



El Camino Charter High School

Regular Board Meeting

Date and Time

Thursday October 24, 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

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

Consent Agenda: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a

Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Executive Director recommends approval of all consent agenda items.

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			4:30 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
G. Board Committee Updates	Discuss	Scott Silverstein	10 m
II. Consent			5:45 PM
A. Approve Minutes of September 26, 2019 Regular Board Meeting	Approve Minutes	Scott Silverstein	1 m
Approve minutes for Regular Board Meeting on September 26, 2019			
B. Approve Minutes of October 7, 2019 Special Board Meeting	Approve Minutes	Scott Silverstein	1 m
Approve minutes for Special Board Meeting on October 7, 2019			
III. Financial			5:47 PM
A. Review and Vote on September Check Registers	Vote	Alan Darby	10 m
ACTION ITEM: motion to approve the September check registers.			
B. September 2019 Financial Update	Discuss	Alan Darby	10 m
C. Discuss and Possible Approval of Revised Fiscal Policies and Procedures	Vote	Scott Silverstein	15 m
Discuss and possible vote on revisions to the Fiscal Policies and Procedures Handbook.			
ACTION ITEM: motion to approve revised Fiscal Policies and Procedures Handbook.			
D. Discuss and Possible Approval of Revised Budget	Vote	Alan Darby	10 m
Discuss and possibly approve revised Budget for 2019-2020.			
ACTION ITEM: motion to approve the revised Budget for 2019-2020.			

IV. School Business

6:32 PM

- A.** Discuss Local Indicators for California School Dashboard Discuss David Hussey 5 m
 California Department of Education requires all local education agencies to report on the status of their local indicators in Dashboard.
- B.** Discuss and Approve Request for Allowance of Attendance Vote Daniel 5 m
 The Saddleridge fire caused school closure on Friday, October 11, 2019. The Request for Allowance of Attendance requests ADA credit for the day the school was closed.
 ACTION ITEM: motion to approve the Request for Allowance of Attendance for ADA credit for the October 11, 2019 school closure due to the Saddleridge fire.
- C.** Discuss and Possible Vote on Creating Board Resolution on Gun Violence and Safe Firearm Storage Vote David Hussey 10 m
 Discuss and possibly vote on crafting a resolution regarding gun violence and safe firearm storage.
 ACTION ITEM: motion to create a Board resolution regarding gun violence and safe firearm storage.
- D.** Discuss and Possible Approval of Purchase of E-Rate Eligible Equipment Vote Beatriz Chen 10 m
 Discuss and possible approval of tech purchase of e-rate eligible equipment, for 2019-2020.
 ACTION ITEM: motion to approve purchase of e-rate eligible equipment with vendor (identify vendor) at a total cost up to (identify cost).

V. Closed Session

7:02 PM

- A.** Conference with Legal Counsel: Anticipated Litigation Discuss Scott Silverstein 10 m
 Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code § 54956.9: three (3) matters.
- B.** Public Employee Performance Evaluation Discuss Scott Silverstein 10 m
 Title: Executive Director
- C.** Public Employee Performance Evaluation Discuss Scott Silverstein 10 m
 Title: Chief Business Officer.
- D.** Public Employee Discipline/Dismissal/Release Discuss Scott Silverstein 15 m

VI. Reconvene to Open Session

7:47 PM

- A.** Report on Actions Taken in Closed Session, If Any Discuss Scott Silverstein 1 m

VII. Closing Items

7:48 PM

- A.** Adjourn Meeting Vote Scott Silverstein 1 m

Cover Sheet

Approve Minutes of September 26, 2019 Regular Board Meeting

Section: II. Consent
Item: A. Approve Minutes of September 26, 2019 Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on September 26, 2019



El Camino Charter High School

Minutes

Regular Board Meeting

Date and Time

Thursday September 26, 2019 at 4:30 PM

Location

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

REGULAR BOARD MEETING

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Directors Present

Beatriz Chen, Darin Ryburn, Gregory Basile, Jeff Davis, Kenneth Lee, Scott Silverstein, Steven Kofahl

Directors Absent

Brian Archibald

Directors Arrived Late

Jeff Davis

Guests Present

Alan Darby, Daniel Chang, David Hussey

I. Opening Items

A. Call the Meeting to Order

Scott Silverstein called a meeting of the board of directors of El Camino Charter High School to order on Thursday Sep 26, 2019 @ 4:39 PM at El Camino Real Charter High School, Library, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367.

B. Record Attendance and Guests

C. A Moment of Silence

A moment of silence was observed for former ECR staff member and Board member Diane Wynne.

D. Pledge of Allegiance

E. Public Comments

Gary Asarch, teacher, spoke regarding the Personal Necessity leave policy at the school. Mr. Asarch also spoke regarding teacher equity and docking pay.

F. Executive Director Update

For the bus pass program, 175 students have signed up to date. Staff will provide information on attendance at the next Board meeting. Students were very appreciative in getting the bus passes. A report will be made at the next Board meeting as to whether or not the students' attendance has improved.

Regarding the CCTV system, Mr. Hussey reached out to LAUSD for a quote. Our internal quote had been for approximately \$125,000; LAUSD provided a quote at \$500,000. LAUSD requires a Facilities and Environmental Technical Unit (FETU). A possible resolution may be to have LAUSD only do the FETU work, and to also have them do an inspection after our own vendor installs the system, to ensure that the system meets their standards. Once the project is complete, we will have close to 80 cameras on campus.

Mr. Hussey has looked into quotes for refurbishing the stadium; two estimates have been received for aluminum seating, one for \$275,000 and the other for \$500,000. LAUSD will be giving us a third estimate.

Mr. Hussey reached out to other charter schools regarding getting bonds for construction.

Mr. Hussey was advised that we would need an underwriter, a bond counsel, an underwriter's counsel, and a trustee fiscal agent. Mr. Silverstein asked that staff provide a wish list of building upgrades/improvements sought.

PSAT is coming up, we will be testing all 9th, 10th and 11th grade students.

Jeff Davis arrived late.

G. Chief Business Officer Update

There were no updates.

II. Governance

A. Vote to Install Parent Representative Election

An election took place for the new Parent Representative for the Board. Darin Ryburn introduced the elected Parent Representative, Dr. Jeff Davis.

Scott Silverstein made a motion to install Dr. Jeff Davis as the Parent Representative, term to expire on 6/30/2020.

Darin Ryburn seconded the motion.

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

B. Committee Updates

Gregory Basile and Kenneth Lee were appointed to the Tech Committee.

Mr. Ryburn reported that the Travel Committee met and approved two trips and denied one trip.

Darin Ryburn, Steven Kofahl and Scott Silverstein were appointed to the Safety Committee, as a standing committee.

Mr. Silverstein reported that the Finance Committee met earlier this past week. The new back office provider attended the meeting.

III. Consent

A. Approve Minutes of August 22, 2019 Regular Board Meeting

Darin Ryburn made a motion to approve minutes from the Annual Meeting and Regular Board Meeting on 08-22-19.

Beatriz Chen seconded the motion.

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

Roll Call

Beatriz Chen Aye

Brian Archibald Absent
Jeff Davis Abstain
Steven Kofahl Aye
Gregory Basile Aye
Scott Silverstein Aye
Darin Ryburn Aye
Kenneth Lee Aye

B. Approve Minutes of August 22, 2019 Special Meeting

Darin Ryburn made a motion to approve minutes from the Special Board Meeting on 08-22-19.

Beatriz Chen seconded the motion.

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

Roll Call

Jeff Davis Abstain
Brian Archibald Absent
Kenneth Lee Aye
Scott Silverstein Aye
Beatriz Chen Aye
Steven Kofahl Aye
Darin Ryburn Aye
Gregory Basile Aye

IV. Financial

A. Review and Vote on August 2019 Check Registers

The item regarding the payment of UTLA dues will be clarified by Mr. Darby and UTLA, which will be discussed at the next meeting.

Beatriz Chen made a motion to approve the August 2019 check registers, with the exception of the one item re UTLA dues payment which will be carried over to the next meeting.

Darin Ryburn seconded the motion.

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

Roll Call

Steven Kofahl Aye
Gregory Basile Aye
Scott Silverstein Aye
Darin Ryburn Aye
Beatriz Chen Aye
Jeff Davis Abstain
Brian Archibald Absent
Kenneth Lee Aye

B. August 2019 Financial Update

Letty Zane, speaking on behalf of the Board of Friends of ECR, spoke regarding the financials, in particular the \$237,807 in liabilities due to others, and the use of ASB funds. Mr. Silverstein noted that there were deficiencies in the process in the handling of cash collected at school events.

The Fiscal Policies and Procedures are being edited, it will be sent to the Board for review and will be on the agenda for the October Board meeting.

Mr. Darby noted that there was one revision to the Unaudited Actuals Report (UAR); due to a reclassification of the cost of laptops, the revised UAR will show a net income of \$942,437. This does not reflect the outstanding liability to LAUSD.

Our budget is being revised, due to the governor's May revision to the State budget, and updated enrollment and the number of international students. The CalSTRS contribution rate also increased (though the CalPERS contribution rate decreased).

V. School Business

A. Tech Update and IT Audit Update

Ms. Chen provided a summary of the IT infrastructure audit, which described the overall network as being very good. The audit also recommended some refreshing of equipment, updates on backups and redundancy, and software updates. The tech team had already started working on some of these items. However, some of the upgrades suggested are cost-prohibitive, and may be more than ECR needs; the tech team is looking into some of the upgrades suggested to determine feasibility.

Mr. Ryburn asked that the tech team look to replacing or upgrading switches and routers in order to avoid any breakdown in functionality.

B. Discuss and Possible Approval of Payment of \$250,000 to LAUSD

Mr. Hussey stated that ECR contracts with LAUSD's Maintenance & Operations (M&O) branch to conduct needed work on campus; since the campus is owned by LAUSD, a lot of the work needed to be done by M&O. M&O would provide services such as plumbing, electrical, re-keying doors, etc.

Previously, ECR would put money into a fund, and LAUSD would take money out of the fund, but LAUSD would not provide an accounting for the money being taken out. As a result, it was agreed that ECR and LAUSD would enter into a different arrangement. Approximately two years ago, M&O provided an invoice for four years' worth of services rendered. However, because the invoice did not itemize the work that was done or provide sufficient detail, there was no way to reconcile whether the work was done or not and how much was being charged for specific projects. The Business Office could not reconcile the amounts so the invoice was not paid.

This past summer, Mr. Hussey was advised that M&O was cutting off all services because of a lack of payment. Mr. Hussey contacted them and worked out a deal that we would pay for services going forward on a quarterly basis, and we would make a payment of \$250,000 to pay off some of the past due balance.

Mr. Hussey noted that at yesterday's LAUSD Board meeting, LAUSD's Board threatened to not renew some charters if the charters did not pay their outstanding bills.

Mr. Darby noted he and ICON reviewed the invoice and there were issues; for example, a single work order was referenced 158 times.

Mr. Silverstein stated that ECR should start the vetting process to start having our own list of vendors that we can use, instead of having to rely on LAUSD. Mr. Hussey advised that this is being looked into, but it will be a process since any work done on campus has to conform to LAUSD's specific standards, and we will have to have several vendors to do all the various types of work needed.

Mr. Ryburn asked whether we have any documentation when LAUSD comes that they did the work they say they did; Mr. Hussey stated that our buildings and grounds personnel keeps a log of what was done and confirms that the work was done.

Darin Ryburn made a motion to approve a payment of \$250,000 to LAUSD for a partial payment.

Gregory Basile seconded the motion.

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

Roll Call

Brian Archibald Absent

VI. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation

Closed session took place.

VII. Reconvene to Open Session

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

There were no actions to report.

VIII. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.

Gregory Basile 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 6:30 PM.

Respectfully Submitted,
Daniel Chang

Cover Sheet

Approve Minutes of October 7, 2019 Special Board Meeting

Section: II. Consent
Item: B. Approve Minutes of October 7, 2019 Special Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on October 7, 2019



El Camino Charter High School

Minutes

Special Board Meeting

Date and Time

Monday October 7, 2019 at 5:30 PM

Location

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

SPECIAL BOARD MEETING

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Directors Present

Beatriz Chen, Brian Archibald (remote), Kenneth Lee, Scott Silverstein, Steven Kofahl

Directors Absent

Darin Ryburn, Gregory Basile, Jeff Davis

Guests Present

Alan Darby, Daniel Chang, David Hussey

I. Opening Items

A. Call the Meeting to Order

Scott Silverstein called a meeting of the board of directors of El Camino Charter High School to order on Monday Oct 7, 2019 @ 5:43 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

There were no public comments.

II. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation

Closed session took place.

B. Conference with Labor Negotiators

Closed session took place.

C. Public Employee Discipline / Dismissal / Release

Closed session took place.

III. Reconvene to Open Session

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

There were no actions taken during closed session.

IV. Closing Items

A. Adjourn Meeting

Brian Archibald made a motion to adjourn the meeting.

Steven Kofahl seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:43 PM.

Respectfully Submitted,
Daniel Chang

Cover Sheet

Review and Vote on September Check Registers

Section: III. Financial
Item: A. Review and Vote on September Check Registers
Purpose: Vote
Submitted by:
Related Material: ECR Sept 2019 Check Registers.pdf

Check Register

Account: 1796 - AP

El Camino Real HS
Sept 2019

Grand Total: 530,821.60

Vendor	Check Number	VOID	Date	Memo	Check Amount	Account
402561 Shelly Marshall	12492		9/3/2019	t-shirts for competition costume	190.51	9121-1796 CNB Checking - A/P Account #1796
402561 Shelly Marshall	12493		9/3/2019	dance guard costume for football games and pep rallies	118.89	9121-1796 CNB Checking - A/P Account #1796
402561 Shelly Marshall	12494		9/3/2019	vest for dance guard competition	620.77	9121-1796 CNB Checking - A/P Account #1796
224821 Corinne Brennan	12495		9/3/2019	Sheet Music	85.50	9121-1796 CNB Checking - A/P Account #1796
809881 Puja Savla	12496		9/3/2019	Avid summer Institute	1,229.20	9121-1796 CNB Checking - A/P Account #1796
302811 Cara Blumfield	12497		9/3/2019	Giant soccer ball for students	16.40	9121-1796 CNB Checking - A/P Account #1796
931007 Melissa Harr	12498		9/3/2019	Supplies for Alt. Curriculum for MAP testing	40.59	9121-1796 CNB Checking - A/P Account #1796
118621 Lori Chandler	12499		9/3/2019	Tennis Balls	172.36	9121-1796 CNB Checking - A/P Account #1796
613491 Patricia Estrin	12500		9/3/2019	Film Competition Submissions	100.00	9121-1796 CNB Checking - A/P Account #1796
2222 Inspire Communication, Inc	12501		9/3/2019	07/19 Speech-Language Services INV #EC20190731	1,275.00	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	12502		9/1/2019	07/19 831-000-7002 Local Access	3,248.20	9121-1796 CNB Checking - A/P Account #1796
2839 California Educational Technology Professionals Association	12503		9/1/2019	2019 CETPA Conference	1,200.00	9121-1796 CNB Checking - A/P Account #1796
2881 Woong G Yoo	12504		9/3/2019	08/19 Engineer Services	2,400.00	9121-1796 CNB Checking - A/P Account #1796
104831 Zasha Endres	12505		9/4/2019	Tap Cards free and reduced program 2019-20	1,560.00	9121-1796 CNB Checking - A/P Account #1796
130491 Susan Niven	12506		9/4/2019	Special Education Autism Spectrum Disorders Fall 2019	2,000.00	9121-1796 CNB Checking - A/P Account #1796
305581 Lisa Ring	12507		9/4/2019	Refreshments for Guests for Grand Opening	245.44	9121-1796 CNB Checking - A/P Account #1796
2354 Michael Goode, Jr	12508		9/5/2019	JV, Varsity Football vs Sylmar HS 9/6/19 - Ref	170.00	9121-1796 CNB Checking - A/P Account #1796
2872 Wilfred Molina	12509		9/5/2019	Varsity Football vs Sylmar HS 9/6/19 - Linesman	87.00	9121-1796 CNB Checking - A/P Account #1796
3404 Michael Lupton	12510		9/5/2019	JV, Varsity Football vs Sylmar HS 9/6/19 - Line Judge	166.00	9121-1796 CNB Checking - A/P Account #1796
3408 Aaron Emanuel	12511		9/5/2019	JV, Varsity Football vs Sylmar HS 9/6/19 - Umpire	166.00	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	12512		9/4/2019	08/01-8/31/19 AN 8183488124 Alt Ed RM 2	135.55	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	12513		9/4/2019	08/19-AN 339 341 6665 Circuit 1	186.50	9121-1796 CNB Checking - A/P Account #1796
2764 Bolton & Company	12514		9/5/2019	INV# 80773 7/1/19-7/1/20 Student Accident - Catastrophic Renewal Business	11,314.80	9121-1796 CNB Checking - A/P Account #1796
3340 Learn by Doing, Inc.	12515		9/5/2019	INV# 2405 7/1/19-6/30/19 Online Digital Student Curriculum Resource	12,700.00	9121-1796 CNB Checking - A/P Account #1796
2265 Jules Seltzer Associates	12516		9/5/2019	INV#230523 Proposal 133935 Classroom Furniture	20,291.04	9121-1796 CNB Checking - A/P Account #1796
3403 Daryn Berman	12517		9/5/2019	JV, Varsity Football vs Sylmar HS 9/6/19 - Linesman, Back Judge	166.00	9121-1796 CNB Checking - A/P Account #1796
2339 McGee, Ken	12518		9/5/2019	JV, Var Girls Volleyball vs Taft HS 9/26/19 - REF, UMP	125.00	9121-1796 CNB Checking - A/P Account #1796
2602 Teteris, Eriks R.	12519		9/5/2019	JV, Var Girls Volleyball vs Taft HS 9/26/19 - UMP, REF	130.00	9121-1796 CNB Checking - A/P Account #1796
3405 Dan Crawford	12520		9/5/2019	FS Girls Volleyball vs Taft HS 10/3/19 - REF	67.00	9121-1796 CNB Checking - A/P Account #1796
1856 AEGIS Security & Investigations, Inc	12521		9/5/2019	INV #9075 07/19 Security Services	13,015.38	9121-1796 CNB Checking - A/P Account #1796
2864 Alicia Martinez	12522		9/5/2019	118443 Parent requests funds to be reimbursed	40.00	9121-1796 CNB Checking - A/P Account #1796
2207 Hernetin, Lala	12523		9/9/2019	Boys Water Polo vs Birmingham CCHS - 9/9/19 Varsity and JV Official	106.00	9121-1796 CNB Checking - A/P Account #1796
3413 Zachary Card	12524		9/9/2019	Boys Water Polo vs Birmingham CCHS - 9/9/19 Varsity and JV Game Official	106.00	9121-1796 CNB Checking - A/P Account #1796
3133 Lee Jordan	12525		9/9/2019	Boys Water Polo vs Royal HS - 8/28/19 Varsity and JV Game Official	106.00	9121-1796 CNB Checking - A/P Account #1796
2698 Wolcott, Chuck	12526		9/9/2019	Boys Water Polo vs Royal HS - 8/28/19 Varsity and JV Game Official	106.00	9121-1796 CNB Checking - A/P Account #1796
2848 Hanover Insurance Group	12527		9/9/2019	Commercial Package Policy Z234 D628151	26,200.50	9121-1796 CNB Checking - A/P Account #1796
2717 TPRS Publishing, Inc. dba Fluency Matters	12528		9/10/2019	Teacher Books	5,338.91	9121-1796 CNB Checking - A/P Account #1796
1836 Abdon Rosales	12529		9/10/2019	07/19 Gardening Service for Shoup	1,000.00	9121-1796 CNB Checking - A/P Account #1796
1836 Abdon Rosales	12530		9/10/2019	08/19 Gardening Service for Shoup	1,275.00	9121-1796 CNB Checking - A/P Account #1796
224821 Corinne Brennan	12531		9/10/2019	CA Choral Directors Association Dues	125.00	9121-1796 CNB Checking - A/P Account #1796
402561 Shelly Marshall	12532		9/10/2019	6 pilate rings for circuit training in aerobics	143.40	9121-1796 CNB Checking - A/P Account #1796
2391 Naviance, Inc.	12533		9/10/2019	INV# 00070481 2019-20 Naviance program: college and career readiness progra	21,142.17	9121-1796 CNB Checking - A/P Account #1796
528741 Heidi Maury	12534		9/10/2019	Grammar instructional materials	70.00	9121-1796 CNB Checking - A/P Account #1796
402561 Shelly Marshall	12535		9/10/2019	Dance Guard clothes for fall	638.85	9121-1796 CNB Checking - A/P Account #1796
402561 Shelly Marshall	12536		9/10/2019	Upper body resistance bands for aerobics	732.90	9121-1796 CNB Checking - A/P Account #1796
22731 Richard Yi	12537		9/10/2019	2019 Assessment Information Meeting	91.31	9121-1796 CNB Checking - A/P Account #1796
416681 Jonathan Beckerman	12538		9/10/2019	AVID SUMMER INSTITUTE/PROFESSIONAL LEARNING AND ENHANCEMENT	1,994.75	9121-1796 CNB Checking - A/P Account #1796
	12539	VOID	9/11/2019	VOID	0.00	9121-1796 CNB Checking - A/P Account #1796
2073 Dillingham Ticket Company	12540		9/11/2019	Athletic Event Tickets for 2019-2020	749.89	9121-1796 CNB Checking - A/P Account #1796
2873 Educational Networks	12541		9/11/2019	INV # 13515 SchoolSitePro - Website Content Management System	4,800.00	9121-1796 CNB Checking - A/P Account #1796
1932 Bornstein, Jeff	12542		9/11/2019	Varsity Girls Volleyball vs Cleveland HS 9/26/19 - Officials	134.00	9121-1796 CNB Checking - A/P Account #1796
2602 Teteris, Eriks R.	12543		9/11/2019	Varsity Girls Volleyball vs Cleveland HS 9/26/19 - REF	144.00	9121-1796 CNB Checking - A/P Account #1796
3335 Steven C Kalan	12544		9/10/2019	CPRI First Aid Training for Special Education Paraprofessionals	630.00	9121-1796 CNB Checking - A/P Account #1796
3353 ICON School Management	12545		9/11/2019	July 2019 Charter School Consulting	14,500.00	9121-1796 CNB Checking - A/P Account #1796
3309 Koala Tee Screenprinting, Inc. (Image Market)	12546		9/11/2019	Student Council Non-Trust- Pre-ordered	612.80	9121-1796 CNB Checking - A/P Account #1796
	12547	VOID	9/11/2019	VOID	0.00	9121-1796 CNB Checking - A/P Account #1796
	12548	VOID	9/11/2019	VOID	0.00	9121-1796 CNB Checking - A/P Account #1796
2699 Woodbridge High School	12549		9/12/2019	39th Annual Woodbridge Cross Country Classic	450.00	9121-1796 CNB Checking - A/P Account #1796
2052 Syd Zeigler	12550		9/12/2019	Football vs Agoura HS 9/13/19 - Ref	170.00	9121-1796 CNB Checking - A/P Account #1796
3417 Cruz Johnson	12551		9/12/2019	JV Football vs Agoura HS 9/13/19 - Judge	166.00	9121-1796 CNB Checking - A/P Account #1796
3423 Dan Stamey	12552		9/12/2019	JV Football vs Agoura HS 9/13/19 - Umpire	79.00	9121-1796 CNB Checking - A/P Account #1796
3418 Amos Wellington	12553		9/12/2019	Varsity Football vs Agoura HS 9/13/19 - Linesman	87.00	9121-1796 CNB Checking - A/P Account #1796
3420 Ashante Jordan	12554		9/12/2019	Varsity Football vs Agoura HS 9/13/19 - Line Judge	87.00	9121-1796 CNB Checking - A/P Account #1796
2663 Velarde, Enrique	12555		9/12/2019	Football vs Agoura HS 9/13/19 - Linesman	166.00	9121-1796 CNB Checking - A/P Account #1796
2408 Odama, Yoshi	12556		9/12/2019	Football Budget - Game Worker 9/6/19	88.00	9121-1796 CNB Checking - A/P Account #1796
3415 Alejandra Torrontegui	12557		9/12/2019	9/6/18 vs Sylmar HS Visitor's Ticket Seller/Taker	82.50	9121-1796 CNB Checking - A/P Account #1796
2692 Cory Wiener	12558		9/12/2019	9/6/18 Football vs Sylmar HS General Supervision	67.50	9121-1796 CNB Checking - A/P Account #1796
1946 Bruce Neale	12559		9/12/2019	9/6/18 Football vs Sylmar HS General Supervision	90.00	9121-1796 CNB Checking - A/P Account #1796
2812 Ericson Penate	12560		9/12/2019	9/6/18 Football vs Sylmar HS General Supervision	90.00	9121-1796 CNB Checking - A/P Account #1796
	12561	VOID	9/13/2019	VOID	0.00	9121-1796 CNB Checking - A/P Account #1796
2402 NIROTC	12562		9/13/2019	Football Game Gate Supervision 9/6/18 vs Sylmar HS	500.00	9121-1796 CNB Checking - A/P Account #1796
2402 NIROTC	12563		9/13/2019	Football Game Gate Supervision 9/13/18 vs Agoura HS	500.00	9121-1796 CNB Checking - A/P Account #1796
2191 Harapetian, Gina	12564		9/13/2019	Football Game Official Scorer - JV and Varsity Game - 9/13/19 vs Agoura HS	100.00	9121-1796 CNB Checking - A/P Account #1796
2477 Regional TAP Service Center	12565		9/13/2019	Tap Cards free and reduced program 2019-20	864.00	9121-1796 CNB Checking - A/P Account #1796
931093 Rachel Bereny	12566		9/13/2019	USC Ontario Convention Center Conference	50.69	9121-1796 CNB Checking - A/P Account #1796
227 Jeffery Falgen	12567		9/13/2019	8/24/19 & 8/30/19 Reimbursement for Football Laundry 818 Cleaners	1,114.00	9121-1796 CNB Checking - A/P Account #1796
	12568	VOID	9/13/2019	VOID	0.00	9121-1796 CNB Checking - A/P Account #1796
911202 Juan Alba	12569		9/13/2019	Large Exam Books for Dual Enrollment Class	21.90	9121-1796 CNB Checking - A/P Account #1796
719731 Ian McFarlin	12570		9/13/2019	Avid Conference	1,430.90	9121-1796 CNB Checking - A/P Account #1796
916781 James Delarme	12571		9/13/2019	AVID Summer Institute Conference	642.36	9121-1796 CNB Checking - A/P Account #1796
227561 Anita Gruen	12572		9/13/2019	Quietest Renewal	35.99	9121-1796 CNB Checking - A/P Account #1796
3308 Leana J Buccellato	12573		9/12/2019	7/19-8/19 Event Worker: Orientation and Lockers	430.50	9121-1796 CNB Checking - A/P Account #1796
	12574	VOID	9/12/2019	VOID	0.00	9121-1796 CNB Checking - A/P Account #1796
1945 Brooks Transportation Inc.	12575		9/12/2019	INV#14268 Special Ed. trip to Corbin Bowl, 7/10/19	350.00	9121-1796 CNB Checking - A/P Account #1796
3309 Koala Tee Screenprinting, Inc. (Image Market)	12576		9/12/2019	AN HS2251 #4620770 Student Council Non-Trust- Remainder Shirts	155.40	9121-1796 CNB Checking - A/P Account #1796
2829 818 Cleaners	12577		9/13/2019	9/7/19 Football Uniform Cleaning	556.00	9121-1796 CNB Checking - A/P Account #1796
2295 Law Offices of Young, Minney & Corr, LLP	12578		9/16/2019	08/19 Legal Services	5,055.42	9121-1796 CNB Checking - A/P Account #1796
2225 Interscholastic Equestrian League	12579		9/12/2019	19-20 Annual membership fee and insurance	350.00	9121-1796 CNB Checking - A/P Account #1796
2738 Barnes & Noble	12580		9/12/2019	Literature Books for English	2,616.90	9121-1796 CNB Checking - A/P Account #1796
2766 ComStar Insurance Services	12581		9/16/2019	08/19 Workers' Compensation	19,731.87	9121-1796 CNB Checking - A/P Account #1796
1856 AEGIS Security & Investigations, Inc	12582		9/16/2019	06/19 Security Services	25,421.00	9121-1796 CNB Checking - A/P Account #1796
3359 UTLA	12583		9/16/2019	August 2019 Union Dues Certificated	12,896.18	9121-1796 CNB Checking - A/P Account #1796
2098 Efen Avila	12584		9/16/2019	Boys Water Polo vs Panorama HS - 9/16/19 Varsity Ref	81.00	9121-1796 CNB Checking - A/P Account #1796
2408 Odama, Yoshi	12585		9/17/2019	Football Game Worker 9/13/19 vs Agoura HS Visitor's Ticket Seller/Taker	88.00	9121-1796 CNB Checking - A/P Account #1796
2692 Cory Wiener	12586		9/17/2019	Football Game Worker 9/13/18 vs Agoura HS General Supervision	67.50	9121-1796 CNB Checking - A/P Account #1796
1875 Aminta P Garcia	12587		9/17/2019	Football Game Worker 9/13/18 vs Agoura HS General Supervision/Ticket Taker	75.00	9121-1796 CNB Checking - A/P Account #1796
2812 Ericson Penate	12588		9/17/2019	Football Game Worker 9/13/19 vs Agoura HS General Supervision	90.00	9121-1796 CNB Checking - A/P Account #1796
2380 MRC Smart Technology Solutions(SoCal Office)	12589		9/17/2019	7/17/19-8/16/19 INV#1172881 Managed Print Service (Contract CN8006-01)	5,296.09	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	12590		9/4/2019	3/18/19-4/18/19 831-000-7002 Local Access	3,248.20	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	12591		9/17/2019	4/7/19-5/6/19 AN 818-888-6714 Main Office Alarm	134.37	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	12592		9/17/2019	4/7/19-5/6/19 AN 8187160428 Left Side Alarm	15,247.30	9121-1796 CNB Checking - A/P Account #1796
3421 Confidential	12593		9/17/2019	CONFIDENTIAL		
1865 Alejandra Melgoza	12594		9/19/2019	9/13/19 LAPD Officer for Football Game vs Sylmar	222.00	9121-1796 CNB Checking - A/P Account #1796
2327 Marie Sabrina LaMar	12595		9/19/2019	LAPD Officer for 9/13/19 Football Game vs Sylmar	222.00	9121-1796 CNB Checking - A/P Account #1796
2327 Marie Sabrina LaMar	12596		9/19/2019	9/20/19 LAPD Officer for Football Game vs Agoura	222.00	9121-1796 CNB Checking - A/P Account #1796
1865 Alejandra Melgoza	12597		9/19/2019	9/20/19 LAPD Officer for Football Game vs Agoura	222.00	9121-1796 CNB Checking - A/P Account #1796
1875 Aminta P Garcia	12598		9/20/2019	Check Reissue - 9/6/19 Football vs Sylmar HS General Supervision/Ticket Taker	60.00	9121-1796 CNB Checking - A/P Account #1796
104831 Zasha Endres	12599		9/20/2019	Metro tap Cards Bus passes for students who qualify	152.00	9121-1796 CNB Checking - A/P Account #1796

624611 Jenny Warren	12600	9/20/2019	Senior Picnic Mileage	68.79	9121-1796 CNB Checking - A/P Account #1796
123801 Ilda Luna	12601	9/20/2019	Supplementary Material for Students	85.00	9121-1796 CNB Checking - A/P Account #1796
123801 Ilda Luna	12602	9/20/2019	CLTA World Languages Jamboree	85.00	9121-1796 CNB Checking - A/P Account #1796
22731 Richard Yi	12603	9/20/2019	Office Supplies	172.99	9121-1796 CNB Checking - A/P Account #1796
512741 Billy Ramirez	12604	9/20/2019	Golf Match vs Kennedy 9/12	45.00	9121-1796 CNB Checking - A/P Account #1796
931010 Diana Yerevanian	12605	9/20/2019	9/06/19 Cal Lutheran Counselors Day	19.72	9121-1796 CNB Checking - A/P Account #1796
931140 Ryan Guinto	12606	9/20/2019	console cable to fix iDF switch	21.89	9121-1796 CNB Checking - A/P Account #1796
2829 818 Cleaners	12607	9/20/2019	9/14/19 Football Uniform Cleaning #90676	565.00	9121-1796 CNB Checking - A/P Account #1796
3107 National Speech & Debate Association	12608	9/20/2019	Tournament 9/21-9/23/19	825.00	9121-1796 CNB Checking - A/P Account #1796
3358 El Camino Real Charter High School 403(B) Plan	12609	9/20/2019	8/15/19 403(B) Catchup Schwab 2563 4428	150.00	9121-1796 CNB Checking - A/P Account #1796
2436 Pearson Education NCS Pearson, Inc.	12610	9/20/2019	By the People AP Edition & AP Test Prep WKBK	18,090.23	9121-1796 CNB Checking - A/P Account #1796
3427 Confidential	12611	9/20/2019	Confidential	6,425.93	9121-1796 CNB Checking - A/P Account #1796
3429 Confidential	12612	9/20/2019	Confidential	8,954.15	9121-1796 CNB Checking - A/P Account #1796
528741 Heidi Maury	12613	9/23/2019	AVID Professional Development	1,419.71	9121-1796 CNB Checking - A/P Account #1796
705581 Doug Taylor	12614	9/23/2019	Refund for INV#109 6/27/19 Benefits buy back -D. Taylor	3,964.38	9121-1796 CNB Checking - A/P Account #1796
2502 Roy Vincent	12615	9/23/2019	Girls Volleyball vs Chatsworth HS - Official 10/14/19	130.00	9121-1796 CNB Checking - A/P Account #1796
2477 Regional TAP Service Center	12616	9/23/2019	9/23/19 -Metro 30-Day Pass student free and reduced program	600.00	9121-1796 CNB Checking - A/P Account #1796
3405 Dan Crawford	12617	9/23/2019	FS Girls Volleyball vs Chatsworth HS 10/14/19 - REF	67.00	9121-1796 CNB Checking - A/P Account #1796
2101 Emerson, Garrett R.	12618	9/23/2019	Girls Volleyball vs Chatsworth HS - Officials 10/14/19	125.00	9121-1796 CNB Checking - A/P Account #1796
VOID	VOID	9/23/2019	VOID	0.00	9121-1796 CNB Checking - A/P Account #1796
2436 Pearson Education NCS Pearson, Inc.	12620	9/24/2019	Physics Textbooks	21,227.93	9121-1796 CNB Checking - A/P Account #1796
931069 Daniel Chang	12621	9/25/2019	YM&C Must-Attend Workshop for Charter School Administrators and Board M	17.60	9121-1796 CNB Checking - A/P Account #1796
2829 818 Cleaners	12622	9/25/2019	9/21/19 Uniform Cleaning	580.00	9121-1796 CNB Checking - A/P Account #1796
2995 J Schmelldorfer PSAD	12623	9/24/2019	Academic Decathlon Registration Fees 11/9/19	250.00	9121-1796 CNB Checking - A/P Account #1796
2848 Hanover Insurance Group	12624	8/7/19-9/6/19	Payment for 2019-2020 Insurance	12,474.10	9121-1796 CNB Checking - A/P Account #1796
2159 Gillis, James	12625	9/25/2019	Boys Water Polo vs Van Nuys HS - 10/2/19 Varsity Ref	81.00	9121-1796 CNB Checking - A/P Account #1796
VOID	VOID	9/26/2019	VOID	0.00	9121-1796 CNB Checking - A/P Account #1796
2034 Corr-Robinett, Scott	12627	9/26/2019	Cross Country Budget - Shared Meet Fees	550.00	9121-1796 CNB Checking - A/P Account #1796
2874 Sacred Heart High School	12628	9/26/2019	Cross Country Team 46th Annual Bellarmine-Sacred Heart Invitational 9/28/19	375.00	9121-1796 CNB Checking - A/P Account #1796
2153 Gerald, Richard	12629	9/26/2019	Medic for West Valley League Cluster Meet #1 - Cross Country Budget	98.00	9121-1796 CNB Checking - A/P Account #1796
2222 Inspire Communication, Inc	12630	9/26/2019	8/1-8/26/19 INV#EC20190831 Speech-Language Services	12,006.25	9121-1796 CNB Checking - A/P Account #1796
1981 Canyon HS ASB	12631	9/26/2019	35th Annual Santa Clarita Cross Country Invitational October 12, 2019	400.00	9121-1796 CNB Checking - A/P Account #1796
2853 First Class Events	12632	9/27/2019	Homecoming Deposit-Contract	5,000.00	9121-1796 CNB Checking - A/P Account #1796
2578 Stonefire Grill	12633	9/27/2019	PD Math Dept. Lunch 9/27/19 M. Clark Approved	246.21	9121-1796 CNB Checking - A/P Account #1796
2881 Woong G Yoo	12634	9/27/2019	INV#15 September 2019 Networking Services	2,400.00	9121-1796 CNB Checking - A/P Account #1796
931097 Daniela Hernandez	12635	9/27/2019	Yearly Subscription Senor Wooly -Extra Support for instructional use.	85.00	9121-1796 CNB Checking - A/P Account #1796
930972 Guadalupe Miller	12636	9/27/2019	1 Year Subscription to Senor Wooly for extra Student Support	85.00	9121-1796 CNB Checking - A/P Account #1796
124821 Shih-Hung "Jake" Lin	12637	9/27/2019	Items for S'mores for Student-Built Solar Ovens	74.89	9121-1796 CNB Checking - A/P Account #1796
16591 Donna Bennett	12638	9/27/2019	Graffiti Cleaner for Dupree	10.49	9121-1796 CNB Checking - A/P Account #1796
2781 American Express	12639	9/27/2019	8/28/2019 AMEX AUGUST Darby X3-31039	27,207.93	9121-1796 CNB Checking - A/P Account #1796
2781 American Express	12640	9/27/2019	8/28/2019 AMEX AUGUST Hussey X3-31013	261.50	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31052	9/4/2019	8/7/19-9/6/19 818 348-4152 Fire Alarm 2	135.06	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31053	9/4/2019	8/7/19-9/6/19 818 888-6340 Intrusion Alarm	135.06	9121-1796 CNB Checking - A/P Account #1796
3400 Tiffany Oruh	31054	9/4/2019	Stylus Refund	25.00	9121-1796 CNB Checking - A/P Account #1796
2204 Herff Jones LLC	31055	9/4/2019	INV 2274159 SPRING ACCESSORY CORDS	481.50	9121-1796 CNB Checking - A/P Account #1796
2204 Herff Jones LLC	31056	9/4/2019	INV 2466910 SPRING ACCESSORY CORDS/STOLES	2,408.94	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31057	9/4/2019	08/19 818 888-3576 Alt Ed Alarm	135.55	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31058	9/4/2019	8/7/19-9/6/19 818 887-9221 Fire Alarm 1	268.26	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31059	9/4/2019	7/7/19-8/06/19 818 347-3635 Alt Ed Line 2	135.00	9121-1796 CNB Checking - A/P Account #1796
2848 Hanover Insurance Group	31060	9/4/2019	Bonds, Comb Crime/Public E Blanket Policy B03 D630650	436.60	9121-1796 CNB Checking - A/P Account #1796
2848 Hanover Insurance Group	31061	9/4/2019	Commercial Umbrella Policy UH3 D628152	9,912.00	9121-1796 CNB Checking - A/P Account #1796
2204 Herff Jones LLC	31062	9/4/2019	INV 2357120 SPRING ACCESSORY CORDS/STOLES	1,477.85	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31063	9/4/2019	8/7/19-9/6/19 818 999-3601 Individual Lines	135.06	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31064	9/4/2019	4/7/19-5/6/19 818 888-6340 Intrusion Alarm	134.37	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31065	9/4/2019	8/7/19-9/6/19 818 710-9023 Main Office Fax	135.06	9121-1796 CNB Checking - A/P Account #1796
2204 Herff Jones LLC	31066	9/4/2019	INV 2466934- ROTC Stoles for graduation	198.96	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31067	9/4/2019	8/7/19-9/6/19 818-888-6714 Main Office Alarm	134.37	9121-1796 CNB Checking - A/P Account #1796
2204 Herff Jones LLC	31068	9/4/2019	INV 2452438 BULK SPRING ACCESSORY CORDS/STOLES	97.29	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31069	9/4/2019	08/19 818 716-0810 Alt Ed Fax	135.55	9121-1796 CNB Checking - A/P Account #1796
1945 Brooks Transportation Inc.	31070	9/4/2019	INV 14420 Step Team	350.00	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31071	9/4/2019	8/7/19-9/8/19 818 716 0428 Left Side Alarm	134.37	9121-1796 CNB Checking - A/P Account #1796
2204 Herff Jones LLC	31072	9/4/2019	Invoice 2468208- PCC Stoles for graduation	442.12	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31073	9/4/2019	6/19 818 888-7050 Alt Ed Line	770.63	9121-1796 CNB Checking - A/P Account #1796
2379 Mutual of Omaha	31074	9/4/2019	09/19 Voluntary Disability Insurance	1,789.02	9121-1796 CNB Checking - A/P Account #1796
1925 Dick Blick Holdings Inc., (Blick Art Materials)	31075	9/4/2019	Shelly Marks Art Supplies	1.41	9121-1796 CNB Checking - A/P Account #1796
2204 Herff Jones LLC	31076	9/4/2019	INV 2493502 SPRING ACCESSORY CORDS/STOLES	110.36	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31077	9/4/2019	8/7/19-9/6/19 818 704-5329 Right Side Alarm	137.85	9121-1796 CNB Checking - A/P Account #1796
2315 Los Angeles Unified School District	31078	9/5/2019	INV #27038170 LAUSD School Police Overtime 6/7/19-GRADUATION	2,755.89	9121-1796 CNB Checking - A/P Account #1796
2667 Verizon Wireless	31079	9/5/2019	7/8/19-8/7/19-INV # 9835611345 Communication Services	523.24	9121-1796 CNB Checking - A/P Account #1796
2714 Chartwells Division	31080	9/5/2019	7/19- Cafeteria Services	9,653.97	9121-1796 CNB Checking - A/P Account #1796
3401 Carrie Lane Mefford	31081	9/6/2019	Refund for PE Clothes	44.00	9121-1796 CNB Checking - A/P Account #1796
VOID	VOID	9/6/2019	VOID	0.00	9121-1796 CNB Checking - A/P Account #1796
2869 Xerox Financial Services LLC (Xerox Corporation)	31083	9/6/2019	7/28-8/27 INV #1727207 Equipment Lease-Contract 010-0077447-002	80.57	9121-1796 CNB Checking - A/P Account #1796
2869 Xerox Financial Services LLC (Xerox Corporation)	31084	9/6/2019	6/30-8/30 INV #1738665 Equipment Lease-Contract 010-0077447-001	1,185.85	9121-1796 CNB Checking - A/P Account #1796
2869 Xerox Financial Services LLC (Xerox Corporation)	31085	9/6/2019	8/01-8/31 INV #1732617 Equipment Lease-Contract 010-0077447-003	90.35	9121-1796 CNB Checking - A/P Account #1796
3409 Joubin Mortazavi	31086	9/6/2019	121590 Student Refund Laptop Insurance	25.00	9121-1796 CNB Checking - A/P Account #1796
2528 School Gate Guardian	31087	9/6/2019	INV # 8044 School Gate Guardian Annual Membership	425.00	9121-1796 CNB Checking - A/P Account #1796
2395 Nettime Solutions LLC	31088	9/7/2019	2019-2020 Hardware Maintenance	300.00	9121-1796 CNB Checking - A/P Account #1796
3070 Grant A. Horn	31089	9/11/2019	Inv0006 Summer Band Camp	700.00	9121-1796 CNB Checking - A/P Account #1796
2343 Judy McLean	31090	9/11/2019	8/31/19 INV# 3015 August Payroll Services	1,550.00	9121-1796 CNB Checking - A/P Account #1796
3414 Gabriela Perez	31091	9/11/2019	9/9/19 118299-Mealtime Account reimbursements	31.00	9121-1796 CNB Checking - A/P Account #1796
3348 Lokinah Khan	31092	9/11/2019	Inv0008 Summer Band Camp	700.00	9121-1796 CNB Checking - A/P Account #1796
3334 Ron Daniel Basco Vidola	31093	9/11/2019	INV0007 Summer Band Camp	700.00	9121-1796 CNB Checking - A/P Account #1796
3384 Esther Y Chang	31094	9/11/2019	Consulting Services CalSTRS Audit	751.45	9121-1796 CNB Checking - A/P Account #1796
3332 Kinsley O Hickman	31095	9/11/2019	Inv0009 Summer Band Camp	700.00	9121-1796 CNB Checking - A/P Account #1796
2426 PARS	31096	9/11/2019	PARS contributions for August 2019	493.40	9121-1796 CNB Checking - A/P Account #1796
3358 El Camino Real Charter High School 403(B) Plan	31097	9/13/2019	// 403(B) Plan 2563-4428 Charles Schwab	6,575.00	9121-1796 CNB Checking - A/P Account #1796
2685 Wespac Plan Services, LLC	31098	9/13/2019	Quarterly Recordkeeping Fees 457(B) Plan	250.00	9121-1796 CNB Checking - A/P Account #1796
3367 Confidential	31099	9/13/2019	Parent Reimbursement per Settlement Agreement	520.00	9121-1796 CNB Checking - A/P Account #1796
1 McGraw-Hill Education, Inc.	31100	9/14/2019	INV109140387001 Independent Study Class	883.05	9121-1796 CNB Checking - A/P Account #1796
2804 GraceNotes LLC	31101	9/14/2019	Inv4248	397.78	9121-1796 CNB Checking - A/P Account #1796
2928 Samuel Bartels	31102	9/14/2019	INV 0005534	250.00	9121-1796 CNB Checking - A/P Account #1796
3424 Matthew Davine	31103	9/14/2019	9/9/19 Textbook Refund	245.00	9121-1796 CNB Checking - A/P Account #1796
2372 Moorpark High School Baseball	31104	9/17/2019	2020 Estson Tournament 2/15, 18, 20, 22, 25, 2020 Host: Moorpark HS	1,050.00	9121-1796 CNB Checking - A/P Account #1796
2295 Law Offices of Young, Minney & Corr, LLP	31105	9/14/2019	08/19 legal Services	5,055.42	9121-1796 CNB Checking - A/P Account #1796
2295 Law Offices of Young, Minney & Corr, LLP	31106	9/17/2019	3/25/19-5/28/19 Bill Analysis Report	157.50	9121-1796 CNB Checking - A/P Account #1796
2295 Law Offices of Young, Minney & Corr, LLP	31107	9/16/2019	3/1/19-6/28/19 Bill Analysis Report	2,160.00	9121-1796 CNB Checking - A/P Account #1796
2001 Chaminade College Prep High School	31108	9/17/2019	19th Annual Ernie Wallengen Memorial Holiday JV Basketball Tournament	450.00	9121-1796 CNB Checking - A/P Account #1796
2477 Regional TAP Service Center	31109	9/17/2019	Student Discounted Bus passes	48.00	9121-1796 CNB Checking - A/P Account #1796
2857 Sierra Canyon High School	31110	9/17/2019	Tournament Fee 2019 Sierra Canyon Tournament December 2-7, 2019	500.00	9121-1796 CNB Checking - A/P Account #1796
2133 Finn Scientific Inc.	31111	9/17/2019	Science Supplies Order #--1258463	106.19	9121-1796 CNB Checking - A/P Account #1796
1945 Brooks Transportation Inc.	31112	9/17/2019	INV# 14482 Transportation Week of 8/26/19	2,962.00	9121-1796 CNB Checking - A/P Account #1796
3390 Crescenta Valley HS Baseball	31113	9/17/2019	Tournament Fee: 2020 Babe Herman Classic March 14, 16, 18, 2019 -Baseball	550.00	9121-1796 CNB Checking - A/P Account #1796
1974 Camarillo High School	31114	9/17/2019	Tournament Fee: JV Softball 2020 ACHS JV Tournament February 15 and 22, 21	375.00	9121-1796 CNB Checking - A/P Account #1796
2903 SAUGUS CENTURION SOFTBALL BOOSTER CLUB	31115	9/17/2019	Tournament Fee: JV Softball Spring Classic JV Tournament March 14 and 21, 2020	475.00	9121-1796 CNB Checking - A/P Account #1796
1916 Beverly Hills High School	31116	9/17/2019	Varsity Boys Basketball 2019 Beverly Hills Tournament December 9-14, 2019	450.00	9121-1796 CNB Checking - A/P Account #1796
2473 Real Volleyball	31117	9/18/2019	Inv39616 Girls Volleyball Budget	1,412.03	9121-1796 CNB Checking - A/P Account #1796
2971 Alan Grant	31118	9/18/2019	08/19 Robotics supervision and assistance	212.50	9121-1796 CNB Checking - A/P Account #1796
3437 AT&T Business Service	31119	9/18/2019		45.91	9121-1796 CNB Checking - A/P Account #1796
2697 Winning Edge Cross Fit	31120	9/18/2019	Inv#105 Softball Trust	3,600.00	9121-1796 CNB Checking - A/P Account #1796
2447 Purchase Power (Pitney Bowes)	31121	9/18/2019	8/07 Meter Rental Acct#8000-9090-0876-5336	60.21	9121-1796 CNB Checking - A/P Account #1796
2028 CompuClaim	31122	9/18/2019	2019-20 LEA Medicaid Training Boot Camp	700.00	9121-1796 CNB Checking - A/P Account #1796
3277 Remedia Publications Inc.	31123	9/18/2019	Inv 484073	528.85	9121-1796 CNB Checking - A/P Account #1796
2141 Fresno County Superintendent of Schools	31124	9/18/2019	INV 200333 Independent Study Class	18.55	9121-1796 CNB Checking - A/P Account #1796
3211 International Academy of Science	31125	9/18/2019	Inv#66121 Spec Ed. Cellulix licenses	2,000.00	9121-1796 CNB Checking - A/P Account #1796

3139 SoCalGas	31126	9/18/2019	7/24/19-8/22/19 AN 163 513 3769 2 Gas Charges for Shoup	15.84	9121-1796 CNB Checking - A/P Account #1796
2202 Henry Schein	31127	9/18/2019	Athletics Budget	465.22	9121-1796 CNB Checking - A/P Account #1796
1925 Dick Blick Holdings Inc, (Blick Art Materials)	31128	9/18/2019	Shelly Marks Art Supplies-	50.85	9121-1796 CNB Checking - A/P Account #1796
2288 LADWP	31129	9/18/2019	7/25-8/23 Billing Shoup Property	3,221.46	9121-1796 CNB Checking - A/P Account #1796
2676 Walsworth Yearbooks	31130	9/18/2019	2019-20 yearbook expenses for school year	6,398.57	9121-1796 CNB Checking - A/P Account #1796
2685 Wespac Plan Services, LLC	31131	9/18/2019	INV 051271 8/8/19 Quarterly Recordkeeping Fees-403(B) Plan	250.00	9121-1796 CNB Checking - A/P Account #1796
2102 EMICO (electro medical instrumentation Co)	31132	9/18/2019	Inv 1275295 Health Office	75.00	9121-1796 CNB Checking - A/P Account #1796
2673 Vista Paint Corporation	31133	9/18/2019	Custodial Supplies	786.25	9121-1796 CNB Checking - A/P Account #1796
1998 CDW LLC	31134	9/18/2019	INV#TTL5918 PA/Clock System for Shoup (Try it to buy it)	845.61	9121-1796 CNB Checking - A/P Account #1796
2380 MRC Smart Technology Solutions(SoCal Office)	31135	9/18/2019	2019-2020 BW and Color Copies for Managed Print Service for Desktop Printer	819.68	9121-1796 CNB Checking - A/P Account #1796
3406 Matthew M Kim	31136	9/19/2019	Remainder of food for Senior Picnic	522.00	9121-1796 CNB Checking - A/P Account #1796
3019 Troxel Communications, Inc.	31137	9/19/2019	INV 161119 for Shoup	339.46	9121-1796 CNB Checking - A/P Account #1796
3309 Koala Tee Screenprinting, Inc. (Image Market)	31138	9/19/2019	Grad Class 2021 Spirit Wear	234.35	9121-1796 CNB Checking - A/P Account #1796
2087 Eastbay Team Sales	31139	9/19/2019	INV1050860 Girls Volleyball Trust	494.77	9121-1796 CNB Checking - A/P Account #1796
2125 FedEx	31140	9/20/2019	8/6/19 FedEx Express Services	24.38	9121-1796 CNB Checking - A/P Account #1796
3337 LOCOCO SPORTS, INC.	31141	9/21/2019	Replacement Soccer Goals - Athletics Budget	6,560.44	9121-1796 CNB Checking - A/P Account #1796
2074 DirectEd Specialized Services LLC	31142	9/21/2019	INV#DE47563 8/18/19 - Special Ed Services	115.00	9121-1796 CNB Checking - A/P Account #1796
2282 Kinetic Development LLC (Paapri Cloud Tech)	31143	9/21/2019	ERP Support Daily Issues	3,000.00	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31144	9/21/2019	8/22/19-9/21/19 AN 818 888-3532 Student Store Alarm	241.09	9121-1796 CNB Checking - A/P Account #1796
2809 Waste Management - Los Angeles	31145	9/21/2019	8/19 INV#0201204-4801-2 ID 20-55834-43006 Waste MGMT Shoup	333.65	9121-1796 CNB Checking - A/P Account #1796
2074 DirectEd Specialized Services LLC	31146	9/21/2019	INV#DE47961 PSYCH - Special Ed Services	1,205.20	9121-1796 CNB Checking - A/P Account #1796
1945 Brooks Transportation Inc.	31147	9/21/2019	Athletics Budget - Transportation Week of 9/2/19	362.45	9121-1796 CNB Checking - A/P Account #1796
3411 Newbury Park HS Wrestling Booster Club	31148	9/21/2019	2019 Newbury Park Tournament Saturday, December 7, 2019	350.00	9121-1796 CNB Checking - A/P Account #1796
2087 Eastbay Team Sales	31149	9/21/2019	FS and JV Jerseys - Girls Volleyball Budget	2,740.13	9121-1796 CNB Checking - A/P Account #1796
2625 Thousand Oaks High School	31150	9/21/2019	2020 Thousand Oaks High School Softball Tournament March 28 and April 4, 2	525.00	9121-1796 CNB Checking - A/P Account #1796
2067 Denny Sportswear	31151	9/21/2019	Body Conditioning Shirts	1,287.54	9121-1796 CNB Checking - A/P Account #1796
2074 DirectEd Specialized Services LLC	31152	9/21/2019	INV#DE47693 PSYCH - Special Ed Services	57.50	9121-1796 CNB Checking - A/P Account #1796
3005 LewisNevis, a division of RELX Inc.	31153	9/25/2019	08/19 Online legal research software	400.00	9121-1796 CNB Checking - A/P Account #1796
2395 Nettime Solutions LLC	31154	9/25/2019	07/19 stratuslime Monthly Subscription	1,636.00	9121-1796 CNB Checking - A/P Account #1796
2616 The Print Spot	31155	9/25/2019	NCR Alt Ed. Grade Report	136.88	9121-1796 CNB Checking - A/P Account #1796
2164 Golden Star Technology, Inc	31156	9/25/2019	Warranty for the Shoup surfaces	633.43	9121-1796 CNB Checking - A/P Account #1796
2782 Spectrum (Time Warner Cable)	31157	9/25/2019	8/26/19-9/5/19 Broadband Internet Account 8448 20 001 5772725 Autopay	110.59	9121-1796 CNB Checking - A/P Account #1796
1955 Burroughs Girls Basketball	31158	9/25/2019	Girls Basketball JV Tournament December 2 to 7, 2019	375.00	9121-1796 CNB Checking - A/P Account #1796
3135 Madera High School	31159	9/25/2019	Varsity Girls Soccer 3rd Annual Madera Soccer Showcase December 13 and 14,	325.00	9121-1796 CNB Checking - A/P Account #1796
2164 Golden Star Technology, Inc	31160	9/25/2019	Case and Keyboard for Tablets at Shoup	1,197.12	9121-1796 CNB Checking - A/P Account #1796
2607 The Cruz Center	31161	9/26/2019	Aug 2019 INV 2490 Special Ed Services	500.00	9121-1796 CNB Checking - A/P Account #1796
2991 Paycom Payroll, LLC	31162	9/26/2019	SSO Integration	1,500.00	9121-1796 CNB Checking - A/P Account #1796
1954 Burbank High School	31163	9/26/2019	JV Girls Basketball JV Burbank Tournament November 25-30, 2019	350.00	9121-1796 CNB Checking - A/P Account #1796
2473 Real Volleyball	31164	9/26/2019	Volleyballs - Boys Volleyball Budget	1,308.09	9121-1796 CNB Checking - A/P Account #1796
2691 White's Studios, Inc.	31165	9/26/2019	Student and Staff ID blank cards.	333.98	9121-1796 CNB Checking - A/P Account #1796
2837 ZAAPPAZ, LLC (Wrist-Band.com/Customlanyard/	31166	9/26/2019	Lanyards for students	285.00	9121-1796 CNB Checking - A/P Account #1796
2296 Lee, Alyssa	31167	9/26/2019	North Campus evacuation maps	350.00	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31168	9/27/2019	09/19 818 716-0810 Alt Ed Fax	156.16	9121-1796 CNB Checking - A/P Account #1796
3309 Koala Tee Screenprinting, Inc. (Image Market)	31169	9/27/2019	Work Order #W0465777 Spirit Gear preorder T Grad Class 2020	497.50	9121-1796 CNB Checking - A/P Account #1796
2702 Working With Autism, Inc	31170	9/27/2019	8/2019 Special Ed Services	9,755.21	9121-1796 CNB Checking - A/P Account #1796
2616 The Print Spot	31171	9/27/2019	INV#2207 Office Summons Slips	204.77	9121-1796 CNB Checking - A/P Account #1796
2009 Child and Family Guidance Center	31172	9/27/2019	07/19 Special Ed Services Northpoint	2,539.55	9121-1796 CNB Checking - A/P Account #1796
1893 AT&T	31173	9/27/2019	ACCT 831-000-7002 439 8/19/19-9/18/19 Local Access INV# 2517149404	3,248.20	9121-1796 CNB Checking - A/P Account #1796
3416 Maxim Healthcare Services, Inc.	31174	9/27/2019	8/2019 INV#6775170679 Registered Nurse Substitute Services- AN 69223 0679	1,904.40	9121-1796 CNB Checking - A/P Account #1796
2091 EdLogical Group Corp	31175	9/27/2019	Inv#91358036 Special Ed Services	1,210.00	9121-1796 CNB Checking - A/P Account #1796
3399 Samuel French, Inc.	31176	9/27/2019	Scripts for Rumors	336.43	9121-1796 CNB Checking - A/P Account #1796
3309 Koala Tee Screenprinting, Inc. (Image Market)	31177	9/27/2019	Work Order #W04657673 Spirit Gear preorder T Grad Class 2020	1,235.20	9121-1796 CNB Checking - A/P Account #1796
2380 MRC Smart Technology Solutions(SoCal Office)	31178	9/27/2019	9/22/19-10/21/19 Maintenance Agreement for Sharp Multi Function Printers (409.53	9121-1796 CNB Checking - A/P Account #1796
2426 PARS	31179	9/27/2019	07/19 PARS ARS Fees	336.93	9121-1796 CNB Checking - A/P Account #1796
2296 Lee, Alyssa	31180	9/27/2019	Athletic Media INV#09132019	650.00	9121-1796 CNB Checking - A/P Account #1796
3042 Project Lead The Way, Inc.	31181	9/28/2019	PLTW Biomedical science (9-12) student supplies	4,124.59	9121-1796 CNB Checking - A/P Account #1796
2068 Department of Justice (State of CA)	31182	9/28/2019	08/19 Fingerprint Apps	239.00	9121-1796 CNB Checking - A/P Account #1796
2016 City of Los Angeles	31183	9/28/2019	8/31/19 INV#2293853 False Alarm Fee Shoup	466.00	9121-1796 CNB Checking - A/P Account #1796
2869 Xerox Financial Services LLC (Xerox Corporation)	31184	9/28/2019	INV#172849 Equipment Lease-Contract 010-0077477-00	1,185.85	9121-1796 CNB Checking - A/P Account #1796
2016 City of Los Angeles	31185	9/28/2019	8/30/19 False Alarm Fee Inv#2312579	366.00	9121-1796 CNB Checking - A/P Account #1796
2016 City of Los Angeles	31186	9/28/2019	7/13/19 INV#2293853 False Alarm Fee Shoup	316.00	9121-1796 CNB Checking - A/P Account #1796
2016 City of Los Angeles	31187	9/28/2019	8/31/19 INV#2312742 False Alarm Fee Shoup	416.00	9121-1796 CNB Checking - A/P Account #1796
2276 Kelly Services, Inc.	SPACH28	9/18/2019	INV #147707 Substitute Teachers through 8/16/19	7,664.10	9121-1796 CNB Checking - A/P Account #1796
614681 Stephanie Franklin	SPACH29	9/21/2019	A Noise Within theatre travel for AcaDeca	267.46	9121-1796 CNB Checking - A/P Account #1796
614681 Stephanie Franklin	SPACH30	9/21/2019	Admission tickets to a Noise withing	250.00	9121-1796 CNB Checking - A/P Account #1796

Check Register

Account: 1826 - ASB

El Camino Real HS
Sept 2019

Grand Total: 35,900.66

Vendor	Check Number	VOID	Date	Memo	Check Amount	Account
2773 Bare Reflections	1259		9/3/2019	ECR Football spirit clothing - Football Trust	3,219.57	9122-1826 CNB Checking - ASB Trust #1826
3406 Matthew M Kim	1260		9/4/2019	9/5/19 Senior Picnic Class of 2020	8,478.00	9122-1826 CNB Checking - ASB Trust #1826
1945 Brooks Transportation Inc.	1261		9/4/2019	14486 Buses for senior picnic, 9/5/19	6,500.00	9122-1826 CNB Checking - ASB Trust #1826
3389 City of Palmdale	1262		9/5/2019	REC#1120914.015 Drytown Senior Picnic Class of 2020	3,325.00	9122-1826 CNB Checking - ASB Trust #1826
2697 Winning Edge Cross Fit	1263		9/9/2019	Varsity Athletic Training - Boys Soccer Trust	3,000.00	9122-1826 CNB Checking - ASB Trust #1826
1995 Cavalier Printing	1264		9/9/2019	2019 Football Game Programs Inv #1162 - Football Trust	2,160.00	9122-1826 CNB Checking - ASB Trust #1826
3425 Samantha Reeve	1265		9/13/2019	9/5/19 Senior Picnic Refund	35.00	9122-1826 CNB Checking - ASB Trust #1826
3363 Lovejoy Fine Arts Inc	1266		9/16/2019	Costumes for Fall 2019 Halftime Show - Band Trust	2,586.35	9122-1826 CNB Checking - ASB Trust #1826
2067 Deny Sportswear	1267		9/17/2019	Coolport visor - Softball Trust	562.83	9122-1826 CNB Checking - ASB Trust #1826
2087 Eastbay Team Sales	1268		9/19/2019	Girls Varsity Uniforms - Girls Volleyball Trust	128.88	9122-1826 CNB Checking - ASB Trust #1826
2087 Eastbay Team Sales	1269		9/19/2019	Girls Varsity Uniforms - Girls Volleyball Trust	1,728.20	9122-1826 CNB Checking - ASB Trust #1826
2486 Rio Grande Restaurant	1270		9/20/2019	INV#794862 Mix and Mingle	765.00	9122-1826 CNB Checking - ASB Trust #1826
VOID	1271	VOID	9/21/2019	VOID	0.00	9122-1826 CNB Checking - ASB Trust #1826
2550 Slam Jam Basketball	1272		9/23/2019	JV, Var Girls Basketball Fall League - Girls Basketball Trust	850.00	9122-1826 CNB Checking - ASB Trust #1826
826781 Jodi Borenstein	1273		9/27/2019	Softball Trust - Coaches Gear	371.72	9122-1826 CNB Checking - ASB Trust #1826
3438 Liliya Kirzhner	1274		9/30/2019	Refund for Spirit Pack - Girls Volleyball Trust	380.00	9122-1826 CNB Checking - ASB Trust #1826
2669 Victory Custom Athletics	1275		9/30/2019	Duffie Bags - Baseball Trust	1,435.11	9122-1826 CNB Checking - ASB Trust #1826
2875 Harper White	1276		9/25/2019	choreographer :cheer dances	375.00	9122-1826 CNB Checking - ASB Trust #1826

Cover Sheet

September 2019 Financial Update

Section: III. Financial
Item: B. September 2019 Financial Update
Purpose: Discuss
Submitted by:
Related Material: September 2019 Financial Update.pdf
September 2019 Statement AMEX.pdf

El Camino Real Charter High School



Financial Report for September 30, 2019

Provided By: ICON School Management



YTD Comparison

- Variance for LCFF Entitlement as of 9/30 is now on Accrual Basis. It had been recorded as cash basis in the 18-19 year.

- Will review Local Revenue to determine if any local grants were given just for 18-19 FY. Based on the budget ECR has earned 25% of local revenues.

- Salaries and Benefit - Health and Welfare expenses are lower than prior year due to August and September being deferred.

- Books and Supplies – There were some one-time expenses incurred to purchase books in 18-19 year.

		As of September 2019	As of September 2018	\$ Difference	% Difference
Revenue	LCFF Entitlement	\$ 5,714,443	\$ 3,944,392	\$ 1,770,051	30.98%
	Federal Revenue	239,991	194,431	45,560	18.98%
	Other State Revenues	635,659	625,427	10,232	1.61%
	Local Revenues	478,357	1,188,297	(709,940)	-148.41%
	Total Revenue	7,068,450	5,952,547	1,115,903	15.79%
Expenses	Salaries and Benefits	6,797,000	7,408,376	(611,376)	-8.99%
	Books and Supplies	580,001	798,454	(218,453)	-37.66%
	Services and Other Operations	1,125,923	1,163,299	(37,376)	-3.32%
	Other Outflows	7,900	-	7,900	100.00%
	Total Expenses	8,510,824	9,370,129	(859,305)	-10.10%
Fund Balance	Net Income (Loss)	\$ (1,442,374)	\$ (3,417,582)	\$ 1,975,208	-136.94%
	Beginning Balance (Unaudited)	8,153,215	11,966,952	(3,813,737)	
	Ending Balance (Estimated)	\$ 6,710,841	\$ 8,549,370	\$ (1,838,529)	



YTD to Budget Summary

- 5% of Total LCFF Revenue coming in for Jul & Aug. 9% started in September.

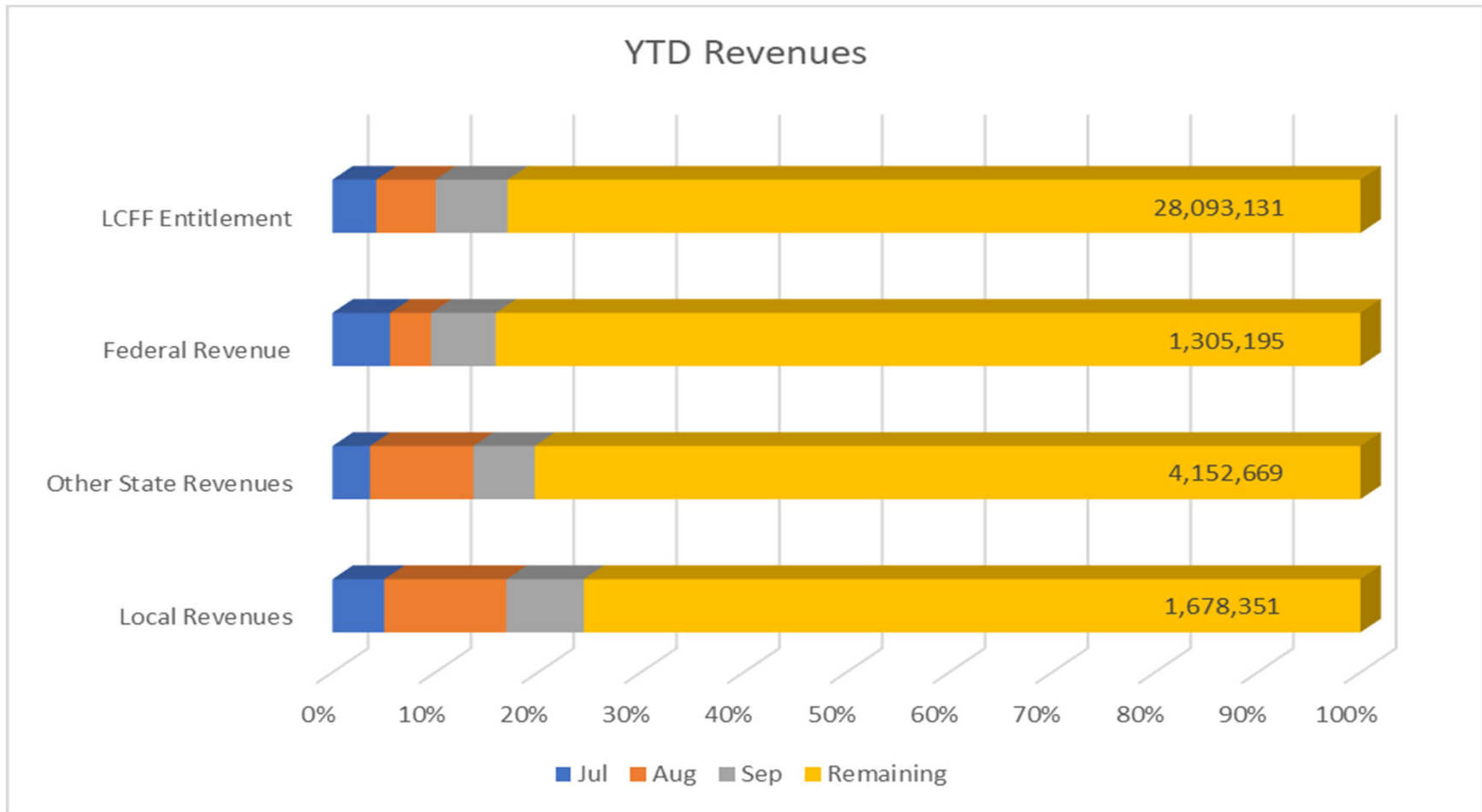
- Federal Revenue, other than Child Nutrition and SPED, is not apportioned until after October.

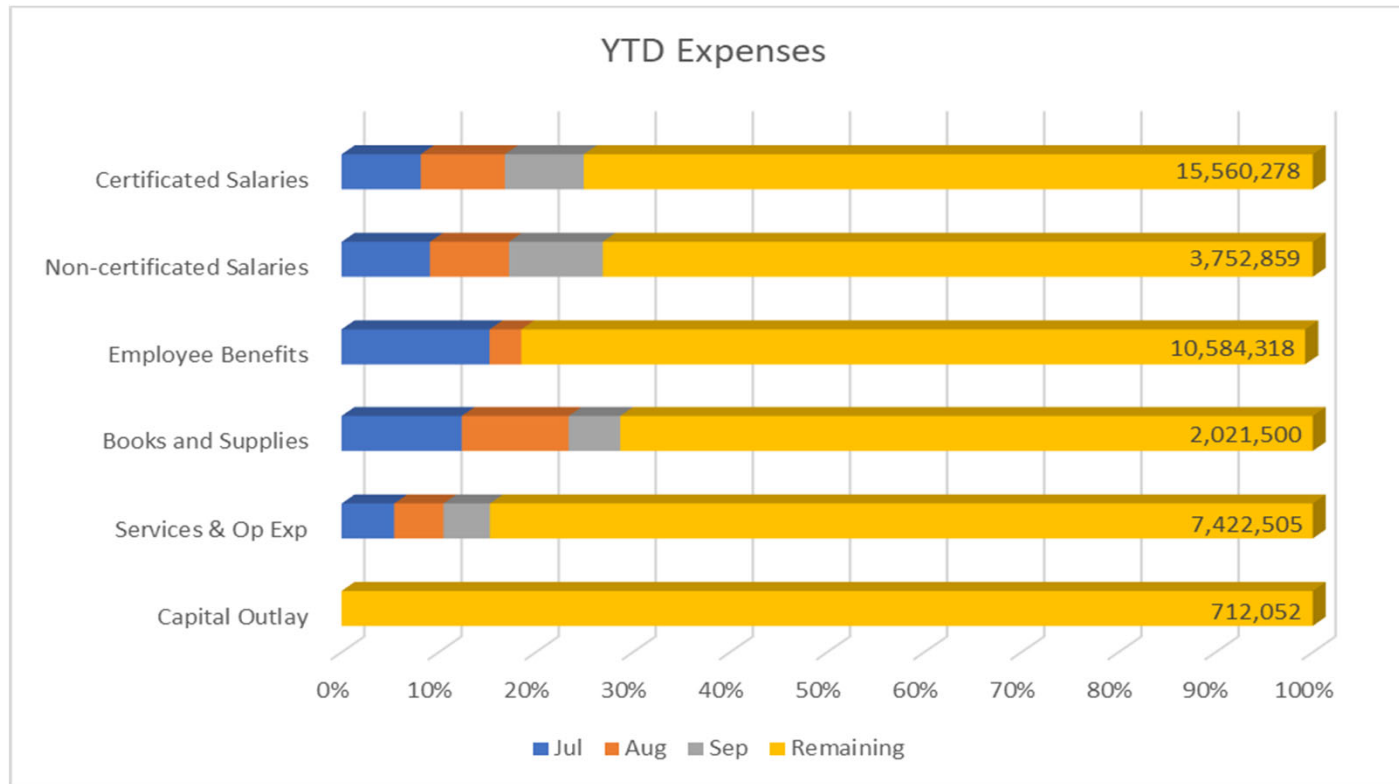
- Books and Supplies expenses are usually high in the beginning of school year.

- Have not recorded depreciation expenses. Will be recorded once confirmed with audited depreciation schedule.

		As of September 2019	Adopted Budget	% Used
Revenue	LCFF Entitlement	\$ 5,714,443	\$ 33,542,181	17.04%
	Federal Revenue	239,991	1,510,733	15.89%
	Other State Revenues	635,659	3,231,196	19.67%
	Local Revenues	478,357	1,956,880	24.44%
	Total Revenue	7,068,450	40,240,990	17.57%
Expenses	Salaries and Benefits	6,797,000	29,897,456	22.73%
	Books and Supplies	580,001	2,021,500	28.69%
	Services and Other Operation	1,125,923	7,447,505	15.12%
	Depreciation	-	712,052	0.00%
	Total Expenses	8,502,924	40,078,513	21.22%
Fund Balance	Net Income (Loss)	\$ (1,442,374)	\$ 162,477	-887.74%
	Beginning Balance (Unaudited)	8,153,215	8,140,021	
	Ending Balance (Estimated)	\$ 6,710,841	\$ 8,302,498	







Employee Benefits - It was overstated in July and was corrected in September.

Depreciation - it has not been recorded yet. Projected to record this expense after having audited schedule as of June 30, 2019.

Book and Supplies - This is normally high in the first few school months due to preparation of the coming school year.



Adopted Budget vs Proposed Updated Budget comparison (Revenue)

		Updated Projected Budget	Adopted Budget	\$ Variance
Revenue	LCFF Entitlement	\$ 33,412,950	\$ 33,542,181	\$ (129,231.00)
	Federal Revenue	1,558,741	1,510,733	48,008.00
	Other State Revenues	3,258,952	3,231,196	27,756.00
	Local Revenues	2,179,000	1,956,880	222,120.00
	Total Revenue	40,409,643	40,240,990	168,653.00

LCFF entitlement – Initial budget was based on 3,457 student@ 95% attendance rate (3,284 ADA) and it has been updated with actual enrollment (3,524) @ 93% conservative attendance rate (projected ADA – 3,277.82)

Federal Revenues – Title Funds allocation is based on latest released information from CDE (Sep 2019). Special Ed is based on new LAUSD SELPA rate.

Other State Revenues – Based on new LAUSD SELPA rate for Special Ed revenues, Lottery and Mandated Block Grant are updated based on the new rate.

Local Revenues – including International Student (67FT and 5PT) and projected based on few months of operations



Adopted Budget vs Proposed Updated Budget comparison (Expenses)

		Updated Projected Budget	Adopted Budget	\$ Variance
Expenses	Salaries and Benefits	29,076,887	29,897,456	(820,569.00)
	Books and Supplies	2,036,500	2,021,500	15,000.00
	Services and Other Operatio	7,711,249	7,447,505	263,744.00
	Depreciation	712,052	712,052	-
	Other Outgo	45,000	-	45,000.00
	Total Expenses	39,581,688	40,078,513	(496,825.00)

Salaries and Benefits – This is based on Actual expenditures for 19-20 and projected out for the rest of the year and each employee being broken out. For 19-20 Adopted Budget, the salaries had ins and outs and then a 3% increase.

Books and Supplies – No significant change

Services and other Operations – Based on few months of operation and new assumption for some expenses.

Other Outgo – Projected based on PY Unaudited actual.



Balance Sheet

- Accounts receivable – Mainly LCFF September portion which will be received in October.

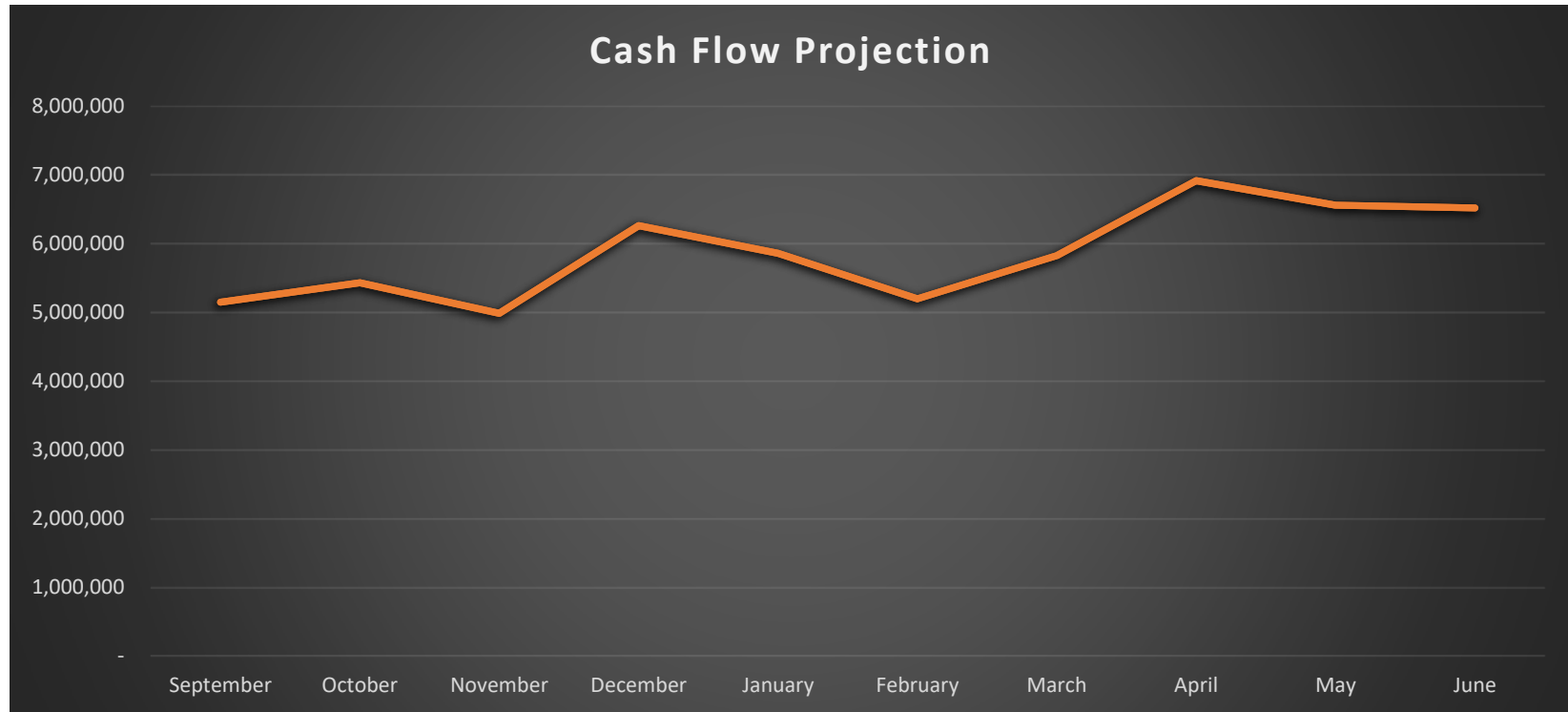
- Investment accounts is reconciled as of September 30, 2019.

- OPEB liabilities stays same till new study released.

		As of Sep 2019	As of Jun 2019	YTD Change
ASSETS	Cash Balance	\$ 5,145,475	\$ 5,071,239	74,236
	Accounts Receivable	2,047,272	3,627,527	(1,580,255)
	Prepays	902,845	339,378	563,467
	Fixed Assets, Net	7,171,063	7,174,263	(3,200)
	Investments	7,263,930	6,784,047	479,883
	Total Assets	\$ 22,530,585	\$ 22,996,454	(465,869)
LIABILITIES AND FUND BALANCE	Accounts Payable	\$ 1,327,829	\$ 1,592,376	(264,547)
	Due to Others	237,807	237,807	-
	OPEB Liability	12,696,714	12,696,714	-
	Deferred Revenue	531,704	404,954	126,750
	Current Loans and Other Payable	1,025,691	791,383	234,308
	Total Liabilities	15,819,745	15,723,234	100.61%
	Beginning Balance (Unaudited)	8,153,215	6,783,190	1,370,025
	Net Income (Loss)	(1,442,375)	490,030	(1,932,405)
	Ending Balance (Estimated)	6,710,840	7,273,220	(562,380)
	Total Liabilities and Fund Balance	\$ 22,530,585	\$ 22,996,454	(465,869)



2019-20 Cash flow projection



- Projected ECR ending cash balance of \$6.5M at the end of 19-20 SY
- Days Cash on hand is 46.86 days.



Questions?

John J. Arndt, CPA

Chief Financial Officer

jarndt@iconsm.com

ICON School Management



**El Camino Real Charter High School
Income Statement
September 30, 2019**

	Actual			YTD	Budget
	Jul	Aug	Sep	Actual YTD	Approved Budget
SUMMARY					
Revenue					
LCFF Entitlement	1,430,827	1,935,719	2,347,897	5,714,443	33,542,180
Federal Revenue	84,623	60,540	94,828	239,991	1,510,733
Other State Revenues	117,976	325,053	192,630	635,659	3,231,197
Local Revenues	91,039	174,501	114,115	379,655	1,956,880
Fundraising and Grants	7,764	57,921	33,017	98,702	-
Total Revenue	1,732,229	2,553,734	2,782,487	7,068,450	40,240,990
Expenses					
Compensation and Benefits	3,248,362	2,007,666	1,540,972	6,797,000	29,897,456
Books and Supplies	250,176	222,547	107,278	580,001	2,021,500
Services and Other Operating Expenditures	394,390	377,486	354,047	1,125,923	7,422,505
Depreciation	-	-	-	-	712,052
Other Outflows	7,900	-	-	7,900	-
Total Expenses	3,900,828	2,607,700	2,002,297	8,510,825	40,053,513
Operating Income	(2,168,599)	(53,966)	780,190	(1,442,375)	187,477
Fund Balance					
Beginning Balance (Unaudited)				8,153,215	7,384,233
Operating Income				(1,442,375)	-
Ending Fund Balance				6,710,840	7,571,711

**El Camino Real Charter High School
Income Statement
September 30, 2019**

	Actual			YTD	Budget
	Jul	Aug	Sep	Actual YTD	Approved Budget
REVENUE					
LCFF Entitlement					
8011 Charter Schools General Purpose Entitlement - State Aid	933,017	933,017	1,679,430	3,545,464	20,172,916
8012 Education Protection Account Entitlement	-	-	-	-	5,801,039
8019 State Aid - Prior Years	(3,541)	-	-	(3,541)	-
8096 Charter Schools in Lieu of Property Taxes	501,351	1,002,702	668,467	2,172,520	7,568,225
SUBTOTAL - LCFF Entitlement	1,430,827	1,935,719	2,347,897	5,714,443	33,542,180
Federal Revenue					
8181 Special Education - Entitlement	39,956	80,840	53,687	174,483	653,786
8220 Child Nutrition Programs	44,667	(20,300)	41,141	65,508	325,832
8290 No Child Left Behind	-	-	-	-	-
8291 Title I	-	-	-	-	340,014
8292 Title II	-	-	-	-	71,647
8294 Title IV	-	-	-	-	19,454
8299 All Other Federal Revenue	-	-	-	-	100,000
SUBTOTAL - Federal Revenue	84,623	60,540	94,828	239,991	1,510,733
Other State Revenue					
8319 Other State Apportionments - Prior Years	-	-	-	-	-
8381 Special Education - Entitlement (State)	117,134	234,014	156,066	507,215	1,939,946
8520 Child Nutrition - State	-	4,411	3,311	7,722	25,688
8550 Mandated Cost Reimbursements	-	-	-	-	148,547
8560 State Lottery Revenue	-	-	-	-	669,943
8590 All Other State Revenue	842	86,628	33,253	120,723	447,073
8593 Prop 39 Energy	-	-	-	-	-
SUBTOTAL - Other State Revenue	117,976	325,053	192,630	635,659	3,231,197
Local Revenue					
8634 Food Service Sales	3,973	26,435	37,730	68,138	256,880
8660 Interest	22,086	30,706	8,714	61,506	-
8662 Net Increase (Decrease) in the Fair Value of Investments	-	-	-	-	50,000
8690 Other Local Revenue	64,895	117,360	67,671	249,926	1,500,000

**El Camino Real Charter High School
Income Statement
September 30, 2019**

		Actual			YTD	Budget
		Jul	Aug	Sep	Actual YTD	Approved Budget
8715	Option 3 SPED	-	-	-	-	150,000
8999	Uncategorized Revenue	85	-	-	85	-
SUBTOTAL - Local Revenue		91,039	174,501	114,115	379,655	1,956,880
Fundraising and Grants						
8803	Fundraising	-	-	-	-	-
8804	ASB Revenues	7,764	57,921	33,017	98,702	-
SUBTOTAL - Fundraising and Grants		7,764	57,921	33,017	98,702	-
TOTAL REVENUE		1,732,229	2,553,734	2,782,487	7,068,450	40,240,990

**El Camino Real Charter High School
Income Statement
September 30, 2019**

	Actual			YTD	Budget
	Jul	Aug	Sep	Actual YTD	Approved Budget
EXPENSES					
Compensation & Benefits					
Certificated Salaries					
1100 Teachers Salaries	1,032,637	1,115,240	1,032,299	3,180,176	12,985,870
1101 Teacher - Stipends	(2,968)	-	-	(2,968)	-
1200 Certificated Pupil Support Salaries	147,152	148,104	143,482	438,738	1,306,748
1300 Certificated Supervisor & Administrator Salaries	91,564	86,398	86,348	264,310	1,126,293
1900 Certificated Other Salaries	-	-	-	-	141,368
SUBTOTAL - Certificated Salaries	1,268,385	1,349,741	1,262,129	3,880,255	15,560,278
Classified Salaries					
2100 Classified Instructional Aide Salaries	140,545	40,869	76,029	257,443	937,755
2200 Classified Support Salaries	94,299	110,885	142,864	348,048	861,652
2300 Classified Supervisor & Administrator Salaries	58,381	72,628	55,668	186,677	437,199
2400 Classified Clerical & Office Salaries	46,979	79,971	86,865	213,815	1,363,468
2900 Classified Other Salaries	1,266	1,256	1,006	3,528	152,786
SUBTOTAL - Classified Salaries	341,470	305,608	362,432	1,009,510	3,752,859
Employee Benefits					
3100 STRS	212,801	228,474	217,014	658,289	2,568,458
3200 PERS	36,886	56,384	63,507	156,777	699,627
3300 OASDI-Medicare-Alternative	44,487	46,378	47,782	138,647	513,406
3400 Health & Welfare Benefits	621,996	(13,295)	(14,793)	593,908	3,434,125
3500 Unemployment Insurance	605	-	-	605	11,045
3600 Workers Comp Insurance	35,548	20,368	20,225	76,141	331,220
3700 Retiree Benefits	685,934	8,191	(424,411)	269,714	3,026,437
3900 Other Employee Benefits	250	5,817	7,087	13,154	-
SUBTOTAL - Employee Benefits	1,638,507	352,317	(83,589)	1,907,235	10,584,318

**El Camino Real Charter High School
Income Statement
September 30, 2019**

	Actual			YTD	Budget
	Jul	Aug	Sep	Actual YTD	Approved Budget
Books & Supplies					
4100 Approved Textbooks & Core Curricula Materials	28,153	51,661	10,483	90,297	250,000
4200 Books & Other Reference Materials	53	17,280	2,617	19,950	15,000
4300 Materials & Supplies	-	-	-	-	-
4325 Instructional Materials & Supplies	28,145	21,855	9,854	59,854	260,000
4330 Office Supplies	11,354	5,863	8,229	25,446	100,000
4345 Non Instructional Student Materials & Supplies	68,625	41,722	55,377	165,724	315,000
4400 Noncapitalized Equipment	113,814	29,311	11,033	154,158	403,000
4710 Student Food Services	33	54,855	9,685	64,573	676,000
4720 Other Food	-	-	-	-	2,500
SUBTOTAL - Books and Supplies	250,176	222,547	107,278	580,001	2,021,500
Services & Other Operating Expenses					
5000 Services & Other Operating Expenses	19,816	400	1,114	21,330	-
5200 Travel & Conferences	4,943	2,641	4,303	11,887	115,000
5300 Dues & Memberships	32,330	5,968	39,294	77,592	538,403
5400 Insurance	83,548	36,549	23,789	143,886	215,000
5500 Operations & Housekeeping	22,938	7,601	8,208	38,748	874,000
5520 Security	25,421	32,784	9,884	68,089	547,600
5605 Equipment Leases	11,238	5,874	3,437	20,549	630,600
5610 Rent	-	-	-	-	520,198
5616 Repairs and Maintenance - Computers	-	-	-	-	-
5631 Other Rentals, Leases and Repairs 1	269	-	75	344	140,000
5800 Other Services & Operating Expenses	7,330	-	-	7,330	-
5809 Banking Fees	12,575	961	2,758	16,294	56,160
5812 Business Services	-	-	-	-	174,000
5815 Consultants - Instructional	45,021	16,423	29,293	90,737	1,209,980
5820 Consultants - Non Instructional - Custom 1	47,746	40,822	37,165	125,733	393,891
5824 District Oversight Fees	19,403	62,429	38,333	120,165	335,422
5830 Field Trips Expenses	1,565	17,797	40,838	60,200	260,000
5833 Fines and Penalties	99	117	1,564	1,780	5,200
5845 Legal Fees	22,219	4,898	40,738	67,855	200,000
5848 Licenses and Other Fees	6,419	60	2,128	8,607	46,500
5851 Marketing and Student Recruiting	6,500	5,000	-	11,500	60,000

**El Camino Real Charter High School
Income Statement
September 30, 2019**

			Actual	YTD	Budget		
			Jul	Aug	Sep	Actual YTD	Approved Budget
5857	Payroll Fees		4,060	4,340	5,097	13,497	35,055
5861	Prior Yr Exp (not accrued)		-	-	-	-	10,000
5872	Special Education Encroachment		31,418	114,088	41,951	187,457	539,496
5884	Substitutes		(16,202)	205	20,074	4,077	360,000
5898	Bad Debt Expense		-	-	-	-	-
5899	Miscellaneous Operating Expenses		-	-	-	-	-
5900	Communications		5,733	18,530	4,004	28,267	156,000
SUBTOTAL - Services & Other Operating Exp.			394,390	377,486	354,047	1,125,923	7,422,505

**El Camino Real Charter High School
Income Statement
September 30, 2019**

		Actual			YTD	Budget
		Jul	Aug	Sep	Actual YTD	Approved Budget
Capital Outlay & Depreciation						
6900	Depreciation	-	-	-	-	712,052
	SUBTOTAL - Capital Outlay & Depreciation	-	-	-	-	712,052
Other Outflows						
7999	Uncategorized Expense	7,900	-	-	7,900	-
	SUBTOTAL - Other Outflows	7,900	-	-	7,900	-
TOTAL EXPENSES		3,900,828	2,607,700	2,002,297	8,510,825	40,053,513

El Camino Real Charter High School
Balance Sheet
September 30, 2019

	6/30/2019	9/30/2019	YTD Change
ASSETS			
Cash Balance	5,071,239	5,145,475	74,236
Accounts Receivable	3,627,527	2,047,272	(1,580,255)
Prepays	339,378	902,845	563,467
Fixed Assets, Net	7,174,263	7,171,063	(3,200)
Investments	6,784,047	7,263,930	479,883
TOTAL ASSETS	22,996,454	22,530,584	(465,870)
LIABILITIES & EQUITY			
Accounts Payable	1,592,376	1,327,829	(264,547)
Due to Others	237,807	237,807	0
OPEB Liability	12,696,714	12,696,714	-
Deferred Revenue	404,954	531,704	126,750
Current Loans and Other Payables	791,383	1,025,691	234,308
Beginning Net Assets	6,783,190	8,153,215	1,370,025
Net Income (Loss) to Date	490,030	(1,442,376)	(1,932,406)
TOTAL LIABILITIES & EQUITY	22,996,454	22,530,584	(465,870)



Corporate Card Statement of Account

Sign-up For Online Statements
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Prepared For
DAVID HUSSEY
 EL CAMINO REAL CHS

Account Number
 XXXX-XXXXX3-31005

Closing Date
 09/28/19

Page 1 of 9

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ 10/13/19
56,510.33	53,437.31	39.00	30,867.01	2,835.22	76,284.41

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	39.00	-30,867.01
XXXX-XXXXX3-32011	DAVID HUSSEY	25.00	-39.00
XXXX-XXXXX3-31039	ALAN DARBY	52,332.31	-2,796.22
XXXX-XXXXX3-31047	DAVID HUSSEY	1,080.00	0.00
	Total	53,476.31	-33,702.23

Activity Date reflects either transaction or posting date

Card Number XXXX-XXXXX3-31005	Reference Code	Amount \$
08/31/19 PAYMENT RECEIVED - THANK YOU 08/31	04601000000	-25.00
08/31/19 PAYMENT RECEIVED - THANK YOU 08/31	04601000000	-25.00
08/31/19 PAYMENT RECEIVED - THANK YOU 08/31	04601000000	-30,817.01
09/28/19 LATE FEE FOR 30-DAY PAST DUE BALANCE		39.00
Total for DAVID HUSSEY	New Charges/Other Debits Payments/Other Credits	39.00 -30,867.01

↓ 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 10/13/19 Enter 15 digit account number on all payments.

Amount Due \$76,284.41 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 007628441005343731 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.



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

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 TTY: 1-800-221-9950
 FAX: 1-800-695-9090

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



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Closing Date
09/28/19

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Activity Continued

Card Number XXXX-XXXXX3-32011		Reference Code	Amount \$
09/14/19	GITHUB SAN FRANCISCO CA REF# NT_FOHPI5MG +18774484820 09/14/19		25.00
09/17/19	ADJUSTMENT FOR LATE FEE TKT# 998 09/17		-39.00 Credit
Total for DAVID HUSSEY		New Charges/Other Debits Payments/Other Credits	25.00 -39.00

Prepared For
DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

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Prepared For
DAVID HUSSEY
 EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Closing Date
09/28/19

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Activity Continued

Card Number XXXX-XXXXX3-31039		Reference Code	Amount \$
08/29/19	AMZN MKTP US*MO9FO1Q AMZN.COM/BILL REF# 39JV44IYTFD BOOK STORES	WA 08/28/19	148.11
08/29/19	AMZN MKTP US*MO8UG88 AMZN.COM/BILL REF# ZBCZAHPO0AP BOOK STORES	WA 08/28/19	63.28
08/29/19	AMZN MKTP US*MO0AM6Q AMZN.COM/BILL REF# 5HXNIWP6G4K BOOK STORES	WA 08/28/19	59.02
08/29/19	AMZN MKTP US*MO1F99A AMZN.COM/BILL REF# 2DBMJTYFZF1 BOOK STORES	WA 08/28/19	237.31
08/29/19	AMZN MKTP US*MO8BL1H AMZN.COM/BILL REF# PKDIBHPEATD BOOK STORES	WA 08/28/19	67.98
08/29/19	BARNES & NOBLE #2956 CALABASAS REF# 00029560829 8662387323 REFER TO RECEIPT ROC NUMBER 00029560829	CA 08/28/19	1,307.90
08/29/19	AMZN MKTP US*MO1Z20B AMZN.COM/BILL REF# 456G6X3N3NO BOOK STORES	WA 08/28/19	219.95
08/29/19	AMZN MKTP US*MO0PW7T AMZN.COM/BILL REF# 938LXSMIKPU BOOK STORES	WA 08/28/19	1,156.70
08/29/19	AMAZON.COM*MO8JR6H01 AMZN.COM/BILL REF# 5LOLX0XC4K MERCHANDISE	WA 08/29/19	10.93
08/29/19	AMZN MKTP US*MO15I7B AMZN.COM/BILL REF# 2CVVV0X7DNB BOOK STORES	WA 08/29/19	116.52
08/29/19	AMZN MKTP US*MO1A26B AMZN.COM/BILL REF# 2X0Z8Y7ZNGB BOOK STORES	WA 08/29/19	212.49
08/29/19	AMZN MKTP US*MO3AE9A AMZN.COM/BILL REF# 4POUP19JLBD BOOK STORES	WA 08/29/19	333.20
08/29/19	AMZN MKTP US*MO0QR8H AMZN.COM/BILL REF# 10AWB1MG2P8 BOOK STORES	WA 08/29/19	284.68
08/29/19	SCHOOLMART TECHLINE ODENTON REF# 73011009240 mson@techmartinc	MD 08/28/19	8,731.53
08/30/19	AMZN MKTP US*MO2949Q AMZN.COM/BILL REF# 11XHIP7B263 BOOK STORES	WA 08/29/19	134.67
08/30/19	AMAZON.COM*MO1O29D22 AMZN.COM/BILL REF# 1U4BFYKADGY MERCHANDISE	WA 08/30/19	43.10
09/01/19	SPECTRUM 888-TWCABLE REF# 84482000157 CABLE SVCS	CA 09/01/19	24.98
09/01/19	SPECTRUM 888-TWCABLE REF# 84482000174 CABLE SVCS	CA 09/01/19	139.96
09/02/19	AMZN MKTP US*MO1Q53P AMZN.COM/BILL REF# 76FTYQJR2XU BOOK STORES	WA 09/01/19	538.68
09/03/19	AMAZON.COM*MO13E9211 AMZN.COM/BILL REF# 2HHPUIRFI71 MERCHANDISE	WA 08/29/19	4,839.20
09/03/19	AMAZON.COM*PY88N5IR3 AMZN.COM/BILL REF# 7J00VXM6RPD MERCHANDISE	WA 09/01/19	3,498.88
09/03/19	AMAZON WEB SERVICES AWS.AMAZON.CO REF# 3J4PS6782VQ WEB SERVICES	WA 09/03/19	3,672.55
09/04/19	AMAZON.COM*MO69J5GX0 AMZN.COM/BILL REF# 5GI71U47TWR MERCHANDISE	WA 09/03/19	300.45
09/04/19	AMAZON.COM*MO7QH8VF0 AMZN.COM/BILL REF# 2GTX75W2QIV MERCHANDISE	WA 09/03/19	41.69
09/04/19	AMZN MKTP US*9F88Z44 AMZN.COM/BILL REF# 6AV6M3CTR8G BOOK STORES	WA 09/03/19	39.92
09/04/19	AMZN MKTP US*PW31X4I AMZN.COM/BILL REF# 22MEMI5SSEQ BOOK STORES	WA 09/03/19	1,194.72
09/04/19	AMZN MKTP US*MO27D0M AMZN.COM/BILL REF# 6DCDPW7VG27 BOOK STORES	WA 09/03/19	587.85
09/04/19	AMZN MKTP US*997X73H AMZN.COM/BILL REF# 6A9C0DVFY9D BOOK STORES	WA 09/03/19	45.00
09/04/19	AMAZON.COM*K07A535F3 AMZN.COM/BILL REF# 2HSUX8CJYG8 MERCHANDISE	WA 09/04/19	394.36

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EL CAMINO REAL CHS

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Activity Continued		Reference Code	Amount \$
09/04/19	AMZN MKTP US*WG12T60 AMZN.COM/BILL WA REF# 26NDJLD2CVH BOOK STORES 09/04/19		270.79
09/05/19	AMZN MKTP US*5H2JE7O AMZN.COM/BILL WA REF# DLZIDBTVPOA BOOK STORES 09/03/19		49.14
09/05/19	AMAZON.COM*MO92U7XM0 AMZN.COM/BILL WA REF# SUB20KRHYPW MERCHANDISE 09/03/19		874.72
09/05/19	AMZN MKTP US*S18NX5B AMZN.COM/BILL WA REF# 5E9I9QWN6NY BOOK STORES 09/03/19		28.12
09/05/19	AMAZON.COM*MO95R75L0 AMZN.COM/BILL WA REF# 4EN3P87MSHW MERCHANDISE 09/04/19		21.00
09/05/19	Atlassian San Francisco US REF# AT-82322348 COMPUTER STORE 09/04/19 Online Software Provider AT-82322348 ROC NUMBER AT-82322348		2,060.00
09/06/19	AMZN MKTP US*MO7R03H AMZN.COM/BILL WA REF# 6KP7MWUCX8X BOOK STORES 09/05/19		42.68
09/06/19	AMZN MKTP US AMZN.COM/BILL WA REF# 66GF6S9BTLI BOOK STORE 09/06/19		-10.90 Credit
09/06/19	AMZN MKTP US AMZN.COM/BILL WA REF# EZSYP3BTKLH BOOK STORE 09/06/19		-37.07 Credit
09/06/19	AMZN MKTP US AMZN.COM/BILL WA REF# 50DU9ZMI34O BOOK STORE 09/06/19		-13.97 Credit
09/07/19	SCREENCONNECT SOFTWA TAMPA FL REF# 1566209237 813-463-5795 09/07/19 COMPUTER HRDWR/SFTW ROC NUMBER 1566209237	15662092370	360.00
09/09/19	AMZN MKTP US*MO2PQ26 AMZN.COM/BILL WA REF# 55FF6JB9GXO BOOK STORES 09/03/19		17.84
09/09/19	AMZN MKTP US*CD2A051 AMZN.COM/BILL WA REF# WOJP7J1IUXJ BOOK STORES 09/04/19		55.00
09/09/19	DROPBOX*JTXKH449PBZ8 SAN FRANCISCO CA REF# 80XFPHVR 4159867057 09/09/19		6.58
09/09/19	AMZN MKTP US*8V62104 AMZN.COM/BILL WA REF# 55W39BJ6RJ5 BOOK STORES 09/09/19		362.94
09/09/19	AMZN MKTP US AMZN.COM/BILL WA REF# 2M00FC5QMSN BOOK STORE 09/09/19		-8.92 Credit
09/09/19	AMZN MKTP US AMZN.COM/BILL WA REF# 5TQF1OL1OFT BOOK STORE 09/09/19		-18.82 Credit
09/10/19	AMZN MKTP US*OC1OT7S AMZN.COM/BILL WA REF# 416CLAUK1KC BOOK STORES 09/09/19		1,022.80
09/10/19	AMZN MKTP US*MO8L57S AMZN.COM/BILL WA REF# 7G1XGCPROAS BOOK STORES 09/09/19		68.94
09/10/19	AMZN MKTP US*224WM1Q AMZN.COM/BILL WA REF# PWG7FZ70E5N BOOK STORES 09/09/19		91.50
09/11/19	BAND SHOPPE 0000 CYNTHIANA IN REF# 88870035 812-963-8890 09/09/19 UNIFORMS ROC NUMBER 88870035	88870035000	974.40
09/11/19	WPY*YOUNG MINNEY COR REDWOODCITY CA REF# 71094479254 855-469-3729 09/11/19	71094479254	295.00
09/12/19	AMZN MKTP US*GF0LP48 AMZN.COM/BILL WA REF# 45MIVQG8MWY BOOK STORES 09/11/19		139.37
09/12/19	AMZN MKTP US*ZI8C99E AMZN.COM/BILL WA REF# 42M9XLEWHFR BOOK STORES 09/11/19		288.36
09/12/19	AMZN MKTP US*KA6BF9D AMZN.COM/BILL WA REF# 2RS7HU4854X BOOK STORES 09/11/19		23.30
09/12/19	AMZN MKTP US*5Z1SC6T AMZN.COM/BILL WA REF# 3TSU3VE70VZ BOOK STORES 09/11/19		213.10
09/12/19	IN *HYPE SOCKS COLUMBUS OH 255IANJTT 2617 432402 09/11/19 ROC NUMBER 255IANJTTEAVMPG0		2,354.81
09/12/19	AMZN MKTP US*341JC7T AMZN.COM/BILL WA REF# 2OVYJQ4ZMAS BOOK STORES 09/12/19		10.94

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Activity Continued				Reference Code	Amount \$
09/12/19	AMZN MKTP US*YQ7995G	AMZN.COM/BILL	WA		22.97
	REF# EXPJNTV3SNP	BOOK STORES	09/12/19		
09/12/19	MAILCHIMP *MONTHLY	MAILCHIMP.COM	GA		269.00
	REF# 5831486-128	EMAIL MKTG	09/12/19		
09/12/19	MAILCHIMP	MAILCHIMP.COM	GA		-19.00
	REF# 5831486-128	SUBSCRIPTIONS	09/12/19		Credit
09/13/19	S&S WORLDWIDE, INC.	COLCHESTER	CT		45.97
	REF# CS69642	8605373451	09/12/19		
09/13/19	AMAZON.COM	AMZN.COM/BILL	WA		-218.68
	REF# 32QU97FBIEI	BOOK STORE	09/13/19		Credit
09/13/19	AMAZON.COM	AMZN.COM/BILL	WA		-218.68
	REF# 2AG1MGIQ769	BOOK STORE	09/13/19		Credit
09/13/19	AMAZON.COM	AMZN.COM/BILL	WA		-437.36
	REF# 4V7TMHVU9M	BOOK STORE	09/13/19		Credit
09/13/19	AMAZON.COM	AMZN.COM/BILL	WA		-218.68
	REF# 2BFSW6M9VX6	BOOK STORE	09/13/19		Credit
09/13/19	AMAZON.COM	AMZN.COM/BILL	WA		-109.34
	REF# 3TCDKJCEWL8	BOOK STORE	09/13/19		Credit
09/13/19	AMAZON.COM	AMZN.COM/BILL	WA		-328.02
	REF# LYRINB8C3UI	BOOK STORE	09/13/19		Credit
09/13/19	AMAZON.COM	AMZN.COM/BILL	WA		-109.34
	REF# 6YC8ZZOLQBY	BOOK STORE	09/13/19		Credit
09/13/19	AMAZON.COM	AMZN.COM/BILL	WA		-437.36
	REF# 42C4IMMVGAJ	BOOK STORE	09/13/19		Credit
09/14/19	AMAZON.COM	AMZN.COM/BILL	WA		-109.34
	REF# 3FE2G4PL2AB	BOOK STORE	09/14/19		Credit
09/14/19	AMAZON.COM	AMZN.COM/BILL	WA		-109.34
	REF# 7FQ37KQBDNY	BOOK STORE	09/14/19		Credit
09/14/19	AMAZON.COM	AMZN.COM/BILL	WA		-109.34
	REF# 1ONVRKHBULE	BOOK STORE	09/14/19		Credit
09/16/19	AMZN MKTP US*5L5124Y	AMZN.COM/BILL	WA		104.87
	REF# 506YXKLX5RR	BOOK STORES	09/16/19		
09/16/19	AMAZON.COM*P32UI26P3	AMZN.COM/BILL	WA		361.96
	REF# 65ZNOL62DGF	MERCHANDISE	09/16/19		
09/16/19	AMZN MKTP US*TV6116K	AMZN.COM/BILL	WA		5.98
	REF# 25JL518XS6H	BOOK STORES	09/16/19		
09/16/19	AMZN MKTP US*SO0D181	AMZN.COM/BILL	WA		98.06
	REF# 1XX4CHYSWEE	BOOK STORES	09/16/19		
09/17/19	AMZN MKTP US*150NE1H	AMZN.COM/BILL	WA		317.78
	REF# 6Z84HE4630D	BOOK STORES	09/16/19		
09/17/19	AMAZON.COM*RH2NW7Z03	AMZN.COM/BILL	WA		67.92
	REF# 1I9V8ZSMF8C	MERCHANDISE	09/16/19		
09/17/19	AMZN MKTP US*ZX52R29	AMZN.COM/BILL	WA		186.48
	REF# HI5PMEXXEOP	BOOK STORES	09/16/19		
09/17/19	AMAZON.COM*8Y1LL41V3	AMZN.COM/BILL	WA		29.16
	REF# 7DTD5AZDZBM	MERCHANDISE	09/16/19		
09/18/19	AMZN MKTP US*UW5QH99	AMZN.COM/BILL	WA		418.95
	REF# 65B68Q0BVM	BOOK STORES	09/16/19		
09/18/19	AMZN MKTP US*VI1PO0R	AMZN.COM/BILL	WA		301.34
	REF# 3QVOYY7OFUH	BOOK STORES	09/17/19		
09/18/19	AGUAVIDA PREMIUM	WAT 747-444-9637	CA	21105179261	210.99
	REF# 21105179261	BOTTLE WATER	09/17/19		
09/18/19	AMZN MKTP US*CQ2029E	AMZN.COM/BILL	WA		401.39
	REF# 4GG3JKFCNX2	BOOK STORES	09/17/19		
09/18/19	AMAZON.COM*7Z88N2OJ3	AMZN.COM/BILL	WA		74.90
	REF# 1UHS4IVZA0Z	MERCHANDISE	09/18/19		
09/18/19	AMZN MKTP US*PI6D03E	AMZN.COM/BILL	WA		84.70
	REF# 7F5HPZ7JRKO	BOOK STORES	09/18/19		
09/18/19	AMAZON.COM*X798K3MC3	AMZN.COM/BILL	WA		65.68
	REF# 5LD6Z87WHLQ	MERCHANDISE	09/18/19		
09/19/19	AMAZON.COM*NL8HZ9M73	AMZN.COM/BILL	WA		459.60
	REF# 61NX8LY4OZ0	MERCHANDISE	09/18/19		

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Activity Continued		Reference Code	Amount \$
09/19/19	AMZN MKTP US*Y35N10Q AMZN.COM/BILL WA REF# 4YEPD143ONL BOOK STORES 09/18/19		301.20
09/19/19	AMAZON.COM*9M4PB5AR3 AMZN.COM/BILL WA REF# 1YYJLPKM1DN MERCHANDISE 09/18/19		131.89
09/19/19	AMAZON.COM*OH4I37443 AMZN.COM/BILL WA REF# 7FIIHECT1EC MERCHANDISE 09/18/19		888.60
09/20/19	AMZN MKTP US*N30EI9U AMZN.COM/BILL WA REF# 6ZV38X43PXN BOOK STORES 09/18/19		909.12
09/20/19	AMAZON PRIME AMZN.COM/BILL WA REF# 7B5Q2SMZ6Q6 SHIPPINGCLUB 09/20/19		130.31
09/21/19	AMZN MKTP US AMZN.COM/BILL WA REF# 1RRIKSULIUM BOOK STORE 09/21/19		-73.26 Credit
09/21/19	AMZN MKTP US AMZN.COM/BILL WA REF# 2D1DA6OH7TQ BOOK STORE 09/21/19		-24.42 Credit
09/21/19	AMZN MKTP US AMZN.COM/BILL WA REF# 1LQELJ4HZ7F BOOK STORE 09/21/19		-48.84 Credit
09/21/19	AMZN MKTP US AMZN.COM/BILL WA REF# 4UZZG57507L BOOK STORE 09/21/19		-24.42 Credit
09/21/19	AMZN MKTP US AMZN.COM/BILL WA REF# 4251B1FSGDT BOOK STORE 09/21/19		-48.84 Credit
09/22/19	AMAZON.COM*J00EP9F33 AMZN.COM/BILL WA REF# 16CRL37YFOB MERCHANDISE 09/20/19		211.20
09/22/19	AMAZON.COM*X49TE3RZ3 AMZN.COM/BILL WA REF# SFXF415K1T5 MERCHANDISE 09/20/19		219.90
09/23/19	AMZN MKTP US*FH0ZH1X AMZN.COM/BILL WA REF# V92Y0YVDMZO BOOK STORES 09/23/19		2.35
09/24/19	AMZN MKTP US*ZO1FM2H AMZN.COM/BILL WA REF# 2GQQWTS96WF BOOK STORES 09/23/19		49.99
09/24/19	AMAZON.COM*VL5VK81P3 AMZN.COM/BILL WA REF# 3MY22SEQ3OS MERCHANDISE 09/24/19		3,056.40
09/24/19	AMZN MKTP US AMZN.COM/BILL WA REF# 1XI29BYMU0N BOOK STORE 09/24/19		-62.28 Credit
09/25/19	DROPBOX*LBN6M7HXKDR5 SAN FRANCISCO CA REF# 4P1H4S25 4159867057 09/25/19		3,000.00
09/26/19	UCLA EXTENSION CASHI LOS ANGELES CA REF# 39990417 310-206-8378 09/25/19 TUITION/FEEES ROC NUMBER 39990417	39990417000	765.00
09/27/19	AMZN MKTP US*2G8Y559 AMZN.COM/BILL WA REF# 39IT78GQZYX BOOK STORES 09/27/19		49.11
09/27/19	UCLA EXTENSION CASHI LOS ANGELES CA REF# 39990318 310-206-8378 09/26/19 TUITION/FEEES ROC NUMBER 39990318	39990318000	995.00
09/28/19	YOUCANBOOK.ME BEDFORD REF# NT_FTXWJIS1 +4401234245538 09/28/19		10.60
09/28/19	GITHUB SAN FRANCISCO CA REF# NT_FTWPUBC5 +18774484820 09/28/19		7.00
Total for ALAN DARBY		New Charges/Other Debits Payments/Other Credits	52,332.31 -2,796.22



Prepared For
DAVID HUSSEY
 EL CAMINO REAL CHS

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Activity Continued

Card Number XXXX-XXXXX3-31047					Reference Code	Amount \$
09/06/19	MTA METRO MAIL	0878	LOS ANGELES	CA	0000000010	1,080.00
	REF# 000000001	213-922-7015	09/06/19			
	OTHER TRANSPORTATIO					
	ROC NUMBER 000000001					
Total for DAVID HUSSEY					New Charges/Other Debits	1,080.00
					Payments/Other Credits	0.00

Cover Sheet

Discuss and Possible Approval of Revised Fiscal Policies and Procedures

Section: III. Financial
Item: C. Discuss and Possible Approval of Revised Fiscal Policies and Procedures
Purpose: Vote
Submitted by:
Related Material: 190923 Fiscal Policies and Procedures.pdf



EL CAMINO REAL ALLIANCE

FISCAL POLICIES AND PROCEDURES HANDBOOK

Revision Board Approved: October 24, 2019
Effective: October 24, 2019

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ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

OVERVIEW

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

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

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

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

Safeguarding of Financial Assets

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

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

In addition, ECRA/ECRCHS does the following:

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

Annual Financial Audit

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

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

Key Personnel Financial Responsibilities

Approve Contracts

- Executive Director
- CBO
- Board

Approve Purchases for Payment – Including Purchase Orders and Reimbursement Requests

- Executive Director
- CBO
- Program Director
- Program Manager

Check Signers

- Executive Director
- CBO
- Two Designated Assistant Principals

Record Transactions

- Accounting staff (non-senior)
- Analysts

Reconcile Transactions

- Back-office Services Provider

Role of Key Financial Staff (Segregation of Duties)

- Executive Director - Authorizing
- CBO – Authorizing, Reporting and Analysis, Compliance
- Chief Compliance Officer – Compliance
- Back-office Services Provider - Recording, Reconciling and Reporting
- Program Director – Purchase Approver, Reviewing Budgets
- Accounting Manager/Controller - Authorizing and Reconciling (of cash receipts, bank accounts)
- Program Managers – Purchase Approver, Reviewing
- Analysts - Recording and Analysis
- Accountants - Recording, Purchasing and Custody

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

Financial Instruments

Debit Cards

- Use is not permitted.

Credit and Charge Cards

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

Bank Check Signing Authority

- Board-approved personnel, as noted above under Key Personnel Financial Responsibilities; specifically, the Executive Director, CBO, and two designated Assistant Principals.
- Check signing authority will be given to the Executive Director and the CBO and two designated Assistant Principals.
- Checks may not be written to cash, bearer, or petty cash.
- Under no circumstance will any individual sign a blank check.
- Individual staff members who process vendor payments and/or payroll, write checks, or perform any other tasks associated with cash transactions cannot be a check signer.
- A formal list of those authorized as check signers should be prepared, and the Board will approve all check signers.
- The CBO or Director or Manager of Accounting and Finance or designee will ensure that the Charter School’s bank is notified whenever authorized signatories are changed.
- Approved check signors should never sign a check made out to themselves (e.g., check for reimbursement).

Check Stock

- Held in student store.

Prohibition on Purchase of Alcohol and Marijuana

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

**ECRA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

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

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

PAYMENT / REIMBURSEMENT POLICIES

ECRA employees must receive pre-approval for all purchases for goods and/or services. Pre-approvals can be received through the Charter School's Approved ERP system (e.g. Netsuite) to which employees have access.

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

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

- Staff members should not spend significant time to save the Charter School a de minimis amount. For example, s/he should not incur reimbursable mileage expenses from driving around to different stores to save the Charter School a few dollars on school supplies.
- Staff should look beyond quantitative factors, such as cost, and evaluate the qualitative factors such as reliability, warranty, reputation, durability, environmental impact, maintenance costs, etc. For example, LED products may be more expensive initially, but they require less maintenance, use less energy and have a lower environmental impact.
- Staff should look at total services provided, not just the product price. For example, some vendors will also assist with design and planning. This can save the Charter School additional time and money spent doing such work itself, or from making costly mistakes.
- All purchases must have a legitimate business purpose and must be for the benefit of and use by the Charter School. Purchases for personal use are strictly prohibited.
- Staff must avoid conflicts of interests at all times. A conflict of interest arises when an employee, officer, agent, or any member of their immediate family, a partner, or an organization that employs or is about to employ any immediate family member, has a financial or other interest in, or would gain a tangible personal benefit from, a firm considered for a contract. Should a potential conflict of interest arise or exist, staff must disclose the conflict, in writing, to the Executive Director and the CBO.

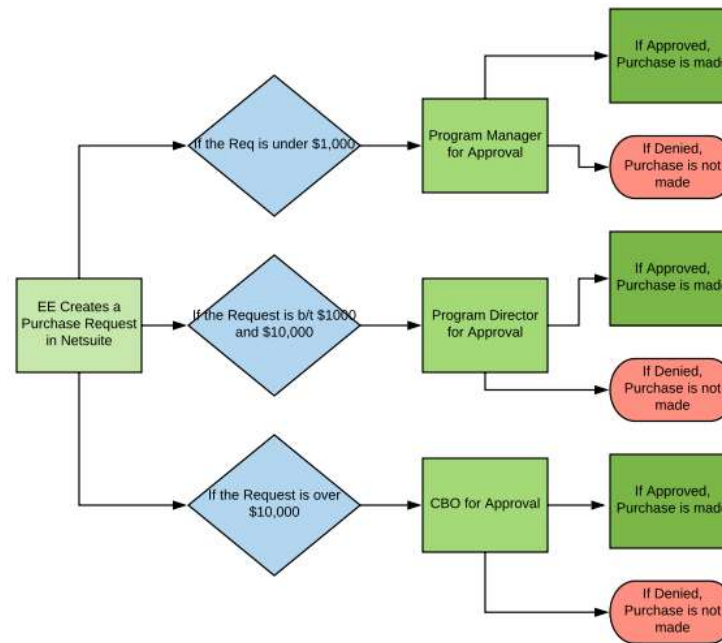
Failure to comply with the policies and procedures as described herein, may result in a delay in reimbursement being paid to the employee or, in some instances, a denial of a reimbursement request in whole or in part.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

Purchasing Flow Charts

Regular Purchases

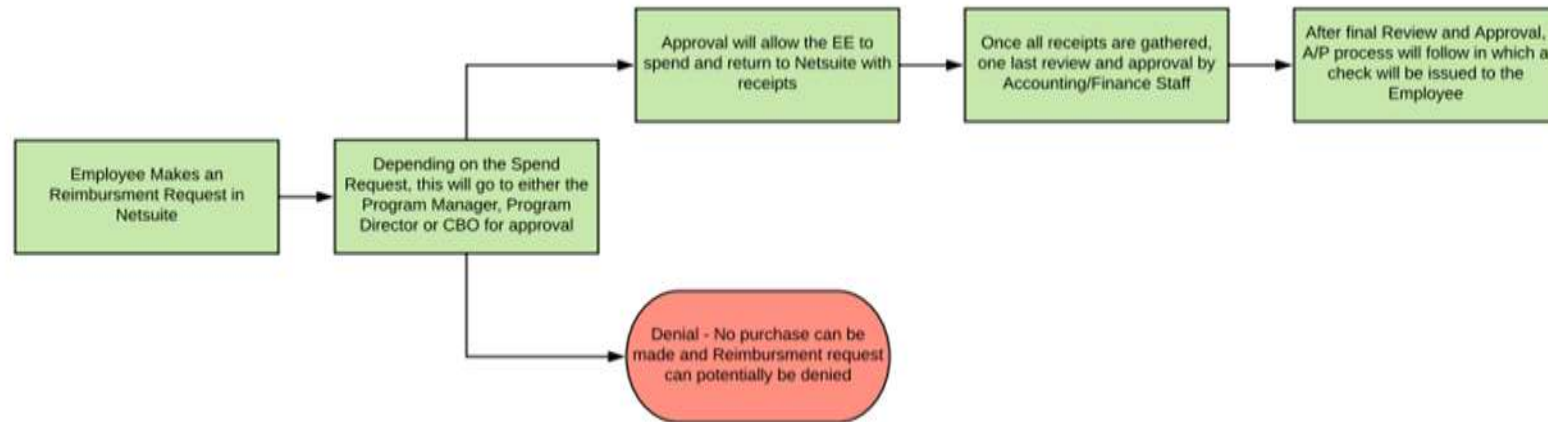
- Purchases done through Netsuite involve different approvers depending on the spend amount.
 - Under \$1,000, these will go to a Program Manager for approval.
 - Spend requests between \$1,000 and \$10,000 will go to Program Directors.
 - Anything over \$10,000 will go directly to the CBO for approval.
 - Requests over \$50,000 will be brought before the Board for approval.



ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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

- These requests submitted in Netsuite involve different approvers depending on the spend amount requested.
 - Under \$1,000, these will go to a Program Manager for approval.
 - Spend requests between \$1,000 and \$10,000 will go to Program Directors.
 - Requests over \$10,000 will go directly to the CBO for approval.
 - After approval, employee may make the purchase.
 - Employee will go back into the system to request final approval of their expenditures.
 - Final approval is given by CBO after review by accounting staff.



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

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

Employee Receipts/Substantiation

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

Employee Lost Receipts

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

Gratuity

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

Employee Reimbursements and Expense Reports

This policy is to ensure that individuals who incur valid business expenses are reimbursed in a fair and equitable manner, that business expenses are properly recorded, reconciled, and reimbursed in a consistent manner, and that ECRA complies with all applicable federal, state and local rules and regulations.

Reimbursement expenses should be dedicated for those occasions when other procurement methods (e.g. Purchase Order, Purchase Request) are not a viable option.

Employees may be reimbursed for purchases made with personal funds for goods and/or services in special circumstances where items are needed immediately and/or with short notice and the purchase of such items by staff may be unavoidable.

Every effort should be made to purchase goods and/or services through established ECR purchasing vendors.

An individual employee can be reimbursed for expenses up to a maximum of \$5,000 per school (fiscal) year. If an employee should need to exceed the \$5,000 per school (fiscal) year maximum, prior approval from the Executive Director and CBO is required.

1. Employees will be reimbursed for expenditures within fifteen (15) days after the submission of all required documentation.
 - a. Whenever possible, original, itemized receipts must be provided. (See “Employee Receipts/Substantiation” above.)
 - b. Electronic receipts are considered original, itemized receipts.
 - c. In certain cases, supporting documentation such as email confirmations may be accepted as a receipt.
2. Employees must submit all expense reports before June 30th of the school (fiscal) year in which the expenditure was made to the Business Office.
3. Receipts or other appropriate documentation will be required for the reimbursement of all expenses (see “Employee Receipts/Substantiation” above).
4. Employees shall submit, for each reimbursement request, a signed copy of an Expense Report substantiating:
 - a. Who the expenditure was for;
 - b. What the expenditure was for;
 - c. Where the expenditure was made;
 - d. Why the expenditure was made; and
 - e. When the expenditure was made.

A copy of the Expense Request Form is attached as Appendix III. A copy of the Purchase Request Form is attached as Appendix IV.

5. The employee must sign expense report to certify the expenditures.
6. Authorizing personnel must sign expense report for reimbursement.
7. The Business Office will email a copy of the Executive Director's expense report to the Board Chair when processed for payment.
 - a. For expense reports greater than \$300 in single month, the Board Chair and one other Board member, or Board Vice Chair and one other Board member, must approve.

8. **Non-reimbursable Expenses**

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

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

Personal Use of School Items

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

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

Supplies

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

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

Note, for higher thresholds, teachers/staff must submit a purchase requisition in the Approved ERP software system. As outlined in the 2nd paragraph on Page 8: Any items purchased without pre-approval should be kept in new condition so that item(s) can be returned to the vendor in the event the approving administrator denies the purchase.

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

Meals

1. Except in connection with out of town travel or Charter School-approved events where students are present, meals chargeable to or reimbursable by ECRA may not occur outside of the ECRCHS campus.
2. School-related meals occur on a regular basis. If the meal is not pre-approved, the employee runs the risk of bearing the full cost of the meal if it is ultimately denied. For meals to be charged to ECRA or reimbursable to an employee, the ECRA employee must provide the following information:
 - a. Purpose of the meeting or agenda;
 - b. Itemized and detailed receipt(s);
 - c. Number of individuals in the party; and
 - d. Names of all attendees or a sign-in sheet.
3. On professional development, non-school days, ECRA may purchase meals for staff for meetings lasting three or more hours.
4. Each department has a budget of \$50/employee/year for meals for team building and morale.
5. The Charter School may cater in food and snacks for ECRA Board meetings, community meetings, staff meetings, etc., but they require pre-approval by the Executive Director, CBO or Assistant Principal through the Netsuite system.

Mileage

Employees will be reimbursed for mileage when the event is school-related and requires employees to travel outside of their normal commute. Mileage will be reimbursed at the IRS-approved rate for the distance traveled.

Reimbursable travel starting from or ending at a residence cannot include the normal commute miles to/from work. Below are some examples:

1. Home to/from school is not reimbursable.
2. Home to/from school event/meeting is partially reimbursable.
 - a. If the mileage to/from home to school-related event/meeting exceeds the regular commute to/from school, then employee can claim the incremental difference.

- b. School to/from school event/meeting is 100% reimbursable.
- c. Home to/from non-school event/meeting is not reimbursable. For example, driving around to purchase non-essential supplies, driving around to purchase essential supplies on a non-school day, or commuting to a non-school sponsored staff meeting.

Travel

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

1. Travel must receive the following approvals:
 - a. Employees requesting in-state travel must receive approval from the designated authorizing personnel with a summary of the purpose of travel, educational or professional benefit, number of employees attending and estimated cost.
 - b. Employees requesting out-of-state travel must also present the ECRA Board Travel Committee, which consists of three (3) ECRA Board members, with a summary of the purpose of travel, educational or professional benefit, number of employees attending, and estimated cost.
2. All expenses must be pre-approved prior to travel for an event or meeting through the Approved ERP software system or an approved travel form. The approver cannot be the traveler. All supported documentation follows the specific rules in the Fiscal Policies and Procedures.
3. Unless charter school administrators consider something an emergency, it is encouraged that travel arrangements should be made at least 15 days in advance to obtain better pricing.
4. ECRA does not allow daily per diem rates.
5. Chargeable and Reimbursable Expenditures:
 - a. Only pre-approved coach class, economy, “Wanna Get Away,” or promotional discounted airfare ticketing will be paid by ECRA for documented school-related travel. It is incumbent on all ECRA employees, when arranging school related air travel, to seek the most reasonable and logical airfare accommodation available at the time of booking, and to provide contemporaneous documentation to substantiate the same.
 - b. First class, business class, economy plus, and other similar fare classes will not be paid for or reimbursed by ECRA.

c. Upgrade or non-emergency changes in flights are the exclusive responsibility of the ECRA employee. For non-medical/emergency changes or cancellations of a flight, the out-of-pocket cost is the responsibility of the employee.

d. All employee-initiated changes to airfare ticketing that are made on an ECRA credit or charge card must be reimbursed by the employee within five (5) business days of the conclusion of travel. Personal charges are not permitted on ECRA credit or charge cards.

e. Air travel requiring special accommodations due to a personal medical issue will require a signed note from the employee's treating physician attesting to the medical necessity of an upgraded airfare accommodation, which must be submitted prior to travel. ECRA strongly respects the medical privacy of its employees. Therefore, the note from the treating physician does not need to disclose the specific medical ailment or injury of the employee. The medical note from the treating physician only needs to state the medical necessity for an accommodation and if the travel accommodation will need to be temporary or permanent.

f. ECRA's policy is a reflection of the FCMAT Best Practices Manual as it applies to ECRA.

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

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

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

ii. Hotels should be chosen for the following reasons:

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

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

- iii. Hotel rates exceeding an average of \$200/night, not including taxes and fees, must be accompanied with an explanation as to why the specific hotel was chosen. If the reason is denied by the authorizing personnel, and the employee still chooses the room rate, then employee will be responsible for the incremental cost over \$200/night plus applicable taxes and fees. Pre-approval is required of all ECRCHS employees for hotels over \$200/night.
 - iv. Employees must provide an itemized receipt from the hotel that details all charges and dates, and clearly indicates for whom the lodging was provided.
 - v. The ECRA Board of Directors shall review this policy annually to ensure consistency.
 - vi. Meals are reimbursed up to the published General Services Administration (“GSA”) rate for the event location, based on the receipt documentation provided. Employees must seek the applicable GSA rate from the CBO or designee. The applicable GSA rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 - i. Other customary and reasonable travel-related expenses, such as Internet, cab fares, rental car (with prior approval from Authorizing Personnel), and mileage for using an employee’s own car, gasoline are reimbursable.
 - j. The Board shall review and update these rates annually in accordance with the IRS and GSA schedules for Los Angeles County.
6. Below are approved travel days:
- a. The day before the event if it starts before 11am.
 - b. The day after the event if it ends after 12pm.
 - c. An additional non-event travel day may be permitted due to flight scheduling.
7. Travel advances, before the actual travel, may be permissible, but employee must show proof that travel actually occurred after the event.
- a. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check.
 - b. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report.
8. After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Authorizing Personnel for approval.

9. Documents should include any itemized receipts for parking, tolls, car rentals, taxis, food and other expenditures related to the travel for which the employee obtained prior approval
10. Excessive and unreasonable costs, such as valet parking, in-room telephone, and food from the honor bar in hotel rooms, shall not be reimbursed. Payment for internet service will only be reimbursed if preapproved by an administrator, and then only if deemed necessary for work.

Governing Board Expenses

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

Tuition Costs for Non-Teaching Staff

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

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

Classes/Conferences/Workshops/Seminars (“Course”) for All Staff

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

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

Tuition Costs for BTSA

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

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

Professional Dues and Costs

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

Student Awards

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

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

Policy for Use of Credit Cards

1. Credit cards are held by Board-approved personnel only. Only one general card account in the name of ECRA is authorized by the Board. There are two cards that are issued in the name of the CBO and the Executive Director. These credit cards will be kept in the custody of the CBO and Executive Director.
2. The Executive Director's and CBO's credit or card privileges may be revoked by the Board.
3. Purchases made using a credit card are subject to the same criteria and requirements as all other purchases.
4. Prior to issuance of a credit card to an employee, the employee shall review and sign the "Credit Card Responsible Use Form." (Appendix II.)
5. All cardholders should report the loss or theft of the school credit card immediately to the credit card company and the CBO, even if the loss or theft occurs on a weekend or holiday. If a credit card is stolen, the cardholder should file a police report, and a copy of the report should be maintained for insurance purposes.
6. The credit card and vendor-specific charge cards must be board approved before being issued to an employee. Below is a list of outstanding credit and store charge cards, by departments, as of June 1, 2018:
 - a. Home Depot for Woodshop and Drama
 - b. Smart and Final for Family and Consumer Studies
 - c. American Express
 - d. Visa/Mastercard (pending Board approval)
7. The Board shall review a list of all credit card Charter School-authorized users and associated expenditures monthly.
8. Cardholders should be made personally liable for all inappropriate charges and personally responsible for settling any dispute over any purchase from a vendor.
9. Any charter school credit card holder may have their card revoked for violation of the preapproval process if it is determined there was enough time to request and receive approval for a purchase order using normal purchasing procedures.
10. Board-approved spending limits are currently, \$100,000 within a monthly statement period (textbook purchases are exempt from this limit, and shall not exceed \$250,000 within a monthly statement period) for American Express, \$500 for Home Depot, and \$1,000 for Smart and Final). The Charter School-authorized user shall be responsible for verifying that limits are not exceeded.

11. ECRA uses American Express as its credit card vendor. Credit card charges in excess of \$50,000 require approval of the expense by two Board members. Such approval is required as part of the supporting documentation prior to payment processing.

12. Threshold amounts include: \$.99 (online subscriptions).

13. The types of transactions to be charged on the credit card include: advance purchase or arrangement of approved employee travel and accommodations, school supplies, instructional materials, pupil transportation, technology, assistive technology, furniture, athletic equipment, school food, dues, subscriptions, and other items related to Charter School operations. Authorized expenses that do not fall under this Credit Card Use Policy shall be submitted and paid through the check disbursement process.

14. Credit card points accrued by ECRA employees using ECRA's credit cards are the property of ECRA.

a. Credit card points can be converted only and exclusively for the benefit of the Charter School and with the permission of the Executive Director and Board of Directors.

b. Prior to the conversion of any specific school-related use of accrued points, ECRCHS shall provide a memorandum to the ECRA Board of Directors for approval.

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

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

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

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

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

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

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

ACCOUNTING

Key Accounting Thresholds

1. Checks over \$10,000 require two approvers/signatures.
 - a. Note, credit card transactions over \$10,000 do not require two signers since paying the monthly statement will require two check approvers/signatures.
2. Non-budgeted contracts that exceed (or are likely to exceed) \$50,000 during a calendar year or which last beyond an academic year require Board approval.
3. Request for Proposals are required for projects that will be financed with bond funds that are subject to Public Contract Code § 20111(a) and (b).

Purchasing in the Enterprise Resource Planning System (ERP)

1. School will use an ERP system to store all financial transactional data.
2. Employees will make purchase requisitions in the ERP. Purchase Requisitions can be created using the following information provided by the vendor:
 - An invoice or estimate prepared by the vendor, but which has not yet been processed for sale by the vendor.
 - Sales quotation provided by the vendor for use by the employee to assist in decision making and subsequent creation of a purchase requisition in the ERP system.
3. The Business Office will review the purchase requisition to check whether the Charter School has adequate resources (i.e. cash).
4. If the expenditure is in the approved budget, or the Charter School has adequate resources to make the purchase, the Business Office will forward the purchase requisition to the authorized supervisors (e.g. department head and authorizing administrator). The authorized supervisors must:
 - Determine if the expenditure is allowable under the appropriate revenue source.
 - Determine if the expenditure is appropriate and consistent with the Charter School's mission, approved charter petition, school policies and procedures, and any related laws or applicable regulations.
 - Determine if the price is competitive and prudent. All purchases over \$100,000 must be Board approved and must include documentation of a good faith effort to secure the lowest possible expected cost¹ for comparable goods or services. If the purchase does not represent the lowest cost option, a business purpose must be provided.

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

5. If the purchase order is approved, the purchase can be made by the employee through the reimbursement process or by the Charter School on behalf of the employee.

6. When the supplier/vendor submits to ECRA the final invoice, or when an employee submits an expense report, the Charter School will make the payment by requesting a check or by paying by credit card.

7. Since goods and services are sometimes received after payment, the employee making the purchase or shipping and receiving staff must certify that the product has been received, or that service has been provided, before closing the purchase in the Approved ERP software (Netsuite).

If a vendor is a sole proprietor or a partnership, a valid W-9 form (or foreign equivalent) must be submitted prior to payment. Employee requesting a vendor or vendors, must submit a vendor information form.

8. The name of the vendor/business must reflect the same name and address as will appear on invoices submitted. Please include DBA ('doing business as'), if applicable.

All vendors must submit their Taxpayer Identification Number (TIN), commonly known as Employer Identification Number (EIN) / Federal Tax ID, Social Security Number (SSN), or foreign equivalent for those vendors who are conducting business as individuals.

9. The Board approved credit card holders may authorize an individual to use the school credit card to make an authorized purchase on behalf of the Charter School, consistent with guidance provided by the FPP.

a. The Charter School Credit Cards are in the custody of the CBO and Executive Director. Any authorized person who uses this card must return it within three (3) hours of use, unless authorized otherwise by the card holder.

b. The other school vendor-specific charge cards will be kept under supervision of the board approved card holders

c. If receipts are not available or are "missing", the individual making the charge will be held responsible for payment.

d. Credit and vendor-specific charge cards will bear the names of both El Camino Real Alliance and the board approved card holder(s).

Petty Cash

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

1. The Business Office will manage the petty cash fund from the student store.
2. The petty cash fund will be capped at \$1,000 at the school site, but it will typically hold \$500. This does not include cash held for school events.
3. All petty cash will be kept in the Charter School's safe. Only select Business Office personnel will have access to the petty cash box.
4. All disbursements will require a completed and signed petty cash request form, as well as a register receipt for all purchases.
5. The Business Office will ensure that the petty cash slip is properly completed and that a proper receipt is attached.
6. At all times the petty cash box will contain receipts and cash totaling \$500. A register receipt must support the petty cash slip. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the Business Office within 48 hours of withdrawing the petty cash.
7. When expenditures total \$300 (when cash balance is reduced to \$200), the Business Office will total the disbursements, complete a petty cash reimbursement form, and obtain the approval of the Assistant Principal. This should be done on at least a quarterly basis. The petty cash slips and supporting receipts will be attached to the reimbursement request form and forwarded to the Business Office.
8. Petty cash fund reimbursement checks will be made payable to ECRA.
9. Any irregularities in the petty cash fund will be immediately reported in writing to the CBO.
10. Loans will not be made from the petty cash fund.
11. The CBO or designee may conduct surprise counts of the petty cash fund.

Cash Boxes

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

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

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

No funds will be left in the cash box.

Contracts

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

The Board must also approve the following contracts:

- Non-Public Contracts - \$50,000 or more for construction, equipment, materials, supplies, non-professional services and repairs.
 - Public Contracts (i.e. public bonds):
 - Bid limit under Public Contract Code § 20111(a) of \$50,000 or more for equipment, materials, supplies, services and repairs.
 - Bid limit under Public Contract Code § 20111(b) of \$15,000 or more for construction contracts.
2. Consideration will be made of in-house capabilities before contracting for outside services. Below are considerations:
 - a. Whether the services needed is for a limited time period.
 - b. Whether the contract service provider has expertise not otherwise available to the Charter School.
 - c. Whether the current staff has capacity to do the work.
 - d. Whether the contract service provider's core competency would lead to long-term savings.
 - e. Whether the utilization of the contract service provider would cost less than a comparable employee with benefits.
 3. The Business Office will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$100,000.

ECR will maintain a copy of all signed contracts, regardless of the amount or duration.

Written contracts clearly defining the 'Scope of Work' (SOW) to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).

A SOW must be submitted by the consultant, independent contractor, or subcontractor and reviewed by the Executive Director and the CBO prior to the commencement of services.

The elements of a SOW can vary with the objective, complexity, size, and nature of the work to be performed. A SOW should be drafted in clear, simple, and concise statements. There should never be a question as to what work is to be completed, or what the contractor is obligated to do.

To the fullest extent possible, a SOW should include the following:

- (a) A general statement of the scope or extent of the work to be performed.

- (b) The period of performance of the work.
- (c) The site location of the work to be performed.
- (d) Reference documents, procedures, or specifications governing the work to be performed.
- (e) The specific work requirements:
 - (i) A detailed statement of the purpose, objective or goals to be undertaken by the vendor.
 - (ii) The job classification or approximate skill level of the personnel to be made available by the vendor.
 - (iii) An identification of all significant data deliverables and material to be developed by the vendor and delivered to the school.
 - (iv) An identification of all significant data or materials to be delivered by the to the school to the contractor.
 - (v) An estimated time schedule for the provisioning of these services by the vendor.
 - (vi) Completion and Acceptance criteria for the work to be performed.
 - (vii) Management or administrative requirements of the work.
 - (viii) Compliance or Progress Reporting requirements.
 - (ix) Completion or Close-out requirements.

Requirements should be clearly stated to easily determine compliance to the contract. All requirements should be described in sufficient detail to assure clarity.

Deliverables / Data / Proprietary Rights

It is important to include where applicable data or proprietary rights will be stored. For example: “Contractor in performance of its duties described within the scope of services agreed upon between the school or office and the contractor, acknowledges that the school holds all exclusive and proprietary rights to the deliverables produced under the referenced agreement (contract or purchase order). i.e., photographs taken as part of the scope of work; programs, software, lines of code written for a specific development project; intellectual properties developed as a part of a school paid/funded contract or project; documents written as a deliverable under an agreed upon project; etc.” “Contractor acknowledges that the school has exclusive and unlimited rights to such deliverables, which the contractor shall not have any rights to use, reuse, sell, resell, re-engineer, reverse engineer, provide to others, or maintains copies for work or archival purposes. Upon completion of the contract and within thirty (30) days from acceptance of final deliverables by the school, contractor shall provide written certification that it has purged and destroyed all copies of the deliverables (hard and electronic copies) from their possession, including subcontractors and those affiliated with the performance of duties under the agreement.”

Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker’s compensation insurance currently in effect. The CBO or designee may also require that contract service providers list ECRA as an additional insured.

4. If the contract service provider is a sole proprietor or a partnership (including limited partnerships or limited liability partnerships), the Business Office must obtain or receive a W-9 (or foreign equivalent) from the contract service provider prior to submitting any requests for payment.
5. The Executive Director or CBO will approve proposed contracts and modifications in writing.
6. Contract service providers will be paid in accordance with approved contracts as work is performed.
7. The CBO and Executive Director will be responsible for ensuring the terms of the contracts are fulfilled.
8. Potential conflicts of interest will be disclosed upfront, and the Executive Director, CBO, Assistant Principal(s) and/or Member(s) of the Board with the conflict will not participate in any manner in the preliminary discussions, negotiations, compromises, reasoning, planning and solicitation for applications for the contracts. If an ECRA Board member is financially interested in a contract, the entire Board is prohibited from voting on the contract. Financially interested employees shall disclose the conflict in writing and are prohibited from participating in, influencing, or attempting to influence the making of the contract.
9. ECRA may not recognize “After the Fact” contracts which occur when a contractor is authorized to commence services or ship products prior to a valid, fully executed contract or Purchase Order having been submitted and approved prior to commencement of the work or products being purchased.
10. Contractors who provide services or goods without a fully executed contract or Purchase Order may not be paid.
11. Splitting contracts to avoid a stated accounting threshold is strictly prohibited. According to the California Public Contract Code, “It shall be unlawful to split or separate into smaller work orders or projects any work, project, service, or purchase for the purpose of evading the provisions of this article requiring contracting after competitive bidding.”
12. An employee cannot issue multiple contract requests (or low-dollar Purchase Orders) for smaller sections of the total requirement to avoid going thru the competitive process, or to avoid obtaining the required approvals.

Donations and Fundraising

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

A donor can choose to state a specific purpose for which the funds (or other) are being donated. If a donation is given for a specifically stated purpose, the donated funds may be used only for that

purpose. When supplies or equipment are purchased using donated funds, the supplies or equipment become the property of the charter school. All equipment and supplies purchased by a donor for the school must be shipped to the charter school's address. The donor's address may not be used for purchases made for the charter school using donated funds.

Supplies

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

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

Professional Development

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

Professional development opportunities include seminars, educational courses and degree programs that will help an employee perform their essential job functions and increase the employee's contribution to the charter school. Other professional development expenses that can be reimbursed under this policy are membership fees to professional organizations; registration fees for meetings, conferences, workshops and seminars; and fees and subscriptions for scholarly journals, books, and computer-based resources.

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

ACCOUNTS PAYABLE

Bank Check Authorization

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

Bank Checks

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

- b. All checks less than \$10,000 require the signature of only one authorized check signer.
 - c. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
6. The Business Office will record the check transaction(s) into the approved ERP software (Netsuite) system.
7. Business Office personnel will distribute the checks and vouchers as follows:
 - a. Original – mailed or delivered to payee;
 - b. Duplicate or voucher – attached to the invoice and filed by vendor name by the Business Office;
 - c. Cancelled Checks – Report is submitted to the Back-office Services Provider;
 - d. Voided checks will have VOID written in ink.

Bank Reconciliation

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

Timely Payment of Credit and Store Charge Card Statements

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

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

ACCOUNTS RECEIVABLE

Documentation will be maintained for accounts receivable and forwarded to the Back-office Services Provider.

Accounts receivable will be recorded by the Back-office Services Provider in the general ledger and collected on a timely basis.

Cash Receipts (Cash and Checks)

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

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

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

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

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

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

7. The deposit receipt will be attached to the deposit documentation and forwarded to the Back-office Services Provider.

Returned Checks and Improper Checks

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

The school will not cash personal checks.

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

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

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

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

PAYROLL

Personnel Information

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

Stipend Volunteers

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

Electronic Timesheets

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

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

Overtime

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

Payroll Processing

1. Hourly employees must electronically approve their time records to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. No overtime hours should be listed without proper authorization or explanations as to why they occurred. The signatory supervisor will submit a summary report of time and attendance records. The Business Office and Payroll Service provider will verify all records for accuracy.
2. Salaried employees must sign in and out using the time clock system to verify working days for accuracy. A person from the Business Office will provide the designated school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.
3. The Business Office and Payroll Service provider will process all authorizations for approved stipends and the hourly or daily rate.
4. Back-office Services Provider will prepare the payroll worksheet for review and approval by the Accounting Manager/Accounting Director/Controller before final submission into the payroll system. These payroll hours are exported by designated payroll staff, in the form of a report out of the Time and Attendance Software used to track hours.
5. The payroll checks (if applicable) will be printed by the Charter School. The Business Office will document each printed check and review the payroll checks prior to distribution.
6. The Payroll Staff and the Business Office will ensure that payroll is made in a timely manner, in accordance with appropriate Labor Code provisions.

Payroll Taxes and Filings

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

Record Keeping

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

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

FINANCE/RESERVES/INSURANCE/LIABILITIES/ASSETS

Financial Reporting

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

Financial Institutions

1. All funds will be maintained at high quality financial institution(s).
2. Physical evidence will be maintained on-site for all financial institution transactions.

Loans

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

Retention of Records

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

Cash Balance Reserve

1. The following minimum cash balance reserve must be maintained:
 - a. Economic Uncertainties - At least 5% of the total unrestricted General Funds.
 - b. LAUSD Insurance Deductible - \$1,000,000.
 - c. Retiree Benefits: ECRA is setting aside funds to meet its projected unfunded liability.
2. Back-office Services Provider will provide the CBO with balance sheets on a monthly basis. It is the responsibility of the CBO and the Board to understand the Charter School's cash situation. It is the responsibility of the Authorizing Personnel to prioritize payments as needed. The CBO will have responsibility for all operations and activities related to financial management.

Insurance

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

Asset Inventory

1. An asset is defined as all items, purchased or donated, with a value of \$5,000 or more and with a useful life of more than one year.
2. The Business Office will file all receipts for purchased asset.
3. Reconciling Personnel will maintain an inventory or log of all assets. The log will include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting assets.
4. The Charter School will take a physical inventory of all District and ECRA assets, separately, within 90 days of the end of each fiscal year, indicating the condition and location of the asset.

5. The Assistant Principal(s) will immediately be notified of all cases of theft, loss, damage or destruction of assets.
6. The Assistant Principal(s) will submit to Reconciling Personnel written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

Parking Lot Liability

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

APPENDIX I – STUDENT GIFT ACKNOWLEDGMENT

Student Gift Acknowledgement and Release of Liability

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

Student Agreement

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

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

_____ I intend to use the reward for educational purposes.

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

Parent/Legal Guardian Agreement

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

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

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

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

Reward Recipient Name: _____

Purpose of Reward: _____

Reward Description and Amount: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

ECRCHS Representative Signature: _____ Date: _____

APPENDIX II – CREDIT CARD RESPONSIBLE USE FORM

ECRA SCHOOL'S CREDIT CARD RESPONSIBLE USE FORM

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

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

- Employee must receive pre-approval before using the card for a specific purpose.
- Employee may not make any personal charges.
- Employee is responsible for maintaining all receipts. Along with the receipts, an appropriate description of each purchase must be provided.
- Employee is responsible for any late fees and/or interest the credit card company charges for failing to provide document within 10 days of the credit card statement's closing date.
- Employee must report any fraudulent, lost or stolen card immediately to the credit card company and ECRA

Employee Signature

Employee Name

Executive Director's Signature

Executive Director's Name

APPENDIX III – EXPENSE REQUEST FORM



EL CAMINO REAL CHARTER HIGH SCHOOL

Expense Request Form

Expense Request Information

ER# (From Netsuite): _____

Your Name: _____

Vendor(s) Name: _____

Department: _____

Program: _____

Conference Name: _____
(if applicable)

Date(s) of Conference: _____
(if applicable)

Reason/Description for request:

What is the Purpose of your attendance of the Conference?

What is the benefit to the school?

Please attach any relevant documentation to assist with initial approval (i.e maps, conference flyers etc.). You will be expected to provide follow-up information after your attendance, whether as a certificate of attendance, leading professional development, reporting to staff or developing related lesson plans. After initial approval, this form will be returned to you so that all relevant documents can be attached (receipts, maps, certificates of attendance, conf flyers etc.). Please check Netsuite for approval/rejection of your request.

Employee Signature

Date

Manager/Director - Initial Approval

- Approved
- Rejected

Comments:

Manager Signature

Date

Business Office - Final Approval (after all expense are incurred/attached)

- Approved
- Rejected

Comments:

CBO Signature

Date

APPENDIX IV – PURCHASE REQUEST FORM



EL CAMINO REAL CHARTER HIGH SCHOOL

Purchase Request Form

(To be used if ECRCHS is to issue payment to directly to the vendor)

Purchase Request Information

PO# (from Netsuite): _____

Your Name: _____

Vendor Name: _____

Department: _____

Program: _____

Reason/Description for the Purchase:

Please attach a quote, or print out of your cart, flyer, etc to this document as back up to your request.

Signature *Date*

Please check in Netsuite for approval/rejection of your request

Program Manager/Director Approval

Approved

Rejected

Comments:

Manager Signature *Date*

PRINT MANAGER NAME: _____ TITLE: _____

Cover Sheet

Discuss and Possible Approval of Revised Budget

Section: III. Financial
Item: D. Discuss and Possible Approval of Revised Budget
Purpose: Vote
Submitted by:
Related Material: ECR Initial Budget vs Revised Budget Sept 2019 BrdMtng.pdf

EL CAMINO REAL CHARTER SCHOOL
Multi-Year Projection

This charter school uses the following basis of accounting:

- Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)**
 Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Initial Budget	2019-20	Variance - Initial & Revised Budget	Notes
A. REVENUES					
1. LCFF Sources					
State Aid - Current Year	8011	20,172,916.42	18,895,335.17	(1,277,581.25)	Initial budget (Edtec) was based on 3,457 students @ 95% attendance rate (3,284 ADA). Revised budget (ICON) is based on 3,524 students @ 93% attendance rate (3,277.82 ADA).
Ed Prctn Account (EPA) - Current Yr	8012	5,801,039.42	6,183,981.06	382,941.64	
State Aid - Prior Years	8019	-	(3,541.00)	(3,541.00)	
Trnsfrs t Chtrr Schls in Lieu of Proprty Tx	8096	7,568,225.16	8,337,174.77	768,949.61	
Total, LCFF Sources		33,542,181.00	33,412,950.00	(129,231.00)	
2. Federal Revenues					
Special Education - Federal	8181, 8182	653,785.89	664,444.00	10,658.11	Based on new LAUSD SELPA rates Title funds allocation is based on latest released information from CDE (Sep, 2019). For Title III - EL funding, it will need to exceed 10K in order for schools to receive funds directly. CDE will be revising the allocation in the next few months and we anticipate ECR funds to go over 10K, although currently it has 9,999. ROTC increased salaries
Child Nutrition - Federal	8220	325,832.00	325,000.00	(832.00)	
Title I		340,014.00	341,309.00	1,295.00	
Title II		71,647.00	76,411.00	4,764.00	
Title III - EL	8110, 8260-8299	-	9,999.00	9,999.00	
Title III - Immigrant		-	13,279.00	13,279.00	
Title IV		19,454.00	25,266.00	5,812.00	
Other Federal Revenues		100,000.00	103,032.50	3,032.50	
Total, Federal Revenues		1,510,732.89	1,558,740.50	48,007.61	
3. Other State Revenues					
Special Education - State	8311	1,939,945.75	1,947,875.00	7,929.25	Based on new LAUSD SELPA rates Based on PY financials Based on newest rates (State Adopted Budget) Based on newest rates (State Adopted Budget) Supplemental Categorical Block Grant (416,220) and We Can Work (30,000)
Child Nutrition - State	8520	25,688.00	32,500.00	6,812.00	
Mandated Cost Reimbursement	8550	148,546.63	153,952.00	5,405.37	
State Lottery Revenue	8560	669,942.14	678,405.00	8,462.86	
All Other State Revenues	8590	447,072.57	446,220.00	(852.57)	
Total, Other State Revenues		3,231,195.09	3,258,952.00	27,756.91	
4. Other Local Revenues					
Food Service Sales	8634	256,880.00	195,000.00	(61,880.00)	Conservative estimate, this can be increased if needed/after few months of operations
All Other Sales	8639	900,000.00	900,000.00	0.00	
Interest	8660	50,000.00	100,000.00	50,000.00	Based on PY unaudited actuals
All Other Fees and Contracts	8689	150,000.00	150,000.00	0.00	Based on 67 FT & 5 PT International Students
All Other Local Revenues	8699	600,000.00	834,000.00	234,000.00	
Total, Local Revenues		1,956,880.00	2,179,000.00	222,120.00	
5. TOTAL REVENUES		40,240,988.98	40,409,642.50	168,653.52	

Multi-Year Projection

This charter school uses the following basis of accounting:

Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)

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

Description	Object Code	Initial Budget	2019-20	Variance - Initial & Revised Budget	Notes
B. EXPENDITURES					
1. Certificated Salaries					
Certificated Teachers' Salaries	1100	12,069,927.17	11,123,818.00	(946,109.17)	
Certificated Stipends	1101	915,943.00	897,943.00	(18,000.00)	
Certificated Pupil Support Salaries	1200	1,306,747.73	1,552,578.00	245,830.27	
Certificated Supervisors' and Administrators' Salaries	1300	1,126,292.52	1,031,972.00	(94,320.52)	
Other Certificated Salaries	1900	141,368.00	-	(141,368.00)	
Total, Certificated Salaries		15,560,278.42	14,606,311.00	(953,967.42)	
2. Non-certificated Salaries					
Non-certificated Instructional Aides' Salaries	2100	937,754.72	468,320.00	(469,434.72)	
Non-certificated Support Salaries	2200	861,651.54	1,209,815.00	348,163.46	
Non-certificated Supervisors' and Administrators' Sal.	2300	437,199.00	517,585.00	80,386.00	
Clerical and Office Salaries	2400	1,363,467.88	841,484.00	(521,983.88)	
Other Non-certificated Salaries	2900	152,786.00	1,629,605.00	1,476,819.00	These are all the Interns and Athletic Assistants.
Total, Non-certificated Salaries (Classified)		3,752,859.14	4,666,809.00	913,949.86	
3. Employee Benefits					
State Teachers' Retirement System, certificated	3101	2,568,458.00	2,088,600.00	(479,858.00)	
Public Employees' Retirement System, classified	3202	699,627.41	615,538.00	(84,089.41)	
OASDI/Medicare/Alternative, certificated	3301	513,405.50	198,771.00	(314,634.50)	
OASDI/Medicare/Alternative, classified	3302	-	355,017.00	355,017.00	
Health & Welfare Benefits, certificated	3401	3,434,125.16	1,826,000.00	(1,608,125.16)	
Health & Welfare Benefits, classified	3402	-	1,320,000.00	1,320,000.00	
State Unemployment Insurance, certificated	3501	11,045.15	69,440.00	58,394.85	
State Unemployment Insurance, classified	3502	-	55,552.00	55,552.00	
Workers' Compensation Insurance, certificated	3601	331,220.00	161,759.00	(169,461.00)	
Workers' Compensation Insurance, classified	3602	-	289,342.00	289,342.00	
OPEB, Allocated, certificated	3701	3,026,437.00	2,100,339.00	(926,098.00)	Based on the June 30, 2019 Actuarial Study
OPEB, Allocated, classified	3702	-	671,072.00	671,072.00	
Other Benefits, certificated	3901	-	-	-	
Other Benefits, classified	3902	-	52,337.00	52,337.00	
Total, Employee Benefits		10,584,318.22	9,803,767.00	(780,551.22)	
4. Books and Supplies					
Approved Textbooks and Core Curricula Materials	4100	250,000.00	250,000.00	0.00	
Books and Other Reference Materials	4200	15,000.00	30,000.00	15,000.00	
Office Supplies	4301	100,000.00	100,000.00	0.00	
Instructional Materials & Supplies	4305	260,000.00	260,000.00	0.00	
Yearbooks	4313	60,000.00	60,000.00	0.00	
Custodial Supplies (SHOUP ONLY?)	4315	15,000.00	15,000.00	0.00	
Non Instructional Student Materials & Supplies	4320	220,000.00	220,000.00	0.00	
Noncapitalized Equipment	4400	150,000.00	150,000.00	0.00	
Classroom Furniture	4410	110,000.00	110,000.00	0.00	
Computers and Computer Equipment	4420	163,000.00	163,000.00	0.00	
Food (STUDENT FOOD SERVICES)	4700	678,500.00	678,500.00	0.00	
Total, Books and Supplies		2,021,500.00	2,036,500.00	15,000.00	

Multi-Year Projection

This charter school uses the following basis of accounting:

Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)

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

Description	Object Code	Initial Budget	2019-20	Variance - Initial & Revised Budget	Notes
5. Services and Other Operating Expenditures					
Subagreements for Services	5100		250,000.00	250,000.00	LAUSD M&O Payment
District Oversight Fee	5110	335,421.81	334,164.91	(1,256.90)	
Travel and Conferences	5200	115,000.00	115,000.00	0.00	
Dues and Memberships	5300	538,403.00	538,403.00	0.00	
Licenses and Fees	5310	46,500.00	46,500.00	0.00	
Insurance	5400	215,000.00	215,000.00	0.00	
Operations and Housekeeping Services	5500	224,000.00	224,000.00	0.00	
Janitorial & Gardening Services	5510	85,000.00	85,000.00	0.00	
Security	5520	547,599.84	547,600.00	0.16	
Equipment Rent	5605	630,600.00	630,600.00	0.00	
Rent, parking, other occupancy	5610	520,198.47	520,198.00	(0.47)	
Utilities	5620	565,000.00	565,000.00	0.00	
OTHER RENTAS, LEASES, and REPAIRS	5631	140,000.00		(140,000.00)	
Repairs	5640		140,000.00	140,000.00	
Other Services & Operating Expenses	5800		15,200.00	15,200.00	
BANKING FEES	5809	56,160.00		(56,160.00)	
Business Services	5813	174,000.00	174,000.00	0.00	
Bank Charges	5815		56,160.00	56,160.00	
Payroll Fees	5816	35,055.12	35,055.00	(0.12)	
Education Consultants (Instructional Consultants)	5817	1,209,980.00	1,209,980.00	0.00	
Non Instructional Consultants	5819	393,891.00	393,891.00	0.00	
Legal	5830	200,000.00	200,000.00	0.00	
FINES & PENALTIES	5833	5,200.00		(5,200.00)	Moved to 5800 Object Code
Student Field Trips	5843	260,000.00	260,000.00	0.00	
Substitute Teachers (Third Party Vendors)	5851	360,000.00	360,000.00	0.00	
PRIOR YR EXP (NOT ACCRUED)	5872	10,000.00		(10,000.00)	Moved to 5800 Object Code
Special Education Encroachment	5872	539,496.00	539,497.00	1.00	
Communications	5900	156,000.00	156,000.00	0.00	
Recruitment & Advertising (Marketing and Stdnt Rcrtn)	5911	60,000.00	100,000.00	40,000.00	Increased per discussion with CBO
Total, Services and Other Operating Expenditures		7,422,505.00	7,711,248.91	288,743.91	

Multi-Year Projection

This charter school uses the following basis of accounting:

Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)

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

Description	Object Code	Initial Budget	2019-20	Variance - Initial & Revised Budget	Notes
6. Capital Outlay					
<i>(Objects 6100-6170, 6200-6500 modified accrual basis only)</i>					
Depreciation Expense (for full accrual only)	6900	712,052.00	712,052.00	0.00	Projection based on PY financials (Unaudited Actuals)
Total, Capital Outlay		712,052.00	712,052.00	0.00	
Other Outgo - Uncategorized Expense	7900		45,000.00	45,000.00	
Total, Other Outgo			45,000.00	45,000.00	
8. TOTAL EXPENDITURES		40,053,513.00	39,581,687.91	(471,825.09)	
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		187,475.98	827,954.59	640,478.61	
D. OTHER FINANCING SOURCES / USES					
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		187,475.98	827,954.59	640,478.61	
F. FUND BALANCE, RESERVES					
1. Beginning Fund Balance					
a. As of July 1	9791		7,384,233.46		
b. Adjustments to Beginning Balance	9793, 9795		-		
c. Adjusted Beginning Balance			7,384,233.46		
2. Ending Fund Balance, June 30 (E + F.1.c.)					
Reserve for Economic Uncertainties	9789		1,979,084.40		
Undesignated/Unappropriated Amount	9790		6,233,103.65		

	Initial	Revised	Diff
Revenue	40,240,998.98	40,409,642.50	168,643.52
Expenses	40,053,513.00	39,581,687.91	(471,825.09)
Net Profit (loss)	187,485.98	827,954.59	640,468.61

Cover Sheet

Discuss Local Indicators for California School Dashboard

Section: IV. School Business
Item: A. Discuss Local Indicators for California School Dashboard
Purpose: Discuss
Submitted by:
Related Material: Fall 2019 CA Dashboard Local Indicators.pdf

CA Dashboard

Local Indicators

El Camino Real Charter High School

Fall 2019

Local Indicators

Priority 1: Basic Services

Priority 2: Implementation of State and Academic
Standards

Priority 3: Parent Engagement

Priority 6: School Climate

Priority 7: Access to Broad Course of Study

Local Indicators

Five indicators based on information collected by school districts, county offices of education and charter schools.

Districts receive one of three performance levels on the 5 local indicators based on whether they have collected and reported local data.

- Met
- Not met
- Not met for two or more years

Priority 1: Basic Services

STANDARD: LOCAL EDUCATIONAL AGENCY ANNUALLY MEASURES ITS PROGRESS IN MEETING THE WILLIAMS SETTLEMENT REQUIREMENTS AT 100% AT ALL OF ITS SCHOOL SITES, AS APPLICABLE, AND PROMPTLY ADDRESSES ANY COMPLAINTS OR OTHER DEFICIENCIES IDENTIFIED THROUGHOUT THE ACADEMIC YEAR, AS APPLICABLE.

	Fall 2017	Fall 2018	Fall 2019
Number/percentage of misassignments of teachers of English learners	0	0	0
Total teacher misassignments	1	0	0
Vacant teacher positions	0	1	1
Number/percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home	0	0	0
Number of identified instances where facilities do not meet the “good repair” standard (including deficiencies and extreme deficiencies)	0	0	0

Priority 2: Implementation of Academic Standards

STANDARD: LOCAL EDUCATIONAL AGENCY ANNUALLY MEASURES ITS PROGRESS IMPLEMENTING STATE ACADEMIC STANDARDS.

Rating Scale (lowest to highest):

- 1 – Exploration and Research Phase
- 2 – Beginning Development
- 3 – Initial Implementation
- 4 – Full Implementation
- 5 – Full Implementation and Sustainability

Priority 2: Implementation of Academic Standards

1. RATE THE LOCAL EDUCATIONAL AGENCY'S PROGRESS IN PROVIDING PROFESSIONAL LEARNING FOR TEACHING TO THE RECENTLY ADOPTED ACADEMIC STANDARDS AND/OR CURRICULUM FRAMEWORKS IDENTIFIED BELOW:

	Fall 2017	Fall 2018	Fall 2019
English Language Arts – Common Core State Standards for English Language Arts	3	3	3
English Language Development (Aligned to English Language Arts Standards)	3	3	3
Mathematics – Common Core State Standards for Mathematics	3	3	3
Next Generation Science Standards	2	3	3
History-Social Science	3	3	3

Priority 2: Implementation of Academic Standards

2. RATE THE LOCAL EDUCATIONAL AGENCY'S PROGRESS IN MAKING INSTRUCTIONAL MATERIALS THAT ARE ALIGNED TO THE RECENTLY ADOPTED ACADEMIC STANDARDS AND/OR CURRICULUM FRAMEWORKS IDENTIFIED BELOW AVAILABLE IN ALL CLASSROOMS WHERE THE SUBJECT IS TAUGHT.

	Fall 2017	Fall 2018	Fall 2019
English Language Arts – Common Core State Standards for English Language Arts	3	3	3
English Language Development (Aligned to English Language Arts Standards)	3	3	3
Mathematics – Common Core State Standards for Mathematics	3	3	3
Next Generation Science Standards	2	3	3
History-Social Science	3	3	3

Priority 2: Implementation of Academic Standards

3. RATE THE LOCAL EDUCATIONAL AGENCY'S PROGRESS IN IMPLEMENTING POLICIES OR PROGRAMS TO SUPPORT STAFF IN IDENTIFYING AREAS WHERE THEY CAN IMPROVE IN DELIVERING INSTRUCTION ALIGNED TO THE RECENTLY ADOPTED ACADEMIC STANDARDS AND/OR CURRICULUM FRAMEWORKS IDENTIFIED BELOW (E.G., COLLABORATIVE TIME, FOCUSED CLASSROOM WALKTHROUGHS, TEACHER PAIRING)

	Fall 2017	Fall 2018	Fall 2019
English Language Arts – Common Core State Standards for English Language Arts	3	3	3
English Language Development (Aligned to English Language Arts Standards)	3	3	3
Mathematics – Common Core State Standards for Mathematics	3	3	3
Next Generation Science Standards	3	3	3
History-Social Science	3	3	3

Priority 2: Implementation of Academic Standards

4. RATE THE LOCAL EDUCATIONAL AGENCY'S PROGRESS IMPLEMENTING EACH OF THE FOLLOWING ACADEMIC STANDARDS ADOPTED BY THE STATE BOARD OF EDUCATION FOR ALL STUDENTS.

	Fall 2017	Fall 2018	Fall 2019
Career Technical Education	4	4	5
Health Education Content Standards	4	4	5
Physical Education Model Content Standards	5	5	5
Visual and Performing Arts	5	5	5
World Language	5	5	5

Priority 2: Implementation of Academic Standards

SUPPORT FOR TEACHERS AND ADMINISTRATORS

5. DURING THE 2016-17 SCHOOL YEAR (INCLUDING SUMMER 2016) OR DURING THE 2017-18 SCHOOL YEAR (INCLUDING SUMMER 2017), RATE THE LOCAL EDUCATIONAL AGENCY'S SUCCESS AT ENGAGING IN THE FOLLOWING ACTIVITIES WITH TEACHERS AND SCHOOL ADMINISTRATORS.

	Fall 2017	Fall 2018	Fall 2019
Identifying the professional learning needs of groups of teachers or staff as whole	3	4	4
Identifying the professional learning needs of individual teachers	3	4	4
Providing support for teachers on the standards they have not yet mastered	3	3	3

Priority 3: Parent Engagement

STANDARD: LOCAL EDUCATIONAL AGENCY ANNUALLY MEASURES ITS PROGRESS IN:
(1) SEEKING INPUT FROM PARENTS IN DECISION MAKING; AND
(2) PROMOTING PARENTAL PARTICIPATION IN PROGRAMS.

Each year in the spring, El Camino administers a survey to parents of current students to assess their perception of the school.

Questions pertain to their perception of the school's:

- cleanliness,
- safety,
- how welcoming the school is,
- information flow,
- and its fairness, among others.

Priority 3: Parent Engagement

STANDARD: LOCAL EDUCATIONAL AGENCY ANNUALLY MEASURES ITS PROGRESS IN:
(1) SEEKING INPUT FROM PARENTS IN DECISION MAKING; AND
(2) PROMOTING PARENTAL PARTICIPATION IN PROGRAMS.

These questions serve as the underpinning for many of the data points that support its work on Goal 4 in the Local Control Accountability Plan (LCAP):

Build parents' capacity as partners in supporting and monitoring their child's educational progress.

Of the 22% of parents/families that completed an annual needs assessment and school climate survey:

- 68% of parents that agree or strongly agree "The school encourages me to participate in parent groups.
- 74 % of parents/guardians agree or strongly agree that "I feel welcome to participate at the school." The school's full survey was administered online.

Priority 3: Parent Engagement

STANDARD: LOCAL EDUCATIONAL AGENCY ANNUALLY MEASURES ITS PROGRESS IN:
(1) SEEKING INPUT FROM PARENTS IN DECISION MAKING; AND
(2) PROMOTING PARENTAL PARTICIPATION IN PROGRAMS.

Additionally, 8% of the families at ECR participate in one of the following advisory committees:

- School Site Council,
- English Language Advisory Committee,
- Village Nation,
- La Familia,
- and Friends of ECR.

This is up 3% from 2017-18.

All of the advisory groups have an administrator in attendance and takes their view, opinion, and ideas to the whole leadership team monthly.

Priority 6: School Climate

STANDARD: THE LEA ADMINISTERS A LOCAL CLIMATE SURVEY AT LEAST EVERY OTHER YEAR THAT PROVIDES A VALID MEASURE OF PERCEPTIONS OF SCHOOL SAFETY AND CONNECTEDNESS, SUCH AS THE CALIFORNIA HEALTHY KIDS SURVEY, TO STUDENTS IN AT LEAST ONE GRADE WITHIN THE GRADE SPAN(S) THAT THE LEA SERVES (E.G., K-5, 6-8, 9-12).

The local school climate survey was administered during Fall 2018 to the senior class.

Since it is administered at least every other year, it is scheduled to be administered during the 2019-20 academic year.

To measure pupil engagement, the following internal data has been collected for the 2018-19 academic year:

	School-Wide	African American	Latino/Hispanic
Chronic Absenteeism	13%	9%	13%
Graduation Rate	96%	92%	95%

Chronic Absenteeism rate metric goal was above our goal of 8%.

Priority 6: School Climate

STANDARD: THE LEA ADMINISTERS A LOCAL CLIMATE SURVEY AT LEAST EVERY OTHER YEAR THAT PROVIDES A VALID MEASURE OF PERCEPTIONS OF SCHOOL SAFETY AND CONNECTEDNESS, SUCH AS THE CALIFORNIA HEALTHY KIDS SURVEY, TO STUDENTS IN AT LEAST ONE GRADE WITHIN THE GRADE SPAN(S) THAT THE LEA SERVES (E.G., K-5, 6-8, 9-12).

To continue ensuring school safety and connectedness, the LCAP committee has developed personalized student support, which include:

- providing non-academic supports that meet the holistic needs of the students,
- developing professional development track to help teachers reach students from different subgroups,
- the safety committee meets monthly and includes all stakeholders,
- students safe school Binders Volume I, II and III are update with the Safety committee and available for all stakeholders,
- and student surveys and LCAP action steps are embedded in the school culture and utilized as feedback for administration.

Metrics in our LCAP Goal 3 were created with purpose to determine the success of our students in these areas.

Priority 6: School Climate

STANDARD: THE LEA ADMINISTERS A LOCAL CLIMATE SURVEY AT LEAST EVERY OTHER YEAR THAT PROVIDES A VALID MEASURE OF PERCEPTIONS OF SCHOOL SAFETY AND CONNECTEDNESS, SUCH AS THE CALIFORNIA HEALTHY KIDS SURVEY, TO STUDENTS IN AT LEAST ONE GRADE WITHIN THE GRADE SPAN(S) THAT THE LEA SERVES (E.G., K-5, 6-8, 9-12).

Action Steps to ensure personalized support and school connectiveness include, but not limited to:

1. Expanding intervention services during after school hours;
2. Summer Bridge Program for incoming 9th graders;
3. College and Career Readiness;
4. La Familia and Black Student Union clubs;
5. Foster Youth/Homeless outreach to parent/foster guardians and group home agencies; and
6. Student Success Team for struggling students

Priority 7: Access to Broad Course of Study

STANDARD: LOCAL EDUCATIONAL AGENCIES (LEAS) ANNUALLY MEASURE THEIR PROGRESS IN THE EXTENT TO WHICH STUDENTS HAVE ACCESS TO, AND ARE ENROLLED IN, A BROAD COURSE OF STUDY THAT INCLUDES THE ADOPTED COURSES OF STUDY SPECIFIED IN THE CALIFORNIA EDUCATION CODE FOR GRADES 1-6 AND GRADES 7-12 , AS APPLICABLE, INCLUDING THE PROGRAMS AND SERVICES DEVELOPED AND PROVIDED TO UNDUPLICATED STUDENTS AND INDIVIDUALS WITH EXCEPTIONAL NEED.

The use of different measures and tools to track the extent of access and enrollment in a broad course of study include:

- School-wide class schedule analysis;
- Master schedule class enrollment analysis;
- Individualized Education Plans;
- Individualized Graduation Plans; and
- Reclassification rates.

Performance Levels Summary of Local Indicators

Priority 1: Basic Services	MET
Priority 2: Implementation of State and Academic Standards	MET
Priority 3: Parent Engagement	MET
Priority 6: School Climate	MET
Priority 7: Access to Broad Course of Study	MET

Cover Sheet

Discuss and Approve Request for Allowance of Attendance

Section: IV. School Business
Item: B. Discuss and Approve Request for Allowance of Attendance
Purpose: Vote
Submitted by:
Related Material: Form J-13A.pdf

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: El Camino Real Charter High School		COUNTY CODE: 19	DISTRICT CODE: 64733	CHARTER NUMBER (IF APPLICABLE): 1314
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: David Hussey			FISCAL YEAR: 2019-2020	
ADDRESS: 5440 Valley Circle Boulevard			COUNTY NAME: Los Angeles	
CITY: Woodland Hills		STATE: CA	ZIP CODE: 91367	
CONTACT NAME: Daniel Chang	TITLE: Chief Compliance Officer	PHONE: (818) 595-7537	E-MAIL: d.chang@ecrhs.net	

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

<input type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input checked="" type="checkbox"/> CHARTER SCHOOL
--	---	---

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

SCHOOL CLOSURE: When one or more schools were closed because of conditions described in *EC* Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per *EC* Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *EC* Section 46200, et seq.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of *EC* Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in *EC* Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to *EC* Section 46391:

"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."

CALIFORNIA DEPARTMENT OF EDUCATION
 REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

SECTION C: MATERIAL DECREASE

Not Applicable (Proceed to Section D)

PART I: NATURE OF EMERGENCY (Describe in detail.)

Supplemental Page(s) Attached

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		0.00			0		0.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total:		0.00			0.00		0.00

*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____.

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of El Camino Real Charter High School, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Brian Archibald

Gregory Basile

Beatriz Chen

Jeff Davis

Steven Kofahl

Kenneth Lee

Darin Ryburn

Scott Silverstein

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 24th day of October, 2019.

Witness: David Hussey (Name) _____ Title: Executive Director of Los Angeles County, California
(Signature)

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): _____ Authorizing LEA Name: _____
(Name) (Signature)

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): _____
(Name) (Signature)

Subscribed and sworn (or affirmed) before me, this _____ day of _____.

Witness: _____ Title: _____ of _____ County, California
(Name) (Signature)

COE contact/individual responsible for completing this section:

Name: _____ Title: _____ Phone: _____ E-mail: _____

Dear Students, Parents and Staff members,

As always El Camino puts the health and safety of our students, our families, and our community first.

Due to ongoing concerns regarding the fires in our area, which have necessitated street and freeway closures, affected air quality, and required mandatory evacuations, El Camino Real Charter High School will be closed today, Friday, October 11, 2019

We will continue to monitor the situation and provide ongoing updates through emails, phone messages, social media and our website.

Thank you for your patience and understanding during these challenging times.

David Hussey
Executive Director

Local county sites for emergency information

www.lacounty.gov/woolseyfire/

www.vcemergency.com/

Instagram Posting



Facebook Posting



El Camino Real Charter High School

Sponsored ·

ECR Families and Staff,
Due to very poor air quality, ECR will be CLOSED today.
Be Safe!

ATTENTION:
School
Closure
Due to poor Air Quality
www.ecrchs.net

A large graphic with a red border containing the text 'ATTENTION: School Closure Due to poor Air Quality www.ecrchs.net'. The background of the graphic features a faint watermark of the school's crest.

16

3 Comments 8 Shares

Website Banner Notification

SCHOOL CLOSED TODAY, OCTOBER 11, DUE TO THE FIRES AND POOR / Student Intranet Staff Intranet Contact Us Stay Connected



ECR | EL CAMINO REAL CHARTER HIGH SCHOOL



[About](#) [Enrollment](#) [Academics](#) [Athletics](#) [Activities](#) [Academies](#) [ECR Board](#) [Students](#) [Families](#) [Independent Study](#)



Email Alert

School Closed- Friday, October 11, 2019- Fire Warning

02:02 AM (3 minutes ago)

EL CAMINO REAL CHARTER HIGH SCHOOL

10/11/2019: School Closure

Dear Students, Parents and Staff members,

As always El Camino puts the health and safety of our students, our families, and our community first.

Due to ongoing concerns regarding the fires in our area, which have necessitated street and freeway closures, affected air quality, and required mandatory evacuations, El Camino Real Charter High School will be closed today, Friday, October 11, 2019.

We will continue to monitor the situation and provide ongoing updates through emails, phone messages, social media and our website.

Thank you for your patience and understanding during these challenging times.

David Hussey
Executive Director

Local county sites for emergency information
www.lacounty.gov/woodszyfist/
www.vocemergency.com/

Want to know more about CASL? Here's the [full text of the law](#). MailChimp offers an [international page](#) for individuals and businesses.

Si vous voulez en savoir plus sur la LCAP, voici le [texte intégral de la loi](#). MailChimp offre une [page d'information](#) pour les particuliers et les entreprises.



Potential Incoming 9th Grade Students & Parents: Jo

TRANSLATE

bing

Search site



Students Parents Alumni Staff Board Give

Quicklinks

About Us

Enrollment

Academics

Counseling

Activities

Athletics

School is canceled today

Dear GHC Parents:

School at both the Devonshire and Zelzah campuses will be canceled today given the local fires, mandatory evacuations, poor air quality, and closed roads.

Please be safe.

Thank you.



chaminade.org

CHAMINADE COLLEGE PREPARATORY

ADMISSIONS ABOUT FAITH LIFE ACADEMICS ATHLETICS GIVING

Calendar Alumni Family Portal

"The imitation of Mary is the surest, the quickest, and easiest way to

Chaminade College Preparatory

School Closure Friday, October 11, 2019

Both campuses are closed today due to the current fire situation in the north San Fernando Valley, families subject to evacuation orders, road closures, and unpredictability caused by weather conditions.

- All activities on the middle school campus, including the Halloween dance, have been canceled.
- The high school service trip to Operation Gratitude is canceled.
- Off-campus activities, including football, robotics, and Lumos retreat, are **not canceled** at this time.

Updated 10/11 7:14 am

A Catholic School in the
MARIANIST TRADITION
Love, Learn, Lead

birminghamcharter.com

SCHOOL IS CLOSED! Please stay safe.

BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL

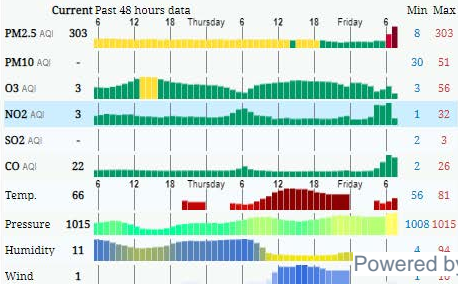
Home About Us Academics Offices & Admissions Athletics Contact Us Search

Reseda, Los Angeles AQI: Reseda, Los Angeles Real-time Air

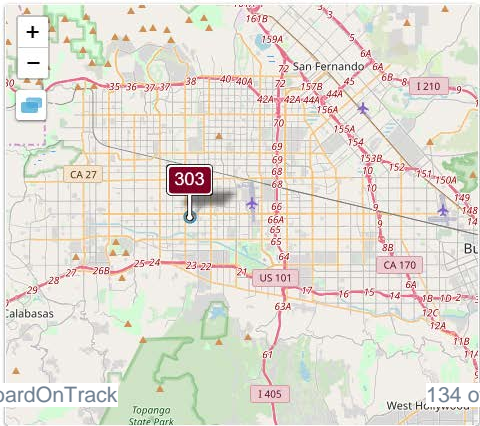
303

Hazardous

Updated on Friday 8:00
Temp.: 66°C



Powered by BoardOnTrack





Subsided winds aid firefighters in fight against deadly wildfires in California

Published: Oct. 12, 2019 at 8:34 AM

Brian Lada & Adriana Navarro & Renee Duff, Accuweather

Oct. 13 (UPI) -- The strong winds that fanned the flames of multiple fires in Southern California have subsided; however, firefighters have a long way to go as low humidity levels and rising afternoon temperatures continue to make for difficult conditions.

At least eight blazes continue to burn across the state of California.

California Gov. Gavin Newsom [declared a state of emergency](#) in Los Angeles County and Riverside County due to the wildfires on Friday afternoon.

Southern California Edison shut off power to more than 21,000 customers in an effort to reduce the risk of the windblown fires exploding in growth due to coming in contact with downed power lines.

The planned Public Safety Power Shutoff was smaller in scale than the one instituted by Pacific Gas & Electric [in Northern California on Wednesday](#). About 13,000 PG&E customers remained without power on Saturday, out of the estimated 738,000 home and businesses that had electricity cut off earlier in the week.

The largest blaze, the Saddle Ridge Fire ignited and grew exponentially in just a matter of hours on Thursday in a densely populated area just north of Los Angeles. The fire was reportedly 150 acres at 2 p.m., but 2 hours later, it had grown to 500 acres, [according to the Riverside County Fire Department](#).

The fire quickly engulfed [7,965 acres](#) by Saturday jumped two freeways, and closed parts of another, according to the [Los Angeles Fire Department](#). Containment was up to 33 percent as of Saturday evening.

On Friday, California [Newsom secured](#) a Fire Management Assistance Grant from the Federal Emergency Management Agency, which will help make resources more readily available to fight and recover from the Saddleridge Fire.

The LAFD confirmed the Saddleridge Fire is responsible for one fatality as a one person suffered cardiac arrest and died after being taken to a local hospital. One firefighter was treated for a minor eye injury.

At least 1,000 firefighters and eight helicopters are battling the fire. At least 31 structures have been damaged or destroyed, but officials did not specify how many were homes.

As of Saturday afternoon, all evacuations orders related to the Saddleridge Fire have been lifted.

"We thank members of the community for promptly heeding the evacuation orders and their patience as we worked to contain the fire. As you repopulate the previously evacuated areas, we ask you to remain vigilant, and drive cautiously, as there are still public safety personnel working in the area," the LAFD said in a statement.

Meanwhile, the Sandalwood Fire ignited when a trash truck dumped burning garbage sparking the blaze which resulted in the loss of 76 structures thus far, mainly homes at a hilltop mobile home park, according to fire officials.

The Sandalwood Fire is responsible for two fatalities after the fire raged through a mobile home park on Thursday, Cal Fire spokeswoman [Cathey Mattingly said](#).

A 350-acre wildfire, named the [Reche Fire in Moreno Valley](#), Calif., started with a trailer fire that jumped into surrounded vegetation, propelled by intense Santa Ana winds, officials with the Riverside county Fire Department said.

The sheriff's department identified the first victim as 89-year-old Lois Arvikson of Calimesa. The second unidentified body was found on Saturday morning in a mobile park home in Calimesa.

As of Saturday evening, the flames were burning 1,011 acres and wildfire was 68 percent contained.

Fire crews continue battling the Briceburg Fire near Yosemite National Park, which was burning 5,563 acres and 60 percent contained as of Saturday evening, according to CalFire.

A wildfire named the Reche Fire in Moreno Valley, Calif., started with a trailer fire that jumped into surrounded vegetation, propelled by intense Santa Ana winds, officials with the Riverside county Fire Department said.

As of Saturday afternoon, the flames were burning 350 acres and 97 percent contained, with no homes or other structures threatened, fire authorities said.

The cause of the Reche Fire is still under investigation.

Crews gained significant ground on the Wendy Fire in Ventura County on Friday and Saturday, which has burned 91 acres and is 80 percent contained.

Firefighters should be able to gain ground on the ongoing blazes with winds not being nearly as strong as what fueled the firestorm.

"Fire weather conditions will improve Sunday. It will remain rather dry, but an onshore wind and cooler temperatures will help to alleviate the fire threat. However, that threat is not zero," AccuWeather Senior Meteorologist Mike LeSeney said.

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DONATE

LA Declares Emergency As Saddleridge Fire Forces 100,000 People From Their Homes

by [LAist Staff](#) in [News](#) on [October 11, 2019 7:07 PM](#)



A firefighting helicopter works the Saddleridge Fire on October 11, 2019 near Porter Ranch, California. (Mario Tama/Getty Images)

NOTE: This story is no longer being updated. [Go here for the latest information](#) on the Saddleridge Fire.

Jump to: [Evacuations](#) | [Shelters](#) | [Road Closures](#) | [School Closures](#) | [Power & Gas](#) | [Air Quality](#) | [Resources](#)

A fast-moving fire that began near Sylmar grew by thousands of acres overnight and continued to spread throughout the day, prompting the mayor of Los Angeles to sign an emergency declaration.

The Saddleridge Fire forced mandatory evacuations of whole communities in Porter Ranch and Granada Hills and snarled traffic in the San Fernando Valley. Dozens of schools and college campuses canceled classes.

L.A. Mayor Eric Garcetti said Friday he signed the declaration, the first step to securing extra resources from county and state agencies.

I've signed an emergency declaration for the [#SaddleridgeFire](#) directing [@LACity](#) agencies to take all necessary steps to protect lives and property threatened by this fire, and calling on our County and State partners to support us with the resources and collaboration we need. pic.twitter.com/c90eRk2UwV

— Mayor Eric Garcetti (@MayorOfLA) [October 11, 2019](#)

The fire has now burned an estimated 7,542 acres. It was just 13% contained as of the latest official report. It's burning mostly within the city of L.A., but also into parts of unincorporated L.A. County.

BEST OF LAIST

We Asked If You Ever Quit A Job Because Of LA Traffic. 300 Of You Said 'Duh.' These Are Your Stories

[We're answering your questions about the SoCal fires. What do you want to know?](#)

"This is a very dynamic fire," Los Angeles Fire Department Chief Ralph Terrazas said at a news conference Friday morning. "Do not wait to leave. If we ask you to evacuate, please evacuate."

LAPD Chief Michel Moore said mandatory evacuations are affecting more than 20,000 homes and 100,000 people.



Authorities painted a grim picture of conditions. Sustained winds in the area have been blowing at 20 mph, with gusts over 50 mph, and there's very little humidity in the air. Officials said the fire was moving at a rate of about 800 acres per hour in the morning.

Authorities also said one "civilian male" died Thursday night from cardiac arrest. One firefighter suffered an eye injury.

At least 31 structures have been destroyed.

More than 1,000 firefighters were on the scene, as well as 25 rescue ambulances who have helped evacuate the elderly and disabled. Handcrews, dozers, engines and aircraft, including Super Scoopers and air tankers, are all supporting the firefighting effort. Terrazas said his department is on "recall mode," meaning firefighters are in for a long weekend.

"Nobody's going home right away," he said. "This event's going to take a few days."

Part of the fire is burning in a CalFire "very high fire hazard severity zone." The designation is important because, since 2008, all homes built in these zones have had to meet strict building codes designed to prevent them from catching on fire. They must have fire resistant roofs and siding; fine mesh screen on attic vents to keep embers out; decks and patios made of non-flammable material, and heat-resistant windows. You can search and [see if your house is in a VHFHSZ](#).

BACKGROUND

The blaze started about 9 p.m. [near Yarnell Street](#) north of the 210 Freeway in Sylmar and quickly spread west, jumping the 5 Freeway and burning into Granada Hills and Porter Ranch.

Attention Angelenos: The Way You Vote Is Changing

Former Staffers Accuse Owner Of Cafe Stella In Silver Lake Of Sexual Harassment

How To Intentionally (And Safely) Walk To Dodger Stadium And Save Your Money For Overpriced Beer

Protesters Killed A Plan For A Koreatown Homeless Shelter, But That's Just The Beginning Of The Story



The X marks the spot where the Saddleridge Fire began (Sharon McNary/ LAist)

The fire broke out in red-flag conditions along with scores of other fires statewide. L.A. authorities put the city on tactical alert to respond to the blaze. A command post for the fire has been at Hansen Dam.

Just after 10 a.m. Friday, the National Weather Service [extended a red flag warning in the region](#). The warning had been scheduled to expire at 6 p.m. Friday but will now be in effect until 6 p.m. Saturday.

THE CAUSE OF THE FIRE

LAFD's Terrazas noted at an afternoon news conference that they were investigating media reports that a witness saw the Saddleridge Fire start at the base of an electrical tower behind his home. [Robert Delgado told ABC7](#) that he noticed the fire at around 9:30 p.m. Thursday.

The cause of the fire is still under investigation.



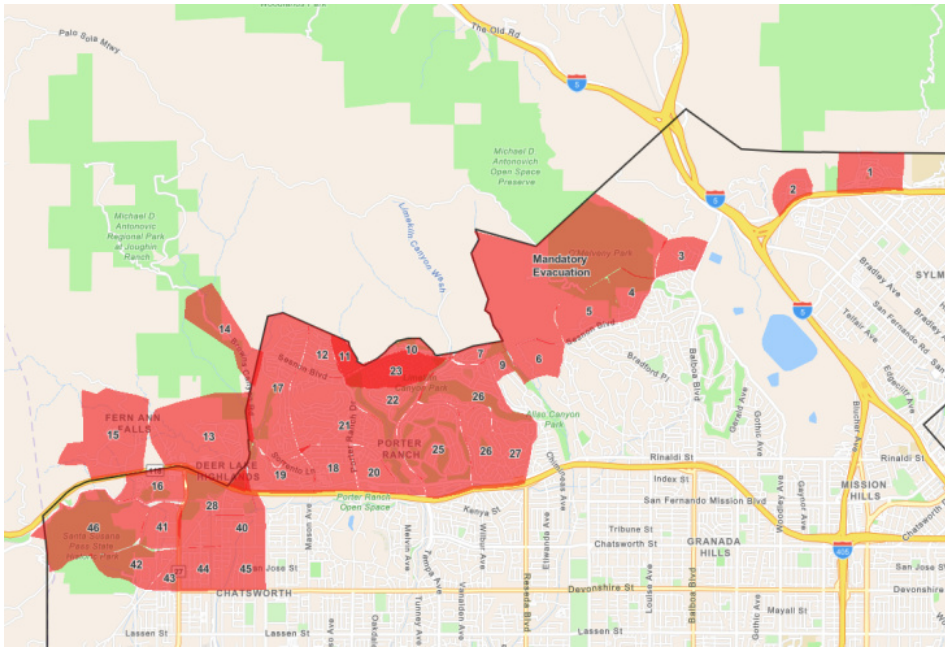
Firefighters enter a burned house as the Saddleridge Fire grows to thousands of acres in just a few hours, in Porter Ranch in the early morning hours of Oct. 11, 2019. (David McNew/AFP via Getty Images)

MANDATORY EVACUATIONS

As of 5 p.m. Friday, evacuations were lifted for homes south of the 118 Freeway, but the remaining evacuations would remain in place until tomorrow. See below for a map.

Los Angeles police offered residents affected by the evacuations an escort home to collect their belongings. Proof of residence was required.

- Porter Ranch Town Center, Porter Ranch Drive and Rinaldi Street
- Target, northwest corner of Balboa and San Fernando Mission boulevards
- Sylmar Recreation Center, 13109 Borden Ave.



(Courtesy Los Angeles Fire Department. Full map [here](#).)

For some, the evacuation felt like chaos.

Peter Greenwood, a 21-year-long resident of Porter Ranch, said information from authorities was lacking.

He said he was sleeping Thursday night when his partner woke up him up to say the LAPD is "going up and down our street with their bullhorns saying 'mandatory evacuation.'"

The couple was directed to Granada Hills High School, but once they arrived they noticed hardly anyone there and realized they had been given the wrong location.

"Communication is really, really poor actually," Greenwood said. "I'm just frustrated."

The couple wound up sheltering at the Granada Hills Recreation Center, but Greenwood said it has been a struggle to get updates about the fire.

"I'm just concerned about the homes up there," Greenwood said. "I'd like to know what's going on, but meanwhile nobody knows anything at all."

Greenwood said when he's needed information, he's had to leave to go to the nearby Starbucks to ask around.

Local authorities and politicians urged residents to be proactive by paying close attention to news reports and signing up for alerts through the city.

"You're not going have a police officer knock at every single door if mandatory evacuations change," Rep. Katie Hill, (D-Agua Dulce) said at a press conference Friday afternoon with fire and police officials.

By texting "READY" to 888-777, residents will be registered with [NotifyLA.org](https://notifyla.org), and receive notification of evacuations in their area.

Hill advised potential evacuees to follow television news, Twitter and to have AM radio at hand.

"If cellular networks go down, then (radio) is the last line of defense," Hill said.

EVACUATION CENTERS



Authorities had to shut down the Granada Hills Recreation Center to new evacuees before dawn Friday because of the heavy demand for a place for people to shelter from the Saddleridge Fire. The facility later reopened to new arrivals. (Chava Sanchez / LAist)

The following evacuation centers are accepting new arrivals, including people and small pets:

- **Van Nuys/Sherman Oaks Rec Center, 14201 Huston St. (OPEN)**
- **Brandford Rec Center, 13306 Brandford St. (OPEN)**
- **Lanark Recreation Center, 21816 Lanark St. (OPEN)**
- **Granada Hills Recreation Center, 16730 Chatsworth St. (OPEN)**
- **Northridge Recreation Center, 18300 Lemarsh St. (OPEN)**
- **Balboa Recreation Center, 17015 Burbank Blvd. (OPEN)**
- **Mason Park, 10500 Mason Ave. (FULL)**
- **Sylmar Recreation Center, 13109 Borden Ave. (FULL)**

Shelters for large animals have been opened at [Hansen Dam Equestrian Center](#), the [West Valley Animal Shelter](#) and [Pierce College](#).

Among the evacuees Friday was U.S. Rep. Brad Sherman, whose home is in Porter Ranch.

Sherman said he was about to go to bed but checked for updates one last time on his iPad when he saw the evacuation zone had been extended into his neighborhood. He got in his car.

"October has not been a good month for Porter Ranch," Sherman said, recalling the 2008 Sesnon Fire, 2015 Aliso Canyon gas leak and this latest fire.

Tom Stramat said he's on the board of directors for Porter Ranch Estates, which covers more than 1,128 homes in the evacuation zone. The group had been working on clearing big brush in the area for the past six months, a move that he credits for saving homes.

The fire "got up to the perimeter of the fencing, but it didn't get into the properties this year," Stramat said. "We're very happy."

Porter Ranch resident Sherry Johnston, who evacuated to the Granada Hills Recreation Center in the early morning with five family members and several pets, said it was clear the fire was

bad.

"All we had to do is walk on the front yard and see the fire," she said. Shortly after that, she said they got a call telling them to get out.

"The guard gate called and then they were going door-to-door by the time we left," she said.



Paul Moriak, who fled his home in Porter Ranch as the Saddleridge Fire closed in, at the Granada Hills Recreation Center on Friday, Oct. 11, 2019. (Emily Elena Dugdale/LAist)

Paul Moriak of Porter Ranch said once it was clear how serious the fire threat was, he wasted no time.

"One of my friends at work, [during] the last set of fires, last year actually, he was the one person in all of this west area that lost family," said Moriak, his voice breaking with emotion. "His mother and his brother. I don't know what happened, they just lost direction and ended up on a dead end street. All I'm thinking about is I want to get the boys out of there. I don't really give a damn about the house."

POWER AND GAS

SoCalGas officials said personnel at their gas storage facility at Aliso Canyon had been evacuated by fire authorities. In an email responding to questions, they said multiple fire engines and firefighters from the city and county were fighting the fire "in and around the Aliso Canyon facility."

They said they were unaware of any damage to the facility at this time and added that they maintain "a detailed and systematic brush clearing program around our facilities to minimize the chances of a brush fire affecting storage wellheads."

The facility was the site of the [largest sustained gas leak in U.S. history](#) in 2015, putting more than 100,000 metric tons of methane and other chemicals into the air.

Meanwhile, L.A. Department of Water and Power officials said they acted to mitigate risk.

Our grid operators have shut off power flow along major transmission lines in vicinity of the [#SaddleridgeFire](#) in [#Sylmar](#) to assist firefighting ops. No outages as result of tx lines out. Power is being rerouted into [@LACity](#) using other paths away from affected area.

NFD [@LAFD](#)

— LADWP (@LADWP) [October 11, 2019](#)

As of 12 p.m., Southern California Edison said it had shut off power for 20,664 customers across all five counties in its coverage area: Kern, L.A., Riverside, San Bernardino, and Ventura counties. As many as 110,000 more residents faced the possibility of a shutoff, according to spokesperson Mary Ann Milbourn.

ROAD CLOSURES

Several freeways and connections in the north Valley, including major routes to and from the Santa Clarita Valley, were closed.

When was the last time you saw the 118 freeway like this? This means surrounding streets and freeways are heavily congested. If possible stay home and off the roadways.

Please evacuate if asked to do so. [#SaddleridgeFire pic.twitter.com/mfibOwdMFI](#)

— LASD Lost Hills Stn. (@LHSLASD) [October 11, 2019](#)

Closed, per Caltrans:

- SB 14 at Newhall Ave (14 expected to reopen but a slow lane will remain closed)
- 210 Freeway between the 5 and 118 freeways

SCHOOL CLOSURES

Los Angeles Unified School officials said fire danger and poor air quality led to the [decision to close](#) more than 35 schools on Friday (this list has been growing throughout the morning and may be updated):

- Bert Corona Charter School
- Bert Corona High School
- Birmingham Community Charter High School
- Castlebay Lane Charter
- Danube Avenue Elementary
- Discovery Charter Preparatory School #2
- El Camino Real Charter High School
- El Oro Way Charter for Enriched Studies
- Fenton Avenue Elementary Charter School
- Fenton Avenue Primary Center
- Fenton Charter Leadership Academy
- Fenton STEM Academy Elementary Center
- Frost Middle School
- Granada Hills Charter High School
- Haskell Elementary STEAM Magnet
- High Tech Los Angeles Middle School
- Ingenium Schools (all locations)
- Ivy Academia Charter School
- James Jordan Middle School
- Jane Addams Continuation High School
- John F. Kennedy High School
- Knollwood Preparatory Academy

- Magnolia Public Schools 1,2,5,7
- Montague Charter Academy
- New Academy Canoga Park
- North Valley Military Institute
- Our Community Charter School
- Porter Ranch Community School
- PUC Valley Schools (all locations)
- Rinaldi Adult School
- Valley Charter Elementary School
- Valley Charter Middle School
- Valley International Preparatory High School
- Valor Academy Charter Schools (all locations)
- Van Gogh Charter
- Vaughn Next Century Learning Center
- Village Charter Academy
- West Valley Occupational Center

LAUSD officials said a minimum-day schedule is in place for "all schools in Local District Northwest and Northeast" due to poor air quality.

The district also said it has canceled all planned after-school activities in the San Fernando Valley.

AIR QUALITY

Several smoke advisories were in effect Friday across Los Angeles and Riverside counties.

Anyone who smells smoke was advised by the South Coast Air Quality Management District to limit their exposure by remaining indoors with windows and doors closed and avoid physical activity.

We've got more on the air quality and [how you can stay safe here](#).

And you can [see AQMD's current air quality map here](#).

HOW WE'RE REPORTING ON THIS

Reporters [Emily Elena Dugdale](#) and [Sharon McNary](#) have been covering the story on the ground near the scene of the fire, along with photojournalist Chava Sanchez. Reporter [Jacob Margolis](#) reported from the command center at Hansen Dam. Reporter [Josie Huang](#) and our KPCC newscast producers have been making calls. Digital producers Ryan Fonseca, Lisa Brenner and Brian Frank have been keeping this story updated.

ADDITIONAL INFORMATION

For the latest information straight from local emergency officials, check the following websites and social media accounts:

- [LA Fire Department](#)
- [Los Angeles Police Department](#)
- [LAFD incident page](#)

FIRE RESOURCES

- [Every Day Is Fire Season. Here's How Angelenos Can Prepare Right Now](#)
- [How To Find Out About Fire Evacuations In Your Area](#)
- [How To Keep Yourself Safe From Wildfire Smoke](#)
- [The Air Is Brown — Should I Wear A Mask?](#)
- [This Is Why Fire Officials Don't Want You To Stay And Defend Your Home](#)
- [What To Do — And Not Do — When You Get Home After A Wildfire](#)
- [How To Avoid Getting Towed During LA's Red Flag Parking Restrictions](#)

UPDATES: *This article was updated frequently throughout the day and was originally published at 6:39 a.m.*

**WE'RE [ANSWERING YOUR QUESTIONS](#) ABOUT THE FIRES.
WHAT DO YOU WANT TO KNOW?**

What questions do you have about the fires burning in Southern California?

Type your question here.

0/240

Your contact info

We'll be in touch if we look into your question.

Name	Email address	Zip code
------	---------------	----------

- Sign me up for your newsletter!
- Please don't publish my name

Submit

powered by [Hearken](#)

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INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of Environmental Health and Safety

TO: Local District Superintendents
Local Districts

DATE: October 11, 2019

FROM: Carlos A. Torres, Director
Office of Environmental Health and Safety

SUBJECT: AIR QUALITY & SMOKE ADVISORY FOR 10/11/19

Smoke from the Saddleridge brush fire may impact air quality for Los Angeles Unified school communities. The brush fire began last night in Sylmar and is currently affecting areas of Granada Hills, Chatsworth, and Porter Ranch. Individuals should avoid any vigorous outdoor or indoor exertion in areas where smoke can be smelled, or ash is present. Children, older adults and people with respiratory or heart disease should remain indoors with windows and doors closed in these areas.

The Office of Environment Health and Safety (OEHS) will continue to monitor air quality and fire conditions and provide updates as necessary. For more information on ash from wildfires, refer to the Office of Environmental Health & Safety's [Safety Alert 03-13, Responding to Wildfire Ash in Schools](#).

Please share this information with schools and offices. If you should have any questions or need assistance, do not hesitate to contact our office at (213) 241-3199.

c: Members, Board of Education
Austin Beutner
Pedro Salcido
Megan Reilly
Principals
David Holmquist
Steven Zipperman
Alison Y. Towery
Scott Price
Tim Anderson
Zsuzsanna Vincze

Shannon Haber
Mark Hovatter
Robert Laughton
Pia Escudero
Antonio Plascencia Jr.
Dean Tagawa
Joseph Stark
Alvaro Cortes
Trenton Cornelius
Jose Cole-Gutierrez
Jefferson Crain

Cover Sheet

Discuss and Possible Vote on Creating Board Resolution on Gun Violence and Safe Firearm Storage

Section: IV. School Business
Item: C. Discuss and Possible Vote on Creating Board Resolution on Gun Violence and Safe Firearm Storage
Purpose: Vote
Submitted by:
Related Material: LAUSD Res 046 - Gun Safety IA.pdf

Mr. Schmerelson- Protecting Our Children from Preventable Gun Violence (Res-046-18/19) (For Action June 18, 2019)

Whereas, The Los Angeles Unified School District is the second largest school district in the nation, enrolling approximately 625,000 Pre-K – 12 students at approximately 1,100 school sites;

Whereas, District schools continue to be safe havens for our students and school safety continues to be one of the Governing Board of the Los Angeles Unified School District's highest priorities;

Whereas, School shootings have become an all-too-frequent occurrence in modern America. From 2012 and the shooting at Sandy Hook Elementary School which claimed the lives of 20 first graders, through 2017, the Gun Violence Archive counted 251 shootings at K-12 schools in the United States. In that time, over 350 people were shot and 120 died;

Whereas, Unsecured guns pose a special risk to children - kids as young as three years old are strong enough to pull a trigger. Data from the Centers for Disease Control and Prevention indicates that from 1999 through 2017 (the most recent year available), an average of 65 children less than 15 years of age were unintentionally shot and killed each year in the U.S.;

Whereas, In California, from 1999 through 2017, each year an average of 27 children under the age of 18 have died by suicide with a gun. Most often the gun used in youth suicide belongs to a parent or family member;

Whereas, The Children's Firearm Safety Alliance, which tracks incidents of children under the age of 18 who have unintentionally shot themselves or others, found that in 2017 in the U.S., 364 children under the age of 18 unintentionally pulled the trigger of a gun, injuring themselves or someone else; 132 children died as a result of their injury and 16 of those shot were adults. Year to-date (as of April 22, 2019), children under the age of 18 unintentionally injured or killed 70 people with a gun;

Whereas, Nearly 70 percent of student shooters gained access to a lawfully purchased gun from their residence or the residence of a relative; 87 percent of kids know where their parents' guns are kept and 60 percent have handled them; over 80 percent of teens who commit suicide with a gun used one that belonged to someone in their home; and guns are the third leading cause of death for kids;

Whereas, District schools are required to comply with California Education Code Section 32280-9, which mandates the preparation of school safety plans;

Whereas, These plans address violence prevention, emergency preparedness, traffic safety and crisis intervention;

Whereas, The District has committed to maximizing school safety by Integrated Safe School Plans at every school, creating the School-Wide Positive Behavior Intervention and Support (SWPBIS) Task Force and integrating emergency, crisis and threat assessment teams to ensure a safe school environment at every school site;

Whereas, Keeping students, teachers and staff safe from the threat of gun violence should be the responsibility of all adult stakeholders at each of our school sites;

Whereas, In light of the mass shootings at Marjory Stoneman Douglas High School in Parkland, Florida, Los Angeles City Attorney Mike Feuer assembled a Blue Ribbon Panel on School Safety that was charged with examining, evaluating, and recommending ways to enhance the significant efforts by the District to keep students safe from violence, particularly gun violence;

Whereas, The Blue Ribbon Panel, composed of experts and leaders from a wide array of fields, discussed access to firearms, student mental health on and off campus, the reporting and investigation of threats, safety in the neighborhoods surrounding schools, school security procedures and the design of safe schools among other issues;

Whereas, Approximately 20 percent of adults in California possess a firearm, and state and local law criminalizes unsafe storage of firearms where minors may be present, and gun stores are required to post flyers that set forth safe storage requirements, there are no dedicated resources for educating adults about safe storage of firearms;

Whereas, A major recommendation of the Blue Ribbon Panel is for the District to establish policies and practices to better educate parents and guardians about gun storage requirements and the enforcement of gun storage laws; and

Whereas, In order to continue with preventative measures to increase school safety we must act now; now therefore, be it

Resolved, That the Governing Board of the Los Angeles Unified School District directs the Superintendent and staff to assist school administrators in updating their Integrated Safe School Plan to include materials and training videos on detection and prevention of gun violence and safe gun storage;

Resolved further, That the Board directs the Superintendent and staff to update the Student Handbook to include information about parents' legal duties to safely store firearms;

Resolved further, That the Board directs the Superintendent to create an appropriate letter, in English and Spanish, to parents and guardians that explains the importance of safe gun storage and the legal obligations to protect minors from negligent gun storage, to be included in annual registration materials at each school site, and requiring a signature acknowledging awareness of safe gun storage responsibilities; and, be it finally

Resolved, That the Board and the Superintendent will continue to work with local law enforcement agencies, health agencies and non-profits to collaborate and increase efforts to inform District parents of their duty to safely store firearms in their homes.

Cover Sheet

Discuss and Possible Approval of Purchase of E-Rate Eligible Equipment

Section: IV. School Business
Item: D. Discuss and Possible Approval of Purchase of E-Rate Eligible Equipment
Purpose: Vote
Submitted by:
Related Material: ED Recommendation - E-rate Purchase.pdf
eRates Quotes.pdf

EL CAMINO REAL ALLIANCE

EXECUTIVE DIRECTOR RECOMMENDATION

BOARD MEETING DATE: October 24, 2019

AGENDA ITEM:

Item IV.D. – Purchase of e-rate eligible equipment for 2019-2020

BRIEF SUMMARY OF THE ISSUE:

Based on the technology assessment conducted by NIC Partners, certain e-rate eligible equipment that would assist the school’s network and infrastructure is up for consideration.

PERSONNEL INVOLVED:

Members of the Technology Department to implement, install and oversee the purchased equipment; members of the Business Office to process payment.

FISCAL IMPLICATIONS (IF ANY):

This school year is the last year of the current e-rate cycle (2015-2020), and ECR still has approximately \$220,000 left to spend on e-rate eligible equipment. Any purchases made through e-rate receives a 50% discount on the purchase price. There is a \$285,000 budget line item for the 2019-2020 school year.

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

This goes directly towards implementing and sustaining the 21st Century Classroom initiative.

OPTIONS OR SOLUTIONS:

The proposal was put out for bid by ECR’s e-rate consultant, and the recommended vendor is Golden Star Technologies (GST). A copy of each of the three (3) bids received is attached as part of the Board packet.

The Technology Committee met on Thursday, October 17th and considered the different proposals, and recommends that the Board approve the motion and select GST as the winning bid, in the total amount of \$219,753.80.

EXECUTIVE DIRECTOR’S RECOMMENDATION:

Approve the purchase of the e-rate eligible equipment through GST in the total amount of \$219,753.80.

This e-rate purchase goes directly towards implementing and sustaining ECR’s vision of the 21st Century Classroom. The benefit provided by this proposal includes network redundancy and resiliency to mitigate technical and operational interruptions. Based on the technology assessment that was recently conducted, this purchase is aligned to the suggestions and recommendations of the audit. This proposal is also part of ECR’s technology roadmap.

PROPOSED MOTION:

Approve the purchase of e-rate eligible equipment through vendor Golden Star Technologies in the total amount of \$219,753.80.

Quote Comparison Form 471# 191035242 FRN 1999063850; 1999068921

GIGACOM

SKU	Description	Price
J9822A	5412R ZL2 SWCH Mfr: Aruba	\$2,242.87 FRN 1999063850
J9830B#ABA	ARUBA 5400R 2750W POE+ ZL2 PSU (Power Supply)	\$1,267.50 FRN 1999063850
J9986A	24P 10/100/1000BT POE+ V3 ZL2 Mfr: Aruba (24 Port POE Module)	\$1,755.19 FRN 1999063850
J9993A	8PT 1G 10GBE SFP+ V3 ZL2 MOD Mfr: Aruba (8 Port SFP+ Module)	\$2,340.41 FRN 1999063850
J9150D	ARUBA Compatible 10G SFP+ LC SR 300M MMF XCVR Mfr: ENET Components, Inc. (SFP+ GIBIC)	\$127.00 FRN 1999063850
J9822A	5412R ZL2 SWCH	\$2,242.87 FRN 1999063850
J9829A#ABA	5400R 1100W POE+ ZL2 P/S (Power Supply)	\$602.44 FRN 1999063850
J9993A	8PT 1G 10GBE SFP+ V3 ZL2 MOD (SFP+ Module)	\$2,340.41 FRN 1999063850
J9151E	ARUBA Compatible 10G SFP+ LC LR 10KM SMF XCVR (SFP+ GIBIC)	\$361.75 FRN 1999063850
5PX1500IRT	Eaton UPS 1500 VA	\$724.74 FRN 1999063850
SR42UBEXPND	Triplite Rack 42 unit cabinet	\$689.97 FRN 1999063850
JL322A	ARUBA 2930M 48G POE+ 1 SLOT SWCH	\$3,091.44 FRN 1999063850
JL086A#ABA	ARUBA X372 54VDC 680W PS (Power Supply)	\$313.23 FRN 1999063850
JL083A	ARUBA 3810M 2930M 4SFP+ MOD (SFP+ Module)	\$617.15 FRN 1999063850
J9150D	ARUBA Compatible 10G SFP+ LC SR 300M MMF XCVR	\$127.00 FRN 1999063850
J9151E	ARUBA Compatible 10G SFP+ LC LR 10KM SMF XCVR	\$361.75 FRN 1999063850
JW321A	ARUBA IAP-324 US INSTANT 4X4:4 11AC AP	\$683.81 FRN 1999063850
JW001A	ARUBA AP-ANT-13B 2.4/5G 4/3DBI OMNI	\$68.98 FRN 1999063850

GOLDEN STATE (GST)

SKU	Description	Price
J9821A	Aruba 5406R zl2 Switch	7,504.25 FRN 1999063850
U4832E	HPE Networks 54xx/82xx zl Startup SVC [for J9821A]	2,759.99 FRN 1999063850
J9830B	Aruba 5400R 2750W PoE+ zL2 PSU	3,220.50 FRN 1999063850
J9830B ABA	INCLUDED: Power Cord - U.S. localization	incl. FRN 1999063850
J9986A	Aruba 24p 1000BASE-T PoE+ v3 zL2 Mod	3,970.89 FRN 1999063850
JL322A	Aruba 2930M 48G PoE+ 1-slot Switch	6,659.47 FRN 1999063850
H2CA6E	HPE 3Y FC 4H Exch A 2930M 48G P Swt SVC [for JL322A]	2,577.99 FRN 1999063850
JL086A	Aruba X372 54VDC 680W Power Supply	671.25 FRN 1999063850
JL086A ABA	INCLUDED: Power Cord - U.S. localization	incl. FRN 1999063850
JL083A	Aruba 3810M/2930M 4SFP+ MACSec Module	1,325.99 FRN 1999063850
J9583A	HPE X410 1U Univ 4-post RM Kit	135.45 FRN 1999063850
J9150D	HPE X132 10G SFP+ LC SR Transceiver	1,100.25 FRN 1999063850
J9151D	HPE X132 10G SFP+ LC LR Transceiver	2,997.89 FRN 1999063850
9PX6K	Eaton UPS	5,125.21 FRN 1999063850
9PXE8M180RT	ERM	1,198.75 FRN 1999063850
CWR-18-26PD	Middle Atlantic CWR-18-26PD	859.89 FRN 1999063850
CWR-26-32PD	Middle Atlantic CWR-26-32PD	1099.26 FRN 1999063850
DWR-35-22PD	Middle Atlantic DWR-35-22PD	1497.85 FRN 1999063850
JZ152A	Aruba AP-318 (RW) 802.11n/ac Dual 2x2:2/4x4:4 Radio 6xRPSMA Connectors	1,502.23 FRN 1999063850
JW795A	Aruba AP-314 802.11n/ac 2x2:2/4x4:4 MU-MIMO Dual Radio Antenna Connectors AP	1,045.55 FRN 1999063850
JX963A	Aruba AP-365 (EG) 802.11n/ac Dual 2x2:2 Radio Integrated Omni Ant Outdoor AP	1,100.78 FRN 1999063850
JW009A	AP-ANT-1W 2.4-2.5GHz (4dBi)/4.9-5.875GHz (6dBi) Hi Gain	62.25 FRN 1999063850
JH395A	HPE FF 5940 48SFP+ 6QSFP+ Switch	15,112.28 FRN 1999063850
H25H4E	HPE 3Y FC 24x7 5940 Fixed 48G SVC [for JH395A]	13,097.25 FRN 1999063850
JG552A	HPE X711 Frt(prt) Bck(pwr) HV Fan Tray	399.89 FRN 1999063850
JC680A	HPE 58x0AF 650W AC Power Supply	785.36 FRN 1999063850
JC680A ABA	INCLUDED: Power Cord - U.S. localization	incl. FRN 1999063850
JD092B	HPE X130 10G SFP+ LC SR Transceiver	1,400.52 FRN 1999063850
JD094B	HPE X130 10G SFP+ LC LR Transceiver	2,725.37 FRN 1999063850
JW834A	HPE Aruba Mobility Controller 7240XM (US) - network management device	3,275.00 FRN 1999068921

OMICRON

SKU	Description	Price
Extreme 7148	48 port 1Gb/10Gb Ethernet RJ-45 + 4xQSFP+	\$ 27,699.99 FRN 1999063850
Extreme 7124T	24 port 1Gb/10Gb Ethernet RJ-45 + 4xQSFP+	\$ 22,399.99 FRN 1999063850
Extreme 220-48P	48 port Gigabit Layer 3 POE+ (370W) + 4x10Gb SFP+	\$ 1,999.99 FRN 1999063850
HPE	AF462A 7200VA AC 200/208V 4U	\$ 4,199.99 FRN 1999063850
Extreme AP3935E	Enterprise-Class Dual Band/Dual Radio 802.11ac/a/b/g/n Indoor	\$ 1,039.99 FRN 1999063850

CYTRANET

N/Q **		FRN 1999068921
N/Q **		FRN 1999063850

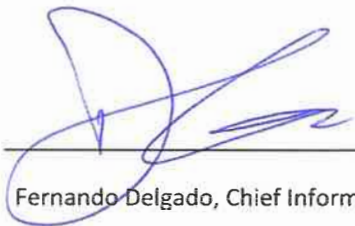
FRUBU

N/Q **		FRN 1999063850
N/Q **		FRN 1999068921

** No Quote

ECRCHS 2019 eRate Internal Connections Quote Eval Form 471# 191035242 FRN 1999063850

Factor	Max Points	Cytranet	Frubu	GigaKOM	Omicron	GST
Prices/Charges	30	20	10	25	15	20
Prior experience	25	0	0	15	0	25
Completeness of Solution	20	10	5	15	5	20
Local Vendor	15	0	0	15	0	15
Management Capability	10	5	5	10	5	10
	100	35	20	80	25	90



Fernando Delgado, Chief Information Officer

3/25/19
Date



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

OP63688 Jacob El Camino Real HS_Erate 1100w power_101719

Prepared by:



Golden Star Technology
 Eileen Hsiao
 (562) 345-8700
 Fax (562) 546-1290
 ehsiao@gstes.com

Prepared for:

El Camino Real Charter High School
 5440 Valley Circle Blvd
 Woodland Hills, CA 91367
 Jacob Yoo
 j.yoo@ecrchs.net
 (818) 595-7575

Quote Information:

Quote #: 063902
 Version: 2
 Quote Date: 10/18/2019
 Expiration Date: 11/14/2019

Hardware

Line	Item	Description	Price	Qty	Ext. Price	Taxable
1	J9822A	Aruba 5412R z12 Switch	\$1,642.20	2	\$3,284.40	<input checked="" type="checkbox"/>
2	J9821A	Aruba 5406R z12 Switch	\$863.60	24	\$20,726.40	<input checked="" type="checkbox"/>
3	J9829A	Aruba 5400R 1100W PoE+ z12 Power Supply	\$438.60	54	\$23,684.40	<input checked="" type="checkbox"/>
4	J9829A#ABA	Aruba 5400R 1100W PoE+ z12 Power Supply United States English	\$0.00	54	\$0.00	<input checked="" type="checkbox"/>
5	J9827A	Aruba 5400R z12 Management Module	\$892.50	26	\$23,205.00	<input checked="" type="checkbox"/>
6	J9986A	Aruba 24-port 10/100/1000BASE-T PoE+ MACsec v3 z12 Module	\$1,285.20	24	\$30,844.80	<input checked="" type="checkbox"/>
7	J9990A	Aruba 20-port 10/100/1000BASE-T PoE+ / 4-port 1G/10GbE SFP+ MACsec v3 z12 Module	\$1,428.00	56	\$79,968.00	<input checked="" type="checkbox"/>
8	J9993A	Aruba 8-port 1G/10GbE SFP+ MACsec v3 z12 Module	\$1,713.60	4	\$6,854.40	<input checked="" type="checkbox"/>
9	J9283D	Aruba 10G SFP+ to SFP+ 3m Direct Attach Copper Cable	\$51.00	6	\$306.00	<input checked="" type="checkbox"/>
10	J9151E	Aruba 10G SFP+ LC LR 10km SMF Transceiver	\$996.20	10	\$9,962.00	<input checked="" type="checkbox"/>
11	J9150D	Aruba 10G SFP+ LC SR 300m OM3 MMF Transceiver - For Data Networking, Optical Network - 1 LC 10GBase-SR Network - Optical Fiber Multi-mode - 10 Gigabit Ethernet - 10GBase-SR - Plug-in Module	\$370.60	5	\$1,853.00	<input checked="" type="checkbox"/>

Subtotal: \$200,688.40



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

Shipping

Line	Item	Description	Price	Qty	Ext. Price	Taxable
1	GST-SHIPPING	GST-SHIPPING	\$0.00	1	\$0.00	<input type="checkbox"/>

Quote Summary

Description	Amount
Hardware	\$200,688.40

Subtotal: \$200,688.40

Tax: \$19,065.40

Total: \$219,753.80

TERMS AND CONDITIONS

All prices and descriptions are subject to change without notice.

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

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

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

WE DO EVERYTHING WE CAN TO ENSURE THAT THE PRICES WE HAVE QUOTED ARE CORRECT AND CURRENT, AND WE TRY TO KEEP OUR PRICES CONSTANT. HOWEVER, DUE TO IMPENDING TARIFFS, PRICES MAY INCREASE AT ANY TIME FROM OUR OEM AND VENDORS THAT IS OUT OF OUR CONTROL.

 Customer Signature

 Date



GIGAKOM PROPOSAL for

El Camino Real Charter High School Internal Connections and/or BMIC 470 # 190026259

E-Rate 2019 – 7/1/2018 to 6/30/2019

SPIN # 143027209
FCC # 0011991395
Certified Small Business Micro # 40936
DIR Registration # 1000003984
Contractor License # 910431
CPUC # U-1202-C

Date: 3/20/2019

GigaKOM respectfully requests that the information in this proposal not be used or disclosed, in full or part, for any purpose other than that for which it was originally furnished without prior written permission of GigaKOM.

HQ: 3615 Kearny Villa Road, Suite 201 | San Diego, CA 92123 | Phone: 858-769-5408 | Fax: 858-565-2453



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1. Cover Letter

March 20, 2019
Fernando Delgado
5440 VALLEY CIRCLE BLVD
WOODLAND HILLS, CA 91367

Dear Fernando Delgado,

GigaKOM thanks you for the opportunity to present our Category 2 erate proposal. We have carefully constructed a complete technical solution that will serve your District for many, many years.

GigaKOM is a full-service *Information Technology Solutions Provider*, as we specialize in full cycle IT Solutions. We have partnered with the industry's best network and system manufacturers to provide you with cost effective, superior products and services. Our staff is highly qualified and is always available to assist you with any of your technical needs. GigaKOM is your strategic partner and trusted advisor. We will engage with you to create and execute your strategic goals. GigaKOM's engineers hold the highest level of certifications and training with multiple manufactures including Cisco, HPE, Aruba, Aerohive, Ruckus, Extreme, Microsoft, VMWare, and many more.

GigaKOM is a California Corporation providing IT services and support since 2003. Additionally, GigaKOM is a certified Small Business with the State of California, Department of General Services. We have completed projects from a single-server upgrade to the design and installation of complete data centers.

Thank you for your consideration and the opportunity to partner with El Camino Real Charter High School on this erate Category 2 Project.

Dean Kolesar
Account Manager

P 818-588-5188
F 858-565-2453
deankolesar@gigakom.com

GigaKOM
3615 Kearny Villa Road
Suite 201
San Diego, CA 92123
www.gigakom.com



2 **GigaKOM Contacts**

The GigaKOM contacts for this proposal are:

Contacts:

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Fax: (858) 565-2453
deankolesar@gigakom.com

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arg@gigakom.com

Office Locations

- MAIN OFFICE/San Diego
3615 Kearny Villa Road, Suite 201
San Diego, CA 92123
- Los Angeles
9107 Wilshire Blvd. Suite 450
Beverly Hills, CA 90210
- Northern California
3511 Thomas Road, Suite 9
Santa Clara, CA 95054
- Bay Area
1600 Harbor Bay Parkway, Ste 100
Alameda, CA 94502
- Central California
4450 California Ave, Suite 192
Bakersfield, CA 93309
- Fresno
1713 Tulare St
Fresno, CA 93721



3 Introduction – Description of Firm

This proposal is for GigaKOM to assist El Camino Real Charter High School with Category 2 Internal Connections for E-Rate Eligible Network and Telecommunications Systems.

GigaKOM is a full service *Information Technology Solutions Provider*. We specialize in Technology for Education. Our vision is to improve the stability of each and every network we service. We have partnered with the industry’s best network and system manufacturers to provide you with cost effective, superior products and services.

Our staff is highly qualified and is always available to assist you with any of your technical needs. GigaKOM has delivered solutions ranging from desktops, mobile devices, and classroom technology to complete networks and data centers including virtualization. Our solutions ensure access to the vast array of technology resources that are available to improve your District’s efficiency and learning experience. GigaKOM’s engineers hold the highest level of certifications and training with multiple manufactures including Cisco, HPE / Aruba, Aerohive, Ruckus, Microsoft, VMWare, Xirrus and more.

GigaKOM is a California Corporation providing IT services and support since 2003. Additionally, GigaKOM is a certified Small Business with the State of California, Department of General Services.

GigaKOM is an established vendor that has been providing ERATE and non-ERATE services for the fifteen years throughout California, utilizing employees that have been in the program since year one (including a former California Certified ERATE Trainer). We have completed projects from a single-server upgrade to the design and installation of complete school data centers.





4 Experience and Qualifications

GigaKOM is a full service *Information Technology Solutions Provider*. Our vision is to improve the stability of each and every network we service. We have partnered with the industry's best network and system manufacturers to provide you with cost effective, superior products and services.

Our staff is highly qualified and is always available to assist you with any of your technical needs. GigaKOM has created solutions ranging from desktops to complete networks that ensure access to the vast array of technology resources that are available to improve your business efficiency. GigaKOM's engineers hold the highest level of certification.

GigaKOM has completed multiple enterprise level implementations in all the areas below, as well as technologies not listed. Please see References section for a sample of projects completed.

Systems Integration:

GigaKOM provides professional computer solutions and services to improve the client's technological capabilities.

Infrastructure design and installation, Integration services, and Implementation management are mission-critical to any technology project. GigaKOM integrates these services to provide a single source for all computing needs. Below are samples of the ways that GigaKOM can assist our Education clients.

Local and Wide Area Network (LAN/WAN) Design & Implementation Services:

GigaKOM helps organizations design, install, and maintain enterprise-wide systems for voice, video, and data communications. Utilizing industry standard technology and certified engineers and project managers, GigaKOM works with organizations to ensure stable, robust, and expandable solutions for our client's needs. Network documentation and infrastructure testing capabilities are an integral part of the LAN/WAN services.

Security Services:

GigaKOM provides our clients with the programs and tools necessary to ensure network security at all levels. GigaKOM analyzes, recommends, installs security systems, and assists in establishing policies and procedures to provide the highest level of technology security available. GigaKOM provides an array of security provisions: physical security, desktop provisions, virus protection software, firewalls, intrusion detection systems, and internet filtering capabilities.

Hardware and Software Services:

GigaKOM, through its experience and partnerships, offers a high level of expertise in product selection, purchasing, installation, and maintenance – from desktop computers to the entire network infrastructure. GigaKOM offers a hardware/software asset management and license compliance service.

Cloud Computing, Virtualization and Thin Client:

GigaKOM guides businesses in decision and implementation of Cloud, Virtualization and Thin Client solutions.

Cloud Computing provides for decentralization of hardware, risk and recovery advantages, as well as Access-Anywhere capabilities.

Thin-client technology transforms networks from a collection of decentralized computer devices into a centrally manageable computing environment, providing low-cost, standardized, easily updateable, and centralized systems.



Virtualization provides many benefits including fail-over and redundancy solutions, leveraging hardware utilization, and cost savings in power, facilities and management.

Network Management and Maintenance:

GigaKOM provides comprehensive network maintenance solutions client tailored to meet each individual client's network requirements. From hardware warranty programs, to labor support and complete network management programs, GigaKOM has the program and expertise to keep networks running at their optimal capabilities.

GigaKOM wants to be your Partner in Educational Technology. We are certified by all major IT manufacturers and specialize in servicing clients throughout the South Western United States.

5 Certifications, Training and Specializations:

For a full list of GigaKOM certified personal please reach out to hr@gigakom.com
Listed are some of our Partner and Certifications

Cisco

Company Certification

- Premier Certified Partner

Specializations

- Advanced Unified Communications
- Express Foundation
- Cisco Capital Financing
- Cisco Smart Care Services
- Cisco Smart Care



Professional Certification and Training

- CCIE, CCNP, CCDA and more

Microsoft

Company Certification

- Authorized Partner

Specializations

- Educational Licensing Authorized



HPE - Aruba

Company Certification

- HPE Aruba Gold Partner
- Networking Elite



Specializations

- Public Sector

VMWare

Company Certification

- Professional
- Educational Licensing



Xirrus Wireless



Company Certification

- Gold Certification

Aerohive Wireless

Company Certification

- Elite Certified Partner



Ruckus Wireless

Company Certification

- Certified Partner



MileStone

Company Certification

- Gold Certification



Extreme Networks

Company Certification

- Gold Certified Partner



6 Master Contracts and Purchasing Authorizations:

In order to best serve our Government and Educational clients, GigaKOM has multiple purchasing vehicles available. Our contracts include:

Details at: <https://goo.gl/XaDLCC>

CMAS Contract ID 3-17-70-2346J

- Cisco Networking Equipment / Services
- HPE Networking Equipment / Services
- Aruba Networking Equipment / Services
- HP Computer Systems / Services
- Data Communications – Equipment



CMAS Contract ID 3-13-70-2346E

- Technical Labor Services

CMAS Contract ID 3-12-70-2346F

- Axis



CMAS Contract ID 3-13-70-2346H

- Aerohive Networks
- Ruckus Networks
- Network Security Products / Services
- Network Systems



CMAS Contract ID 3-18-70-2346K

- APC products / services
- Tripp Lite products / services
- Network Systems
- Security products / services



CMAS Contract ID 3-18-70-2346M

- Extreme Networks products / services
- Network Systems
- Security products / services





GSA Schedule GS-35F-0143R

- APC
- Ergotron
- HP, HPE, HPi
- Lenovo
- NEC
- Sony
- Tripplite
- Xerox



GSA Schedule GS-35F-0349S

- Cisco Networking Communications
- Hewlett Packard Enterprise
- Hewlett Packard, Inc



WSCA NASPO Contract AR-233

- Cisco Networking Communications
- Cisco Maintenance
- Cisco Services
- Cisco Servers
- Cisco Software



WSCA Contract – HP

- HP ProLiant Hardware
- HP Blade Systems
- HP Storage Products
- HP Printer
- HP Personal Computer Hardware
- HP Services
- HP Accessories



SPURR contract ID #SMC-ER-025

- ApplianSys CacheBox



Educational Licensing Agreements

- Microsoft
- VMWare



For further information on these contracts please contact your GigaKOM sales representative for terms, conditions and product pricing.

Contracts listed are for reference and referral. Contracts listed may be utilized at part or all of product and service fulfillment. No bid is considered to be under one or any of the above contracts unless specifically outlined within the purchase agreement and confirmed by both parties. Additional fees may be charged by the Government Agency in association with the contract. Please refer to terms of schedule.

7 Methodology for Providing Services

GigaKOM proposes the following phased approach for new component integration into your network. With this approach GigaKOM will define activities needed to successfully deploy and operate new system(s) and optimize performance during the lifecycle of the solution.

Phase approach includes:

1. Preparation and Response Phase



2. Assessment Phase
3. Implementation Phase
4. Operation and Optimization Phase

Delivery Timetable:

- Hardware- within 14 business days from Client PO
- Installation – based on Client schedule

In Preparation and Response Phase, GigaKOM will respond to client's solution request based on requirements specified and propose a High Level Design and product to address client's needs.

Assessment Phase will determine if the existing system infrastructure, sites, and operational environment are able to support its proposed system.

During the Implementation Phase, GigaKOM will install the new technology into the client's network, ensuring it is integrated without disrupting the network or creating points of vulnerability.

During the Operation and Optimization Phase, GigaKOM will ensure that the newly implemented solution is operating efficiently and is highly available. GigaKOM, at client request, will propose a Maintenance support structure to help ensure that the client's networks are operating at peak performance, resolve problems quickly as they arise, and adapt the architecture, operation, and performance of the network to change.

Preparation and Response Phase:

In this phase GigaKOM will analyze client needs and identify and confirm the product in High Level Design Development. We will list all necessary parts numbers and any additional hardware that will needed to deliver the solution. We will allocate key members of the team trained and certified in the technology (per client requirements).

Assessment Phase:

GigaKOM will prepare for your deployment with a comprehensive site assessment that evaluates the readiness of your current facilities infrastructure to support the new technology. GigaKOM will identify physical, environmental, electrical and procedural modification that should be made prior to implementation. As part of the assessment GigaKOM will provide Assessment Analysis documents for each of the below specified actions with findings and the mitigation plan with any potential costs.

Methodology for Assessment:

Site Readiness Assessment, We will prepare for your deployment with a comprehensive site assessment that evaluates the readiness of your current facilities infrastructure to support the new technology. You will identify physical, environmental, and electrical modifications that should be made prior to implementation.

There are three activities associated with the site readiness assessment service component.

- Prepare for a site readiness assessment
- Conduct a facility site(s) survey
- Perform a site assessment gap analysis.



The site readiness assessment service component assesses the ability of the client's site facilities to accommodate the new technology system. Following completion of the site survey, you will identify any gaps with site requirements specifications.

Network Readiness Assessment: GigaKOM will prepare for your solution deployment by assessing the readiness of your existing network infrastructure and determining any modifications that should be made prior to implementation. The modifications could include physical and logical configurations, solution capacity, quality of service (QoS), and solution resiliency, security, and integration with existing legacy platforms. The network readiness assessment service component assesses the client's existing network infrastructure and applications to verify its ability to support the proposed technology system. This service also analyzes the physical and logical configuration of the network and analyzes network design issues, such as scalability, Quality of Service, network resiliency and security, and the potential effects of integrating the proposed system with existing infrastructure.

Operations Readiness Assessment: GigaKOM will prepare for your technology solution deployment with a comprehensive assessment that evaluates the readiness of the people, processes, and tools in your current operations and network management infrastructure for both voice and data to support the new solution. The operations readiness assessment service component assesses the current state of clients' operations and network management infrastructure, including people, processes, and tools, to identify issues and opportunities for improvement.

In addition, the operations readiness assessment identifies issues pertinent to defining, monitoring, and maintaining the proposed system service-level requirements, which are measured through availability, capacity, and security metrics. It also identifies the client's support model and associated skills and knowledge requirements.

- GigaKOM will collect and verify information about current operations support infrastructure
- GigaKOM will identify client support model
- GigaKOM will identify skills and knowledge requirement to support new solution

Implementation Phase:

During the implementation phase, GigaKOM will install the new technology into the client's network, ensuring it is integrated without disrupting the network or creating points of vulnerability.

Steps for Implementation Phase

- Project Planning
- Kickoff
- Staging
- Deployment
 - Core Components Rollout
 - System Integration
 - System Migration (as requested per client)
- Training
- Closeout Documentation

Project Planning:

During project planning GigaKOM will develop the project management, escalation, and communication plans, and conduct an internal kick-off meeting.



Kickoff:

During implementation project kickoff GigaKOM will conduct the kickoff meeting with all parties involved in the deployment of system. At the meeting parties will review and confirm implementation milestones, roles, and responsibilities using a project plan, as well as review the escalation and communication plans to ensure everyone is on the same page, and share the plan for leading the project to a successful completion. The District will be provided access to an on-line portal with the ability to view and track the project as phases are planned and implemented.

Staging:

During staging, GigaKOM will stage the communications hardware and software to be installed in the client's network. GigaKOM will test the solution components in a non-production lab environment. After the successful completion of staging, the hardware delivered to the client site and made ready for the implementation phase.

Deployment:

- Core Component Rollout: During core product implementation, GigaKOM will install, configure, integrate, and test the solution components, providing an implemented, production- ready solution, making it available for the integration of existing users and services from existing infrastructure to the new solution.

-Legacy System Integration: The legacy systems as applicable will undergo an integration of the client's network solution components and requires the validation of integration options that are compatible with the new solution. GigaKOM will perform the test and integration between the systems.

Training:

GigaKOM will prepare and conduct end-user training and staff training. GigaKOM will give customized training to each user group according to the staff training plan and train end users only on those features they are allowed to use according to business policy.

Closeout Documentation:

During as built documentation, as the final stage of Implementation phase GigaKOM will compile documentation of the current system in an as built solution binder. In the binder, you will include logical and physical topology maps, IP schemes, serial numbers, application configurations, and legacy migration or integration configurations. Additionally, you will finalize network documentation that reflects as built information for the client, including specific design requirements and configurations.

- Compile documentation into a as built solution binder
 - o Logical and physical topology maps
 - o Dial plans
 - o Serial numbers
 - o Legacy configurations
 - o Application Configuration

Operation and Optimization phase:

During the operation phase, we will justify client network investment protection by ensuring that the newly implemented solution is operating efficiently and is highly available. During operations setup, we will set up the client to provide operational support to the network, including development of an operational support plan and an Ongoing Support Handoff Kit. Assisting the client in developing processes to manage the system in ongoing operations mode, including system administration and



backup, assessment management, and scheduled maintenance is another aspect of the operations setup.

- Develop an Operation Support Plan
- Assist the client in developing process to manage the system

Incident Management: During incident management, we will classify, prioritize, isolate, and resolve incidents and track and monitor incidents. Any required changes to the system are submitted to the formal change management process, and incidents are tracked and managed in a case management system. It is also important to manage real-time incidents with the system components via the incident-management process, which includes multiple levels of support that create and maintain the status of an incident through resolution and closure.

- Classify, prioritize, isolate and resolve incidents
 - Incidents are tracked and managed in case management system - Autotask
- Incident Management Steps:
1. Identify Incident
 2. Classify and prioritize the incident
 3. Isolate the incident
 4. Recover from incident outage
 5. Validate resolution
 6. Track and monitor progress
 7. Close the incident

Support Services

GigaKOM 's delivery of Support Services is dependent on the services required and specified by the client. Based on the services requested, GigaKOM follows the standard Methodologies for delivering the types of services as defined below.

Support Services can include the following components:

- **Manufacture maintenance agreements**
 - Software Downloads, bug fixes, security patching and technical
 - Hardware replacement warranties
- **Hardware replacement time and materials funding pools.**
- **Labor based technical support**
 - On-site technical support
 - Remote technical support
 - Remediation of technical issues
 - Labor based maintenance of network components to insure equipment operates at manufacture and industry specified performance levels.
- **Cable plant repair, upkeep and maintenance**

Based on the requested services from the client, GigaKOM would be prepared to meet expected maintenance windows as specified by the school.

For Basic Maintenance involving GigaKOM technical support, we provide a 24x7 contact number as well as a web-portal for the reporting of troubles on a client network.



Manufacture maintenance agreements

GigaKOM has partnered with most network manufactures to provide warranty solutions where available to provide eligible maintenance agreements.

For Maintenance agreements, GigaKOM will work with the district to verify eligible equipment identification, validate warranty levels and any End-of-support issues. GigaKOM will procure the maintenance contract with the manufacture and insure warranty is provided under the District's name and copies of the contract will be provided to the district.

For ineligible components or services, including Hardware warranties, GigaKOM will identify such components to the District and provide the District options to procure these services outside of E-rate funding.

Hardware replacement time and materials funding pools.

Within E-Rate guidelines certain funding is available for time and materials repair and replacement for the maintenance and upkeep of eligible equipment. Where appropriate GigaKOM will work with District to identify the eligible equipment.

Labor Based Technical Support:

Labor based technical support solutions are available to provide On-site technical support, remote technical support, remediation of technical issues designed to maintain eligible network components to insure equipment operates at manufacture and industry specified performance levels.

Our Solutions provide:

- Access to qualified technical assistance
- Ongoing operating system software updates and upgrades
- Systems diagnostics and remediation on select devices
- On demand and scheduled on site technical support

To be scheduled with GigaKOM and the client, based on recommendations from GigaKOM, we provide solutions that include:

- Network Device Configuration Backup
- Scheduled Network Software Upgrades
- Network Device IOS and Enhancement Review
- Weekly Windows Server Security and Health Check
- Server Operating System and Security Patching

GigaKOM Standards for Performance

- Initial Engagement and Yearly Network Discovery and Mapping
- For all activity performed on a network, status reports of actions taken and tasks completed are provided.

Network Restoration Process

Client desires the support and restoration of Network down problems caused by E-rate eligible equipment or cable plant.

Description: The following activities will be done by the GigaKOM over the term of the project as services are required.



- 1) Receive incident or request notification from Client personnel. This notification will come from the Client personnel who receive and respond to the initial problem call from the end user, and will only be forwarded to the GigaKOM technicians when it appears to be related to E-Rate eligible equipment.
- 2) Record all problem and request tickets in the GigaKOM ticket management system.
- 3) Perform "second level" incident and request handling using GigaKOM remote engineers. If necessary, we will dispatch a local GigaKOM field engineer. Additional engineers will be dispatched as needed to meet the service response requirement and will be dispatched immediately for more critical network down situations.
- 4) Provide "ownership to resolution" of GigaKOM handled incidents, report on the progress of problem resolution, confirm resolution of the incident with Client personnel, and log final resolution. Please note that in accordance with SLD guidelines, GigaKOM can provide eligible maintenance services as long as the equipment at issue is thought to be eligible. If the issue is determined to be caused by ineligible equipment, this will be reported back to Client personnel, and further work must be handled through Project Change Control.
- 5) Prioritize activities in accordance with documentation and procedural standards developed by GigaKOM and agreed to by Client.
- 6) Coordination and scheduling of GigaKOM resources.

Clients under a labor-based maintenance contract will be covered under the below Billing and Service Delivery Schedule unless specifically altered under contract.

BILLING AND SERVICE DELIVERY SCHEDULE

I Response Times:

GigaKOM provides for a 24 hour Client Service Center access number, as well as on-line trouble ticketing portal. For tickets opened via one of these methods GigaKOM will provide during standard working hours:

Response Times and Escalation Schedule

Priority	Description	Response Times	Escalation Policy	Billing Rate for Services
Critical (Priority 1)	Network down or critical impact to business operations. GigaKOM and end user will provide full-time resources to the situation resolution	1 Hour: Diagnostics begin 2 Hour: technician assigned Next Business Day or better: on-site dispatch if necessary	1 Hour: Service Supervisor 8 Hours Director of Operations 24Hours: President / CEO	Critical tickets are billed double rate with a minimum 2 hour billing. Standard labor terms apply
High (Priority 2)	Operations of a Network are severely degraded; client business operations are negatively impacted.	2 Hour: Diagnostics Begin 4 Hours: Technician assigned	4 Hour: Service Supervisor 24 Hours: Director of Operations	High priority tickets are billed at a one and a half (1 ½) rate with minimum 2 hour billing.



	GigaKOM and end user will commit full-time resources during normal business hours to address situation.	Next Business Day on-site dispatch if necessary	48 hours: President / CEO	Standard labor terms apply.
Medium / Normal (Priority 3)	Operational performance of the network is impaired. Business functions remain functional. GigaKOM and end user are willing to commit resources during standard business hours to restore service to satisfactory levels.	4 to 8 Hours: diagnostics and technician assigned On-site dispatch (if required) as scheduled with End User.	24 Hour: Service Supervisor 48 hours: Director of Operations 72 Hour: Department Manager	Billing rate as quoted. Standard labor terms apply.
Low (Priority 4)	Assistance or information requested. Typically product capabilities, installation or configuration issues.	8 Hour: Initial response.	72 Hours: Service Supervisor	Billing rate as quoted. Standard labor terms apply

(all times listed are based on standard working hours)

The clock starts on all issues once the support request has been added to our Autotask ticketing system

II Definitions:

The service priority Critical, High, Medium, or Low is set at the initiation of the ticket and remains at that level through completion

- Critical Priority is defined as a complete network down event or an event that has a critical impact to business operations. GigaKOM may assign multiple concurrent resources to critical events. The client may request the ticket to be assigned to this priority based on the client’s business objectives.
- High Priority is defined as an event where operations of a network are severely degraded and business operations are negatively impacted. GigaKOM may assign multiple, concurrent resources to critical events. The client may request the ticket to be assigned to this priority based on the client’s business objectives.
- Medium Priority is defined as an event that impairs the operational performance of the network, business operations remain functional but may be degraded. GigaKOM and the client are willing to commit



resourced during normal business hours to restore service. Unless otherwise requested by the client, this is the default level for all service tickets.

- Low Priority is defined as a general assistance or informational request. Network Performance degradation is negligible. This level of service is most commonly associated with initial installation or configurations tickets. The client may request the ticket to be assigned to this priority based on the client’s business objectives.

III Standard Labor Terms

Travel:	Not billed unless specified in contract.
Standard: specified	All billing in 1/2 hour increments unless otherwise
Critical Priority:	2.0 x rate, 2 hour minimum billing
High Priority:	1.5x rate, 2 hour minimum billing
Overtime:	1.5 x rate, 1 hour minimum billing
Weekend:	1.5 x rate, 2 hour minimum billing
Holiday	2.0 x rate, 4 hour minimum billing

Coverage

- Standard: 8:00am to 5:00pm Monday through Friday PST
- Overtime: Monday through Friday 5:00pm to 8:00am the following day
- Weekend: Friday 5:00pm to 8:00am Monday
- Holiday: 5:00pm prior day to Holiday to 8:00am the day after the holiday

Holidays

New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day.
A fee of \$250 will be assessed for client cancellation of dispatched engineer, or client not being ready.

IV Billing Information

GigaKOM will invoice labor against the contract on a bi-weekly basis. Failure to pay invoices may lead to delays or suspension of GigaKOM services.

Hours used against a contact will be tracked by GigaKOM and will be available to client upon request. In certain instances GigaKOM may exceed the contracted hours in the delivery of service. GigaKOM will invoice any additional hours at the rate agreed to under the contract and



will provide notice to the client when overages occur. Once identified, GigaKOM will work with client to establish a change order or new contract for continuing services.

V Responsibilities and Assumptions

- Client to provide access to systems and facilities to facilitate work.
- Client to provide GigaKOM with access to all equipment covered under this agreement. If such access is not provided, GigaKOM will have reduced or limited ability to address problems and provide resolution.
- Client to provide necessary user names and passwords where applicable.
- Client will identify at least one person to work with GigaKOM throughout the service request. This person will communicate with GigaKOM and provide information on a timely basis.
- For critical and high priority issues, client will provide an escalation / alternate contact to issue timely communications and resources.
- For critical priority issues, client is committed to working with GigaKOM on a 24-hour basis, if required, through problem resolution.
- Client is responsible for providing a contact who is knowledgeable to the technical aspects of the problem.
- Client to provide GigaKOM with a list of key personnel and contact information including after hours and escalations / approvals.
- Client is responsible for having vendor / manufacture service support agreements necessary to maintain, trouble shoot and repair hardware and software issues.
- Client will provide service provider account numbers, circuit ids, contacts and contract information where necessary to facilitate service delivery or resolution.
- Client to provide a list of all contract service agreements, contact names, contact numbers and contract numbers for all service agreements to be managed by GigaKOM.
- Client to provide any additional information required by GigaKOM.
- Client to provide all necessary supplies and accessories, attachments or other devices incidental to the service.
- Client is responsible for data, backups and / or migrations of data. GigaKOM is NOT responsible for the loss of client data during remediation or migration processes.
- Client is responsible for all necessary permits, licenses or authorities necessary for the provisioning of services.
- Client will be responsible for additional materials, equipment, or loaner materials costs necessary to facilitate problem resolution.
- GigaKOM engineers obey all traffic, travel, and safety regulations.

GigaKOM shall not be responsible for service or Service Level Agreement degradation delays due to the lack of client compliance with the above items.



8 Pricing

THIS SECTION IS PROPRIETARY AND CONFIDENTIAL

- Pricing is based on volume pricing and any changes may result in price change and additional shipping charges
- Project performance and payment bond might not be included in the price, if requested they will be added as a line item on the total awarded amount
- GigaKOM recommends at least 10% contingency for project for any unforeseen add, move and changes
- GigaKOM recommends at least 25% contingency for possible China tariff charges

GIGAKOM
 3615 Kearny Villa Road, Suite 201
 San Diego, CA 92123
 Phone: 818-588-5188 Fax: 858-565-2443

D9053WA - E22 - Aruba
 Network Equipment

Number: **2468**

Date: **03/20/2019**

Item #	Mfr. Part	Description	Price	Qty.	Extended
1	5PX1500IRT	Eaton UPS 1500 VA	\$ 724.74	1	\$ 724.74
2	SR42UBEXPND	Tripplite Rack 42 unit cabinet	\$ 689.97	1	\$ 689.97
3	J9822A	5412R ZL2 SWCH Mfr: Aruba	\$ 2,242.87	1	\$ 2,242.87
4	J9830B#ABA	ARUBA 5400R 2750W POE+ ZL2 PSU	\$ 1,267.50	4	\$ 5,070.00
5	J9986A	24P 10/100/1000BT POE+ V3 ZL2 Mfr: Aruba	\$ 1,755.19	6	\$ 10,531.14
6	J9993A	8PT 1G 10GBE SFP+ V3 ZL2 MOD Mfr: Aruba	\$ 2,340.41	1	\$ 2,340.41
7	J9150D	ARUBA Compatible 10G SFP+ LC SR 300M MMF XCVR Mfr: ENET Components, Inc.	\$ 127.00	4	\$ 508.00
8	J9822A	5412R ZL2 SWCH Mfr: Aruba	\$ 2,242.87	1	\$ 2,242.87
9	J9829A#ABA	5400R 1100W POE+ ZL2 P/S Mfr: Aruba	\$ 602.44	4	\$ 2,409.76
10	J9993A	8PT 1G 10GBE SFP+ V3 ZL2 MOD Mfr: Aruba	\$ 2,340.41	12	\$ 28,084.92
11	J9151E	ARUBA Compatible 10G SFP+ LC LR 10KM SMF XCVR Mfr: ENET Components, Inc.	\$ 361.75	96	\$ 34,728.00
12	JL322A	ARUBA 2930M 48G POE+ 1 SLOT SWCH	\$ 3,091.44	1	\$ 3,091.44

Bill To:
 Fernando Delgado
 El Camino Real Charter High School
 5440 VALLEY CIRCLE BLVD
 WOODLAND HILLS, CA 91367
 Phone: (818)595-7500
 Email: erate@ecrchs.net

Ship To:
 Fernando Delgado
 El Camino Real Charter High School
 5440 VALLEY CIRCLE BLVD
 WOODLAND HILLS, CA 91367
 Phone: (818)595-7500
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D9053WA - E22 - Aruba
 Network Equipment

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13	JL086A#ABA	ARUBA X372 54VDC 680W PS	\$ 313.23	2	\$ 626.46
14	JL083A	ARUBA 3810M 2930M 4SFP+ MOD	\$ 617.15	1	\$ 617.15
15	J9150D	ARUBA Compatible 10G SFP+ LC SR 300M MMF XCVR Mfr: ENET Components, Inc.	\$ 127.00	4	\$ 508.00
16	J9151E	ARUBA Compatible 10G SFP+ LC LR 10KM SMF XCVR Mfr: ENET Components, Inc.	\$ 361.75	4	\$ 1,447.00
17	JW321A	ARUBA IAP-324 US INSTANT 4X4:4 11AC AP	\$ 683.81	1	\$ 683.81
18	JW001A	ARUBA AP-ANT-13B 2.4/5G 4/3DBI OMNI	\$ 68.98	1	\$ 68.98
*19	Cabling (indoor)	#01 Installation of 1 CAT6 indoor cable runs. THIS ESTIMATE IS BASED ON 24 CABLE RUNS #02 Includes no 48 port CAT6 patch panels, 1 CAT6 24 port patch panels #03 Raceway excluded or provided by customer #04 Cable testing labeling per client requirements (excludes IEEE Cable Certification Tests) #05 All CAT6 jacks to be white #06 All CAT6 cable to be CMR or OSP -NON PLENUM. #07 GIGAKOM STANDARD TERMS AND CONDITIONS APPLY #08 #09 Unless listed explicitly included in the associated GigaKOM quote, the following items are hereby excluded in the proposed work: trenching, direct-burial, new conduit, aerial cabling of any kind, core-drilling, installation of access points over 15' high, installation or modification of AC voltage cabling demolition and removal of existing cable, demolition, modification, or removal of existing cabinets, removal of existing electronics, testing and/or certification of existing cable systems, pre-installation RF heat maps, lift rentals, replacement of existing patch cables, and deployment of any end-user devices. #11 This cabling DOES NOT include IDF cabinet/Rack #12 This estimate includes 1 patch cord	\$ 4,342.76	1	\$ 4,342.76
*20	Cabling (outdoor)	#01 Installation of 1 CAT6 outdoor cable. THIS ESTIMATE IS BASED ON A 24 CABLE RUN #02 Includes no 48 port CAT6 patch panels, 1 CAT6 24 port patch panels #03 Raceway excluded or provided by customer #04 Cable testing labeling per client requirements (excludes IEEE Cable Certification Tests) #05 All CAT6 jacks to be white #06 All CAT6 cable to be CMR or OSP -NON PLENUM. #07 GIGAKOM STANDARD TERMS AND	\$ 5,512.50	1	\$ 5,512.50



GIGAKOM
 3615 Kearny Villa Road, Suite 201
 San Diego, CA 92123
 Phone: 818-588-5188 Fax: 858-565-2443

D9053WA - E22 - Aruba
 Network Equipment

Number: **2468**

Date: **03/20/2019**

		<p>CONDITIONS APPLY</p> <p>#08</p> <p>#09 Unless listed explicitly included in the associated GigaKOM quote, the following items are hereby excluded in the proposed work: trenching, direct-burial, new conduit, aerial cabling of any kind, core-drilling, installation of access points over 15' high, installation or modification of AC voltage cabling demolition and removal of existing cable, demolition, modification, or removal of existing cabinets, removal of existing electronics, testing and/or certification of existing cable systems, pre-installation</p> <p>RF heat maps, lift rentals, replacement of existing patch cables, and deployment of any end-user devices.</p> <p>#11 This cabling DOES NOT include IDF cabinet/Rack</p> <p>#12 Includes 1 patch cord</p>			
*21	Installation and configuration	<p>Installation and configuration services cover the following equipment:</p> <p>2x Aruba 5412</p> <p>1x Aruba 2930</p> <p>1x ARUBA IAP-324</p> <p>1x Eaton UPS</p> <p>1x Rack 42u Tripplite</p> <p>All other work not included in QEGP is excluded.</p>	\$ 1,253.81	1	\$ 1,253.81
21 item(s)			Sub-Total		\$ 107,724.59
			Tax @ 9.5%		\$ 9,178.47
			Freight		as applicable
			Total		\$ 116,903.06
(*) Tax exempted Part(s)					

Quote Valid Until: 07/01/2019

Payment Details

Pay by: Cash On Delivery
 Payment Term Due upon Receipt

Shipping and Delivery Details

Shipping via: UPS Ground

Terms and Conditions

- SPIN: 143027209, FCC # 0011991395, Certified Small Business – Micro # 40936,DIR Registration: 1000003984
1. All areas of Hand holes/ maintenance holes and conduit pathways must be provided and accessible at time of work.
 2. Work shall be performed during normal business hours unless specified in the contact SOW. Additional charges for after hour / holiday work might apply
 3. Parking on site shall be provided by client at no cost to GigaKOM.
 4. Client will provide free and clear access to all working areas.
 5. An onsite contact and access must be provided to GigaKOM prior to job site arrival.
 6. Any down time resulting from the lack of access or client required information, equipment is not the responsibility of GigaKOM and is billable.
 7. A \$250 fee will be billed to client for missed appointment, or site not ready for installation.



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Number: **2468**

Date: **03/20/2019**

Erate 2019 guidelines:

Cisco CON-SNT-XXX is 81% eligible, Cisco CON-SW is included free of charge

Terms and Conditions: <https://goo.gl/1439PS>

Labor Billing and SLA: <https://goo.gl/AmM4YG>

The price set forth above is a good faith estimate based on the information received through the date of this Estimate and may change based on updated information. Any price changes shall be communicated to customer through a revised Estimate. This Estimate is valid for 30 days from the day of issue. GigaKOM WILL BILL IN PROGRESS INVOICES. HARDWARE AND SOFTWARE WILL BE BILLED UPON ARRIVAL on customer site or at GigaKOM whichever occurs first. Additional training or Professional Services can be provided at our standard rates. Shipping charged may apply to all orders. Shipping Charges are estimates and will be billed at actual amount if higher. Payment Details Past due amounts subject to finance charges* Customer shall reimburse all costs incurred in collecting past due amounts* *See GigaKOM Standard Terms and Conditions.

For Clients that utilize USAC SLD funding, GigaKOM will, based on agreement, invoice SLD for discounted portion. In case SLD denies payment or SLD does not pay within 90 days, Client will be responsible for full amount. Thank you for your business

Prepared by: **Dean Kolesar**

Email: **deankolesar@gigakom.com**

Phone: **818-588-5188**



9 ***Universal Service Program Restrictions and Invoicing***

The Universal Service program has a number of restrictions on the use of the funds in order to collect discounts. The following restrictions are required for the district to receive the discounts on these services.

- Services and / or products will be limited to only those dealing with technical support of telecommunications and internal connections as specified in the latest version of FCC Document CC Docket No. 96—45 Schools and Libraries Eligibility List. Or the latest rules posted on the SLD web site (<http://www.sl.universalservice.org>). Any services and / or products not covered on the eligibility list must be covered under a separate contract and invoice.
- The services and / or products for which support is sought must be the delivery of services to the classrooms or other places of instruction at schools and libraries that meet the statutory definition of an eligible institution. Discounts are not available for internal connections in non-instructional buildings of a school or school district, or in administrative buildings of a library, to the extent that a library system has separate administrative buildings, unless those internal connections are essential for the effective transport of information to an instructional building of a school or to a non-administrative building of a library. 47 C.F.R. § 54.506
- All services / products must be performed / supplied during the respective E-Rate funding year.
- GigaKOM is experienced, competent and complies with all USAC and SLD policies, programs and requirements for invoicing and billing.

10 ***Special Notes and Conditions***

Unless otherwise specified within the client bid or RFP, all implementations are based on a single deployment and installation. Additionally, it is assumed that all work and facilities will be done and available during normal working hours. Should multiple deployments be required, or sites and facilities not be available, additional fees may be applied.

GENERAL EXCLUSIONS

- Unless identified previously within the scope of work, this proposal is not inclusive of fire penetration sleeves, conduit, concrete cores and/or roof penetrations. If required for installation, additional charges will apply.
- Unless identified previously within the scope of work, GigaKOM will install racks in specified locations and in the appropriate manner. Additional charges will apply if the location is not structurally compliant with the installation requested and facilities work is needed.
- Unless identified previously within the scope of work, all existing conduit is expected to be free and clear of debris with an appropriate pull string provided. Additional charges will apply for debris removal or the fishing of conduit.
- Unless identified previously within the scope of work, this proposal is not inclusive of the removal and replacement of furniture during the installation, additional charges will apply, if necessary.
- Unless identified previously within the scope of work, this proposal is based upon normal working hours and does not include weekend or overtime. If weekend or overtime hours are required for this project, additional charges will apply.
- Unless identified previously within the scope of work, this proposal is not inclusive of a Lift rental. If a Lift is required, additional charges will apply.
- Unless identified previously within the scope of work, this proposal is not inclusive of additional labor time required for clean room environments. If clean room environments require special clothing, cleaning of tools, etc, additional charges will apply.



- Unless identified previously within the scope of work, this proposal is not inclusive of installing horizontal cable in a “sequential-by-building” fashion. If a “sequential-by-building” installation is required, this must be identified prior to cable installation and will require additional charges.
- Unless identified previously within the scope of work, this proposal is not inclusive of any voice or data cross-connects and/or patch cord installation. If cross-connects and/or patch cords are to be installed by GigaKOM, additional charges will apply.
- Unless identified previously within the scope of work, this proposal is not inclusive of any and all plywood backboards within each closet. If plywood backboards are required, additional charges will apply.
- Unless identified previously within the scope of work, cost associated with parking is not included within this proposal. If parking fees are required during the installation, additional charges will apply.
- Unless identified previously within the scope of work, cost associated with securing material on site is not included within this proposal. If adequate secured storage is not able to be provided by the Client, additional charges will apply.
- Unless identified previously within the scope of work, this proposal is based upon utilizing onsite trash receptacles for removal of trash debris. If trash receptacles are not made available, additional charges will apply.
- This proposal requires a minimum 2 weeks notice of installation for any and all modular furniture installed during this project. Additional charges may apply if notice of less than 2 weeks is provided.
- Unless identified previously within the scope of work, this proposal is based upon the Client providing all necessary Ring and String or Conduit necessary for each work station location. Additional charges will apply to each location requiring GigaKOM to provide ring and string or conduit.
- Unless identified previously within the scope of work, this proposal is not inclusive of GigaKOM providing temporary power or sanitary facilities. Additional charges will apply if required.
- Unless identified previously within the scope of work, this proposal is not inclusive of removing any and all existing cable or cable supports. Additional charges will apply if required.
- Telephone Vendor will be responsible for labeling any and all patch panels related to voice circuit extensions. GigaKOM will provide said Telephone Vendor with a Cut-Sheet for each cable location.
- A 25% restock fee will be charged for all returned items. Special order items are non-returnable.
- GigaKOM has several blanket endorsements included in its insurance policies. If separate endorsements are required, additional charges may apply.
- Parking on site shall be provided by client at no cost to GigaKOM
- A \$250 fee will be billed to client for missed appointment, or site not ready for installation

Terms and Conditions

GigaKOM STANDARD TERMS AND CONDITIONS:

LABOR PAYMENT TERMS: Invoices shall be submitted weekly. Invoices are due and payable when submitted. A late payment charge of 1-1/2% per month (18% annually) may be applied to amounts outstanding ten days (10) days after the date of the statement.

EQUIPMENT PAYMENT TERMS: All payments are due upon receipt. For new accounts payments in full prior to shipping. Client agrees to pay finance charge on all over due balances.

INTEREST: If payment is not received by GigaKOM within 15 calendar days of the invoice date, the Client shall pay us interest an additional charge of one-and-one-half (1.5) percent (or the maximum allowable by law, whichever is greater) of the PAST DUE amount per month. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

TAXES: Prices shown may not include all sales or other taxes imposed on the sale of goods and services. Taxes now or here after imposed upon sales or shipments shall be added to the purchase price. Buyer agrees to reimburse Seller for any such tax or provide Seller with acceptable tax exemption.

COLLECTION COSTS: In the event legal action is necessary to enforce the payment provisions of this Agreement, GigaKOM shall be entitled to collect from the Client any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by GigaKOM in connection therewith and, in addition, the reasonable value of GigaKOM time and expenses spent in connection with such collection action, computed at GigaKOM prevailing fee schedule and expense policies.

SUSPENSION OF SERVICES: If the Client fails to make payments when due or otherwise is in breach of this Agreement, GigaKOM may suspend performance of services upon five (5) calendar days notice to the Client. GigaKOM shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client.

TERMINATION OF SERVICES: If the Client fails to make payment to GigaKOM in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination by GigaKOM.



SET-OFF, BACKCHARGES DISCOUNTS: Payment of invoices is in no case subject to unilateral discounting or set-off by the Client, and payment is due regardless of suspension or termination of this Agreement by either party.

RISK OF LOSS OR DAMAGE: GigaKOM shall assume the risk of loss of, or damage to equipment and materials purchased hereunder until a carrier has received the shipment pursuant to a bill of lading (f.o.b. ship point), at which time the client assumes such risk.

MUTUAL INDEMNITY AND INSURANCE: Each party shall be responsible for, and hold the other party harmless from, any loss sustained by such party relating to death, bodily injury, or damage to tangible physical property which is caused by the negligent acts or omissions of that party's agents or employees. GigaKOM shall maintain, at all relevant times hereto, liability insurance coverage for bodily injury, death, and property damage in an amount no less than One Million Dollars (\$1,000,000.00).

BOND: If required, GigaKOM shall furnish Client, in a form satisfactory to Client, full and duly executed Performance and Payment Bonds, underwritten by a surety or sureties satisfactory to the Client, in the amount requested by client. Cost of such bonds to be paid directly by Client.

ARBITRATION: All claims, disputes, and other matters in question arising out of, or relating to, this Contract or the breach thereof, shall be decided by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, who shall also act as the arbitrators hereto. The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable California law. Notice of the demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event shall it be made after substantial completion of the project for which this Contract is awarded. The forum for disputes hereunder shall be at American Arbitration Association in San Diego County, California.

LIABILITY: GigaKOM shall not, in any event be liable to client for incidental, consequential, or special damages claimed, including without limitation, lost business, lost profit or unavailability of all or part of any system.

WARRANTY (Limited): GigaKOM warrants the products installed under this agreement against defects in material and workmanship from a period of one year from project completion. GigaKOM shall repair or replace defective product during the warranty period with new or like new parts. Returned product becomes the property of GigaKOM when replaced. This warranty is void if installed product is abused, misused or altered. This warranty is exclusive and is Client's only remedy. Without limiting the generality of the foregoing limitations and disclaimers, while a system is not designed, sold, or intended to be used to detect, intercept, transmit or record oral or other communications of any kind, GigaKOM cannot control how the system and its components are used and, accordingly, GigaKOM does not warrant or represent, expressly or implicitly, that use of any software, licensed materials derived there from, will comply and conform to the requirements of Federal, State and or Local statutes, ordinances and laws, or that the use of the system will not violate the privacy rights of the third parties. You shall be solely responsible for using the system you the system in full compliance with applicable law and the rights of third parties. Further, regardless of any prior statements, representations, or course of dealings by any GigaKOM representatives, GigaKOM does not warrant or represent, expressly or implicitly, that any software, licensed materials, or use of any of the same will: result in the prevention of crime or hostile enemy action, apprehension or conviction of any perpetrator of any crime, military prosecution of any enemy force, or detection or neutralization of any criminal, combatant or threat; prevent any loss, death, injury, damage to property due to the discharge of a firearm or other weapon; in all cases detect and plot the location of all firearm discharges within the designated coverage area; the supplied network will remain in operation at all times or under all conditions, any and all warranties, express or implied, of fitness for high risk purposes requiring fail safe performance are hereby expressly disclaimed. You and GigaKOM each acknowledge and agree that the software, license materials, and the system are not consumer goods, and are not intended for sale to or use by or for personal, family or household use.

OWNERSHIP: GigaKOM shall retain ownership of all materials supplied until final payment for same is received. GigaKOM may retrieve from the Client's premises any material supplied where payment has not been tendered. The California Commercial Code shall govern this sale and this order shall not be assignable, and shall bind the representative and successors in interest of the parties.

LIENS: Seller may file a lien within 90 days after furnishing labor, materials, or services to a project as long as preliminary lien notice is sent to Buyer under the provisions of the Construction Lien Law of the state where services are rendered. The lien notice is no way intended to reflect the financial stability of the Buyer, but simply advises the Buyer of Seller's rights to file the lien if required.

RETURNS: Credit may be allowed for goods returned with prior approval and a confirmed return authorization form. A deduction will be made from any credit issued to cover the reasonable cost of handling and restocking charges.

DELAYS: Seller is not responsible for delays in delivery or installation occasioned by acts of God or other circumstances over which the Seller has no control.

MISCELLANEOUS: This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and merges all prior communications, representations, and agreements. This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any



reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of the State of California.

11 References

Below is an abbreviated list of similar support provided to K-12 clients

National School District, National City, CA

Joe Ferris, IT Supervisor, (619) 336-7783, joe.ferris@national.k12.ca.us

- Designed and installation of a central data center at the district office.
- Equipment network upgrade LAN / WLAN District Wide for multiple refresh cycles
- Cabling infrastructure design, installation, modifications and support.
- Network maintenance including hardware warranties, equipment support over multiple years

Calexico Unified School District, Calexico, CA

Eduardo Perez, Director of IT, (760) 768-3888, eduardop@calexico.k12.ca.us

- Designed and installation of a central Data Center at the district office
- Server virtualization and domain services district wide
- Entire Network upgrade LAN / WLAN including over multiple refresh cycles
- Cabling infrastructure design, installation, modifications and support.
- Network maintenance including hardware warranties, equipment support over multiple years
- IP Video Surveillance design and Installation

San Pasqual Valley Unified School District, Winterhaven, CA

Kish Curtis, Business Director, (760) 572-2222 x2092, kcurtis@spvusd.org

- District-wide Cisco Hosted VoIP HCS VOIP Deployment
- Entire Network LAN /WLAN upgrade including over multiple refresh cycles
- Server virtualization and domain services district wide
- Cabling infrastructure design, installation, modifications and support.
- Network maintenance including hardware warranties, equipment support over multiple years

Arts in Action Charter, Los Angeles, CA

Stephanie Conde, Director, (323) 266-4371, stephaniec@artsinactioncharter.org

- Entire Network upgrade LAN / WLAN
- Cabling infrastructure design, installation, modifications and support
- Network maintenance including hardware warranties, equipment support over multiple years

Merced County Office of Education, Merced, CA

Dick Chai, Network Manager, (209) 381-6699, DChai@mcoe.org

- Network upgrade and warranty over multiple years County wide
- Support for multiple agencies

Mountain View School District, El Monte, CA

Andres Antilles, IT Support Services, +1 (626) 652-4027, aantilles@mtview.k12.ca.us

- District-wide hosted VOIP Cisco HCS Hosted VoIP deployment- over 1200+ seats
- Entire Network upgrade LAN / WLAN including over multiple refresh cycles



- Network maintenance including hardware warranties, equipment support over multiple years

Aspire Schools, Oakland, CA

John Hicks, IT Manager, (510) 434-5509, John.Hicks@aspirepublicschools.org

- Cabling infrastructure design, installation, modifications and support state wide locations
- Network upgrade LAN / WLAN

Alameda Unified School District, Alameda, CA

Rob van Herk, Director IT, (510) 337-7000 x77140 , rvanherk@alamedaunified.org

- Cabling infrastructure design, installation, modifications and support.
- Network Equipment Refresh and Installation District Wide

SIATech, San Diego, CA

Mark Kiker, CTO , (760) 631-3421, Mark.Kiker@siatech.org

- Network Equipment Refresh and Installation over multiple stet sites
- Network maintenance including hardware warranties

Orange Unified School District, Orange, CA

Tam Huyen, Director IT, (714) 628-4550 , tam.nguyen@orangeusd.org

- Network Equipment Refresh and Installation District Wide

Santa Maria Joint Union High School District, Santa Maria, CA

Lazaro Sanchez, IT Services, (805) 922-4573 , lsanchez@smjuhsd.org

- Network Equipment Refresh and Installation District Wide

Imperial County Office of Education , Imperial, CA

Luis Wong, CTO, (760) 312-6464, luis.wong@k12hsn.org

- Equipment network upgrade LAN / WLAN District Wide for multiple refresh cycles
- Cabling infrastructure design, installation, modifications and support

St John the Baptist School, El Cerrito, CA

Chad Zullinger, Assistant Principal, (510) 234-2244 x2255, czullinger@csdo.org

- Equipment network upgrade LAN / WLAN District Wide for multiple refresh cycles
- Cabling infrastructure design, installation, modifications and support
- IP Video Surveillance design and Installation



National School District
1500 N Avenue National City, CA. 91950

August 7th, 2018

Andrej Komatina
GigaKOM
3615 Kearny Villa Road
Suite 201
San Diego, CA. 92123

Dear Andrej Komatina,

On behalf of the National School District, we would like to take this opportunity to thank you and your entire staff for the excellent job you have done in providing support for our Cisco products through your CareKOM maintenance program and MonKOM network monitoring solution.

Your project managers and engineers have worked tirelessly to provide our students and staff with a solution that meets our immediate needs and will also grow with our future requirements. Your response times have been stellar and the GigaKOM team has always exhibited consistent, excellent customer service over the years. Greg Argendeli, Sasha Krstich and the rest of your team are extremely knowledgeable and always a pleasure to work with.

Thank you again for the professionalism and the expertise you have brought to our district, staff and students. You have proved to be a valuable partner to the National School District and we look forward to many more successful years in partnership.

Sincerely,

Joe Ferris

NSD Technology Services Supervisor

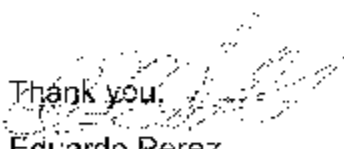


August 7, 2018

The Calexico Unified School District would like to thank you for the service you provided on the Aerohive Access Points project. The district-wide project was successful and completed within a timely manner. GIGAKOM was responsive throughout the project. Employees were always extremely professional in their communications with the district.

GIGAKOM has done a very good job and I would be happy to recommend your services to other organizations.

Thank you.


Eduardo Perez



From: Lazaro Sanchez
Date: August 29, 2018

GigaKOM was an excellent company to team up with, our school district had a strict requirement for e-rate purchases. GigaKOM's sales team understood our needs and went above and beyond to acquire our core equipment. GigaKom's install team composed of Chi and Sasha was greatly balanced. Their work was energizing and they were extremely motivated, personally committed to the job. During their three-day stint at SMJUHS they worked long hours and made strides every day. Working with their team was an optimal experience, their dedication and promptness was refreshing. They were very knowledgeable in their field and able to conform to our needs. Thank you guys!

Thanks,

Lazaro Sanchez
Computer Network Tech II

[Service](#)

[Request](#) help@smjuhsd.org

Santa Maria Joint Union High School District • 2560 Skyway Dr. • Santa Maria • 93454 • CA




12 Appendices

- Contractor's License
- Summary of Insurance
- Small Business Certification
- CMAS Contracts -details at <https://goo.gl/XaDLCC>
- FCC Green Light Status
- SPAC 2019



Contractor's License Detail for License # 910431

 **DISCLAIMER:** A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations. ([hide/show disclaimer](#))

- CSLB complaint disclosure is restricted by law ([B&P 7124.6](#)) If this entity is subject to public complaint disclosure, a link for complaint disclosure will appear below. Click on the link or button to obtain complaint and/or legal action information.
- Per [B&P 7071.17](#) , only construction related civil judgments reported to the CSLB are disclosed.
- Arbitrations are not listed unless the contractor fails to comply with the terms of the arbitration.
- Due to workload, there may be relevant information that has not yet been entered onto the Board's license database.

Business Information

GIGAKOM
3615 KEARNY VILLA ROAD_201
SAN DIEGO, CA 92123
Business Phone Number:(858) 769-5408

Entity Corporation
Issue Date 02/08/2008
Expire Date 02/29/2020

License Status

This license is current and active.

All information below should be reviewed.

Classifications

C-7 - LOW VOLTAGE SYSTEMS



Supplier Profile



State of California Certification

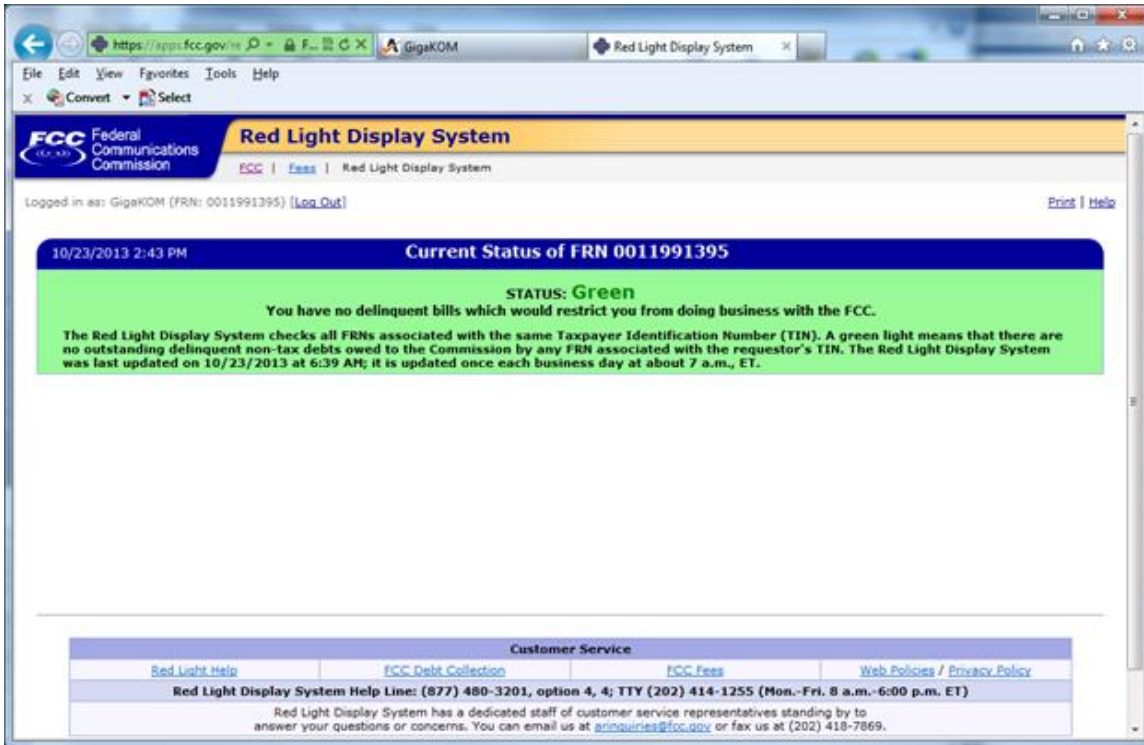
Certification ID : 40936

Legal Business Name GIGAKOM	Address 3615 Kearny Villa Road Suite 201 SAN DIEGO CA 92123
Doing Business As (DBA) Name1 GIGAKOM	Email: govplace@gigakom.com
Doing Business As (DBA) Name2	Total No. of Employees 12
Office Phone Number 858/769-5408	Business Types Service
Business Fax Number 858/769-5408	Notification Preference Email
Business Web Address	

Service Areas
Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba

Active Certifications ?

Certification Type	Status	From	To
SB	Approved	08/15/2018	08/31/2020



OMB Control No. 3060 - 0856

FCC Form 473

Do not write in this space.

Approval by OMB
OMB Control No. 3060 – 0856
Estimated time per response: 1.0 hours

Please read instructions before completing. Universal Service for Schools and Libraries
Service Provider Annual Certification Form
(To be completed by Service Provider)

Block 1: Service Provider Information	
1. Service Provider Name GIGAKOM	
2. Service Provider Identification Number (SPIN) 143027209	3. Funding Year: July 1, 2019 through June 30, 2020
4. Contact Name Andrej S Komatina	
5. Complete Mailing Address of Contact Person Street Address, P.O. Box or Route Number 4364 Bonita Rd. No.494	
Bonita	CA 91902

Omicron Technologies LLC

543 Edgemont Ave, Lansdale PA 19446-1909
 SPIN 143027415

**FY 2019 CUSTOMIZABLE
 INTERNAL CONNECTIONS PROPOSAL**

Date:	2/23/19
Entity:	
BEN:	
Service Location:	
470 Number:	
Allowable Contract Date:	

Please find unit pricing for all of our offerings below. To obtain your complete proposal amount, simply modify your e-rate discount percentage and the quantity for any desired items in the highlighted fields, and the spreadsheet will calculate all dollar amounts. Please email if you require any other eligible items that are not listed below.

SUMMARY:			
Total Proposal Amount:	\$ -	School Share:	\$ -
E-Rate Discount Percentage:	85%	E-Rate Share:	\$ -

DETAILS:

DEVICE TYPE	Brand	Model	Specifications	Unit Price	Quantity	Extended Price
Switches	Netgear	GSM7224P	24 port Gigabit Layer 2 POE+ w/4xshared SFP	\$ 819.99		\$ -
	Netgear	GSM728TTP V2	24 port Gigabit Layer 3 POE+ w/4xGigabit SFP	\$ 629.99		\$ -
	Netgear	GS752TP V2	48 port Gigabit Layer 3 POE+ (380W) with 4xGigabit SFP	\$ 759.99		\$ -
	Netgear	GS748T	48 port Gigabit Layer 3 (no POE) with 2xGigabit SFP and 2xcombo Gigabit SFP	\$ 509.99		\$ -
	Ubiquiti	ES-24-500W	24 port Gigabit Layer 3 POE+ (500W) w/2xGigabit SFP	\$ 899.99		\$ -
	Ubiquiti	ES-24-LITE	24-port Gigabit Layer 3 (no POE) w/2xGigabit SFP	\$ 329.99		\$ -
	Ubiquiti	ES-48-500W	48 port Gigabit Layer3 POE+ (500W) w/2x10Gb SFP+ and 2xSFP	\$ 1,259.99		\$ -
	Ubiquiti	ES-48-LITE	48-port Gigabit Layer 3 (no POE) w/2x10Gb SFP+ and 2xSFP	\$ 639.99		\$ -
	Extreme	7124T	24 port 1Gb/10Gb Ethernet RJ-45 + 4xQSFP+	\$ 22,399.99		\$ -
	Extreme	220-24P-10GE2	24 port Gigabit Layer 3 POE+ (185W) + 2x10Gb SFP+	\$ 1,329.99		\$ -
	Extreme	220-24T-10GE2	24 port Gigabit Layer 3 (no POE) + 2x10GbSFP+	\$ 999.99		\$ -
	Extreme	7148	48 port 1Gb/10Gb Ethernet RJ-45 + 4xQSFP+	\$ 27,699.99		\$ -
Extreme	220-48P-10GE4	48 port Gigabit Layer 3 POE+ (370W) + 4x10Gb SFP+	\$ 1,999.99		\$ -	
Extreme	220-48T-10GE4	48 port Gigabit Layer 3 (no POE) w/4x10GbSFP+	\$ 1,599.99		\$ -	
Wireless	Netgear	WAC510	GigE 802.11ac Wave 2 Dual Band	\$ 97.99		\$ -
	Netgear	WAC740	4x4 Dual Band Wireless-AC	\$ 754.99		\$ -
	Netgear	WC7600	Wireless Controller for 50 access points, 10GbE, 1U	\$ 2,499.99		\$ -
	Ubiquiti	UAP-AC-LR-US	802.11ac Long Range	\$ 229.99		\$ -
	Ubiquiti	UAP-AC-HD-US	802.11ac Wave 2 Dual Band	\$ 509.99		\$ -
	Extreme	AP3935E	Enterprise-Class Dual Band/Dual Radio 802.11ac/a/b/g/n Indoor	\$ 1,039.99		\$ -
	Extreme	AP3965E	Enterprise-Class Dual Band/Dual Radio 802.11ac/a/b/g/n Outdoor	\$ 2,239.99		\$ -
Extreme	CS210	Wireless Controller for 100 managed access points, 10GbE, 1U	\$ 21,629.99		\$ -	
Firewalls	Juniper	SRX340	Security Appliance, 16 port, GigE	\$ 1,625.99		\$ -
	Sonicwall	TZ500	Security Appliance, 8 port, GigE	\$ 1,659.99		\$ -
	Barracuda	BNGF180A-TP3	Next generation firewall/security appliance	\$ 1,744.99		\$ -
	Watchguard	M370	150 user small/medium site, 8x1Gb ports 1U, 3yr	\$ 5,999.99		\$ -
	Watchguard	M470	450 user small/medium site, 8x1Gb ports 1U, 3yr	\$ 6,999.99		\$ -
	Watchguard	M570	600 user medium site, 8x1Gb ports 1U, 3yr	\$ 9,999.99		\$ -
	Watchguard	M670	850 user medium site, 8x1Gb ports 1U, 3yr	\$ 14,999.99		\$ -
	Watchguard	M4600	1,500 user enterprise site, 8x1Gb ports, 1U, 3yr	\$ 22,999.99		\$ -
Watchguard	M5600	HQ firewall for distributed enterprise, 8x1Gb ports, 4x10Gb fiber, 1U, 3yr	\$ 59,999.99		\$ -	
Racks	StarTech	RK2236BKF	22U 36" server cabinet with casters	\$ 719.99		\$ -
	StarTech	RK2536BKF	25U 36" server cabinet with casters	\$ 779.99		\$ -
	StarTech	7236CABINET	41U cabinet, 22" width, 27.6" depth, built in fans, solid steel	\$ 1,359.99		\$ -
	StarTech	4POSTRACKBK	42U adjustable 4 post open frame rack	\$ 379.99		\$ -
	StarTech	RK4242BK24	42U cabinet, 24" width, adjustable depth, solid steel	\$ 989.99		\$ -
	StarTech	RK4242BK30	42U cabinet, 30" width, 37" depth, solid steel	\$ 1,334.99		\$ -
UPS	APC	SC450RM1U	450VA 120V 1U	\$ 169.99		\$ -
	APC	SMT1500RM2UC	1440VA AC 120V 2U	\$ 1,369.99		\$ -
	APC	SMX2200RMLVUS	2200VA AC 120V 2U	\$ 1,519.99		\$ -
	APC	SYRMXR4B4	4x lead acid batteries, AC 200/208V 4U	\$ 4,019.99		\$ -
	HPE	AF462A	7200VA AC 200/208V 4U	\$ 4,199.99		\$ -

All pricing is subject to final confirmation at time of order. If you require on-site installation, check this checkbox:
 To accept this proposal, return a completed copy via email to charles@omicrontechnologies.net
 A final contract that includes any shipping or installation costs will then be forwarded to you.

On-Site Installation