amount	Dec 2018 Amount	Jan 2019 Amount	Feb 2019 Amount	Mar 2019 Amount	Apr 2019 Amount	May 2019 Amount	Jun 2019 Amount
Expense												
1000 - Certificated Salaries												
1100 - Teachers Salaries												
1100 - Teachers Salaries	\$724,939.04	\$1,046,224.21	\$991,249.17	\$940,744.15	\$995,114.29	\$1,046,482.64	\$924,288.88	\$927,219.61	\$955,677.11	\$907,969.17	\$890,221.48	\$1,188,244.12
1150 - Teacher - Custom 1	\$10,450.33	\$10,450.33	\$10,450.33	\$10,461.75	\$2,709.98	\$4,496.79	\$4,496.79	\$4,496.79	\$4,496.79	\$0.00	\$8,993.58	\$4,021.94
1160 - Teacher - Custom 2	\$172,768.86	\$20,259.16	\$25,016.15	\$39,278.58	\$23,363.77	\$14,912.27	\$27,819.63	\$31,667.48	\$33,291.76	\$0.00	\$61,096.00	\$4,223.00
1170 - Teacher - Custom 3	\$0.00	\$3,102.32	\$8,963.39	\$10,646.27	\$7,788.61	\$3,562.74	\$7,594.27	\$11,274.26	\$12,541.81	\$0.00	\$29,862.56	\$2,291.60
1180 - Teacher - Custom 4	\$2,001.01	\$4,604.80	\$9,970.06	\$7,898.98	\$4,043.62	\$5,029.22	\$6,668.09	\$8,026.96	\$6,324.04	\$0.00	\$25,766.24	\$500.20
1190 - Teacher - Custom 5	\$17,251.65	\$80,527.88	\$5,439.99	\$6,437.13	\$5,288.48	\$1,694.28	\$3,544.27	\$60,304.75	\$4,719.66	\$0.00	\$10,250.17	\$25,835.87
Total - 1100 - Teachers Salaries	\$927,410.89	\$1,165,168.70	\$1,051,089.09	\$1,015,466.86	\$1,038,308.75	\$1,076,177.94	\$974,411.93	\$1,042,989.85	\$1,017,051.17	\$907,969.17	\$1,026,190.03	\$1,225,116.73
1200 - Certificated Pupil Support Salaries	\$99,832.04	\$122,345.43	\$129,601.35	\$115,365.48	\$126,577.46	\$139,132.38	\$113,761.22	\$114,052.02	\$117,911.59	\$118,729.45	\$116,367.75	\$142,991.15
1300 - Certificated Supervisor & Administrator Salaries	\$57,913.52	\$70,942.42	\$67,083.77	\$121,536.39	\$79,495.13	\$83,470.30	\$80,189.82	\$78,439.37	\$62,033.96	\$186,778.27	\$86,604.98	\$96,544.00
1900 - Certificated Other Salaries												
1900 - Certificated Other Salaries	\$21,649.89	\$21,649.89	\$21,649.89	\$21,649.89	\$21,694.05	\$21,649.89	\$21,649.89	\$21,605.73	\$21,649.89	\$20,410.48	\$21,222.69	\$19,118.26
Total - 1900 - Certificated Other Salaries	\$21,649.89	\$21,649.89	\$21,649.89	\$21,649.89	\$21,694.05	\$21,649.89	\$21,649.89	\$21,605.73	\$21,649.89	\$20,410.48	\$21,222.69	\$19,118.26
Total - 1000 - Certificated Salaries	\$1,106,806.34	\$1,380,106.44	\$1,269,424.10	\$1,274,018.62	\$1,266,075.39	\$1,320,430.51	\$1,190,012.86	\$1,257,086.97	\$1,218,646.61	\$1,233,887.37	\$1,250,385.45	\$1,483,770.14
2000 - Classified Salaries												
2100 - Classified Instructional Aide Salaries	\$30,798.73	\$51,534.25	\$71,184.56	\$94,258.43	\$103,506.41	\$81,283.95	\$81,848.58	\$78,241.31	\$116,643.73	\$68,949.09	\$123,076.78	\$177,382.01
2200 - Classified Support Salaries	\$56,553.09	\$78,626.63	\$75,061.51	\$88,596.45	\$84,087.99	\$78,897.14	\$78,218.09	\$78,397.82	\$82,421.06	\$80,471.95	\$85,311.98	\$95,551.81
2300 - Classified Supervisor & Administrator Salaries	\$48,449.72	\$46,783.06	\$47,619.71	\$41,242.75	\$37,291.90	\$37,291.90	\$37,291.90	\$90,402.38	\$43,930.71	\$43,930.71	\$44,284.39	\$43,930.71
2400 - Classified Clerical & Office Salaries	\$71,170.56	\$126,803.33	\$95,661.06	\$116,503.64	\$109,432.97	\$105,857.54	\$122,882.40	\$58,813.37	\$111,518.18	\$107,649.09	\$125,632.41	\$131,380.39
2900 - Classified Other Salaries	\$5,075.18	\$12,517.30	\$6,954.13	\$9,095.63	\$7,066.36	\$9,161.27	\$5,100.73	\$8,968.06	\$10,837.14	\$8,747.19	\$7,164.88	\$5,241.35
Total - 2000 - Classified Salaries	\$212,047.28	\$316,064.57	\$296,480.97	\$349,696.90	\$341,385.63	\$304,491.80	\$325,341.70	\$314,822.94	\$365,350.82	\$309,748.03	\$385,470.44	\$453,486.27
3000 - Employee Benefits												
3100 - STRS												
3101 - State Teachers Retirement System, certificated	\$177,028.98	\$220,448.57	\$202,230.48	\$199,590.56	\$199,113.46	\$210,862.20	\$189,368.58	\$196,337.65	\$198,125.30	\$196,336.77	\$199,359.89	\$210,532.59
Total - 3100 - STRS	\$177,028.98	\$220,448.57	\$202,230.48	\$199,590.56	\$199,113.46	\$210,862.20	\$189,368.58	\$196,337.65	\$198,125.30	\$196,336.77	\$199,359.89	\$210,532.59
3200 - PERS												
3202 - Public Employees Retirement System, classified	\$33,218.32	\$49,668.03	\$49,371.17	\$58,638.47	\$55,951.40	\$49,464.51	\$53,596.32	\$47,904.06	\$57,377.16	\$54,684.98	\$60,819.98	\$50,171.51
Total - 3200 - PERS	\$33,218.32	\$49,668.03	\$49,371.17	\$58,638.47	\$55,951.40	\$49,464.51	\$53,596.32	\$47,904.06	\$57,377.16	\$54,684.98	\$60,819.98	\$50,171.51
3300 - OASDI-Medicare-Alternative												
3303 - Medicare, certificated positions	\$24,894.82	\$34,288.26	\$30,855.69	\$31,429.24	\$29,748.50	\$31,571.12	\$29,431.85	\$31,411.13	\$30,495.01	\$30,309.92	\$32,086.31	\$48,576.62
3304 - Medicare, classified positions	\$6,656.79	\$9,058.55	\$9,890.80	\$11,951.80	\$11,747.84	\$9,537.91	\$12,148.99	\$10,293.30	\$12,689.56	\$10,719.99	\$12,858.98	\$7,959.33
3342 - PARS	\$487.78	\$925.20	\$628.61	\$860.17	\$1,546.74	\$1,148.82	\$555.76	\$671.60	\$1,817.91	\$616.18	\$2,070.03	\$496.49
Total - 3300 - OASDI-Medicare-Alternative	\$32,039.39	\$44,272.01	\$41,375.10	\$44,241.21	\$43,043.08	\$42,257.85	\$42,136.60	\$42,376.03	\$45,002.48	\$41,646.09	\$47,015.32	\$57,032.44
3400 - Health & Welfare Benefits												
3401 - Health & Welfare Benefits - Certificated Positic	\$599,186.01	\$282,013.16	\$347,453.33	\$259,057.01	(\$47,490.59)	\$326,569.93	\$210,642.69	\$294,888.35	\$294,866.88	\$298,408.41	\$292,446.80	\$314,638.15
Total - 3400 - Health & Welfare Benefits	\$599,186.01	\$282,013.16	\$347,453.33	\$259,057.01	(\$47,490.59)	\$326,569.93	\$210,642.69	\$294,888.35	\$294,866.88	\$298,408.41	\$292,446.80	\$314,638.15
3500 - Unemployment Insurance												
3500 - Unemployment Insurance	\$2,273.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,322.83	\$2,304.55	\$2,534.55	\$0.00
3501 - State Unemploy. Insurance - Certificated Positi	\$4.64	\$35.51	\$19.88	\$16.94	(\$5.81)	\$32.51	\$532.18	\$82.34	\$17.25	\$6.16	\$14.56	\$6.50
3502 - State Unemploy. Insurance - Classified Positio	\$1.08	\$8.87	\$7.44	\$9.45	\$14.11	\$6.79	\$150.58	\$48.09	\$24.48	\$4.63	\$15.04	\$2.42
Total - 3500 - Unemployment Insurance	\$2,279.20	\$44.38	\$27.32	\$26.39	\$8.30	\$39.30	\$682.76	\$130.43	\$2,364.56	\$2,315.34	\$2,564.15	\$8.92
3600 - Workers Comp Insurance												
3601 - Worker's Comp Insurance - Certificated Positic	\$41,824.00	\$0.00	\$44,966.72	\$43,971.60	\$22,304.15	\$0.00	\$43,588.45	\$0.00	\$22,028.94	\$22,220.75	\$21,431.27	\$22,696.28
Total - 3600 - Workers Comp Insurance	\$41,824.00	\$0.00	\$44,966.72	\$43,971.60	\$22,304.15	\$0.00	\$43,588.45	\$0.00	\$22,028.94	\$22,220.75	\$21,431.27	\$22,696.28
3700 - Retiree Benefits												
3701 - Other Retirement - Certificated Positions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77,416.56	\$11,470.71	\$11,470.71	\$11,470.71	\$11,470.71	(\$6,234.16)
3702 - Other Retirement - Classified Positions	\$220,000.00	\$220,000.00	\$220,000.00	\$220,000.00	\$220,000.00	\$220,000.00	\$220,000.00	\$220,000.00	\$220,000.00	\$220,000.00	\$220,000.00	(\$1,262,698.00)
Total - 3700 - Retiree Benefits	\$220,000.00	\$220,000.00	\$220,000.00	\$220,000.00	\$220,000.00	\$220,000.00	\$297,416.56	\$231,470.71	\$231,470.71	\$231,470.71	\$231,470.71	(\$1,268,932.16)
3900 - Other Employee Benefits												
3900 - Other Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$438.13
Total - 3900 - Other Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$438.13
Total - 3000 - Employee Benefits	\$1,105,575.90	\$816,446.15	\$905,424.12	\$825,525.24	\$492,929.80	\$849,193.79	\$837,431.96	\$813,107.23	\$851,236.03	\$847,083.05	\$855,108.12	(\$613,414.14)

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4000 - Books & Supplies												
4100 - Approved Textbooks & Core Curricula Materials	\$17,105.00	(\$8,363.90)	\$184,814.51	\$126,442.42	\$18,017.41	\$34,482.97	\$9,213.60	\$3,088.00	\$0.00	\$11,453.87	\$132,522.35	\$30,859.66
4200 - Books & Other Reference Materials	\$0.00	\$1,176.50	\$0.00	\$246.32	\$0.00	\$0.00	\$11,275.55	\$104.39	\$0.00	\$194.66	\$5,986.14	\$553.26
4300 - Materials & Supplies												
4300 - Materials & Supplies	\$0.00	\$14,008.99	\$0.00	(\$14,008.99)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,038.02
4325 - Instructional Materials & Supplies	\$44,801.81	\$6,705.07	\$18,337.41	\$47,360.51	\$23,140.04	\$10,096.12	\$21,456.17	\$9,380.89	\$10,369.60	\$51,358.32	\$21,329.25	\$24,194.13
4330 - Office Supplies	\$194.60	\$4,569.01	\$165.72	\$12,859.80	\$6,229.24	\$4,997.01	\$2,828.37	\$4,587.54	\$12,084.53	\$6,057.54	\$7,750.25	\$6,700.94
4345 - Non Instructional Student Materials & Supplies	\$3,307.42	\$28,403.02	\$36,176.14	\$73,358.82	\$46,171.99	\$26,024.33	\$63,067.66	\$15,727.85	\$13,523.06	\$21,956.91	\$52,107.03	\$112,117.75
Total - 4300 - Materials & Supplies	\$48,303.83	\$53,686.09	\$54,679.27	\$119,570.14	\$75,541.27	\$41,117.46	\$87,352.20	\$29,696.28	\$35,977.19	\$79,372.77	\$81,186.53	\$153,050.84
4400 - Noncapitalized Equipment	\$402,304.55	\$10,878.60	\$24,314.79	\$65,645.56	\$99,644.72	\$109,374.96	\$304,231.60	\$47,757.63	\$56,601.06	\$124,884.55	\$22,234.46	\$585,416.75
4700 - Food												
4710 - Student Food Services	\$0.00	\$9,139.14	\$0.00	\$117,123.02	\$90,372.27	\$459.78	\$87,727.68	\$61,059.79	\$74,366.43	\$83,168.30	\$60,968.58	\$98,552.17
4720 - Other Food	\$396.83	\$0.00	\$18.79	\$0.00	\$0.00	\$0.00	\$1,110.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - 4700 - Food	\$396.83	\$9,139.14	\$18.79	\$117,123.02	\$90,372.27	\$459.78	\$88,838.52	\$61,059.79	\$74,366.43	\$83,168.30	\$60,968.58	\$98,552.17
Total - 4000 - Books & Supplies	\$468,110.21	\$66,516.43	\$263,827.36	\$429,027.46	\$283,575.67	\$185,435.17	\$500,911.47	\$141,706.09	\$166,944.68	\$299,074.15	\$302,898.06	\$868,432.68
5000 - Services & Other Operating Expenses												
5000 - Services & Other Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
5200 - Travel & Conferences	\$1,774.45	\$5,372.53	\$4,260.24	\$7,817.07	\$7,729.43	\$10,781.67	\$9,002.53	\$7,962.59	\$21,662.33	\$14,643.32	\$15,802.02	\$13,651.08
5300 - Dues & Memberships	\$160,437.20	\$83,474.35	\$4,805.99	\$237,400.15	\$47,628.19	\$83,416.63	(\$192,426.12)	\$25,515.16	\$4,827.78	(\$45,138.36)	\$6,471.79	\$51,660.32
5400 - Insurance	\$18,278.47	\$0.00	\$36,871.32	\$63,065.22	\$0.00	\$0.00	\$31,211.88	\$10,403.95	\$10,403.95	\$0.00	\$0.00	\$0.00
5500 - Operations & Housekeeping												
5500 - Operations & Housekeeping	\$423.87	\$26,968.99	\$15,105.59	\$140,683.72	\$28,442.94	\$36,359.76	\$31,160.39	\$287,765.74	\$28,558.64	\$70,813.97	\$34,510.30	\$743,899.02
5520 - Security	\$0.00	\$17,425.00	\$0.00	\$40,953.50	\$91,550.00	\$130,221.90	\$38,685.08	\$14,773.26	\$54,670.58	\$62,605.58	\$50,224.58	\$64,022.08
Total - 5500 - Operations & Housekeeping	\$423.87	\$44,393.99	\$15,105.59	\$181,637.22	\$119,992.94	\$166,581.66	\$69,845.47	\$302,539.00	\$83,229.22	\$133,419.55	\$84,734.88	\$807,921.10
5600 - Rentals, Leases, & Repairs												
5605 - Equipment Leases	\$15,120.19	\$8,110.96	\$38,408.42	\$97,277.20	\$5,102.65	\$9,808.67	\$6,881.13	\$5,326.96	\$9,226.63	\$11,666.02	\$12,544.71	\$10,345.78
5610 - Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$369.43	\$1,900.95	(\$2,270.38)	\$0.00	\$0.00	\$411,729.30	\$0.00	\$97,810.00
5631 - Other Rentals, Leases and Repairs 1	\$1,403.79	\$3,141.27	\$4,758.53	\$5,302.25	\$0.00	\$3,995.22	\$5,205.55	\$0.00	\$690.00	\$3,354.73	\$473.22	\$1,587.70
Total - 5600 - Rentals, Leases, & Repairs	\$16,523.98	\$11,252.23	\$43,166.95	\$102,579.45	\$5,472.08	\$15,704.84	\$9,636.30	\$5,326.96	\$9,916.63	\$426,750.05	\$13,017.93	\$109,743.48
5800 - Other Services & Operating Expenses												
5809 - Banking Fees	\$14,248.81	\$1,037.43	\$1,666.73	(\$9,708.83)	\$15,062.73	\$2,019.03	\$1,695.11	\$9,376.88	\$1,030.23	\$756.27	\$252.75	\$3,235.70
5812 - Business Services	\$0.00	\$17,654.17	\$17,654.17	\$17,654.17	\$17,654.17	\$17,654.17	\$35,308.34	\$0.00	\$17,654.17	\$17,654.17	\$17,654.17	\$35,308.34
5815 - Consultants - Instructional	\$0.00	\$18,423.04	\$87,405.13	\$158,026.92	\$188,661.96	\$136,665.10	\$112,428.57	\$139,987.43	\$196,196.38	\$251,253.16	\$131,922.21	\$270,546.22
5820 - Consultants - Non Instructional - Custom 1	\$66,010.00	\$8,852.50	\$18,152.00	\$28,296.96	\$52,851.68	\$89,304.89	\$44,801.43	\$29,691.75	\$23,383.75	(\$25,653.16)	\$64,677.25	\$93,998.49
5824 - District Oversight Fees	\$18,122.36	\$36,244.71	\$24,163.14	\$24,163.14	\$0.00	\$48,326.27	\$24,163.14	\$42,285.50	\$43,151.59	\$23,092.90	\$23,092.89	\$16,580.52
5830 - Field Trips Expenses	\$4,445.00	\$746.00	\$11,520.77	\$36,913.98	\$35,822.77	\$20,527.52	\$22,710.36	\$11,672.32	\$49,265.86	\$27,327.63	\$134,515.96	\$11,985.19
5833 - Fines and Penalties	\$0.00	\$444.09	\$181.63	\$1,207.18	\$119.01	\$1,274.13	\$69.22	\$854.50	\$211.56	\$326.38	\$10.00	\$226.62
5845 - Legal Fees	\$15.00	\$82,135.85	\$56,274.50	\$16,022.12	\$20,548.31	\$26,656.00	\$15,201.28	\$6,402.34	\$95.00	\$50,383.73	\$16,652.41	\$86,467.49
5848 - Licenses and Other Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$23,355.17	\$0.00	\$0.00	\$23,482.37	\$0.00	\$0.00	\$0.00	\$0.00
5851 - Marketing and Student Recruiting	\$0.00	\$0.00	\$5,095.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,450.00	\$5,000.00	\$5,000.00	\$5,060.00	\$5,000.00	\$5,000.00
5857 - Payroll Fees	\$1,981.84	\$2,546.83	\$2,920.63	\$2,908.24	\$2,955.52	\$3,056.14	\$4,163.55	\$2,993.80	\$3,772.01	\$3,164.64	\$3,610.21	\$4,498.88
5861 - Prior Yr Exp (not accrued)	\$5,250.46	\$27.50	(\$894.50)	\$0.00	\$2,017.60	\$0.00	\$0.00	\$0.00	\$0.00	(\$15.50)	\$0.00	\$34,335.56
5872 - Special Education Encroachment	\$31,322.08	\$62,644.14	\$41,762.76	\$41,762.76	\$0.00	\$83,525.52	\$42,874.75	\$73,353.24	\$40,904.90	\$37,051.28	\$37,051.28	\$47,055.62
5884 - Substitutes	\$371.42	\$3,359.94	\$11,052.65	\$25,747.94	\$50,697.44	\$6,945.29	\$49,411.91	\$27,040.81	\$40,668.91	\$67,374.64	\$15,309.19	\$97,578.53
5898 - Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,228.47
Total - 5800 - Other Services & Operating Expenses	\$141,766.97	\$234,116.20	\$276,954.61	\$347,994.58	\$414,746.36	\$440,954.06	\$358,277.66	\$372,140.94	\$421,334.36	\$457,776.14	\$449,748.32	\$729,045.63
5900 - Communications												
5900 - Communications	\$0.00	\$980.25	\$5,003.51	\$12,364.23	\$210.53	\$7,579.50	\$7,819.80	\$5,782.39	\$10,064.33	\$11,886.23	\$7,726.36	\$14,340.64
5915 - Postage and Delivery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$751.08
Total - 5900 - Communications	\$0.00	\$980.25	\$5,003.51	\$12,364.23	\$210.53	\$7,579.50	\$7,819.80	\$5,782.39	\$10,064.33	\$11,886.23	\$7,726.36	\$15,091.72
Total - 5000 - Services & Other Operating Expenses	\$339,204.94	\$379,589.55	\$386,168.21	\$952,857.92	\$595,779.53	\$725,018.36	\$293,367.52	\$729,670.99	\$561,438.60	\$999,336.93	\$577,501.30	\$1,727,513.33
6000 - Capital Outlay												
6900 - Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$127,762.50	\$21,293.75	\$21,293.75	\$21,293.75	\$21,293.75	\$21,293.75	\$304,444.90
Total - 6000 - Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$127,762.50	\$21,293.75	\$21,293.75	\$21,293.75	\$21,293.75	\$21,293.75	\$304,444.90
7000 - Other Outflows												
7999 - Uncategorized Expense	\$23,225.33	\$56.84	\$1,356.02	\$425.00	(\$1,598.13)	\$80.36	\$266.74	\$91.82	\$1,644.11	\$1,585.31	\$163.59	\$21,186.38
Total - 7000 - Other Outflows	\$23,225.33	\$56.84	\$1,356.02	\$425.00	(\$1,598.13)	\$80.36	\$266.74	\$91.82	\$1,644.11	\$1,585.31	\$163.59	\$21,186.38
Total - Expense	\$3,254,970.00	\$2,958,779.98	\$3,122,680.78	\$3,831,551.14	\$2,978,147.89	\$3,512,412.49	\$3,168,626.00	\$3,277,779.79	\$3,186,554.60	\$3,712,008.59	\$3,392,820.71	\$4,245,419.56
Net Ordinary Income	(\$1,564,824.42)	(\$566,662.46)	(\$1,229,398.64)	\$315,982.46	(\$1,053,480.53)	\$430,574.82	\$1,633,962.70	\$363,841.42	\$1,027,384.58	(\$643,334.28)	(\$534,967.98)	\$2,199,892.60
Net Income	(\$1,564,824.42)	(\$566,662.46)	(\$1,229,398.64)	\$315,982.46	(\$1,053,480.53)	\$430,574.82	\$1,633,962.70	\$363,841.42	\$1,027,384.58	(\$643,334.28)	(\$534,967.98)	\$2,199,892.60

**Total
Amount**

\$17,784,938.00
 \$6,197,831.00
 \$6,232.00
 \$8,355,847.00

\$32,344,848.00

\$681,893.16
 \$331,691.40

\$19,322.89
 \$347,838.00
 \$75,111.00
 \$19,982.00

\$462,253.89

.....
 \$74,440.33

\$74,440.33

\$1,550,278.78

\$122,819.98

.....
 \$2,042,478.02

\$2,042,478.02
 \$26,404.33
 \$760,975.00
 \$777,933.62
 \$751,011.18

\$4,481,622.13

.....
 \$251,649.41

\$251,649.41
 \$1,828.86
 \$180,979.02

\$1,992,669.48
 \$6,171.77

 \$152,775.11

\$2,151,616.36

\$2,586,073.65

 \$57,899.24

\$41,020,721.80

\$41,020,721.80

\$41,020,721.80

**Total
Amount**

\$11,538,373.87
\$75,525.40
\$453,696.66
\$97,627.83
\$80,833.22
.....\$221,294.13
\$12,467,351.11
\$1,456,667.32
\$1,071,031.93
.....\$255,600.44
\$255,600.44
..... \$15,250,650.80
\$1,078,707.83
\$954,195.52
\$562,449.84
\$1,283,104.94
\$95,929.22
..... \$3,974,387.35
.....\$2,399,335.03
\$2,399,335.03
.....\$620,865.91
\$620,865.91
\$385,098.47
\$125,513.84
\$11,825.29
..... \$522,437.60
.....\$3,472,680.13
\$3,472,680.13
\$9,435.41
\$762.66
\$292.98
..... \$10,491.05
.....\$285,032.16
\$285,032.16
\$117,065.24
\$1,157,302.00
..... \$1,274,367.24
.....\$438.13
\$438.13
..... \$8,585,647.25

Total Amount
\$559,635.89
\$19,536.82
\$10,038.02
\$288,529.32
\$69,024.55
\$491,941.98
\$859,533.87
\$1,853,289.23
\$682,937.16
\$1,526.46
\$684,463.62
\$3,976,459.43
\$400.00
\$120,459.26
\$468,073.08
\$170,234.79
\$1,444,692.93
\$565,131.56
\$2,009,824.49
\$229,819.32
\$509,539.30
\$29,732.26
\$769,090.88
\$40,672.84
\$211,850.04
\$1,691,516.12
\$494,367.54
\$323,386.16
\$367,453.36
\$4,924.32
\$376,854.03
\$46,837.54
\$50,605.00
\$38,572.29
\$40,721.12
\$539,308.33
\$395,558.67
\$22,228.47
\$4,644,855.83
\$83,757.77
\$751.08
\$84,508.85
\$8,267,447.18
\$538,676.15
\$538,676.15
\$48,483.37
\$48,483.37
\$40,641,751.53
\$378,970.27
\$378,970.27

ESP-CA
EdTec Network : El Camino Real Charter High School
Income Statement
FY 2019

Financial Row	Amount
Ordinary Income/Expense	
Income	
8000 - Revenue	
8010 - Principal Apportionment	
8011 - Charter Schools General Purpose Entitlement - State Aid	\$17,784,938.00
8012 - Education Protection Account Entitlement	\$6,197,831.00
8019 - State Aid - Prior Years	\$6,232.00
8096 - Charter Schools in Lieu of Property Taxes	\$8,355,847.00
Total - 8010 - Principal Apportionment	\$32,344,848.00
8100 - Federal Revenue	
8181 - Special Education - Entitlement	\$681,893.16
8220 - Child Nutrition Programs	\$331,691.40
8290 - Every Student Succeeds Act	
8290 - Every Student Succeeds Act	\$19,322.89
8291 - Title I	\$347,838.00
8292 - Title II	\$75,111.00
8294 - Title IV	\$19,982.00
Total - 8290 - Every Student Succeeds Act	\$462,253.89
8296 - Other Federal Revenue	
8299 - All Other Federal Revenue	\$74,440.33
Total - 8296 - Other Federal Revenue	\$74,440.33
Total - 8100 - Federal Revenue	\$1,550,278.78
8300 - Other State Revenues	
8319 - Other State Apportionments - Prior Years	\$122,819.98
8380 - Special Ed	
8381 - Special Education - Entitlement (State)	\$2,042,478.02
Total - 8380 - Special Ed	\$2,042,478.02
8520 - Child Nutrition - State	\$26,404.33
8550 - Mandated Cost Reimbursements	\$760,975.00
8560 - State Lottery Revenue	\$777,933.62
8590 - All Other State Revenue	\$751,011.18
Total - 8300 - Other State Revenues	\$4,481,622.13
8600 - Other Local Revenue	
8631 - Sales	
8634 - Food Service Sales	\$251,649.41
Total - 8631 - Sales	\$251,649.41
8660 - Interest	\$1,828.86
8662 - Net Increase (Decrease) in the Fair Value of Investments	\$180,979.02
8690 - Other Local Revenue	
8690 - Other Local Revenue	\$1,992,669.48
8699 - All Other Local Revenue	\$6,171.77
8715 - Revenue Program 15	\$152,775.11
Total - 8690 - Other Local Revenue	\$2,151,616.36
Total - 8600 - Other Local Revenue	\$2,586,073.65
8999 - Uncategorized Revenue	\$57,899.24
Total - 8000 - Revenue	\$41,020,721.80
Total - Income	\$41,020,721.80
Gross Profit	\$41,020,721.80
Expense	

1000 - Certificated Salaries

1100 - Teachers Salaries

1100 - Teachers Salaries	\$11,538,373.87
1150 - Teacher - Custom 1	\$75,525.40
1160 - Teacher - Custom 2	\$453,696.66
1170 - Teacher - Custom 3	\$97,627.83
1180 - Teacher - Custom 4	\$80,833.22
1190 - Teacher - Custom 5	\$221,294.13

Total - 1100 - Teachers Salaries \$12,467,351.11

1200 - Certificated Pupil Support Salaries	\$1,456,667.32
1300 - Certificated Supervisor & Administrator Salaries	\$1,071,031.93

1900 - Certificated Other Salaries

1900 - Certificated Other Salaries	\$255,600.44
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Total - 1900 - Certificated Other Salaries \$255,600.44

Total - 1000 - Certificated Salaries \$15,250,650.80

2000 - Classified Salaries

2100 - Classified Instructional Aide Salaries	\$1,078,707.83
2200 - Classified Support Salaries	\$954,195.52
2300 - Classified Supervisor & Administrator Salaries	\$562,449.84
2400 - Classified Clerical & Office Salaries	\$1,283,104.94
2900 - Classified Other Salaries	\$95,929.22

Total - 2000 - Classified Salaries \$3,974,387.35

3000 - Employee Benefits

3100 - STRS

3101 - State Teachers Retirement System, certificated positions	\$2,399,335.03
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Total - 3100 - STRS \$2,399,335.03

3200 - PERS

3202 - Public Employees Retirement System, classified positions	\$620,865.91
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Total - 3200 - PERS \$620,865.91

3300 - OASDI-Medicare-Alternative

3303 - Medicare, certificated positions	\$385,098.47
3304 - Medicare, classified positions	\$125,513.84
3342 - PARS	\$11,825.29

Total - 3300 - OASDI-Medicare-Alternative \$522,437.60

3400 - Health & Welfare Benefits

3401 - Health & Welfare Benefits - Certificated Positions	\$3,472,680.13
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Total - 3400 - Health & Welfare Benefits \$3,472,680.13

3500 - Unemployment Insurance

3500 - Unemployment Insurance	\$9,435.41
3501 - State Unemploy. Insurance - Certificated Positions	\$762.66
3502 - State Unemploy. Insurance - Classified Positions	\$292.98

Total - 3500 - Unemployment Insurance \$10,491.05

3600 - Workers Comp Insurance

3601 - Worker's Comp Insurance - Certificated Positions	\$285,032.16
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Total - 3600 - Workers Comp Insurance \$285,032.16

3700 - Retiree Benefits

3701 - Other Retirement - Certificated Positions	\$117,065.24
3702 - Other Retirement - Classified Positions	\$1,157,302.00

Total - 3700 - Retiree Benefits \$1,274,367.24

3900 - Other Employee Benefits

3900 - Other Employee Benefits	\$438.13
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Total - 3900 - Other Employee Benefits \$438.13

Total - 3000 - Employee Benefits \$8,585,647.25

4000 - Books & Supplies

4100 - Approved Textbooks & Core Curricula Materials	\$559,635.89
4200 - Books & Other Reference Materials	\$19,536.82

4300 - Materials & Supplies

4300 - Materials & Supplies	\$10,038.02
4325 - Instructional Materials & Supplies	\$288,529.32

4330 - Office Supplies	\$69,024.55
4345 - Non Instructional Student Materials & Supplies	\$491,941.98
Total - 4300 - Materials & Supplies	\$859,533.87
4400 - Noncapitalized Equipment	\$1,853,289.23
4700 - Food	
4710 - Student Food Services	\$682,937.16
4720 - Other Food	\$1,526.46
Total - 4700 - Food	\$684,463.62
Total - 4000 - Books & Supplies	\$3,976,459.43
5000 - Services & Other Operating Expenses	
5000 - Services & Other Operating Expenses	\$400.00
5200 - Travel & Conferences	\$120,459.26
5300 - Dues & Memberships	\$468,073.08
5400 - Insurance	\$170,234.79
5500 - Operations & Housekeeping	
5500 - Operations & Housekeeping	\$1,444,692.93
5520 - Security	\$565,131.56
Total - 5500 - Operations & Housekeeping	\$2,009,824.49
5600 - Rentals, Leases, & Repairs	
5605 - Equipment Leases	\$229,819.32
5610 - Rent	\$509,539.30
5631 - Other Rentals, Leases and Repairs 1	\$29,732.26
Total - 5600 - Rentals, Leases, & Repairs	\$769,090.88
5800 - Other Services & Operating Expenses	
5809 - Banking Fees	\$40,672.84
5812 - Business Services	\$211,850.04
5815 - Consultants - Instructional	\$1,691,516.12
5820 - Consultants - Non Instructional - Custom 1	\$494,367.54
5824 - District Oversight Fees	\$323,386.16
5830 - Field Trips Expenses	\$367,453.36
5833 - Fines and Penalties	\$4,924.32
5845 - Legal Fees	\$376,854.03
5848 - Licenses and Other Fees	\$46,837.54
5851 - Marketing and Student Recruiting	\$50,605.00
5857 - Payroll Fees	\$38,572.29
5861 - Prior Yr Exp (not accrued)	\$40,721.12
5872 - Special Education Encroachment	\$539,308.33
5884 - Substitutes	\$395,558.67
5898 - Bad Debt Expense	\$22,228.47
Total - 5800 - Other Services & Operating Expenses	\$4,644,855.83
5900 - Communications	
5900 - Communications	\$83,757.77
5915 - Postage and Delivery	\$751.08
Total - 5900 - Communications	\$84,508.85
Total - 5000 - Services & Other Operating Expenses	\$8,267,447.18
6000 - Capital Outlay	
6900 - Depreciation	\$538,676.15
Total - 6000 - Capital Outlay	\$538,676.15
7000 - Other Outflows	
7999 - Uncategorized Expense	\$48,483.37
Total - 7000 - Other Outflows	\$48,483.37
Total - Expense	\$40,641,751.53
Net Ordinary Income	\$378,970.27
Net Income	\$378,970.27



Corporate Card Statement of Account

Sign-up For Online Statements
www.americanexpress.com/gopaperless

Prepared For
DAVID HUSSEY
 EL CAMINO REAL CHS

Account Number
 XXXX-XXXXX3-31005

Closing Date
 07/28/19

Page 1 of 8

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ 08/12/19
25,233.79	30,865.98	89.00	14,122.02	23.97	42,042.78

For important information regarding your account refer to page 2.

Your account is one month overdue. If payment in mail - thank you.

To manage your Account online or to pay your bill, please visit us at 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	89.00	-25.00
XXXX-XXXXX3-31013	DAVID HUSSEY	25.00	0.00
XXXX-XXXXX3-31039	ALAN DARBY	30,840.98	-14,120.99
	Total	30,954.98	-14,145.99

Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX3-31005	Reference Code	Amount \$
07/13/19 PAYMENT RECEIVED - THANK YOU 07/13	08019000000	-25.00
07/18/19 FEE FOR RETURNED PAYMENT	00000000012	25.00
07/18/19 RETURNED CHECK	00000000012	25.00
07/28/19 LATE FEE FOR 30-DAY PAST DUE BALANCE		39.00
Total for DAVID HUSSEY	New Charges/Other Debits Payments/Other Credits	89.00 -25.00

↓ 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 08/12/19 Enter 15 digit account number on all payments.

Amount Due \$42,042.78

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
 PO BOX 0001
 LOS ANGELES CA 90096-8000



0000378750776331005 004204278003086598 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



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
 PO 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

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07/28/19

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Activity Continued

Card Number XXXX-XXXXX3-31013				Reference Code	Amount \$
07/14/19	GITHUB	SAN FRANCISCO	CA		25.00
	REF# 7YWYATEW	4152910224	07/14/19		
Total for DAVID HUSSEY				New Charges/Other Debits	25.00
				Payments/Other Credits	0.00

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Activity Continued

Card Number XXXX-XXXXX3-31039				Reference Code	Amount \$
07/13/19	PAYMENT RECEIVED - THANK YOU	07/13		08019000000	-14,097.02
06/30/19	HTTP://WEBEX.COM 916-861-3174 CA				42.94
	REF# AR25670076 ONLINE MEET 06/28/19				
07/01/19	TIME WARNER CABLE 888-TWCABLE CA			84482000174	139.96
	REF# 84482000174 CABLE SVCS 07/01/19				
07/02/19	AMAZON.COM*MH64X8PE1 AMZN.COM/BILL WA				105.68
	REF# 7KMJV14C3CK MERCHANDISE 07/02/19				
07/03/19	AMZN MKTP US*MH7EZ8Z AMZN.COM/BILL WA				524.25
	REF# 2EG0YF4VPTC BOOK STORES 07/02/19				
07/03/19	AMZN MKTP US*MH6RA6Z AMZN.COM/BILL WA				461.14
	REF# 4NJKMBJ0ARM BOOK STORES 07/02/19				
07/03/19	AMZN MKTP US*MH6KO0G AMZN.COM/BILL WA				379.95
	REF# 3F48U0GBR1X BOOK STORES 07/03/19				
07/03/19	WWW.MEISTERLABS.COM WILMINGTON DE				1,199.00
	REF# NT_FMXPKGUR 1622407777 07/03/19				
07/03/19	AMAZON WEB SERVICES AWS.AMAZON.CO WA				3,482.69
	REF# 2AFYP5O2B1I WEB SERVICES 07/03/19				
07/03/19	AMZN MKTP US*MH5KR8X AMZN.COM/BILL WA				8.42
	REF# 5KZQNEXB7D8 BOOK STORES 07/03/19				
07/03/19	AMZN MKTP US AMZN.COM/BILL WA				-23.97
	REF# 1O4JSQAOLBS BOOK STORE 07/03/19				Credit
07/03/19	ULINE SHIP SUPPLIES 800-295-5510 WI			26849742000	1,249.98
	26849742 2370 53158 07/02/19				
	ROC NUMBER 26849742 TAX \$102.97				
07/04/19	AMZN MKTP US*MH9S423 AMZN.COM/BILL WA				186.94
	REF# 2OP7QA441T4 BOOK STORES 07/03/19				
07/05/19	AMZN MKTP US*MH2D05T AMZN.COM/BILL WA				9.99
	REF# 3VBZ4EFJH7A BOOK STORES 07/03/19				
07/07/19	LOCAL TRASH HAULING WOODLANDHILL CA			10156320190	455.00
	REF# 10156320190 8183812056 07/06/19				
	BUSINESS SERVICES				
	ROC NUMBER 1015632019070600				
07/08/19	MCGRAW-HILL ECOM 800-648-3045 NY				163.92
	REF# SEG-7084103 BOOKS 07/02/19				
07/08/19	AMZN MKTP US*MH5UP9B AMZN.COM/BILL WA				114.70
	REF# 18EIR3FP60Q BOOK STORES 07/08/19				
07/08/19	AMZN MKTP US*MH3DJ8B AMZN.COM/BILL WA				139.90
	REF# 3GWV31CFERC BOOK STORES 07/08/19				
07/08/19	AMZN MKTP US*MH25590 AMZN.COM/BILL WA				212.82
	REF# B4XN9WBP3F9 BOOK STORES 07/08/19				
07/08/19	AMZN MKTP US*MH2UU4G AMZN.COM/BILL WA				374.61
	REF# 4HK0MJLIC48 BOOK STORES 07/08/19				
07/09/19	AMAZON.COM*MH1LF4X42 AMZN.COM/BILL WA				21.99
	REF# 6W96Q0K41A9 MERCHANDISE 07/08/19				
07/09/19	AMZN MKTP US*MH6O248 AMZN.COM/BILL WA				113.81
	REF# 51Z4VZ7R7GD BOOK STORES 07/08/19				
07/09/19	AMZN MKTP US*MH51Z28 AMZN.COM/BILL WA				43.68
	REF# T19V6RZWOAL BOOK STORES 07/08/19				
07/09/19	AMAZON.COM*MH5142010 AMZN.COM/BILL WA				54.74
	REF# 2OP3664PHLQ MERCHANDISE 07/08/19				
07/09/19	AMZN MKTP US*MH53K1X AMZN.COM/BILL WA				37.83
	REF# 1HT3EKOPFDG BOOK STORES 07/08/19				
07/09/19	AMAZON.COM*MH8F60V12 AMZN.COM/BILL WA				134.70
	REF# 30HQGG9ST84 MERCHANDISE 07/08/19				
07/09/19	AMAZON.COM*MH9MK9VI2 AMZN.COM/BILL WA				255.90
	REF# 8SGCW913QUT MERCHANDISE 07/09/19				
07/09/19	AMZN MKTP US*MH6FP1V AMZN.COM/BILL WA				269.79
	REF# 319EFSS28JU BOOK STORES 07/09/19				
07/10/19	AMZN MKTP US*MH4BA01 AMZN.COM/BILL WA				11.76
	REF# 3NA0SXQPF04 BOOK STORES 07/09/19				

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DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
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Activity Continued		Reference Code	Amount \$
07/10/19	AMZN MKTP US*MH72Z0V AMZN.COM/BILL WA REF# 2B2Q6V1JKPG BOOK STORES 07/09/19		267.59
07/10/19	AMZN MKTP US*MH6U19V AMZN.COM/BILL WA REF# BD3WBY6IKN3 BOOK STORES 07/09/19		47.07
07/10/19	AMAZON.COM*MH6NO81V0 AMZN.COM/BILL WA REF# 798OEB3GZ5C MERCHANDISE 07/09/19		593.60
07/10/19	AMZN MKTP US*MH2BP4Q AMZN.COM/BILL WA REF# 4YCY1019RAU BOOK STORES 07/09/19		150.61
07/10/19	AMZN MKTP US*MH42G1Q AMZN.COM/BILL WA REF# 1XBGDCP1FIK BOOK STORES 07/09/19		275.80
07/10/19	AMZN MKTP US*MH5B20M AMZN.COM/BILL WA REF# 1Q3LJRVRLDH BOOK STORES 07/09/19		435.00
07/10/19	AMZN MKTP US*MH1Z44P AMZN.COM/BILL WA REF# 796HQV4KCNJ BOOK STORES 07/09/19		435.00
07/10/19	AMAZON.COM*MH2313MH2 AMZN.COM/BILL WA REF# NS3KFPDM3MD MERCHANDISE 07/10/19		154.35
07/10/19	AMZN MKTP US*MH76A41 AMZN.COM/BILL WA REF# 2NV25L7CXP BOOK STORES 07/10/19		98.54
07/10/19	AMAZON.COM*MH1DU01I0 AMZN.COM/BILL WA REF# 59WL0DK9MTX MERCHANDISE 07/10/19		9.72
07/10/19	AMZN MKTP US*MH5U50Q AMZN.COM/BILL WA REF# 2UDLIKJW30M BOOK STORES 07/10/19		98.54
07/10/19	AMZN MKTP US*MH9O52Q AMZN.COM/BILL WA REF# 2MZMRU2U4AE BOOK STORES 07/10/19		18.99
07/10/19	AMZN MKTP US*MH86N7P AMZN.COM/BILL WA REF# 4P8B1AHYEQY BOOK STORES 07/10/19		4.89
07/10/19	AMAZON.COM*MH40X5M82 AMZN.COM/BILL WA REF# 3JW0PAUFHPL MERCHANDISE 07/10/19		10.94
07/10/19	AMZN MKTP US*MH7ZB4P AMZN.COM/BILL WA REF# 2O319NGUC90 BOOK STORES 07/10/19		471.65
07/10/19	AMZN MKTP US*MH9I29M AMZN.COM/BILL WA REF# 53OG2YTQGXE BOOK STORES 07/10/19		16.76
07/10/19	AMZN MKTP US*MH69S75 AMZN.COM/BILL WA REF# 4YD8CVY7WSJ BOOK STORES 07/10/19		158.32
07/10/19	AMZN MKTP US*MH4WB36 AMZN.COM/BILL WA REF# 2YA9EKZ0R83 BOOK STORES 07/10/19		289.47
07/10/19	AMZN MKTP US*MH5AW41 AMZN.COM/BILL WA REF# 5CB881A1F6Y BOOK STORES 07/10/19		12.70
07/10/19	AMZN MKTP US*MH4HS4Q AMZN.COM/BILL WA REF# 3VYP4UZPHF1 BOOK STORES 07/10/19		90.33
07/11/19	AMZN MKTP US*MH60955 AMZN.COM/BILL WA REF# 5DDSWJ0A6A5 BOOK STORES 07/10/19		270.82
07/11/19	ASS CAL SCH ADMIN 6506924300 CA REF# 10019574538 6506924300 07/10/19 CHARITY ROC NUMBER 100195745380	10019574538	165.00
07/11/19	ASS CAL SCH ADMIN 6506924300 CA REF# 10019574727 6506924300 07/10/19 CHARITY ROC NUMBER 100195747278	10019574727	165.00
07/11/19	AMZN MKTP US*MH41U85 AMZN.COM/BILL WA REF# 3YUH9C8K0YK BOOK STORES 07/10/19		78.22
07/11/19	AMZN MKTP US*MH3327P AMZN.COM/BILL WA REF# 2NHQVX3YJ1B BOOK STORES 07/10/19		36.54
07/12/19	BLICK ART MATERIAL 800-447-1892 IL REF# 21095709010 ART MATERIAL 07/10/19	21095709010	153.73
07/12/19	AMZN MKTP US*MH4J11D AMZN.COM/BILL WA REF# 3P1SH3YW24Z BOOK STORES 07/10/19		32.16
07/12/19	AMZN MKTP US*MH00M2G AMZN.COM/BILL WA REF# 6UH1YISOBB6 BOOK STORES 07/11/19		1,024.99
07/12/19	AMZN MKTP US*MH7UX0B AMZN.COM/BILL WA REF# 2LW99MM3T54 BOOK STORES 07/11/19		380.00
07/12/19	AMZN MKTP US*MH2PQ2D AMZN.COM/BILL WA REF# 3R9KQ4Y3IFJ BOOK STORES 07/11/19		228.94

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DAVID HUSSEY
 EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

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07/28/19

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Activity Continued				Reference Code	Amount \$
07/12/19	AMZN MKTP US*MH11A7G	AMZN.COM/BILL	WA		26.99
	REF# 77UYNESR2J0	BOOK STORES	07/11/19		
07/12/19	MAILCHIMP *MONTHLY	MAILCHIMP.COM	GA		150.00
	REF# 5831486-126	EMAIL MKTG	07/12/19		
07/14/19	AMZN MKTP US*MH8XV3X	AMZN.COM/BILL	WA		4,501.15
	REF# 42PQKUPD8YT	BOOK STORES	07/11/19		
07/14/19	AMZN MKTP US*MH7FS22	AMZN.COM/BILL	WA		59.95
	REF# 4MYIS5HNE1D	BOOK STORES	07/11/19		
07/18/19	AMAZON.COM*MH7HH0QX0	AMZN.COM/BILL	WA		131.35
	REF# 6ZZ99WZ5286	MERCHANDISE	07/18/19		
07/18/19	AVENTRI EVENT REG	2034039066	CT	10019986979	190.00
	REF# 10019986979	2034039066	07/17/19		
	CONSULTING SERVICES				
	ROC NUMBER 100199869790				
07/19/19	CHEERLEADING COMPANY	DALLAS	TX	73011009199	100.00
	REF# 73011009199	EKNUTH@CHEERLEAD	07/18/19		
07/20/19	SOS SURVIVAL PRODUCT	VAN NUYS	CA	74323049200	1,378.34
	REF# 74323049200	818-909-0131	07/19/19		
07/20/19	AMZN MKTP US*MH16X6S	AMZN.COM/BILL	WA		32.70
	REF# W426PKOD2D2	BOOK STORES	07/19/19		
07/20/19	AMZN MKTP US*MH8YU3S	AMZN.COM/BILL	WA		159.70
	REF# 3ZGDBBGYH74	BOOK STORES	07/19/19		
07/20/19	AMZN MKTP US*MA7MN1O	AMZN.COM/BILL	WA		80.73
	REF# 4D0ZF9X7G1J	BOOK STORES	07/20/19		
07/20/19	AMZN MKTP US*MH0D122	AMZN.COM/BILL	WA		85.00
	REF# 6287KZ1CFX8	BOOK STORES	07/20/19		
07/21/19	AMAZON.COM*MA1214OB1	AMZN.COM/BILL	WA		411.71
	REF# 1WYE76EBA4N	MERCHANDISE	07/19/19		
07/21/19	AMZN MKTP US*MH94P22	AMZN.COM/BILL	WA		190.44
	REF# 3IBCKZL7RE8	BOOK STORES	07/19/19		
07/21/19	AMZN MKTP US*MA5ZH6L	AMZN.COM/BILL	WA		19.17
	REF# FIFF0VII4PU	BOOK STORES	07/19/19		
07/21/19	AMZN MKTP US*MA0NT6O	AMZN.COM/BILL	WA		6.50
	REF# 5UQBEWH5UQ5	BOOK STORES	07/20/19		
07/21/19	AMAZON.COM*MA36B8OH1	AMZN.COM/BILL	WA		27.31
	REF# 2CBB5RTBKZZ	MERCHANDISE	07/20/19		
07/21/19	AMZN MKTP US*MA4G55F	AMZN.COM/BILL	WA		116.64
	REF# 1PGDJNP0R7U	BOOK STORES	07/20/19		
07/21/19	AMZN MKTP US*MA0FK2L	AMZN.COM/BILL	WA		1,314.76
	REF# 3UX1ZITQNYC	BOOK STORES	07/20/19		
07/22/19	AMZN MKTP US*MA1JT6L	AMZN.COM/BILL	WA		201.48
	REF# 4LH935P1TF4	BOOK STORES	07/18/19		
07/22/19	AMZN MKTP US*MA2R16O	AMZN.COM/BILL	WA		171.80
	REF# 1SQS4F48XTI	BOOK STORES	07/20/19		
07/22/19	AMZN MKTP US*MH86M27	AMZN.COM/BILL	WA		36.93
	REF# 3Z9S0LCPVNO	BOOK STORES	07/21/19		
07/22/19	AMZN MKTP US*MA1GB4Z	AMZN.COM/BILL	WA		98.67
	REF# 5IY9FG82EAB	BOOK STORES	07/21/19		
07/22/19	AMZN MKTP US*MH9M117	AMZN.COM/BILL	WA		63.52
	REF# 7H24M39RZMM	BOOK STORES	07/22/19		
07/23/19	AMZN MKTP US*MA67B2N	AMZN.COM/BILL	WA		57.93
	REF# 1H5DW3XMIOL	BOOK STORES	07/22/19		
07/23/19	AMZN MKTP US*MA1YX1L	AMZN.COM/BILL	WA		19.73
	REF# 6IJHRNG409Z	BOOK STORES	07/22/19		
07/23/19	AMZN MKTP US*MH4ZJ5U	AMZN.COM/BILL	WA		67.20
	REF# 21P1D025EGE	BOOK STORES	07/22/19		
07/23/19	AMZN MKTP US*MA4GD53	AMZN.COM/BILL	WA		25.52
	REF# 67AKMGG3T32	BOOK STORES	07/22/19		
07/23/19	AMZN MKTP US*MH8375U	AMZN.COM/BILL	WA		815.18
	REF# 1PF5JEGXX1A	BOOK STORES	07/22/19		
07/23/19	AMZN MKTP US*MH1C08U	AMZN.COM/BILL	WA		12.03
	REF# 5LQPH0FLHR8	BOOK STORES	07/23/19		

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DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

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Activity Continued					Reference Code	Amount \$
07/23/19	AMZN MKTP US*MA8172L	AMZN.COM/BILL	WA			93.07
	REF# 4OZQQXWPKGSBOOK STORES		07/23/19			
07/24/19	TIME WARNER CABLE	888-TWCABLE	CA		84482000157	110.59
	REF# 84482000157	CABLE SVCS	07/24/19			
07/24/19	AMAZON.COM*MA1B25J22	AMZN.COM/BILL	WA			47.79
	REF# GMRAAJMHP17	MERCHANDISE	07/23/19			
07/24/19	AMZN MKTP US*MH4LJ7I	AMZN.COM/BILL	WA			11.74
	REF# L1SJ0YDQB6I	BOOK STORES	07/23/19			
07/24/19	AGUAVIDA PREMIUM	WAT 747-444-9637	CA		21105179205	210.99
	REF# 21105179205	BOTTLE WATER	07/23/19			
07/24/19	AMZN MKTP US*MA2WB5J	AMZN.COM/BILL	WA			44.66
	REF# 56UGOZSWHS9	BOOK STORES	07/23/19			
07/24/19	AMZN MKTP US*MA9JE7Z	AMZN.COM/BILL	WA			34.08
	REF# MP0OJCPXB8N	BOOK STORES	07/23/19			
07/24/19	AMZN MKTP US*MA9GB0J	AMZN.COM/BILL	WA			186.24
	REF# 7BEE1K1XHWX	BOOK STORES	07/23/19			
07/25/19	AMZN MKTP US*MH6P53I	AMZN.COM/BILL	WA			26.00
	REF# DRWTSI8937P	BOOK STORES	07/23/19			
07/25/19	CHARITABLE & SOCIAL	650-454-9995	CA		21105179206	2,040.00
	REF# 21105179206	NON PROFIT F	07/24/19			
07/25/19	AMZN MKTP US*MA1MJ4A	AMZN.COM/BILL	WA			15.20
	REF# 3Y2OWZQ3610	BOOK STORES	07/25/19			
07/26/19	AMZN MKTP US*MA9JW2E	AMZN.COM/BILL	WA			24.36
	REF# 3F6H6033IIM	BOOK STORES	07/25/19			
07/27/19	AMZN MKTP US*MA06Q7O	AMZN.COM/BILL	WA			893.80
	REF# 5VJCQZ87A5U	BOOK STORES	07/23/19			
07/28/19	AMAZON.COM*MA12E80G2	AMZN.COM/BILL	WA			94.32
	REF# YM6HI4IE7VT	MERCHANDISE	07/25/19			
07/28/19	AMZN MKTP US*MA6A41T	AMZN.COM/BILL	WA			52.95
	REF# 26YS35PGJ2P	BOOK STORES	07/25/19			
07/28/19	YOUCANBOOK.ME	BEDFORD				14.00
	REF# NT_FWJWCJGE	+441234245538	07/28/19			
07/28/19	GITHUB	SAN FRANCISCO	CA			7.00
	REF# D5FK950E	4152910224	07/28/19			
07/28/19	AMZN MKTP US*MA3X63T	AMZN.COM/BILL	WA			10.40
	REF# 6Y5SOW3Q8PQ	BOOK STORES	07/28/19			
Total for ALAN DARBY					New Charges/Other Debits	30,840.98
					Payments/Other Credits	-14,120.99

Cover Sheet

Discuss and Vote on 2018-19 Year-End Unaudited Actual Financial Report

Section: IV. Financial
Item: C. Discuss and Vote on 2018-19 Year-End Unaudited Actual Financial Report
Purpose: Vote
Submitted by:
Related Material: IV.C 2018-2019 Unaudited Actuals Report Alt Form.pdf
IV.C 2018-2019 Unaudited Actuals Report.pdf

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2018 to June 30, 2019

Charter School Name: El Camino Real Charter High School

CDS #: 19647331932623

Charter Approving Entity: Los Angeles Unified

County: Los Angeles

Charter #: 1314

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 7438, 9400-9489, 9660-9669, 9796, and 9797)

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	17,784,938.00		17,784,938.00
Education Protection Account State Aid - Current Year	8012	6,197,831.00		6,197,831.00
State Aid - Prior Years	8019	6,232.00		6,232.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	8,355,847.00		8,355,847.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		32,344,848.00	0.00	32,344,848.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		462,253.89	462,253.89
Special Education - Federal	8181, 8182			0.00
Child Nutrition - Federal	8220		331,691.40	331,691.40
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299	74,440.33	681,893.16	756,333.49
Total, Federal Revenues		74,440.33	1,475,838.45	1,550,278.78
3. Other State Revenues				
Special Education - State	StateRevSE			0.00
All Other State Revenues	StateRevAO	2,114,961.78	324,182.33	2,439,144.11
Total, Other State Revenues		2,114,961.78	324,182.33	2,439,144.11
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	2,244,395.03	2,442,055.88	4,686,450.91
Total, Local Revenues		2,244,395.03	2,442,055.88	4,686,450.91
5. TOTAL REVENUES				
		36,778,645.14	4,242,076.66	41,020,721.80
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	11,356,624.32	1,110,726.79	12,467,351.11
Certificated Pupil Support Salaries	1200	1,456,667.32	0.00	1,456,667.32
Certificated Supervisors' and Administrators' Salaries	1300	1,071,031.93	0.00	1,071,031.93
Other Certificated Salaries	1900	255,600.44	0.00	255,600.44
Total, Certificated Salaries		14,139,924.01	1,110,726.79	15,250,650.80
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	640,334.15	438,373.68	1,078,707.83
Noncertificated Support Salaries	2200	954,195.52	0.00	954,195.52
Noncertificated Supervisors' and Administrators' Salaries	2300	562,449.84	0.00	562,449.84
Clerical, Technical and Office Salaries	2400	1,283,104.94	0.00	1,283,104.94
Other Noncertificated Salaries	2900	93,829.22	2,100.00	95,929.22
Total, Noncertificated Salaries		3,533,913.67	440,473.68	3,974,387.35

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2018 to June 30, 2019

Charter School Name: El Camino Real Charter High School

CDS #: 19647331932623

Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102	2,272,490.27	126,844.76	2,399,335.03
PERS	3201-3202	534,721.67	86,144.24	620,865.91
OASDI / Medicare / Alternative	3301-3302	489,887.35	32,550.25	522,437.60
Health and Welfare Benefits	3401-3402	3,444,012.05	28,668.08	3,472,680.13
Unemployment Insurance	3501-3502	10,337.90	153.15	10,491.05
Workers' Compensation Insurance	3601-3602	285,032.16	0.00	285,032.16
OPEB, Allocated	3701-3702	1,274,367.24	0.00	1,274,367.24
OPEB, Active Employees	3751-3752	0.00	0.00	0.00
Other Employee Benefits	3901-3902	438.13	0.00	438.13
Total, Employee Benefits		8,311,286.77	274,360.48	8,585,647.25
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	555,784.87	3,851.02	559,635.89
Books and Other Reference Materials	4200	13,446.29	6,090.53	19,536.82
Materials and Supplies	4300	821,778.87	37,755.00	859,533.87
Noncapitalized Equipment	4400	1,853,289.23	0.00	1,853,289.23
Food	4700	13,752.09	670,711.53	684,463.62
Total, Books and Supplies		3,258,051.35	718,408.08	3,976,459.43
5. Services and Other Operating Expenditures				
Subagreements for Services	5100	0.00	0.00	0.00
Travel and Conferences	5200	114,262.31	6,196.95	120,459.26
Dues and Memberships	5300	321,465.45	146,607.63	468,073.08
Insurance	5400	170,234.79	0.00	170,234.79
Operations and Housekeeping Services	5500	2,009,824.49	0.00	2,009,824.49
Rentals, Leases, Repairs, and Noncap. Improvements	5600	769,090.88	0.00	769,090.88
Transfers of Direct Costs	5700-5799			0.00
Professional/Consulting Services and Operating Expend.	5800	2,790,618.95	1,903,120.25	4,693,739.20
Communications	5900	84,508.85	0.00	84,508.85
Total, Services and Other Operating Expenditures		6,260,005.72	2,055,924.83	8,315,930.55
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Depreciation Expense (accrual basis only)	6900	538,676.15		538,676.15
Total, Capital Outlay		538,676.15	0.00	538,676.15
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399			0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00
8. TOTAL EXPENDITURES		36,041,857.67	4,599,893.86	40,641,751.53

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2018 to June 30, 2019

Charter School Name: El Camino Real Charter High School

CDS #: 19647331932623

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		736,787.47	(357,817.20)	378,970.27
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(357,817.20)	357,817.20	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(357,817.20)	357,817.20	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		378,970.27	0.00	378,970.27
F. FUND BALANCE / NET POSITION				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	11,966,951.70		11,966,951.70
b. Adjustments/Restatements	9793, 9795	(5,183,762.00)		(5,183,762.00)
c. Adjusted Beginning Fund Balance /Net Position		6,783,189.70	0.00	6,783,189.70
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		7,162,159.97	0.00	7,162,159.97
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796	0.00		0.00
b. Restricted Net Position	9797			0.00
c. Unrestricted Net Position	9790A	7,162,159.97	0.00	7,162,159.97

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2018 to June 30, 2019

Charter School Name: El Camino Real Charter High School

CDS #: 19647331932623

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111	0.00		0.00
In Banks	9120	5,071,238.86		5,071,238.86
In Revolving Fund	9130	0.00		0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140	0.00		0.00
2. Investments	9150	6,784,046.50		6,784,046.50
3. Accounts Receivable	9200	3,613,467.33		3,613,467.33
4. Due from Grantor Governments	9290	0.00		0.00
5. Stores	9320	0.00		0.00
6. Prepaid Expenditures (Expenses)	9330	339,378.13		339,378.13
7. Other Current Assets	9340	0.00		0.00
8. Capital Assets (accrual basis only)	9400-9489	7,174,262.82		7,174,262.82
9. TOTAL ASSETS		22,982,393.64	0.00	22,982,393.64
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	2,480,758.32		2,480,758.32
2. Due to Grantor Governments	9590	0.00		0.00
3. Current Loans	9640	237,807.35		237,807.35
4. Unearned Revenue	9650	404,954.00		404,954.00
5. Long-Term Liabilities (accrual basis only)	9660-9669	12,696,714.00		12,696,714.00
6. TOTAL LIABILITIES		15,820,233.67	0.00	15,820,233.67
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G9 + H2) - (I6 + J2) (must agree with Line F2)		7,162,159.97	0.00	7,162,159.97

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2018 to June 30, 2019

Charter School Name: El Camino Real Charter High School
 CDS #: 19647331932623

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. NONE	\$		0.00
b. NONE			0.00
c. NONE			0.00
d. NONE			0.00
e. NONE			0.00
f. NONE			0.00
g. NONE			0.00
h. NONE			0.00
i. NONE			0.00
j. NONE			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures		Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999	0.00
b. Noncertificated Salaries	2000-2999	0.00
c. Employee Benefits	3000-3999	0.00
d. Books and Supplies	4000-4999	0.00
e. Services and Other Operating Expenditures	5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2018 to June 30, 2019

Charter School Name: El Camino Real Charter High School

CDS #: 19647331932623

3. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2017-18 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2020-21.

a. Total Expenditures (B8)	40,641,751.53
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	1,550,278.78
c. Subtotal of State & Local Expenditures [a minus b]	39,091,472.75
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total]	538,676.15
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 38,552,796.60

2018-2019 UNAUDITED ACTUALS REPORT

CHARTER NAME: El Camino Real Charter High

9010
SPED-Federal IDEA (Must be spent or returned)

9010
SPED-State AB602 & Grants

A. REVENUES

1)	Special Ed: IDEA Basic Local Assistance - Current/Prior Year	8100-8299	\$ 681,893	\$ -
2)	Special Education AB602 - Current/Prior Year	8300-8599		\$ 2,042,478
3)	All Special Ed Apportionments-Current Year	8300-8599		
4)	OTHER LOCAL REVENUE	8600-8699		\$ 152,775
TOTAL REVENUES			\$ 681,893	\$ 2,195,253

B. EXPENSES

1)	Certificated Salaries	1000-1999	\$ -	\$ 556,134
2)	Classified Salaries	2000-2999		\$ 374,055
3)	Employee Benefits	3000-3999		\$ 181,242
4)	Books & Supplies	4000-4999		\$ 28,075
5)	Services and Other Operating Expenses	5000-5999	\$ 681,893	\$ 1,227,682
6)	Depreciation	6000-6999		
7)	Other Outgo (excluding Transfers of indirect Costs)	7400-7499		
8)	Other Outgo - Transfers of Indirect Costs	7300-7399		
TOTAL EXPENSES			\$ 681,893	\$ 2,367,187

C. EXCESS/(encroachment) OF REVENUES OVER EXPENSES

	\$ -	\$ (171,934.02)
--	-------------	------------------------

Prepared by: _____

Cover Sheet

Discuss and Possible Approval of Authorization for Student Services Mediation

Section: V. School Business
Item: B. Discuss and Possible Approval of Authorization for Student Services Mediation
Purpose: Vote
Submitted by:
Related Material: V.B ED Recommendation - AP Student Services Authority.pdf

EL CAMINO REAL ALLIANCE

EXECUTIVE DIRECTOR RECOMMENDATION

BOARD MEETING DATE: August 22, 2019

AGENDA ITEM:

V.B – Authorization for AP of Student Services to sign settlement agreements at due process mediations.

BRIEF SUMMARY OF THE ISSUE:

For due process mediations, an individual with authority to settle and sign settlement agreements must be present. Without the authorization sought by this agenda item, both the AP of Student Services and either Executive Director David Hussey or Chief Business Officer Alan Darby would have to be present at each mediation hearing. Giving the AP of Student Services authority to sign such settlement agreements, with input of and approval of the Executive Director and/or CBO (which would be obtained prior to the mediation itself) would allow for a more expedient resolution process and better use of School personnel.

PERSONNEL INVOLVED:

AP of Student Services Emilie Larew.

FISCAL IMPLICATIONS (IF ANY):

The amount of any settlements reached at due process mediations.

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

Allowing the AP to execute settlement agreements would allow for more efficient resolution of any due process claims that may arise.

OPTIONS OR SOLUTIONS:

If the AP does not have authority, it would require having either Mr. Hussey or Mr. Darby at each mediation, which would be an inefficient use of the School's resources.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Approve the motion to give AP of Student Services approval to sign any settlement agreements on behalf of the school at due process mediations. The AP would always work with the CBO as to the amount of any possible settlement, to ensure that the amount is appropriate according to the budget. If there is any settlement that is beyond the parameters discussed, the AP can call the CBO or the Executive Director to get such authority.

PROPOSED MOTION:

Motion to approve giving the Assistant Principal of Student Services authority to execute any settlement agreements on behalf of ECRA at due process mediations.

Cover Sheet

Discuss and Possible Approval of Bus Passes

Section: V. School Business
Item: C. Discuss and Possible Approval of Bus Passes
Purpose: Vote
Submitted by:
Related Material: V.C ED Recommendation - Bus Passes.pdf

EL CAMINO REAL ALLIANCE

EXECUTIVE DIRECTOR RECOMMENDATION

BOARD MEETING DATE: August 22, 2019

AGENDA ITEM:

V.C. Bus Passes for Students

BRIEF SUMMARY OF THE ISSUE:

Many of our students who qualify for free or reduced price meals (FRPM) use public transit to get to school. Students have shared with teachers and other adults on campus that paying for the bus is a financial burden for them and their families. Many FRPM students have to ask for free rides from bus drivers or ask others to borrow money to pay for the bus. As our school moves towards being a culturally proficient school and providing equitable education and services to students, it would benefit both parties involved to provide bus passes.

PERSONNEL INVOLVED:

Administrators
Intervention Team
Teachers

FISCAL IMPLICATIONS (IF ANY):

Bus passes are \$24 per month, per student. We have approximately 1,200 FRPM students on campus. If a student gets to school 5 additional days throughout the year as a result of the bus pass, the program will pay for itself (a student's attendance brings in approximately \$58 a day).

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

The school is attempting to make sure that our students that travel from long distances are able to make it to school. We want to make sure that they have the means to attend school without worry. The alleviation of the anxiety and stress that is built up just getting to and from school is tremendous. This will allow students to focus on their academics and get to school more often.

OPTIONS OR SOLUTIONS:

Provide free bus passes to FRPM students that qualify for free meals. Provide reduced priced bus passes to FRPM students that qualify for a reduced meal - a comparable reduction in meal price (reduced by 89% for students who qualify for reduced price meals) would equate to the \$24 bus pass being sold for \$2.50 per month. Attached is the school application which will provide oversight into the student's academic standing and overall attendance.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Approve the motion to provide bus passes to FRPM students. This will create an equitable environment for our out-of-district students. It will also service the nearby communities that send many students to ECR. It will also be used as a marketing tool to attract future students to ECR.

PROPOSED MOTION:

Motion to approve bus passes for students who qualify for free or reduced price meals.



El Camino Real Charter High School

Bus Pass Application

Application Instructions

- Applicants must be currently enrolled at El Camino Real Charter High School.
- Turn in this application along with the TAP card student application.
- Sections 1, 2 and 3 need to be completed.

Section 1- Student Information

Last Name	First Name	Middle Name or Initial
Street Address	Apt. #	
City, State, Zip	Birth Date	
School issued e-mail	Telephone number	

Section 2- Criteria

- "Free meal" students will get a pass at no cost.
- "Reduced meal" students will get a pass for \$2.50 per month.
- Students need to have a 95% attendance rate. If attendance drops below 95%, students will need to meet with the intervention team until attendance meets the requirement. The intervention team will also contact parents/guardians.
- Students need to have a 2.0 GPA. If grades drop below a 2.0, students will need to meet with the intervention team until grades met the requirement. The intervention team will also contact parents/guardians.

Section 3- Signature

I understand that I may lose the use of my school-issued TAP card if I misuse the card or if I do not meet the minimum requirements established by the School. I understand that my TAP card is non-transferable. I hereby certify that the information provided above is true and correct.

Signature - Applicant	Date
Parent/Guardian (if Applicant is under 18 years of age)	Date

Cover Sheet

Possible Board Approval of AFSCME Agreement

Section: VII. Reconvene to Open Session
Item: B. Possible Board Approval of AFSCME Agreement
Purpose: Vote
Submitted by:
Related Material: VII.B AFSCME Agreement - Board Report.pdf
VII.B AFSCME Agreement - Draft.pdf

AGENDA ITEM VII.B

El Camino Real Alliance

To: Board of Directors
El Camino Real Alliance

From: David Hussey, Executive Director
El Camino Real Alliance

Date: August 22, 2019

Re: **Final Board Approval/Ratification of Agreement between
ECRA and AFSCME**

Background

El Camino Real Alliance (“ECRA”) and the American Federation of State, County and Municipal Employees, District Council 36 (“AFSCME”) have negotiated a three (3) year “first contract” agreement which runs from July 1, 2019 through June 30, 2022.

The Agreement provides for the same percentage pay raises as provided to the certificated unit represented by UTLA: up to one and one-half percent (1.5%) for 2019-2020 and up to one and one-quarter percent (1.25%) for 2020-2021 (depending on revenue), and the same across-the-board (“me too” provision) raise, if any, received by the certificated unit for 2021-2022. The Contract is closed (no reopeners) through June 30, 2022.


The Agreement was ratified by the AFSCME unit on August 2, 2019, is attached to this report, and is now before this Board for final approval.

Certification

The costs resulting from this Agreement for the current and following fiscal years under the agreement have been reviewed, and the Executive Director and Chief Business Officer certify the costs incurred by ECRA for the term of the Agreement can be met by ECRA under its current budget and budget projections.


Executive Director and Chief Business Officer Recommendations

Recommendation to approve.



David Hussey, Executive Director
El Camino Real Alliance

Recommendation to approve.



Alan Darby, Chief Business Officer
El Camino Real Alliance

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Article 11 Vacations and Holidays

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Article 13 Transfers and Vacancies

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Article 15 Emergency Closure/Emergency Release.....

Article 16 Uniforms

Article 17 Layoff and Reemployment

Article 18 Personnel Files, Employment Status, and Discipline

Article 19 Grievance Procedures

Article 20 Non-Discrimination

Article 21 Miscellaneous

Article 22 ECRCHS Rights

Article 23 Union Rights

Article 24 Dues Deduction.....

Article 25 Concerted Activities

Article 26 Savings Clause.....

Article 27 Full Understanding, Modifications, Waiver

Article 28 Re-Negotiation Procedures

|

Appendix

DRAFT

ARTICLE 1

AGREEMENT

This Agreement is made and entered into by and between the Governing Board of El Camino Real Alliance (ECRA) which together with its administrative staff and representatives will be referred to in this Agreement as “ECRA” or “the Charter School,” and American Federation of State, County and Municipal Employees, District 36, which together with its officers and representatives will be referred to in this Agreement as “AFSCME” or “the Union.”

DRAFT

ARTICLE 2

RECOGNITION

2.1 Recognized Unit

Pursuant to applicable California statutes, regulations, and P.E.R.B. Case No. LA-RR-1287-E, AFSCME has been certified as the exclusive representative of a bargaining unit comprised of the following employees of ECRA for the purposes of the Educational Employment Relations Act (Government Code Section 3540, et seq., Title I, Division 4, Chapter 10.7).

2.2 Included

“All full-time and part-time classified employees of El Camino Real Alliance (ECRA) as defined in California Education Code 45100 et seq...” including but not limited to those employed in the following:

- Accounting
- Accounting Tech I
- Accounting Tech II
- Additional Adult Assistant
- Administrative Assistant
- Administrative Assistant II
- Athletic Assistant
- Athletic Trainer
- BII Specialist
- Building & Grounds Worker
- Campus Aide
- Campus Aide Senior
- Campus Safety Officer
- Data Systems Analyst
- Education Aide
- Instructional Aide
- [Intervention Coordinator](#) [\[certificated position\]](#)
- IT Specialist
- Special Education Assistant
- Lead Building & Grounds Worker
- Youth Services
- Office Assistant I
- Office Assistant II
- Office Assistant Senior I
- Office Assistant Senior II

2.3 Exclusions

Specifically excluded from recognition are those employees who are management, confidential, or certificated service including, but not limited to, employees in the following classifications:

Assistant Plant Manager	(Management, Supervisory)
Assistant Principal	(Management, Supervisory)
Chief Business Officer	(Management, Supervisory, Confidential)
Chief Compliance Officer	(Management, Supervisory, Confidential)
Director, Accounting & Finance	(Management, Supervisory)
Director of STEAM & Sustainability	(Management)
Executive Director	(Management, Supervisory, Confidential)
Human Resources Director	(Management, Confidential)
Human Resources Manager	(Management, Confidential)
Human Resources Specialist	(Confidential)
Manager, Accounting and Finance	(Management, Supervisory)
Manager, Information Systems	(Management)
Payroll Manager	(Management, Supervisory, Confidential)
Payroll Specialist	(Confidential)
Plant Manager	(Management, Supervisory)

ARTICLE 3

DEFINITIONS

- 3.1** “ECRA” or “School” refers to ECRA and El Camino Real Charter High School (“ECRCHS”).
- 3.2** “Board of Directors” or “Board” refers to the governing body of ECRA.
- 3.3** “Union” or “AFSCME” refers to the American Federation of State, County & Municipal Employees Local that represents this bargaining unit.
- 3.4** An “employee” is a classified employee who is a member of the appropriate unit as defined in Article 2, Recognition.
- 3.5** “Agreement” shall refer to this Collective Bargaining Agreement, which also includes any Memorandum of Understanding or Side Letter Agreement subsequently agreed upon in writing between the parties.
- 3.6** “Immediate supervisor” is the management employee having first line authority.
- 3.7** “Negotiate in good faith” refers to a sincere and honest effort on the part of each party to reach agreement.
- 3.8** “Seniority” is defined as the total employed service with ECRA. Prior service with LAUSD will be counted toward seniority only if the employee transitioned directly from service with LAUSD at the former El Camino Real High School on June 30, 2011 to employment with ECRA as an independent charter school on July 1, 2011. Dates of hire for employees who began service with ECRA on or after July 1, 2011 (after formation of the charter school) will not include prior service with LAUSD or other districts.
- 3.9** “Classification seniority” is the date assigned to a classification included in the bargaining unit, adjusted due to periods of non-paid status (reference: Article 17).
- 3.10** “School year” is synonymous with a fiscal year starting on July 1st and ending June 30th of the following year.

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ARTICLE 4

DURATION

This Agreement shall remain in full force and effect from ratification until June 30, 2022. This Agreement is a closed contract for the entire term.

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ARTICLE 5
OUTSOURCING

ECRA retains the right to outsource any positions or assignments provided such actions do not result in layoffs or involuntary transfers of bargaining unit members.

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ARTICLE 6

SUPPORT OF THE AGREEMENT

The ECRA Board of Directors and the Union agree that it is to their mutual benefit to encourage the resolution of problems or concerns regarding wages, hours, and other terms and conditions of work through the negotiation process. Therefore, it is agreed that the Board of Directors and the Union will support this Agreement for its term as a demonstration of the cooperation and consistency to this end.

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ARTICLE 7

EVALUATION

The terms of this Article shall not be interpreted in any manner which alters or is inconsistent with the rights and obligations in the article of this Agreement addressing Employment Status.

7.1 Purpose:

The primary purpose of evaluations shall be for the improvement of employment skills, and all evaluations shall be conducted in good faith and in accordance with the provisions of this Agreement.

7.2 Frequency:

7.2.1 Unit members who have completed probation (in accordance with Article 18) shall be evaluated once per year no later than June 30 (or the last working day of the school year for B and C basis employees) per the applicable form at Appendix A. This section shall not prohibit ECRA from conducting periodic performance reviews to advise the employee of his/her progress. The period reviewed shall be the current school year. Failure of ECRA to issue an evaluation shall not be construed in a negative light or have an adverse impact on promotions or other future employment considerations.

7.2.2 Probationary unit members as defined by Article 18 shall be formally evaluated at least once during the probationary period. It is acknowledged that supervisors should provide more frequent feedback, but failure to evaluate an employee shall not impact the School's right to release an employee during the probationary period pursuant to Article 18.

7.3 Evaluator:

The evaluator shall be the immediate supervisor who may conduct the evaluation in conjunction with Human Resources to ensure consistency.

7.4 Procedure to be Followed:

7.4.1 The ECRA evaluator and the unit member will sign a copy of the evaluation. The signature of the unit member shall indicate receipt of the document, not necessarily agreement therewith.

7.4.2 After receiving his/her copy, the unit member shall have ten (10) working days to review the evaluation and add a written response. Any written response of the unit member to the evaluation shall be attached to the evaluation and included in the unit member's personnel file.

7.4.3 If any category on the performance report is rated lower than "meets requirements,"

the following will be included on the evaluation:

- a. Statement of the problem or concern,
- b. The desired improvement,
- c. Suggestions as to how to improve, and
- d. Provisions for assisting the employee.

7.5 Grievances:

No grievance arising under this Article shall challenge the substantive objectives, standards, or criteria determined by the evaluator or the School, nor shall it contest the judgment of the evaluator, unless the overall rating is “Unsatisfactory.” Grievances solely concerning particular evaluations shall be limited to a claim that the procedures of this Article have not been followed.

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ARTICLE 8

COMPENSATION

8.1 Wages and Salaries

- 8.1.1 The wages and salaries for Unit employees for 2018-2019 shall be as set forth in **Appendix B** of this Agreement. No employee shall suffer a reduction in pay or step placement as a result of this Agreement.
- 8.1.2 Effective July 1, 2019, wages will be increased by one and one-half percent (1.5%).
- However, if total revenue decreases by five percent (5%) or more as compared to the prior year's revenue, then wages shall be increased by one and one-quarter percent (1.25%).
- 8.1.3 Effective July 1, 2020, wages will be increased by one and one-quarter percent (1.25%).
- However, if total revenue decreases by five percent (5%) or more as compared to the prior year's revenue, then the wages will be increased by one percent (1%).
- 8.1.4 Effective July 1, 2021, the bargaining unit will receive the same across-the-board percentage increase, if any, received by the ECRA bargaining unit represented by UTLA.
- 8.1.5 The compensation rates herein are minimums, and this Agreement does not prohibit ECRA from providing employees additional compensation provided ECRA notifies AFSCME of the additional compensation prior to the implementation.

8.2 Salary Step Placement and Advancement

- 8.2.1 Entry-level placement on the salary schedule shall be at the lowest step of the schedule for the classification or at the hourly rate established for the classification, unless the School authorizes hiring at a higher rate (up to Step 3) based on verified previous comparable experience.
- 8.2.2 Unit employees will be entitled to advance one (1) step on the Salary Schedule on July 1 of each year of the schedule in **Appendix B**, provided the highest step on the salary range has not been attained. The employee must have worked a number of days equal to at least seventy-five percent (75%) of the total work days for his/her assigned basis and received a satisfactory evaluation during the previous year. No credit is given for time spent on paid or unpaid leaves of absence.

8.3 Mileage Reimbursement

Employees who are required to use their personal vehicles on authorized ECRA business

(exclusive of daily commute) shall be reimbursed for such usage at the then current IRS rate.

8.4 Bilingual/Biliterate Pay

Classified staffs are eligible for the Bilingual/ Biliterate pay provided they meet the requirements as provided below:

- 8.4.1 Bilingual/Biliterate Pay: Classified staff who successfully pass the Bilingual/Biliterate examination and who regularly use their verbal skills in the course and scope of performing their job duties will receive Bilingual/Biliterate pay in the amount of forty cents (\$0.40) per hour for providing general translation services as needed, including, but not limited to, during Individualized Education Program (“IEP”) meetings.
- 8.4.2 Continued Eligibility: The stipend is contingent upon agreeing to provide translation services as provided above. If a classified staff member believes his/her workload does not permit him/her to provide translation services at the requested time, the classified staff member must refer the matter to his/her supervisor who can exempt the classified staff member from that particular translation assignment without penalty. Otherwise, a classified staff member who, upon request, declines to participate will forfeit the stipend.
- 8.4.3 Effective Date: The approved stipend shall become effective on the first day of the pay period following completion and assessment of approved bilingual/biliterate examination and receipt of certification to Human Resources. A unit member who passes the Bilingual/Biliterate exam will be reimbursed for the cost of that exam.
- 8.4.4 Notification: All parties will receive written notification of all meetings requiring translation, including Individualized Educational Plans (IEPs). Except for an emergency situation, requests must be made at least five (5) working days in advance or at the earliest time known. ECRA shall make every attempt to request translation services from qualified classified staff members assigned to the requesting department prior to requesting services from other classified staff members working in other departments. Employees shall not be required to perform mandatory overtime to perform translation services.
- 8.4.5 Liability: Employees will not be held liable for any legal action based on a claim of negligence associated with providing IEP translation services.

8.5 Building & Grounds, Evening Shift

Building & Grounds Workers shall receive an additional seventy-five cents (\$0.75) per hour whenever they work the Evening Shift (any shift that begins on or after 12:00 p.m.). When an employee who normally works the Evening Shift is scheduled to work prior to 12:00 p.m., he/she shall receive the Evening Shift differential for the entire shift if he/she

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works over eight (8) hours, exclusive of the duty-free meal period, pursuant to being authorized to work overtime.

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ARTICLE 9

HEALTH AND WELFARE BENEFITS

9.1 Benefit Plans

ECRA shall make available to benefit eligible unit members (minimum thirty (30) hours per week) health and welfare benefits in accordance with the applicable plan(s) as set forth in Appendix C. The parties recognize that plan providers (i.e., insurance companies) are free to change the names of the plan as well as plan benefits/coverages; in such event, subject to negotiations, ECRA will make the closest available plan available.

9.2 Eligibility for Plans

Eligibility and duration of health and welfare benefits shall be in accordance with the applicable Employee Welfare Benefit Trust.

9.3 Employer and Employee Premium Contributions

For the term of this Agreement, ECRA will offer AFSCME unit members the same plans at the same terms, conditions, costs, and restrictions (including, but not limited to, contribution rates and opt-out rates) as ECRA offers to UTLA-represented employees.

9.4 Annual Open Enrollment

At least once annually, prior to the open enrollment period, ECRA will provide written information to unit members and answer questions regarding plan options, costs and benefits. Depending upon whether employees are present when new benefit information becomes available prior to an open enrollment period, ECRA shall also schedule a staff-wide presentation to explain benefit plans and related information.

9.5 Retirement Benefit Plan

9.7.1 Continuation of Existing Defined Benefit CalPERS Pension:

ECRA shall continue to maintain its existing contract with CalPERS covering the Classified Staff.

9.7.2 Retiree Medical:

ECRA shall provide the Retiree Medical Insurance coverage for classified bargaining unit staff on the same terms, conditions, costs, and restrictions as the UTLA represented unit.

9.7.3 403(b) Plan Contributions:

ECRA may offer various Retirement Savings Account options, but may change such plans as necessary from time to time. Participation in a designated plan or alternative vehicle must comply with the plan's terms and conditions, and will be subject to any specific vesting requirements.

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ARTICLE 10

HOURS, OVERTIME, AND EXTRA WORK ASSIGNMENTS

10.1 General Provisions

10.1.1 Work Year:

The work year of employees shall be determined by ECRA in accordance with Assignment Bases attached hereto as Appendix D.

10.1.2 Workweek:

The workweek of employees shall typically be Monday through Friday, provided, however, that ECRA may establish a different workweek for particular employees, classes, or shifts as required to meet the operational needs of ECRA. Employees will be given a minimum of fourteen calendar days' notice prior to the effective change in work schedule subject to Section 10.7.

10.1.3 Work Hours:

Full-time employment for employees shall be based on a forty (40) hour workweek of eight (8) hours per day, exclusive of meal periods. Employees' daily hours of work and shifts shall be established at the discretion of the School to meet the operational needs of the School in a manner consistent with applicable law, provided, however, that nothing contained herein shall be construed as a guarantee by the School of a certain number of paid hours per day or days per week.

10.2 Overtime and Temporary Extra Work Assignments

10.2.1 Equitable Distribution:

To the extent practicable, the School shall use reasonable efforts to distribute overtime work and/or temporary extra work assignments equitably among the qualified employees of an office, operational unit, or work group with consideration given to School need and employee availability in making the distribution.

In an effort to maintain even-handed distribution of overtime, each semester the employer shall maintain an "Availability List" by department/office. Employees of each department shall indicate their availability by marking an "A" for their date of availability for overtime. When overtime is available, the supervisor shall solicit employees from the list. When no employees have volunteered availability in their department list, the supervisor may solicit from other department's availability lists. In the event that more than one employee marks themselves as "Available" the employer shall grant OT by seniority and then by seniority rotation. The rotation shall reset the first date of each semester.

- a. Where special skills and/or experience are required for the Overtime or Temporary Extra Work Assignment, the skills and/or experience will be identified and selection will be limited to those employees with such skills and/or experience.
- b. With respect to clerical employees, this Article applies only to Temporary Extra Work Assignments; it does not apply where those unit members receive overtime from their supervisors to complete their ordinary assigned work.

10.2.2 Compensation for Overtime:

Employees assigned to a workday of eight (8) hours and a workweek of forty (40) hours shall receive compensation at a rate equal to one and one-half (1½) times the regular rate of pay for work authorized and performed during the sixth (6th) and seventh (7th) days following the commencement of the regular workweek, or for hours worked in excess of eight (8) hours in one day or in excess of forty (40) hours in any calendar week. Employees receive double pay for work authorized and performed beyond twelve (12) hours in a single day and for work beyond eight (8) hours on the seventh (7th) consecutive day in a single workweek.

10.2.3 Limitations:

Regardless of an employee's assigned average workday and workweek, overtime shall be paid only for hours worked in excess of eight (8) hours in one day or hours worked in excess of forty (40) hours in a calendar week. For the purpose of computing overtime and overtime pay, only time actually worked by the employee shall be considered.

10.3 Meal Period

Employees who are assigned for duty for more than five (5) consecutive hours per day shall be entitled to a minimum thirty (30) minutes duty-free, unpaid meal period. The meal period shall be scheduled by the appropriate administrator or supervisor near the middle of the shift based on program needs. Employees who are interrupted during their meal period and who are required to perform duties will be considered on duty for the duration of the interruption and such time will count as time worked and compensated at the appropriate rate of pay in a manner consistent with applicable State and Federal laws. In order to avoid being interrupted during their meal period, employees may not remain at their workstations or loiter at the workstations of other employees. Additionally, employees on meal periods shall not be required to maintain radio contact. Employees are required to clock out and back in promptly at the beginning and end of each meal period. The Faculty Cafeteria shall remain open for employees use as a break room. Consistent with California wage and hour laws, should an employee be interrupted during his/her meal period by an administrator or supervisor and is required to perform substantive work, the employee will be permitted to restart his/her meal period. If the employee is not allowed to restart his/her meal period, the employee shall be paid a premium wage as provided by law.

10.4 Rest Period

Employees assigned more than six (6) hours per day shall be granted two (2) rest periods of ten (10) minutes each. Employees assigned for four (4) hours or more but not more than six (6) hours per day shall be granted one rest period of ten (10) minutes. The rest period shall be scheduled by the appropriate administrator for mid-morning and/or mid-afternoon but not during the first or last hour of the assignment. The rest period shall not be used to lengthen the lunch period or shorten the workday. In order to avoid being interrupted during their rest periods, employees may not remain at their workstations or loiter at the workstations of other employees. The Faculty Cafeteria shall remain open for employees use as a break room.

10.5 Call-Back Time

Employees who are called back to work outside their regular work hours shall be guaranteed a minimum of two (2) hours' pay at the appropriate rate in a manner consistent with applicable State and Federal laws. No employee shall be required to "stand-by" to be available to return to work after completion of the employee's regularly scheduled work hours and no discipline or retaliation shall result if the employees are not available for call back work.

10.6 Summer Assignments

10.6.1 Assignment Order:

Summer assignments for ten (10) or eleven (11) month regular classified employees shall be made as soon as practicable. By May 25, ECRA will notify all employees in this unit that requests to work during the summer are being accepted. Any special skills that are required will be identified. Selection for summer assignments shall be made from a list of employees by job classification who have applied and who have the required skills. The rotation order shall begin within the priority group (see Section 10.6.2) with the most senior employee; if the most senior employee within that priority group rejects the offer, the next most senior (within the priority group) shall be offered the option, and so on, before moving to the next priority group and continuing the process starting with the most senior until the position is filled. Placements shall be made in the following order:

- a. Regular, active classified employees in the same job classification;
- b. Regular, active classified employees in a similar job classification who are qualified and have applied;
- c. Regular, active classified employees in other job classifications who are qualified and have applied; and then
- d. Other individuals who are qualified (including regular classified employees on leave from ECRA for the semester prior to the Summer School, retirees, outside hires, and contractors).

10.6.2 Priority:

Regardless of seniority, employees who did not work the previous summer have priority for selection over those employees who did.

10.6.3 Restrictions:

When an employee accepts a summer assignment, he/she must complete that assignment for its entire summer program period and should not request vacation or to be changed from one assignment to another. Exceptions may be made at the sole discretion of the School. Employees who accept a summer assignment but do not complete the assignment will not have priority for selection for the next year.

10.6.4 Compensation:

Employees assigned to the same job classification will receive their regular rate of pay. Employees assigned to a different job classification will be compensated at the Step 1 rate for that job classification. As an exception, an employee who was previously assigned to a different job classification who previously worked in that job classification will be paid at the same Step by which the employee was compensated when last assigned to that job classification. In no case shall an employee be paid less than their regular rate of pay.

10.6.5 Special Grievance Provision

Any employee who wishes to seek back pay due to a claimed violation of the Summer School selection and assignment rules of this Section must file a formal grievance under Article 19 within five (5) days of the written notice of assignment or non-assignment, or within five (5) days of the first day of Summer School, whichever is earlier. Any other alleged violations of this Article may be processed using the normal time-line of Article 19.

10.7 **Work Schedule Changes**

A change in work schedule is defined as a modification of a unit employee's start and stop time, or work week assignment, without a change in number of daily assigned hours. Should there be a scheduled change, the immediate supervisor shall first hold a meeting to discuss any impacts or potential hardships resulting from such change.

10.7.1 The work schedule may be changed under the following circumstances:

- a. when mutually agreed to by the employee and the employee's supervisor;
or
- b. in an emergency; ("Emergency" means any situation affecting the instructional program and/or the administration of the School which could

- not be reasonably anticipated or could constitute a threat to the safety of students or anyone on the campus); or
- c. when the employee is given a minimum of fourteen (14) calendar days' notice prior to the effective date of a change in work schedule.

10.7.2 The employee's immediate supervisor shall, if so requested, discuss any problems affecting the implementation of work schedule changes with the employee.

10.8 Accountability for Individual Bargaining Unit Member Quality:

In order to ensure that employees are focused on their central mission of performing satisfactorily in the area of teaching methods, instruction and delivery of other services, employees who receive a Suspension, two (2) letters of reprimand, or an overall Unsatisfactory evaluation in the preceding twenty-four (24) months shall not be entitled to overtime, extra work assignments, summer assignment, or any other service involving extra-pay for extra work. In its sole discretion, ECRA may allow the employee to work the additional assignment.

10.9 Attendance

Both ECRA and the Union recognize that all employees need to be at work on time. Employees are required to use the timeclock closest to their work stations and are expected to proceed directly to their stations after clocking in at the beginning of their work shifts and the end of their meal breaks. Similarly, employees are expected to clock out promptly at the end of their work shifts and at the beginning of their meal breaks.

ARTICLE 11

VACATIONS AND HOLIDAYS

11.1 Vacation

11.1.1 Employees working at least thirty (30) hours per week shall annually earn vacation as follows:

Years	12-Month	Other Employees
• 0-4	10 days/year	0.038462/hour worked
• 5-15	15 days/year	0.057692/hour worked
• 16	16 days/year	0.061539/hour worked
• 17	17 days/year	0.065385/hour worked
• 18	18 days/year	0.069231/hour worked
• 19	19 days/year	0.073008/hour worked
• 20 and beyond	20 days/year	0.076923/hour worked

- a. “Years” for the purpose of the above accrual shall be understood to mean all consecutive years served at ECRA without a break in service. In addition, prior service with LAUSD will be included only if the employee transitioned directly from service with LAUSD at El Camino on June 30, 2011 to employment with ECRA as an independent charter school without a break in service.
- b. In order to get credit for a “year,” the employee must have worked for at least 75% of the total workdays for his or her assigned basis for that school year. Time on leave, whether paid or unpaid, is not considered for purposes of meeting the 75% requirement.

11.1.2 Vacation begins to accrue at the commencement of employment and accrues on a pay period basis.

- a. The vacation accrual rate shall work as illustrated in the following example: An employee who completes the fourth (4th) year of service by July 1 of the school year moves to the next vacation accrual rate.
- b. Employees may use vacation on “Unassigned Days” (non-holiday days in which the School is closed and during which employees do not receive compensation).
- c. With the exception of unassigned days, as provided above, vacation may not be taken during the first six (6) months of employment. This requirement may be waived by the Executive Director upon recommendation of the supervisor due to compelling reasons.

11.1.3 Vacation shall accrue up to a cap of one-and-one-half times (1.5 x) the employee’s annual accrual rate. Once the cap is reached, the unit member shall not accrue any further vacation leave until some vacation leave is used. Vacation may not be taken

before it is accrued. Any vacation time taken during the school year or otherwise should be coordinated and cleared by the unit member's supervisor subject to scheduling and seniority. No request for vacation shall be unreasonably denied, but, absent compelling circumstances, vacations may not be permitted during peak times based on the needs of the position. Unit members shall be paid for any accrued/unused vacation upon separation from employment.

11.2 Holidays

11.2.1 All unit members are entitled to the following twelve (12) paid holidays (paid according to their FTE, or the wage they would have earned during their regular shift) observed by ECRA provided the holiday falls on a regular work day within their basis, and provided further that the employee is in paid status during the work day immediately preceding and the work day immediately succeeding the holiday:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Two (2) other holidays at the discretion of ECRA.

11.2.2 No holiday pay will be paid to an employee who is on an unpaid status, on any leave of absence, or absent due to workers' compensation.

11.2.3 If a holiday falls on a Sunday, the holiday will be observed on the following Monday. If the holiday falls on a Saturday, the holiday will be observed on the preceding Friday.

11.2.4 ECRA reserves the right to designate other days or parts of days as holidays with pay.

11.2.5 All employees required to work on an observed or actual holiday will be paid double time. The actual hours (midnight to 11:59 pm) of those days will be paid at this rate.

ARTICLE 12

LEAVES OF ABSENCE

12.1 General Provisions

12.1.1 Purpose:

A leave is an authorized absence from a job classification granted to an employee for a specified purpose and period of time, with a right to return to active service unless the employee's service would otherwise have been terminated.

12.1.2 Leave Rights:

- a. Paid Leaves: Unit members on a paid leave of absence shall continue to receive wages, health and welfare benefits, sick time and vacation accruals, and retirement credit in the same amounts as if they were not on leave. Employees whose work schedules consist of varying hours per day or days per week shall be entitled to compensation at a rate equal to the amount earned for an average work day within the current pay period
- b. Unpaid Leaves: Those unit members who go on an unpaid leave of absence during any pay period shall receive their health and welfare benefits for the balance of that pay period. Thereafter, they shall be allowed continued benefits at their own expense through COBRA. As an exception, employees on certain statutory leaves are eligible for ECRA-paid benefits provided they are otherwise eligible for such benefits pursuant to applicable law.
- c. Return Rights to Same or Comparable Positions: Consistent with applicable law, a unit member returning from a leave shall be entitled to a same or comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment, to the extent such position is available. In the event ECRA ever becomes the employer for any future charter schools located elsewhere or expands to other sites, returning employees may be transferred if such a transfer would have been made had the employee been on duty.

12.1.3 Restrictions:

An unpaid leave of absence may not be converted to a paid leave of absence. As an exception, an unpaid leave due to industrial injury may be converted to workers compensation.

Upon return from a paid leave, the employee must submit the Absence Form (or its equivalent) within twenty-four (24) hours of return. Failure to submit the Absence Form will result in a written and/or electronic reminder. Failure to submit the form

within twenty-four (24) hours of the reminder, will result in the leave being designated as “unpaid,” and the employee will not be compensated for the date(s) in question.

12.2 Sick Leave

12.2.1 Full-time employees accrue sick leave at the rate of 0.05 hours per hour worked. For employees who work 260 days per year, this would equal approximately thirteen (13) days per year.

Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee’s start date. Sick leave must be taken by eligible employees in minimum increments of one (1) hour. No employee will receive pay in lieu of sick leave under any circumstances. In the event that a holiday occurs during an employee's sick leave, that day will be paid as holiday time off instead of sick leave.

12.2.2 A unit member can use accrued paid sick leave for the diagnosis, care, or treatment of an existing health condition or preventive care (including annual physicals or flu shots) for themselves or a family member. A family member is a child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the unit member stands in loco parentis), parent (biological, adoptive or foster parent, stepparent, or legal guardian of a unit member or the unit member’s spouse or registered domestic partner (as recognized by the State of California), or person who stood in loco parentis when the unit member was a minor child), grandparent, grandchild or sibling. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

12.2.3 Unused sick leave shall carry over from year to year.

12.2.4 Any sick days accumulated but unused, if applicable, will be transferred to a public school employer upon separation from employment. Unit members will not be paid for unused sick time upon separation from employment. Upon retirement, the unit member’s accrued sick leave, if any, may be applied towards service credit in accordance with the Public Employees’ Retirement System (“PERS”) regulations.

12.2.5 For absences of three (3) consecutive workdays or more ECRA may require reasonable documentation of the employee’s illness and/or medical certification of his or her fitness to return to work.

12.2.6 Employees may request paid sick days either in writing or verbally. Upon proper notice and request, ECRA may approve employee requests for unpaid sick leave.

12.2.7 Additional half-pay sick leave

a. In addition to the annual accrual of sick leave, as provided above, employees will be entitled to additional sick leave at half-pay in order to be

eligible for up to a maximum of one hundred (100) sick days including the total allotment of full illness days for the year.

b. Examples:

(1) Sarah is a full-time employee who works twelve (12) months a year. She receives thirteen (13) sick days per year, but must be absent from work for one hundred ten (110) days during the year due to an unforeseen illness. Per the School's sick leave policy, Sarah will receive full payment for the first thirteen (13) days, fifty (50%) of total payment for the next eighty-seven (87) days, and no payment for the remaining ten (10) days of her absence.

(2) Tommy's situation is similar to Sarah's but he has accrued a total of forty-five (45) sick days. Tommy will receive full payment for the first forty-five (45) days, then fifty (50%) of total payment for the next fifty-five (55) days, and then no payment for the remaining ten (10) days of his absence.

c. Full-pay sick leave benefits must be used before available half-pay benefits may be used.

12.3 Personal Necessity Leave

12.3.1 Subject to the limits set forth below, an employee shall be granted a paid personal necessity leave ("PNL") when the gravity of the situations described below require the personal attention of the employee during assigned hours of service:

- a. Death of a close friend or relative not included in the definition of immediate family (as used in this section, the term "immediate family" shall be as defined in Section 12.9 of this Article);
- b. Death of a member of the employee's immediate family, when time in excess of that provided in Section 12.9 of this Article is required;
- c. Serious illness of a member of the employee's immediate family;
- d. Accident involving the employee's person or property or the person or property of a member of the employee's immediate family;
- e. Birth of a child of the employee, or adoption of a child by the employee (includes child of cohabitant who is the equivalent of a spouse);
- f. Religious holiday of the employee's faith;

- g. Imminent danger to the home of the employee occasioned by a disaster such as flood, fire, or earthquake;
- h. An appearance of the employee in court as a litigant. Each day of necessary attendance as a litigant must be certified by the clerk of the court. The employee must return to work in cases where it is not necessary to be absent the entire day.
- i. An appearance of the employee in court or governmental agency as a non-litigant witness under subpoena for which salary is not allowed under the applicable Section of this Agreement:
 - (1) Each day of necessary attendance as a witness must be certified by an authorized officer of the court or other governmental jurisdiction;
 - (2) In any case in which a witness fee is payable, such fee shall be collected by the employee and remitted to the School; and
 - (3) The employee must return to work in cases where it is not necessary to be absent the entire day;
- j. Conference or convention attendance pursuant to this Article;
- k. Attendance at the classroom of the employee's own child or ward and meeting with the school administrator because of suspension as required by Section 48900.1 of the Education Code;
- l. Up to four (4) hours of paid personal necessity leave and up to thirty- six (36) additional hours of unpaid leave not to exceed a total of eight (8) hours per calendar month, forty (40) hours per school year for attendance at the school of the employee's own child, ward, or grandchild for purposes of a school activities leave provided by Section 230.8 of the Labor Code. The employee must notify the immediate administrator at least five (5) working days prior to the absence. The administrator or designee and employee must agree on the date and time of the leave and the employee must provide written verification from the school visited, upon request of the administrator or designee.

12.3.2 The following limits and conditions are placed upon allowing a personal necessity absence:

- a. Except as otherwise noted in this Article, the total number of days allowed in one school year for personal necessity absence shall not exceed six (6) days per school year.

- b. The days allowed shall be deducted from and may not exceed the number of days of accrued full-pay illness leave to which the employee is entitled.
- c. The personal necessity leave shall not be granted during a strike, demonstration or any work stoppage.
- d. The employee shall be required to verify the nature of such necessity. Such statement shall be filed with the appropriate administrator no less than five working days in advance of a religious holiday, court appearance or school visitation. The immediate administrator shall take whatever steps reasonably necessary to become satisfied that a personal necessity within the limits of this section did exist.

12.3.3 If it is necessary to request PNL, the employee must notify his or her supervisor at the earliest possible opportunity. PNL, however, will not be granted during a vacation or other leave of absence, nor will it be granted during a strike, demonstration, or other such work stoppage. Employees will be required to sign and file a statement explaining the nature of the necessity before it is approved; in those instances where the need for PNL was unexpected, the employee must submit a written statement as soon as possible after the need arises. ECRA reserves the right to approve or deny a request for PNL should it interfere with or negatively impact its operations.

12.4 Bereavement Leave

12.4.1 Eligible employees are entitled to a paid leave/absence from the School, not to exceed three (3) days, on account of the death of a member of the employee's immediate family if proof of death and relationship is provided and the leave/absence commences within ten (10) calendar days of the death. If more than one such death occurs simultaneously, the leaves may be taken consecutively. In addition, if out of state travel is required and requested, an additional two (2) days of paid leave shall be granted. Bereavement leave will be paid at an employee's base pay rate multiplied by the number of hours that the employee would have worked if not absent. An employee may, with his or her supervisor's approval, use any available vacation or PNL for additional time off as necessary.

12.4.2 For purposes of this Section, "immediate family" includes the following relatives of the unit member:

- a. Spouse, or for purposes of this Leaves Article only, a cohabitant who is the equivalent of a spouse,
- b. Parent (includes in-law, step and foster parent, and parent of cohabitant who is the equivalent of a spouse),

- c. Grandparent (includes in-law, step, and a grandparent of cohabitant who is the equivalent of a spouse),
- d. Child (includes son/daughter-in-law, step and foster child, and child of cohabitant who is the equivalent of a spouse),
- e. Grandchild (includes grandchild of spouse, step grandchildren, and grandchildren of cohabitant who is the equivalent of a spouse),
- f. Brother,
- g. Sister, or
- h. Any relative living in the employee's immediate household.

12.5 Industrial Accident Leave (Workers Compensation)

- 12.5.1 Unit member shall be entitled to industrial accident and illness leave consistent with applicable law and under the provisions of the existing insurance carrier.
- 12.5.2 A unit member claiming an industrial accident or illness leave must complete a written report on a form to be provided by Human Resources.
- 12.5.3 The employee may be subject to examination by a physician designated by the Board's insurance carrier to assist in determining the qualification and the length of time during which the facilitator will be temporarily unable to perform assigned duties, and the degree to which a disability is attributable to the injury or illness involved.
- 12.5.4 The employee may use a physician of his/her choice for treatment of an occupational illness or injury if such employee has submitted to ECRA a signed form as contained in Appendix E.
- 12.5.5 Upon exhaustion of workers' compensation benefits, the employee shall be permitted to utilize accrued illness benefits or vacation benefits, if any. If the employee continues to receive temporary disability indemnity, the employee shall be paid for any illness and vacation benefits which, when added to the temporary disability indemnity, will result in payment of not more than full normal salary.
- 12.5.6 An employee absent under this section shall remain within the State of California unless the School authorizes the travel outside the State.

12.6 Judicial Leave

- 12.6.1 Witness Leave: Unit members shall be granted leave, without loss of pay, to appear

in court as a witness, other than as a litigant, or to respond to an official order from duly authorized government agencies.

12.6.2 Jury Duty: The mutual intention of ECRA and AFSCME is that jury duty be encouraged, but also limited, as far as practical, to periods of time when the continuity of instruction and ECRA services will not be adversely affected.

- a. An employee summoned to jury service in federal or state court shall notify the immediate supervisor of such summons.
- b. All bases except A-basis (12-month employees): As a condition for paid absence, the employee shall seek postponement of the jury service so that it can be performed on the employee's recess or off-basis (non-work) period.
 - (1) Involuntary jury service commenced during the employee's recess or off-basis period which inadvertently extends into the employees' assigned or on-basis period shall qualify as paid absence for up to twenty (20) working days of pay reimbursement from the start of the assignment or basis.
 - (2) The twenty (20) day limit shall be subject only to such exceptions which may be agreed upon by ECRA and AFSCME.
- c. A-basis: As a condition for paid absence, employees assigned on A-basis shall seek postponement to a date mutually agreed upon with their supervisor if the summoned date is disruptive to the continuity of instruction or ECRA operations.
 - (1) As a further condition for paid absence, the employee shall request that the days of jury service be restricted to ten (10) consecutive days, whenever possible.
 - (2) After request is made for service limited to ten (10) consecutive days and, if denied, a paid absence shall be granted for up to twenty (20) working days subject to exceptions as may be determined by ECRA.
- d. As for federal jury service, if the court denies the request for postponement, paid absence shall be granted for the term of the service.
- e. In all cases, ECRA may require reasonable proof, such as notice of summons or subpoena.
- f. All jury fees received while on ECRA-paid status shall be remitted to the Business Office.

12.6.3 Reasonable Proof: ECRA may require reasonable proof, such as notice of summons or subpoena, for any absence under this Section.

12.6.4 Compensation: Any compensation, less any mileage expenses, received for appearance as a witness or from serving as a juror under this section shall be endorsed over to the school site so that the unit member's compensation for any days of absence for the above purposes shall not be in excess of nor less than, her/his regular pay.

12.7 Maternity (Paid/Unpaid)

12.7.1 Paid Disability Absence:

For that period of time during which the employee (including temporary employees) is physically disabled and unable to perform her regular duties due to pregnancy, miscarriage, childbirth and recovery therefrom, she shall be permitted to utilize her illness leave under this Article. If the employee does not have an illness leave balance, she shall be permitted an unpaid leave under Section 12.9.1.

12.7.2 Physician Certifications:

A pregnant employee shall be permitted to continue on active duty until such date as she and her physician determine that she must absent herself due to pregnancy disability, provided that she can and does continue to perform the full duties and responsibilities of her position. The employee must also supply to the School her physician's certification as to the beginning and ending dates of actual pregnancy-related disability for which paid illness absence is claimed, and her physician's release to return to active duty. ECRA forms for such certifications, and application forms, shall be available in the main office.

12.8 Leaves Without Pay

The applications for and granting of such leaves of absence shall be in writing to Human Resources. Applications shall be given careful consideration and any denial will be set forth in writing with reasons on the basis of the best interest of the organization. Employees returning from leaves without pay may be subject to reassignment or transfer pursuant to the instructional, programmatic, and operational needs of the School.

Unit members on leaves without pay shall be permitted to continue participating in School's insurance programs by making premium payments directly to the School. In addition, a unit member on such leave shall notify Human Resources by March 1st of the school year as to intent to return to employment in the school. Failure to notify may be considered an abandonment of position and forfeiture of all insurance benefits.

12.8.1 Pregnancy Disability, Family/Medical, and California Family Rights Act Leaves:

ECRA shall provide Pregnancy Disability Leave, Family and Medical Leave Act leave and California Family Rights Act leave to unit members consistent with applicable state and federal law and regulations.

12.8.2 Military and Military Spousal Leave of Absence:

ECRA shall grant a military leave of absence to any unit member who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (“USERRA”).

12.8.3 Unpaid Leave of Absence:

Upon recommendation of the Executive Director and approval by the ECRA Board, an unpaid leave of absence may be granted to a post-probationary employee for a period not to exceed one (1) school year for the following purposes: care for a member of the immediate family who is ill, long-term illness of the unit member, service in an elected public office, educational travel, professional study or research or public service. Extension of such leaves may be granted at the sole discretion of the ECRA Board.

12.9 Other Leaves

Other leaves may be available as required by law or set forth in the Employee Handbook including, but not limited to, Voting Leave, School Appearance and Activities Leave, Bone Marrow and Organ Donor Leave, and Victims of Abuse Leave. Details regarding these and other leaves set forth above can be found in the current Employee Handbook. The parties recognize that leave policies are material terms and conditions of employment which cannot be changed without mutual agreement unless otherwise required by law.

ARTICLE 13

TRANSFERS AND VACANCIES

13.1 Transfers

13.1.1 A transfer is the relocation of an employee from one work site to another work site.

13.1.2 There are current plans to expand ECRA to other sites, therefore the parties agree that when such expansion does occur, upon a written demand to bargain from either AFSCME or ECRA, the parties will begin negotiations on the subject of transfers. Otherwise openings at new sites will be treated as vacancies and shall be filled as outlined below in Section 13.2 so as to afford current employees the chance to transfer. As an exception, however, when an entire program is being moved to another site (e.g., North Campus), the positions will not be considered as a vacancy.

13.2 Vacancies

13.2.1 A vacancy is an existing regular position vacated by an employee or a newly established regular position to be filled by an employee.

13.2.2 A notice of vacancy shall be posted on EdJoin or similar on-line applicant tracking system, and an email notice will be sent to all unit members when a classified vacancy is to be filled. A vacancy notice shall include classification title, salary for the classification, a brief description of the typical tasks of the classification, the minimum qualifications required for the classification, the work schedule(s) for which candidates are sought, the posting date, and the final date for filing applications. The vacancy notice shall be posted for at least five (5) working days.

13.2.3 The parties agree that it is often in their mutual interest to promote from within, when possible. The parties also agree that giving employees the freedom to move laterally within the organization can often have positive effects for both the employee and ECRA. ECRA will give preferential consideration to applications received from employees it deems qualified to move laterally or promote within the bargaining unit before offering vacant positions to those applicants from outside the organization but reserves the right to make the final determination on assignments and promotions to bargaining unit positions. Upon request, ECRA shall provide written reason as to why the applicant is not offered the vacant position.

13.2.4 ECRA reserves the right to determine and/or assign the office or work station of each unit member; accordingly, this matter is not included in the requirements of this Section.

ARTICLE 14

SAFETY CONDITIONS

- 14.1** The Union shall select one (1) member from AFSCME to be included in the ECRA Safety Committee. The meeting schedule and agenda of the committee shall be determined by the committee.
- 14.2** The Union agrees that employees shall comply with all reasonable safety rules and regulations when they are made known. Further, the Union recognizes the employee's duty to utilize safe working procedures and to report safety hazards and unsafe conditions to his/her immediate Supervisor. ECRA shall provide and make available appropriate safety equipment and gear. Unless otherwise expressly part of the employee's job description, employees shall not be directed to enter, occupy, or work in any School building or area that has been designated as "unsafe for entry or occupancy" by either the appropriately designated school authority or an authorized governmental safety authority.
- 14.3** The Union will encourage employees to maintain safe working conditions, to complete all mandated trainings, and to improve the cleanliness of all departments, machinery, equipment, and facilities used by the employees so that the safety of all workers may be assured.
- 14.4** Employees shall not be required to perform duties under conditions which pose an immediate threat to the safety of the employee. In exercising the foregoing right, employees shall not neglect the responsibility to provide for the safety of students.
- 14.5** Employees shall promptly report cases of attack or assault suffered by them in the performance of their duties to their immediate supervisor who shall promptly report the same to the appropriate law authorities. In a dangerous situation, the employee may directly notify appropriate law enforcement authorities.
- 14.6** ECRA shall provide to any employee who suffers bodily harm by an individual or group while carrying out his/her assigned duties, reasonable cooperation in the identification of any alleged assailant(s) and/or witnesses and in securing any physical evidence.

ARTICLE 15

EMERGENCY CLOSURE/EMERGENCY RELEASE

In the event of a school closure due to fire, any ECRA staff required to come to work to replace air filters or otherwise make the campus safer prior to reopening, shall be compensated at a rate of one and one-half times their regular rate of pay.

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ARTICLE 16

UNIFORMS, EQUIPMENT AND PROPERTY LOSS

- 16.1** If distinctive uniforms are required for an employee, the cost of purchase, lease, or rental of uniforms, identification badges, emblems and cards for employee shall be borne by the School. Such items provided by the School shall be returned to the School upon separation from the service or termination of the assignment. Further, if uniforms are provided through the issuance of coupons/vouchers or the like, the employee shall return any unused coupons/vouchers. Employees issued uniforms will be expected to keep them clean and in good repair, and wear them while on duty
- 16.2** Each safety officer will be issued two (2) new uniform shirts, one (1) windbreaker, one (1) pair of pants, and one (1) optional pair of shorts at the start of employment, or upon change of uniform by ECRA. Each will be provided with an additional two (2) shirts at the beginning of each school year upon request.
- 16.3** Employees will be issued their own set of required items (such as keys) consistent with the requirements of their job classifications, that must be returned at the end of each school year (for employees working fewer than twelve (12) months per year) and at the end of employment. ECRA agrees to replace those items as needed. An employee who loses school keys or key cards issued to him/her will be charged an appropriate replacement fee, including associated costs (such as rekeying all affected locks), before a new one is provided.
- 16.4** Employees shall be reimbursed for lost, damaged, destroyed, stolen, or vandalized personal property as provided below. The maximum limit for reimbursement shall be \$1000. Claims which are reported to the employee's personal insurance carrier shall be limited to the insurance deductible, if any, plus any other non-insured loss. In no case shall ECRA reimbursement exceed \$1000, except that ECRA may, upon application and in its sole discretion, approve a reimbursement in excess of the normal maximum or a reimbursement which does not otherwise qualify under the provisions below.
- 16.4.1 ECRA shall pay the cost of replacing or repairing:
- a. An employee's property necessarily worn or carried (such as eyeglasses, hearing aids, dentures, watches, or clothing) damaged or stolen in the course of duty without fault of the employee; or
 - b. The loss (from theft, damage or destruction by vandalism, burglary or arson) of personal property used at ECRA, when approval for such use was given by the site administrator before the property was put into use and the value of the property was agreed upon in advance (complete the Property Registration Form); or

- c. The loss from damage to, or theft of, an employee's automobile as the result of the malicious act of another and without fault of the employee, while transporting others on authorized school business, or while the vehicle is parked or driven on or adjacent to school grounds, other ECRA premises, or the site of authorized ECRA activities; or
- d. The damage to an employee's automobile caused by students being transported by the employee on authorized school business.

16.4.2 Items damaged beyond repair or stolen shall be reimbursed at the actual value of such items (subject to the limitations herein) determined as of the time of the loss including normal allowances for depreciation.

16.4.3 No payment shall be made for any loss having a depreciated value of less than \$10, or for ordinary wear and tear.

16.4.4 Where a claim for loss involves a vehicle or theft of property a report shall be made to the police and the police department report number included in the claim. If damage is to a vehicle, two estimates of the repair costs shall be provided.

16.4.5 A request for reimbursement, co-signed by the immediate administrator, shall be filed by the employee with the Executive Director or designee within 60 calendar days of the loss.

16.4.6 In the event the employee receives payment from ECRA pursuant to this section, ECRA shall have the right of subrogation against those who caused the damage or loss, to the extent of its payment.

16.4.7 If the Executive Director or designee denies a claim, an employee may file a grievance pursuant to Article 19.

ARTICLE 17

LAYOFFS AND REEMPLOYMENT

17.1 Layoff

17.1.1 This section shall not be interpreted in a manner which is inconsistent with the rights of unit members as enumerated in Article 18 [Employment Status].

17.1.2 Layoffs may occur due to lack of work and/or lack of funds.

17.1.3 Notice of layoffs will be given forty-five (45) calendar days prior to the effective date of the layoff.

17.1.4 The order of layoff shall be based on seniority within the job classification. An employee who has been employed the shortest time in the job class shall be laid off first. For purposes of this Article Seniority shall be limited to the date of hire in the affected job classification.

17.1.5 If two (2) or more employees subject to layoff have equal job class seniority, the following criteria will be used as a tiebreaker:

- Qualifications of the unit member,
- Expertise within the job classification,
- Relevant knowledge (i.e. relevant training/certifications, etc.),
- Performance evaluations.

17.2 Reemployment

17.2.1 Employees may be reemployed to a position within the same job classification and for which they are qualified in reverse order of layoff when a vacancy occurs for up to one (1) year from the day of layoff. In the event an employee on the reemployment list refuses an employment offer, he/she will be removed from the list.

17.2.2 Each employee on the reemployment list shall be required to provide ECRA in writing with a current mailing address and email address to which a letter of reemployment may be sent.

17.2.3 If a reemployment opportunity exists, ECRA shall mail such a letter to the employee, certified mail, return receipt requested and by email.

17.2.4 An employee offered a reemployment opportunity must notify ECRA in writing of his/her decision within eight (8) calendar days of mailing/transmission of ECRA's offer.

17.3 Grievance Procedure

17.3.1 ECRA's decision to conduct a layoff is not subject to grievance. However, alleged violations of the above procedures are subject to the grievance procedures in this Agreement. Probationary unit members and other employees who are at-will may not grieve an alleged violation under this Article.

17.3.2 Any grievance filed under this Article will bypass Level One and proceed directly to Level Two (Section 19.5). If the grievance proceeds to Arbitration, (as an exception to Section 19.8.5), the hearing shall be scheduled within thirty (30) days from the selection of the Arbitrator, unless the parties mutually agree to a longer period of time.

17.3.3 In the event that ECRA makes an error with respect to the procedures and criteria noted above, the sole remedy will be to restore employment to the affected employee and the time prior to restoration will not be considered a break in service.

ARTICLE 18

PERSONNEL FILES, EMPLOYMENT STATUS, AND DISCIPLINE

18.1 Personnel Files

- 18.1.1 Materials in personnel files shall be made available promptly for inspection by the employee (or the employee's AFSCME representative if authorized in writing by the employee) upon written request, at a time mutually convenient to the employee and the administrator(s) or confidential employee(s) charged with maintaining the file. Such inspection may occur during the employee's regular working hours, if convenient to the administrator or confidential employee. Upon written request, a physical copy of the personnel file will be provided up to one (1) time per year in a timely manner.
- 18.1.2 Evaluations and/or information of a derogatory or corrective nature shall not be placed in an employee's personnel file until the employee is supplied with a copy. Employees will have a reasonable opportunity to respond in writing to the material and have such response attached for inclusion in the file.
- 18.1.3 An employee may be accompanied by his/her AFSCME representative at such time he/she is given an opportunity to review the material in his/her file.

18.2 Employment Status

- 18.2.1 Probationary Period: The probationary period for classified employees at ECRA shall be one (1) complete year of service. During this probationary term, the unit member may be released from employment without cause. This means either party may terminate employment at any time during the probationary period. The Executive Director may offer an employee a second year of probationary status in lieu of release/non-reelection if, and only if the employee was evaluated, received at least three (3) "needs improvement" and/or "unsatisfactory" marks (or any combination thereof), and was issued a Final Evaluation Report in accordance with Article 7 during his/her second year of consecutive service. A complete year of probationary service is defined as active, full-time service for at least seventy-five percent (75%) of the employee's assigned work days (pursuant to his/her basis) in each year.

During the second year of probation, the school shall provide a comprehensive Performance Improvement Plan (PIP), with progress assessments on a bi-monthly basis. As an exception, for an employee who is given a second year of probation due solely to attendance and/or punctuality issues, ECRA shall not be required to issue the progress assessments.

18.2.2 Post-Probationary Status:- Should a unit member be offered an employment contract after one (1) complete school year of service (or two (2) if probation is extended), the contract shall be a fixed-term annual contract (in the form of a Confirmation of Employment). The employee shall no longer be at-will and will instead be employed under the “for cause” status outlined in this Agreement. Thereafter, the following shall apply:

- a. If the employee receives a final annual evaluation rating of “Meets Standards” or better (or no final evaluation at all), he/she shall be renewed automatically for another year of employment;
- b. If the employee receives an evaluation rating of “Needs Improvement,” he/she will be renewed automatically for an additional year of employment but (at the School’s discretion) may be placed on an Improvement Plan for the following year, which may require the employee to meet specified performance standards in order to continue employment beyond that following year;
- c. If the employee receives an evaluation of “Unsatisfactory,” after having been placed on an Improvement Plan that did not result in the correction of specified performance deficiencies, the employee may be offered further employment pursuant to another Improvement Plan or may be non-renewed at the School’s discretion;
- d. If the employee receives an evaluation of “Unsatisfactory” without having been placed on an Improvement Plan to address the performance deficiencies, the employee will be placed on an Improvement Plan for the following year that may require the employee to meet specified performance standards in order to continue employment beyond that following year.
- e. Notice of non-renewal of an employee with Post-Probationary status must be issued prior to the final workday for that employee.
- f. A Post-Probationary employee may grieve a decision to non-renew based on an alleged violation of the procedures of this sub-section (18.2.2) or as part of a grievance alleging a violation of Article 7 with respect to the subject evaluation.

18.2.3 Charter revocation: –Charter revocation or nonrenewal shall terminate any and all employment rights consistent with the effective date of revocation or nonrenewal of the charter.

18.3 Pre-disciplinary Matters

18.3.1 Pre-disciplinary actions such as warnings, conference memos and reprimands are

not subject to the grievance procedures except when such documents are used as part of a formal disciplinary action (suspension or dismissal), or overall Unsatisfactory evaluation. In the event of a later formal disciplinary action, the document if challenged should not be deemed valid or established unless and until so proven under the normal “for cause” standard in a subsequent arbitration.

18.3.2 Employees shall be permitted to “live down” or “work off” a pre-disciplinary document by the passage of a period of four (4) years without recurrence of the same or similar conduct (unless a shorter period is agreed to by the parties). After achieving that passage of time, if the document is retained by the administrator (as may be required by law), it should be kept in a separate “expired” file and not become a basis, in whole or part, for a subsequent formal disciplinary action.

18.4 For Cause Discipline

18.4.1 General:-

In addition to its right to release probationary unit members as outlined above, ECRA may also suspend without pay or terminate a unit member only for cause at any time. The following independently or collectively are causes for discipline:

- Unsatisfactory performance as determined by this Agreement’s evaluation procedures;
- Dishonesty or fraud, including any falsifying of time sheets, employment records, employment information, or other School records;
- Theft or deliberate or careless damage or destruction of any School property, or the property of any employee or student;
- Fighting or instigating a fight on School premises;
- Improper or unauthorized use/removal of School property or funds;
- Possession of any firearms or any other dangerous weapons on School premises at any time;
- Possession or use of any intoxicant on School grounds, including alcohol or controlled substances (unless such substances are supported by a valid prescription (note: this exception does not apply to marijuana));
- Conviction of any felony or crime of moral turpitude, or which otherwise disqualifies the employee from employment at schools;
- Insubordination, including but not limited to failure or refusal to obey the reasonable orders or instructions of a supervisor or member of management;
- Absence without authorized leave or abuse of leave privileges;
- Excessive absenteeism or tardiness;
- Unprofessional conduct including, but not limited to use of profane, abusive or threatening language toward another or violation of staff/student professional boundaries;
- Violating any safety, health, security or School policy, rule, or procedure or engaging in any conduct which risks injury to the employee or others;

- Committing of or involvement in any material act of unlawful discrimination or harassment of another individual;
- Failure to maintain appropriate certificate/license(s) required for the position;
- Release of confidential information without authorization;
- Abandonment of position; and
- Habitual disrespectful treatment of the public, students or other staff members.

18.4.2 Progressive Discipline:

ECRA shall utilize progressive discipline for post-probationary unit members. However, nothing in this provision shall prohibit the School from dismissing from employment or suspending without pay a post-probationary unit member on the first offense when the offense is serious enough to so warrant.

18.4.3 For Cause Discipline or Dismissal Process:

- a) When an administrator or supervisor has a conference with an employee where it is evident at the time the meeting is convened that the employee is the focus of a possible disciplinary action, the employee shall be notified of the purpose of the meeting, before the meeting takes place, and that it is the employee's right to be accompanied and represented by an AFSCME representative or by any other person so long as that person is not a representative of another employee organization. Similarly, if an employee has a reasonable belief during the course of a conference that the conference may lead to a disciplinary action, the employee may stop the conference for up to 24 hours in order to secure representation. Non-availability of the representative for more than a reasonable time shall not delay the conference. However, this right shall not extend to routine conferences or to any conferences conducted under the evaluation procedures of this Article except for a final conference involving an overall "Unsatisfactory" rating.
- b) Prior to the imposition of a suspension or termination, the administrator or supervisor shall notify the employee (1) that such action is about to be taken; (2) that a meeting will be held to discuss the matter; and (3) that the employee may be accompanied by an AFSCME representative or a person of the employee's choice, as long as that person is not a representative of another employee organization. Non-availability of the employee or representative for more than a reasonable time shall not delay the disciplinary action. At the close of or subsequent to the above meeting, the administrator shall announce the discipline to be imposed and immediately confirm the discipline to be imposed in writing on the appropriate ECRA form. The above meeting may, in emergency situations requiring immediate suspension, be held as soon as possible after the suspension has begun.

- c) If the unit member wishes to appeal the imposition of a suspension or dismissal through the grievance process of Article 19, the appeal must be filed directly with the Executive Director within five (5) work days from the time the Notice of such suspension or dismissal is served on the unit member. The grievance will bypass Level 1 and begin with Level 2.
- d) The parties recognize that the School reserves the right to place the unit member on paid administrative leave status, and that such placement is not considered disciplinary.

18.4.5 Reference to or Reliance upon the Education Code

The parties expressly agree that the Education Code provisions for classified discipline (suspension or dismissal) and interpreting case law do not apply to ECRA.

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ARTICLE 19

GRIEVANCE PROCEDURES

19.1 Definitions

- 19.1.1 A “grievance” is a claim by the unit member, unit members or the Union that a specific provision of this Agreement has been violated or misapplied with respect to that unit member, or members, such that it resulted in an adverse consequence to the unit member(s). (This includes wage and hour matters.) All other claims, such as violations of statute, individual employment agreements (in accordance with Article 18), charters, board policies, personnel policies or employee handbooks, shall be outside the terms of this grievance procedure. Failure by a grievant to follow the timelines or requirements in any step of this Article shall render the grievance withdrawn and shall be construed as a waiver of the party’s rights under this procedure.
- 19.1.2 A “grievant” is an employee in the bargaining unit covered by the terms of this Agreement who alleges a grievance. The Union may be the grievant on any issue that involves a number of affected employees.
- 19.1.3 A “day” for purposes of this Article is defined as any day of the calendar year except Saturdays, Sundays, school closures, and legal (or school) holidays.
- 19.1.4 The “immediate supervisor” is the supervisor (management employee) responsible for directly supervising the grievant, who has been designated to adjust grievances and who has authority to adjust grievances.
- 19.1.5 A “representative” is a unit employee (steward) or union representative (staff), who is not a party to the grievance, chosen by the grievant to advise or represent the grievant.

19.2 General

- 19.2.1 If the same grievance or essentially the same grievance is filed by more than one employee, then one employee may process the grievance under this Article on behalf of the other involved grievants. The final determination of that grievance shall apply to the other pending grievances.
- 19.2.2 The filing or pendency of a grievance shall not delay or interfere with implementation of any School action during the processing thereof unless the parties agree to the contrary.

19.2.3 Processing and discussing the merits of a grievance shall not be considered a waiver by the School of the defense that the matter is neither grievable nor subject to arbitration under this Agreement or that the grievance should be denied for other reasons which do not go to the merits.

19.2.4 Representation of Rights in the Grievance Procedure:

If a supervisor or an administrator with the authority and responsibility to adjust a grievance is absent during the time specified for meeting his/her responsibility under these procedures and no mutual agreement has been reached for a time extension, the School shall designate a representative to assume this responsibility. The grievant must be present at each level of the grievance procedures unless excused by the School.

- a. At all grievance meetings under this Article, the grievant shall be entitled to be accompanied and/or represented by a Union representative. A grievant shall also be entitled to represent him or herself. By mutual agreement, other persons such as witnesses to the facts upon which the grievance is based may also attend grievance meetings.
- b. When a grievant is not represented by the Union, ECRA shall not agree to a final resolution of the grievance until the Union has received a copy of the grievance, been notified of the proposed resolution and been given an opportunity to state in writing its views on the matter, provided, however, that the grievance may be withdrawn by the grievant at any time which shall terminate the grievance procedure.

19.2.5 Released Time for Employees:

Grievance meetings and hearings will be scheduled by ECRA at mutually convenient times and places during the employee work hours. Such meetings will be scheduled so as to minimize interference with regular employee duties. If a grievance meeting or hearing is scheduled during work hours, reasonable employee released time without loss of salary will be provided to the grievant, Shop Steward (if serving as the employee's representative), and to any witness who attends by mutual agreement.

19.2.6 Confidentiality:

From the time a grievance is filed until it is finally resolved, neither the Union, the School, nor the grievant shall publicly disclose or discuss the grievance or evidence regarding the grievance (e.g., specific facts, positions of the parties, merits, etc.) This prohibition is not intended to restrict normal interviewing of witnesses and other necessary preparations for the hearing or internal communication by the Union or the School for the purpose of evaluating, pursuing or resolving grievances. Moreover, nothing in this provision shall prohibit the internal disclosure by either

the School or the Union of the general fact that a grievance has been filed regarding a particular contractual dispute and that the parties are utilizing the grievance process in an attempt to resolve that dispute.

19.2.7 Effect of Time Limits:

If a grievance is not processed by the grievant at any step in accordance with the time limits of this Article, it shall be deemed withdrawn (and the resolution as of the most recent response will be implemented). If ECRA fails to respond to the grievance in a timely manner at any step, the running of its time limit shall be deemed a denial of the grievance and termination of the Level in question, and the grievant may proceed to the next Level. All time limits and grievance steps may be shortened, extended or waived, but only by mutual written agreement.

19.3 **Informal Discussion**

Before filing a formal written grievance under Level One, a grievant must attempt to resolve the dispute by presenting the grievance orally to the immediate supervisor or responsible administrator and discussing the grievance with him or her. The written grievance must be filed within the time limits required under Level One, whether or not the grievant is able to utilize these informal efforts.

19.4 **Level One**

19.4.1 If the grievance is not resolved informally, a unit member having a grievance shall present the grievance in writing to his or her site administrator or immediate supervisor and Human Resources within fifteen (15) work days of the event or condition giving rise to the grievance.

19.4.2 The grievance shall clearly state all of the following: (a) the specific provisions of the Agreement alleged to have been violated, (b) the specific facts of the alleged violation, and to the extent known dates, and names of witnesses, (c) the adverse consequence resulting to the unit member, or union and (d) the remedy requested by the grievant. The site administrator or immediate supervisor shall meet with the unit member and shall provide a written response within seven (7) working days of the meeting.

19.4.3 If a grievance does not relate to the immediate administrator and the remedy requested is not within the authority of the immediate administrator, the grievance may, if the grievant desires, be filed with the administrator who has such responsibility and authority.

19.5 **Level Two**

If the unit member is not satisfied with the response at Level 1, he/she shall, within five (5) work days of the receipt of the written response at Step 1, notify the Executive Director

and Human Resources that a grievance has been denied or unresolved by the administrator or immediate supervisor. The Step 2 grievance shall specifically state any portions of the Level 1 response disputed by the grievant. If not resolved, the Executive Director or designee will convene a meeting with the grievant within seven (7) work days of receipt. Any resolution shall be put in writing. The Executive Director or designee shall provide a written response within seven (7) work days of the meeting.

19.6 Level Three – Mediation (Optional)

If the grievant is not satisfied with the disposition of the grievance, she/he may, within five (5) working days after receiving the decision of the Executive Director or designee and Human Resources, petition that a meeting with a mediator from the State Mediation and Conciliation Service be held as soon as reasonably possible for all parties of interest. ECRA shall have five (5) working days to decide if it is agreement with proceeding to mediation. Such mediation will only be held if so requested by the grievant and both parties (the Union/grievant and ECRA Executive Director/Human Resources) agree to try resolving the issue through mediation. Under no circumstance will the grievant/Union be forced to go to mediation instead of going to Arbitration. The mediation step may be terminated by either party at any time.

19.7 Request for Arbitration

If the Union is not satisfied with the decision at Level 3 (or Level 2 if mediation is not held), the Union, with the concurrence of the grievant, may submit the matter to the Executive Director and Human Resources for an Arbitrator. This request must be made within five (5) work days after the termination of Level 2 or 3.

19.8 Arbitration

19.8.1 Within fifteen (15) days from the date the request for an Arbitrator is received by the Executive Director, a meeting shall be arranged with the parties to the grievance, or their representatives, for the selection of an Arbitrator. The Arbitrator may be jointly agreed upon by the parties or shall be selected from a permanent list of arbitrators that may be revised at any time by mutual agreement. If the parties have not agreed to a permanent list of arbitrators, the parties shall request that the State Mediation and Conciliation Service (SMCS) supply a panel of at least five (5) names of persons experienced in hearing grievances in schools. Any fees associated with requesting this list shall be borne equally by the parties.

19.8.2 Unless jointly agreed by the parties, the arbitrator selected shall be chosen by alternately striking names until one remains. The party who strikes the first name shall be determined by lot. If the Arbitrator indicates that he/she will not be available for hearing within a reasonable time not to exceed sixty (60) days, the parties shall proceed to select another Arbitrator as indicated above.

19.8.3 The hearing shall be under the direction of the Arbitrator who shall conduct all

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matters in accordance with the rules and procedures prescribed in Section 11513 of the Government Code except as otherwise indicated in this Article. Arbitration hearings shall be private with attendance limited to the parties to the grievance and their representatives, if any, and witnesses while testifying.

19.8.4 The parties shall exchange lists of proposed witnesses not later than five (5) days prior to the first date of the hearing. Neither party shall communicate with the Arbitrator without first contacting the other party to explain the purpose of the intended communication.

19.8.5 Scheduling:

Unless the parties mutually agree otherwise, a hearing shall be scheduled within sixty (60) days from selection of the arbitrator, but shall not be scheduled during the summer or winter breaks. The decision shall be issued within thirty (30) calendar days after final submission of the case. Arbitrators who fail to meet the deadline for decision shall, unless the parties have mutually extended this deadline, be deemed ineligible for selection for new cases until such time as the decision is submitted.

19.8.6 Limitations Upon the Arbitrator:

The Arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement, but shall only determine whether an express term of the Agreement has been violated as alleged in the grievance. Past practice of the parties in interpreting and applying the terms of this Agreement may be relevant evidence, but shall not be used so as to justify or result in what is in effect a modification (whether by revision, addition or detraction) of the terms of this agreement. The Arbitrator shall have no power to render an award on any grievance occurring before or after the term of this Agreement or to grant a remedy exceeding that sought by the grievant.

19.8.7 Effect of Arbitration Award:

The Arbitrator's decision shall be final and binding upon the grievant(s), ECRA and the Union. The California law on final and binding arbitration awards between a school and an employee organization shall be applicable to such a decision.

- a. Except as provided above, a final and binding award which determines the merits of a dispute shall be conclusive on the grievant(s), ECRA and the Union in any subsequent proceedings, including disciplinary and termination proceedings.
- b. Unless otherwise indicated in this Agreement, this grievance procedure is to be the employee's and AFSCME's sole and final remedy for any claimed

breach of this Agreement.

19.8.8 Expenses:

All fees and expenses of the Arbitrator shall be shared equally by the Union and ECRA. Each party shall bear the expense of presenting its own case. A transcript of proceedings shall not be required, but either party may order a transcript at its own expense. If the other party at any time desires a copy of the transcript, it must share equally the cost of the reporter and transcription.

19.8.9 Rescheduling/Cancellation Expenses:

All fees and expenses of the Arbitrator incurred as the result of rescheduling or cancellation shall be paid by the requesting party, unless otherwise mutually agreed.

19.9 Grievance Files

ECRA shall maintain a file of all grievance records and communications separate from the personnel files of the grievant(s), and grievance documents and decisions shall not be included in the personnel file unless it is reasonably necessary or appropriate to do so. Any evaluation or discipline which is sustained through the grievance procedure may be placed in the employee's personnel folder.

19.10 No Reprisals

There shall be no reprisal against an employee for utilizing these grievance procedures or for assisting a grievant pursuant to these procedures.

ARTICLE 20

NON DISCRIMINATION

- 20.1** ECRA shall not discriminate in the treatment of an employee in applying the specific provisions of this Agreement on the basis of race, color, religion, sex, political party or activity, national origin, sexual preference, age, marital status, or physical handicap. Claimed violations of this Section may be handled under appropriate statutory and/or judicial procedures rather than under the Grievance Procedure of this Agreement.
- 20.2** It is understood and agreed that neither ECRA nor the union shall impose or threaten to impose reprisals on employees, to discriminate or threaten to discriminate against employees, or otherwise to interfere with, restrain, or coerce employees because of their exercise of rights to engage or not engage in union activities.

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ARTICLE 21

MISCELLANEOUS

- 21.1** This Agreement shall supersede any rules, regulations, or practices of ECRA which are contrary to or inconsistent with its terms.
- 21.2** The parties agree that upon initial employment and upon each change in job classification thereafter, within a reasonable period of time, the affected employee shall be provided a copy of his/her job class description which specifies the monthly and/or hourly rate of pay for the assigned position, the work location (school site), the number of assigned hours per day or per week, if applicable, and the length of the work year. Job descriptions shall be posted on the ECRA website.
- 21.3** No unit member will be required or expected to have or use a personal cell phone during working hours.

ARTICLE 22

ECRA RIGHTS/MANAGEMENT RIGHTS

- 22.1** It is understood and agreed that ECRA retains all of its powers and authority to direct, manage, and control to the full extent of the law. Included in those duties and powers are the following exclusive rights:
- 22.1.1 Determine its organization;
 - 22.1.2 Direct the work of its employees;
 - 22.1.3 Determine the times and hours of operation;
 - 22.1.4 Determine the kinds and levels of service to be provided, and the methods and means of providing them;
 - 22.1.5 Determine staffing patterns and design;
 - 22.1.6 Determine whether, when, and where there is a job opening;
 - 22.1.7 Maintain the efficiency of ECRA operations;
 - 22.1.8 Build, move or modify facilities;
 - 22.1.9 Establish budget procedures and determine budgetary allocations;
 - 22.1.10 Determine the methods of raising revenue;
 - 22.1.11 Contract out work;
 - 22.1.12 Administer all employee health and benefit plans, including the selection of all carriers of health and benefit plans, and the manner and method of funding such plans. Such action will be taken with the full consultation of the Union at each step of the process;
 - 22.1.13 To hire, classify, transfer, assign, evaluate, promote, terminate, and discipline employees;
 - 22.1.14 Establish educational policies with respect to admitting students;
 - 22.1.15 Ensure the rights and educational opportunities of all students.

- 22.2 The exercise of the foregoing powers, rights, authority, duties, responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with law. It is not the intention of the ECRA, in setting forth the foregoing rights of management, to detract or diminish in any way the rights of employees or the Union as set forth in this Contract.
- 22.3 The contractual rights of AFSCME and its unit members are set forth in the other Articles of this Agreement, and this Article is not such a source of such rights. Accordingly, no grievances may be filed under this Article. However, nothing in this Article shall prevent the filing of grievances under Articles of this Agreement which have not been excluded from the grievance procedure.

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ARTICLE 23

UNION RIGHTS

23.1 Exclusive Representative

The Union, as the exclusive representative of the classified employees, retains for the duration of this Agreement the rights as the exclusive representative under the law. In accordance with appropriate State laws, ECRA agrees that employees in the represented unit shall have the right to freely organize, join, and support the Union for purpose of representation in the meeting and negotiating process.

23.2 Use of School Facilities

Upon reasonable notice by AFSCME to the School, AFSCME shall have the right to reasonable use, without charge, of School facilities to meet with off-duty Unit employees at the site. Authorization for facilities use shall be obtained in advance through the appropriate site administrator or designee just as other groups and organizations reserve space.

AFSCME may use ECRA facilities as described above provided all of the following conditions are met:

23.2.1 The facility is used during a time when School staff is on duty to open and close the facility without incurring additional cost to the School, i.e., no overtime is required;

23.2.2 AFSCME returns the facility to the same condition as they found it prior to use, e.g., chairs and tables moved to their original place, no additional clean-up is required; and

23.2.3 There is no interference with other activities or scheduled events.

23.3 Union Communications

23.3.1 AFSCME shall have the right to post notices of official AFSCME matters on a designated bulletin board or a section of a designated bulletin board established for AFSCME's exclusive use at the School and placed in the main office. All notices posted thereon shall identify the Union as the sender of the communication, the date of posting, and the name of the Union president. Such notices shall not be defamatory, obscene, or violative of law.

23.3.2 The Union may use the ECRA employee mailboxes for written communications to its unit members.

23.4 Union Access

23.4.1 Authorized AFSCME representatives of the Union shall be permitted to transact Union business with unit members on school/ECRA property before the normal

work time, during breaks, meal periods, or after the assigned work time. AFSCME representatives shall not interrupt or interfere with employees while they are engaging in the performance of their assigned work.

23.4.2 Upon arriving at ECRA, the representative shall first report to the office of the Executive Director or designee and state the intended purpose and estimated length of the visit. While the parties recognize that the Union's intent when accessing the school is to enforce the Collective Bargaining Agreement and provide representation to the bargaining unit, for security purposes, the representative will, at a minimum, identify the person(s) with whom he/she is meeting and a destination.

23.5 ECRA Board Agendas

ECRA shall make available to the AFSCME President and/or designee and AFSCME Business Representative a copy of the Board agenda and backup materials for each Board meeting, exclusive of closed session materials.

23.6 AB119 Compliance

23.6.1 ECRA will provide the AFSCME President & Treasurer or their designee with the following information for new bargaining unit members within thirty (30) days of the date of hire:

- a. Name,
- b. Home Address,
- c. Home Phone Number,
- d. Personal Cell Phone Number,
- e. Personal (non-work) email address,
- f. Job Title, and
- g. Hire date.

23.6.2 Upon request, up to two (2) times per year, AFSCME shall be provided a current list, in electronic format, of all employees covered by this Agreement with the same information listed in Section 23.6.1.

23.6.3 AFSCME will be permitted an opportunity for a designated AFSCME representative to meet with or otherwise present information to all new employees on work time at the beginning of the school year, for a period of no less than thirty (30) minutes. Thereafter, on the last working Wednesday of each month, from 8:00 to 8:30 a.m., AFSCME will have the opportunity to meet with unit members hired during that month. Attendance by new employees is encouraged but not mandatory. The newly hired employee(s) and one (1) employee AFSCME representative will be compensated for this time, which may require a one-time adjustment in working hours to avoid overtime or split-shift.

23.7 Representation Rights

Employees may be represented by AFSCME in their employment relationship with ECRA. Subject to applicable law, such representation may include, but not be limited to, such matters that affect employees' continued employment relationship with ECRA, at times when disciplinary action is contemplated or imposed, when employees are reviewing their personnel files, or when employees receive below standard final evaluations.

23.8 Release Time

23.8.1 AFSCME shall be entitled to reasonable release time for use by the AFSCME president and/or other AFSCME representatives as designated by the AFSCME president for the purpose of Union business or processing of grievances on School property. The Union shall make a written request to the Principal (or designee) at least five (5) work days prior to the date of the requested release time.

23.8.2 AFSCME shall be entitled to the release of Union officials for Union business purposes off School property, and AFSCME will reimburse ECRA for replacement wages and benefit payments. Such release will be limited to no more than one (1) employee at a time, for no longer than one (1) continuous week in duration. As an exception, in order to allow participation in an AFSCME conference or training, two (2) of the Shop Stewards (as identified below) may be released at the same time for one (1) day only per semester.

23.9 Shop Stewards

AFSCME will have the right to designate, pursuant to its own procedures, up to four (4) employees to serve as Shop Stewards, one of whom shall be designated as Chief Shop Steward. Beginning fifteen (15) days after the ratification of this Agreement, AFSCME shall provide the Executive Director and Human Resources a written list of each of the designated Shop Stewards by name, classification, and work location. If the Shop Steward designation changes, the Union shall inform the Executive Director and Human Resources in writing of the changed information within five (5) days of the change being made. The Shop Stewards shall have the following rights:

23.9.1 Represent an employee, upon request, in a formal meeting as expressly provided for in Section 23.7;

23.9.2 On his/her own time to coordinate Union meetings, which may be held on the work site during unpaid time for any employee in attendance, subject to availability of facilities and provided there is no interference with other scheduled duties or events;

23.9.3 Post, initial, and date official Union notices on officially designated bulletin boards and in mailboxes (Chief Shop Steward only);

23.9.4 Report to the appropriate administrator upon discovery and without delay any unsafe or unsanitary conditions at the worksite; and

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23.9.5. Be free from retaliation and reprisals for the performance of his/her steward responsibilities.

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ARTICLE 24

DUES DEDUCTIONS

- 24.1** ECRA agrees that AFSCME shall have the sole and exclusive right to have membership dues deducted from employees as defined in Article 2: Recognition.
- 24.2** Any employee who has submitted an AFSCME dues deduction authorization card to AFSCME as of the effective date of this Agreement or who submits such an AFSCME dues deduction authorization card to AFSCME during the term of this Agreement will continue to have his/her dues deducted for the duration of the Agreement unless the employee is terminated or notifies AFSCME in writing indicating a desire to revoke his/her dues deduction authorization, as provided below.
- 24.3** Membership dues and other deductions (including but not limited to political action or political interest contributions), as voluntarily authorized in writing by an employee who applies for membership on the appropriate form, shall be deducted from the payroll warrant of wages of the employee by ECRA. It is the Union's responsibility to provide ECRA with a written list of the employees who have voluntarily authorized such deductions along with the amounts of such deductions with sufficient advance notification for such deductions to be processed.
- Deduction shall be made semi-monthly during the employee's regular work calendar (with no deductions outside of the work calendar). No deduction can/shall be made when an employee does not receive pay from the School.
- No charges to the Union will be made for any of the above deductions.
- 24.4** Remittance of the aggregate amount of all dues and other proper deductions made from the salaries of employees covered hereunder shall be made to AFSCME along with a report in a mutually acceptable electronic format detailing the employee's name, employee number, payrate (which may be titled something else like level, step), and deduction amount(s).
- 24.5** Whenever there is a change in the amount of deductions under this Article, AFSCME shall provide ECRA with notification of the change at a time sufficiently prior to the effective date of the change to allow ECRA an opportunity to make the necessary adjustments and will also provide ECRA with a copy of the notification of the change which was sent to all concerned employees.
- 24.6** Subject to legal requirements, any employees in this Unit who have authorized Union dues deductions on the effective date of this Agreement or at any time subsequent to the effective date of this Agreement shall continue to have such dues deductions made by ECRA during the term of this Agreement; provided, however, that any employee in the Unit may terminate such Union dues in accordance with the terms of the authorization by notifying AFSCME in writing of their termination of Union dues deduction. The School shall refer any employees making such a request to contact AFSCME, but shall in no way solicit or

encourage such requests. AFSCME will be responsible for processing those requests and will provide ECRA with prompt written notification of the cancellations. Following receipt of such written notification, ECRA will cease the deductions as soon as practicable.

- 24.7** Employees who currently have an AFSCME dues deduction authorization cards on file with AFSCME need not be re-solicited. This shall include, but not be limited to, employees 1) continuing from one AFSCME contract to another, 2) returning from leave of absence, and 3) returning to employment from a layoff.

24.8 Indemnity/Hold - Harmless:

AFSCME agrees to indemnify and hold ECRA harmless against any and all liabilities (including reasonable and necessary costs of litigation) arising from any and all claims, demands, suits, or other actions relating to ECRA compliance or attempted compliance with either this article or the requests of AFSCME pursuant to this Article, or relating to the conduct of AFSCME in administering this Article. AFSCME shall have the right to determine and decide all matters relating to settlement and conduct of litigation with respect to this Article. In no case shall ECRA funds be involved in any remedy relating to this Article. Any underpayments to AFSCME resulting from ECRA's failure to make a required deduction shall be remedied, at AFSCME's discretion, by additional deductions from the affected employee(s) or payments being made directly by the employee to AFSCME.

ARTICLE 25

CONCERTED ACTIVITIES

- 25.1** It is agreed and understood that there will be no strike, work stoppage, or slow-down by the union during the term of this Contract nor will there be compliance with the request of other labor organizations to engage in such activity. As used in this Article, the word “strike” includes a sympathy strike or any other type of work stoppage or slow-down in support of one or more individuals who belong to and/or are employed by another organization or who are otherwise not included in the unit recognized in Article 2 of this Agreement.
- 25.2** To this end, AFSCME recognizes its duty and obligation to comply with the provisions of this Contract and to make reasonable effort toward ensuring that employees comply. In the event of a strike, work stoppage, or slow-down by employees, AFSCME agrees in good faith to take all reasonable steps necessary to cause those employees to cease such action.
- 25.3** Any employee engaging in any strike, slowdown, or other work stoppage during the term of this Agreement shall be subject to discipline or termination under applicable law.
- 25.4** In the absence of a strike, work stoppage, or slow-down on the part of AFSCME, ECRA will not engage in any lockout of employees for the duration of this Contract.

ARTICLE 26

SAVINGS CLAUSE

26.1 Savings

If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction or administrative agency, then such provisions shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

26.2 Negotiations

In the event a court or administrative agency decision causes invalidation of this Agreement, the parties agree that upon written request by either AFSCME or ECRA, the parties shall meet for the sole purpose of attempting to negotiate a replacement for the invalidated provision.

ARTICLE 27

FULL UNDERSTANDING, MODIFICATIONS, WAIVER

- 27.1** This Agreement sets forth the full and entire understanding of the parties regarding wages, hours, and other terms and conditions of employment, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.
- 27.2** Except as specifically provided herein, during the term of this Agreement, neither ECRA nor AFSCME will be required to meet and negotiate on any further matters affecting these or other subjects not specifically set forth in this Agreement.
- 27.3** Nothing herein is intended to prevent the parties from meeting and negotiating during the term of this Agreement pursuant to mutual consent.
- 27.4** Any agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall not in any manner be binding upon the parties hereto unless made by and executed in writing by representatives of ECRA and AFSCME, and, if required, approved and implemented by the School's Board of Directors.
- 27.5** The waiver of any breach, term, or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

ARTICLE 28

RE-NEGOTIATION PROCEDURES

- 28.1** AFSCME agrees that it shall submit its initial proposal for the successor Agreement to ECRA no later than January 15, 2022.
- 28.2** ECRA and AFSCME shall initiate negotiations sessions on a successor Agreement not later than February 1, 2022 (unless agreed upon otherwise by the parties).
- 28.3** A maximum of four (4) union negotiators will be allowed release time for meetings and negotiations held during normal working hours unless the parties agree otherwise.
- 28.4** Until a new successor Agreement is ratified, or until impasse is reach, the terms of this Agreement shall continue.

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