



El Camino Charter High School

Regular Board Meeting

Date and Time

Tuesday November 19, 2019 at 5:00 PM PST

Location

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

ANNUAL MEETING REGULAR BOARD MEETING

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

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

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

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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

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Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 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			6:15 PM
A. Approve Minutes of October 24, 2019 Regular Board Meeting	Approve Minutes	Scott Silverstein	1 m
Approve minutes for Regular Board Meeting on October 24, 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			6:17 PM
A. Review and Vote on October Check Registers	Vote	Alan Darby	10 m
ACTION ITEM: motion to approve the October check registers.			
B. October 2019 American Express Review	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 Classified Management Salary Table	Vote	David Hussey	10 m
The revised Classified Management Salary Table modifies the Plant Manager salary scale, to reflect the additional duties associated with managing the North Campus in addition to the Main Campus.			
ACTION ITEM: motion to approve the revised Classified Management Salary Table.			

- E. Discuss and Possible Approval of City National Bank Line of Credit** Vote Alan Darby 10 m
 Discuss and possible approval of obtaining a Line of Credit through City National Bank, a \$5,000,000 LOC, cost would be \$2,500 origination fee.
 ACTION ITEM: motion to approve obtaining a \$5,000,000 Line of Credit through City National Bank.

IV. School Business **7:12 PM**

- A. Discuss and Approve Request for Allowance of Attendance** Vote Daniel 5 m
 The Tick fire caused school closure on Friday, October 25, 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 25, 2019 school closure due to the Tick fire.
- B. Discuss and Possible Vote on Board Resolution on Gun Violence and Safe Firearm Storage** Vote David Hussey 10 m
 Discuss and possibly vote on the draft resolution regarding gun violence and safe firearm storage.
 ACTION ITEM: motion to approve the resolution regarding gun violence and safe firearm storage.

V. Closed Session **7:27 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. Conference with Labor Negotiators** Discuss Scott Silverstein 15 m
 Agency Designated Representatives: Executive Director David Hussey; Chief Business Officer Alan Darby; Chief Compliance Officer Daniel Chang; Legal Counsel Roger Scott
 Employee Organization: UTLA

VI. Reconvene to Open Session **7:52 PM**

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

VII. Closing Items **7:53 PM**

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

Cover Sheet

Approve Minutes of October 24, 2019 Regular Board Meeting

Section: II. Consent
Item: A. Approve Minutes of October 24, 2019 Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on October 24, 2019



El Camino Charter High School

Minutes

Regular Board Meeting

Date and Time

Thursday October 24, 2019 at 4:30 PM

Location

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

ANNUAL MEETING REGULAR BOARD MEETING

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Directors Present

Beatriz Chen, Brian Archibald (remote), Darin Ryburn, Jeff Davis, Kenneth Lee, Scott Silverstein, Steven Kofahl

Directors Absent

Gregory Basile

Directors Arrived Late

Darin Ryburn

Directors Left Early

Brian Archibald

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 Oct 24, 2019 @ 4:42 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 on non-agenda items.

E. Executive Director Update

Mr. Hussey recognized the staff who, during the Saddle Ridge Fire school closure, assisted in sending out messages and directing parents and students to ensure that everyone was picked up quickly and safely.

Mr. Hussey also noted that a phone message and text was sent out to staff stating that we are monitoring the Canyon Country fire carefully, and will determine this evening whether the school will need to be closed the next day.

To date, a total of 189 students were provided bus passes. We are having issues with MTA in getting the permanent cards for students; the temporary cards are only good for one month, but it takes MTA 6 weeks to issue the permanent cards. Also, MTA mails out the cards directly to the students, but they cannot be used until ECR loads them. We also have to figure out the appropriate way to charge reduced meal students. It is also challenging getting data because the cards were handed out in phases.

Last week, the governor signed Senate Bill 328 into law; this law requires all schools to start no earlier than 8:30 am starting the 2022-2023 school year. We will coordinate with LAUSD to ensure that we start the new schedule at the same time as the surrounding schools. We will also work with UTLA on this issue, since the UTLA Collective Bargaining Agreement ends in 2021.

Mr. Hussey also discussed Assembly Bill 1505, which was signed into law in October 2019 and affects charter petitions and renewals. AB 1505 also requires a material revision to expand grade levels, and allows LAUSD to look at our special education population, our English Learner population, and the ethnic balance requirement if we were to seek a material revision. And all charter school teachers must be credentialed, including any specialty credentials (such as for elective classes), by 2025. The debate about this bill was that it seemed to discriminate against charter schools, as the district apparently does not have to abide by this restriction.

LAUSD had to come out to deal with a broken heating pipe; an asbestos removal notice was sent to all parents/guardians. All ceramic kilns in B-15 had to be removed as the weight of the kilns could have potentially caused a cave-in.

Mr. Hussey spoke with LAUSD regarding the bleachers; we may have to get DSA approval since we are replacing wooden bleachers with another material. We may also replace the scoreboard, which may also require DSA approval.

Regarding the CCTV, LAUSD will be getting us estimates soon for the work they need to do (such as insulation).

We will be realigning the student parking lot to include numbers for each stall. This will help us better identify cars, and possibly allow us in the future to raffle off or sell parking spots. The realignment will also include putting in arrows that will help traffic flow. This will take place during Thanksgiving break.

Our LA School Policy officer was able to work with MTA to get students here earlier (7:45 am instead of 7:59 am) and also have 2 buses coming later at the end of the school day. Also, the officer and members of the safety committee have worked to get the area immediately in

front of the school changed to 2 hour parking between 9 am and 1:30 or 2 pm. We are also working on getting more parking across the street.

We have made the transition to the 5GB line and have gotten the phone system put on the 1GB line. This allows us to have redundancy, as well as providing better connectivity for the students and staff.

A meeting was held with the three other conversion schools; we are looking into combining our resources so that we can share costs and have collaborative activities.

We are reviewing the four goals for WASC in each department; the majority of the report will be completed and reviewed by December to prepare for WASC's visit in February.

We now have an e-sports team that will allow our e-sports team to compete online against other school teams.

School tours are underway; every tour has been fully booked through January. This means that by the end of 2019, we will have had some 320 families tour the school. Students are involved, and classrooms are visited to allow each program to discuss the strengths of their program.

We are looking to have an open house at ECR next year to reach out to those middle school students we are unable to reach. Previously, we had been invited to middle schools in our area; this year, only Hale has invited ECR back, other schools have not invited ECR to their campus. Mr. Silverstein questioned why this should not be done this year; Mr. Hussey noted that he would look into the possibility of starting the open house this year.

Open enrollment begins November 1st, ends January 10th. Our lottery will be January 23rd. We will begin enrolling local students November 4th so we have a better understanding of the number of kids we have in the area and the number of kids

We have seen a huge improvement in our suspension rate, through the collaborative effort of the deans, the counseling office, the student services office, and the psychiatric social worker. Last year we had 57 suspensions in the first 3 months; to date this year, we have 3. This will reflect in a positive jump for us on the California dashboard.

We are in the beginning phases of developing a real world experiences and internship program. Mr. Hussey will be talking with music producers about a program to teach our students about different aspects of the music industry. Mr. Hussey and Ms. Ring have also reached out to a visual effects company about bringing a visual effects program to the Main Campus and the North Campus.

Mr. Hussey also introduced Bennett Liss and Zach Liss, who are introducing a potential fundraising program called Buywiser, where people in the community who are selling their homes can designate 0.5% of the proceeds be given to ECR.

F. Chief Business Officer Update

Mr. Darby stated that he had nothing new to report. Ms. Chen questioned what had happened with the tree cleanup. We have not gotten any new quotes for landscaping services.

G. Board Committee Updates

The Travel Committee did not meet since the last Board meeting.

The Tech Committee will report during the later agenda item.

The Finance Committee did not meet since the last Board meeting.

II. Consent

A. Approve Minutes of September 26, 2019 Regular Board Meeting

One modification, the minutes should reflect that Darin Ryburn was appointed as the chair of the Safety Committee.

Beatriz Chen made a motion to approve minutes from the Regular Board Meeting on 09-26-19 with the modification as noted.

Steven Kofahl seconded the motion.

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

Roll Call

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

B. Approve Minutes of October 7, 2019 Special Board Meeting

Beatriz Chen made a motion to approve minutes from the Special Board Meeting on 10-07-19.

Brian Archibald seconded the motion.

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

III. Financial

A. Review and Vote on September Check Registers

Brian Archibald made a motion to approve the September 2019 check registers.

Jeff Davis seconded the motion.

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

B. September 2019 Financial Update

John Arndt, CFO of ICON, gave the financial presentation. Last year, our accounting was cash basis; this year, we have switched to accrual basis, which will help us stay compliant. Fixed overhead costs, particularly salaries and benefits (including lifetime benefits) constitute 72.64% of our total budget; it is projected to be 74.3% by the end of the year. Mr. Silverstein questioned whether this percentage of fixed overhead costs will be increasing over the next several years, and whether we need to make some adjustments in order to keep our margin the same. Mr. Arndt stated that we would have some updates on the STRS rates, PERS rates, and state revenue allocations, by December 15th. Also, a 93% ADA rate of enrollment is low for a charter school, we need to look into making that rate increase to 95% to 96%. Dr. Davis noted that ECR should look into having a grant writer on staff, who will bring in revenue to the school.

C. Discuss and Possible Approval of Revised Fiscal Policies and Procedures

This matter was tabled.

D. Discuss and Possible Approval of Revised Budget

This matter was tabled.

IV. School Business

A. Discuss Local Indicators for California School Dashboard

Letty Zane made a public comment regarding Palisades Charter High School's charter renewal petition approval, the LAUSD Board Meeting on October 15th, ECR's 2019 SBAC scores, and the School Site Council.

Mr. Hussey went over the Local Indicators for California Dashboard. ECR has met standards for all 5 priorities listed in the Dashboard. This was an assessment done by Mr. Hussey and the administration. Mr. Silverstein questioned whether teachers could also be asked for their assessment.

B. Discuss and Approve Request for Allowance of Attendance

Mr. Hussey noted that the Allowance for Attendance was due to the school closure for the Saddle Ridge fire.

Steven Kofahl made a motion to approve the Request for Allowance of Attendance.

Jeff Davis seconded the motion.

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

Roll Call

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

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

Public comments were heard on this matter:

Maranissa Ephany, student and president of the Safe Promise Club, spoke in favor of having the Board adopt a resolution regarding safe firearms storage.

Sophia, student and representative of Students Demand Action, spoke in favor of having the Board adopt a resolution regarding safe firearms storage.

Leila Valens, student and representative of Students Demand Action, spoke in favor of having the Board adopt a resolution regarding safe firearms storage.

Amy Carter, teacher, shared the resolution of LAUSD's Board along with the cover letter sent by LAUSD.

Mr. Silverstein read LAUSD's Board's resolution into the record. However, ECRA is not approving LAUSD's Resolution, but rather can send its own resolution with wording specific for ECRA, or can adopt LAUSD's resolution. Also, Mr. Silverstein noted that ECRA is not taking a stance on gun ownership or control, but is merely sending out information on safe gun storage to stakeholders.

Dr. Davis asked whether parents/guardians would have to sign a tear-off acknowledging receipt of the resolution. Dr. Davis noted that he would not be in favor of having parents/guardians sign multiple documents. Mr. Hussey noted that the information could be sent out by newsletter, and the information could be added to the Parent-Student Handbook starting next school year and going forward.

Beatriz Chen made a motion to create a resolution on gun violence and safe firearm storage.

Steven Kofahl seconded the motion.

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

Roll Call

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

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

Letty Zane, parent and representative of Friends of ECR, spoke in favor of purchasing the e-rate eligible equipment.

Ms. Chen stated that the Tech Committee met on October 17th, during which time the network audit was reviewed. The Committee looked into the upgrades that were needed as recommended in the audit, and discussed the quotes and e-rate funding to be applied towards any purchases made. The Committee reviewed quotes from three different companies and the recommended company was Golden Star Technology (GST). GST's quote was for approximately \$221,000, which we would have to pay and then get the e-rate rebate for half of the total cost. Ms. Chen noted that the budget included \$285,000 for tech improvements, so the quote is within budget.

Darin Ryburn arrived late.

Brian Archibald made a motion to approve the purchase of e-rate eligible equipment through Golden Star Technology.

Steven Kofahl seconded the motion.

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

Roll Call

Kenneth Lee Aye

Steven Kofahl Aye

Scott Silverstein Aye

Brian Archibald Aye

Gregory Basile Absent

Jeff Davis Aye

Beatriz Chen Aye

Darin Ryburn Aye

Brian Archibald left early.

V. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation

Closed session took place.

B. Public Employee Performance Evaluation

Closed session took place.

C. Public Employee Performance Evaluation

Closed session took place.

D. Public Employee Discipline/Dismissal/Release

Closed session took place.

VI. Reconvene to Open Session

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

There were no actions taken during closed session.

VII. Closing Items

A. Adjourn Meeting

Darin Ryburn made a motion to adjourn the meeting.

Steven Kofahl seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:32 PM.

Respectfully Submitted,

Scott Silverstein

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

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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 October Check Registers

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

SWN Communications, Inc.	SPACH31	10/1/2019	#INV54661762212 Emergency Notification Services	4,600.00	9121-1796 CNB Checking - A/P Account #1796
Kelly Services, Inc.	SPACH32	10/6/2019	INV#154346 Substitute Teachers through 8/29/2019	9,711.01	9121-1796 CNB Checking - A/P Account #1796
Franklin, Stephanie	SPACH33	10/15/2019	Academic Decathlon Travel to Granada Hills	53.06	9121-1796 CNB Checking - A/P Account #1796
Cordero, Vanessa	SPACH34	10/16/2019	September Mileage to N. Campus	6.27	9121-1796 CNB Checking - A/P Account #1796
Kelly Services, Inc.	SPACH35	10/21/2019	INV#161360 Substitute Teachers through 9/13/19	13,161.87	9121-1796 CNB Checking - A/P Account #1796
Kelly Services, Inc.	SPACH36	10/21/2019	INV#164675 Substitute Teachers through 9/20/19	15,195.39	9121-1796 CNB Checking - A/P Account #1796
Kelly Services, Inc.	SPACH37	10/21/2019	INV#158097 Substitute Teachers through 9/06/2019	11,929.08	9121-1796 CNB Checking - A/P Account #1796
Kelly Services, Inc.	SPACH38	10/21/2019	INV#168086 Substitute Teachers through 9/27/19	15,351.94	9121-1796 CNB Checking - A/P Account #1796
Adobe Systems Incorporated	SPACH39	10/22/2019	INV#237730612 8/28/19-8/27-20	1,800.00	9121-1796 CNB Checking - A/P Account #1796
Jamal West	SPACH40	10/25/2019	Step Stage Reimbursement	83.65	9121-1796 CNB Checking - A/P Account #1796

Check Register

Account: 1761 - General

El Camino Real HS
October 2019

Grand Total: 2,575.85

Vendor	Check #	VOID	Date	Memo	Chck Amnt	Account
Gold, Barrie	1046		10/1/2019	BRMS FSA Contribution 10/01/19	416.66	9121-1761 CNB Checking - General Account #1761
Harbourt, Matthew	1047		10/1/2019	BRMS FSA Contribution- October 2019	208.33	9121-1761 CNB Checking - General Account #1761
Luna, Ilda	1048		10/1/2019	BRMS FSA Contribution 10/01/19	805.88	9121-1761 CNB Checking - General Account #1761
Carter, Amy	1049		10/1/2019	BRMS FSA Contribution 10/01/19	528.32	9121-1761 CNB Checking - General Account #1761
VOID	1050	VOID	10/1/2019	VOID	-	9121-1761 CNB Checking - General Account #1761
Roe, Steve	1051		10/8/2019	BRMS FSA Contribution 10/08/19	200.00	9121-1761 CNB Checking - General Account #1761
Yi, Sylvia	1052		10/17/2019	BRMS FSA Contribution 10/17/19	416.66	9121-1761 CNB Checking - General Account #1761

Check Register

Account: 1826 - ASB

El Camino Real HS
October 2019

Grand Total: 33,452.81

Vendor	Check #	VOID	Date	Memo	Chck Amnt	Account
Winter Guard International (WGI Sport of the Arts)	1277		10/2/2019	World class finals tickets	1,535.00	9122-1826 CNB Checking - ASB Trust #1826
Matthew Ronquillo	1278		10/7/2019	INV0010 Summer Band Camp and August pay	700.00	9122-1826 CNB Checking - ASB Trust #1826
Sweetwater Sound Inc.	1279		10/7/2019	INV# 20247282 Marching Band Supplies	2,398.28	9122-1826 CNB Checking - ASB Trust #1826
Omero Pena	1280		10/4/2019	Long Sleeve Shirts - Softball Trust	481.00	9122-1826 CNB Checking - ASB Trust #1826
Falgien, Jeffry	1281		10/8/2019	Football Trust donation to TD's against cancer	750.00	9122-1826 CNB Checking - ASB Trust #1826
Brennan, Corinne	1282		10/11/2019	Carnegie Hall Trip Deposit	3,300.00	9122-1826 CNB Checking - ASB Trust #1826
Bowlero Woodland Hills	1283		10/10/2019	10/13/19 2nd deposit Bowling Night - Baseball Trust	1,849.84	9122-1826 CNB Checking - ASB Trust #1826
	VOID		10/17/2019	VOID	-	9122-1826 CNB Checking - ASB Trust #1826
Corbett, Beth	1285		10/17/2019	Party Mixer for Cheer, football, Dance Guard, Band Trust	239.00	9122-1826 CNB Checking - ASB Trust #1826
Educational Theatre Association	1286		10/15/2019	INV# 756569 Thespians Troupe Renewal for drama	100.00	9122-1826 CNB Checking - ASB Trust #1826
Eastbay Team Sales	1287		10/16/2019	Inv# 1059446 Varsity Spirit Pack - Girls Volleyball Trust	2,271.90	9122-1826 CNB Checking - ASB Trust #1826
Eastbay Team Sales	1288		10/21/2019	Spirit Pack - Girls Golf Trust	1,041.16	9122-1826 CNB Checking - ASB Trust #1826
Lienhard, Josh	1289		10/24/2019	Summer Camp 2019 Stipend Check from Baseball Trust	800.00	9122-1826 CNB Checking - ASB Trust #1826
Eastbay Team Sales	1290		10/29/2019	INV#1059979 Spirit Pack Girls Volleyball Trust	2,598.23	9122-1826 CNB Checking - ASB Trust #1826
New Balance Athletic Shoe, Inc	1291		10/29/2019	Inv# 180317 Team Shoes - Baseball Trust	5,259.92	9122-1826 CNB Checking - ASB Trust #1826
BRE Select Hotels Operating LLC (Hilton Garden Inn)	1292		10/24/2019	2/14/20-2/16/20 Hotel Stay for drill team	1,593.20	9122-1826 CNB Checking - ASB Trust #1826
Manhattan Stitching	1293		10/31/2019	INV#75007 Marching Band Uniforms 2019-20 - Trust	6,460.28	9122-1826 CNB Checking - ASB Trust #1826
California Scholarship Federation Inc	1294		10/29/2019	CSF Chapter Annual dues 2019/2020	150.00	9122-1826 CNB Checking - ASB Trust #1826
Maggiand's Inc., an Illinois corporation	1295		10/31/2019	Girls Volleyball Team Banquet 11/20/19 - Room, meal Deposit - Trust	1,925.00	9122-1826 CNB Checking - ASB Trust #1826

Cover Sheet

October 2019 American Express Review

Section: III. Financial
Item: B. October 2019 American Express Review
Purpose: Discuss
Submitted by:
Related Material: ECR AMEX Statement October 2019.pdf



Corporate Card Statement of Account

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

Prepared For
DAVID HUSSEY
 EL CAMINO REAL CHS

Account Number
 XXXX-XXXXX3-31005

Closing Date
 10/28/19

Page 1 of 6

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ 11/12/19
76,284.41	61,807.21	39.00	27,469.43	86.95	110,574.24

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	-27,469.43
XXXX-XXXXX3-31039	ALAN DARBY	61,807.21	-86.95
	Total	61,846.21	-27,556.38

Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX3-31005	Reference Code	Amount \$
09/29/19 PAYMENT RECEIVED - THANK YOU 09/29	04600000000	-27,207.93
09/29/19 PAYMENT RECEIVED - THANK YOU 09/29	04600000000	-261.50
10/28/19 LATE FEE FOR 30-DAY PAST DUE BALANCE		39.00
Total for DAVID HUSSEY	New Charges/Other Debits Payments/Other Credits	39.00 -27,469.43

↓ 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 11/12/19 Enter 15 digit account number on all payments.

Amount Due \$110,574.24 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 011057424006180721 28HH

Prepared For
DAVID HUSSEY
 EL CAMINO REAL CHS

Account Number
 XXXX-XXXXX3-31005

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

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

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

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

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

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

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



Manage your Card account online at:
www.americanexpress.com/checkyourbill



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

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

International Collect:
 1-336-393-1111

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

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



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

Payments
 PO BOX 0001
 LOS ANGELES
 CA
 90096-8000

Change of Address
 If correct on front
 do not use

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

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



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 EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Closing Date
10/28/19

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Activity Continued

Card Number	XXXX-XXXXX3-31039	Reference Code	Amount \$
09/29/19	AVIS RENT A CAR BURBANK CA R/A# 465012811 AUTOMOBILE RE 09/28/19 AVIS RENT A CAR LOCATION DATE/TIME RENTAL AGREEMENT BURBANK CA 09/27/19 465012811 000000 RETURN TR# BURBANK CA 09/28/19 SUMANDRA,STEPHANIE	46501281100	135.36
09/29/19	AMAZON.COM*KL7O962V3 AMZN.COM/BILL WA REF# 5YEMELJVM8Y MERCHANDISE 09/23/19		227.81
09/29/19	AMZN MKTP US*CY1CF6N AMZN.COM/BILL WA REF# 2GD7VMN70NV BOOK STORES 09/28/19		121.41
09/29/19	AMZN MKTP US*XQ2J98U AMZN.COM/BILL WA REF# 4IG4D9NQCQC BOOK STORES 09/28/19		12.08
09/29/19	AMZN MKTP US*MA7GB2J AMZN.COM/BILL WA REF# 2ZTAYIVZV30 BOOK STORES 09/28/19		16.41
09/29/19	AMZN MKTP US*JO4D97H AMZN.COM/BILL WA REF# 647M2S8X9AC BOOK STORES 09/28/19		514.66
09/29/19	AMZN MKTP US*MW0U562 AMZN.COM/BILL WA REF# 3DLAJ333BQU BOOK STORES 09/29/19		39.32
10/01/19	SPECTRUM 855-707-7328 CA REF# 84482000174 CABLE SVCS 10/01/19	84482000174	139.96
10/02/19	AMZN MKTP US*GS1Z118 AMZN.COM/BILL WA REF# 3FILLMKY154 BOOK STORES 09/29/19		109.50
10/02/19	AMZN MKTP US*S608X96 AMZN.COM/BILL WA REF# 7JZQJZ0HGEA BOOK STORES 10/01/19		983.34
10/02/19	THE HOME DEPOT #1070 WEST HILLS CA REF# 10010107021 800-654-0688 10/01/19	10010107021	1,067.72
10/02/19	COMPLIANCESIGNS COM CHADWICK IL REF# 032120360 800-578-1245 10/02/19	03212036000	644.43
10/03/19	AMAZON.COM*T48AB3GK3 AMZN.COM/BILL WA REF# 3SUBF1YYO48 MERCHANDISE 10/02/19		153.00
10/03/19	AMAZON.COM*CX19W81X3 AMZN.COM/BILL WA REF# 49Y6G86G843 MERCHANDISE 10/02/19		65.41
10/03/19	CRAFT SUPPLIES USA C PROVO UT REF# 31099539275 800-5518876 10/02/19	31099539275	576.95
10/03/19	MUSICIANSFRIENDWEB 9 WESTLAKE VILL CA REF# ARINV503803 818-735-8800 10/02/19 MUSICAL INSTRUMENTS ROC NUMBER ARINV5038031		491.11
10/03/19	AMZN MKTP US*A17I02X AMZN.COM/BILL WA REF# 6W9E9QXFQLB BOOK STORES 10/02/19		251.86
10/03/19	AMAZON.COM*QL0CQ4U13 AMZN.COM/BILL WA REF# 60ZVANTRRNX MERCHANDISE 10/02/19		41.76
10/03/19	AMZN MKTP US*E79KX24 AMZN.COM/BILL WA REF# 77I7S577SXT BOOK STORES 10/02/19		350.66
10/03/19	AMAZON WEB SERVICES AWS.AMAZON.CO WA REF# KNBH7Y3AWL5 WEB SERVICES 10/03/19		4,117.12
10/03/19	AMZN MKTP US*LF1S93K AMZN.COM/BILL WA REF# 7AP4YPHZHLH BOOK STORES 10/03/19		10.15
10/04/19	AMZN MKTP US*TP7BJ3W AMZN.COM/BILL WA REF# 1DRDGZ8A2IP BOOK STORES 10/02/19		2,845.75
10/04/19	AMAZON.COM*BS15E1QA3 AMZN.COM/BILL WA REF# 4C65HENNAN4 MERCHANDISE 10/02/19		8.92
10/04/19	COLLEGEBOARD WORKSHO877-349-1550 NY REF# AY3T1F5870D 877-349-1550 10/03/19		195.00
10/04/19	COLLEGEBOARD WORKSHO877-349-1550 NY REF# AE3T1F59E52 877-349-1550 10/03/19		195.00
10/04/19	AMZN MKTP US*4I2OK03 AMZN.COM/BILL WA REF# 3SMRBA6LCLH BOOK STORES 10/04/19		12.91

Continued on reverse

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EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

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Activity Continued		Reference Code	Amount \$
10/05/19	AMZN MKTP US*TX9PX6J AMZN.COM/BILL WA REF# 7CVVQ3QFQWQ BOOK STORES 10/02/19		868.34
10/05/19	AMZN MKTP US*ZO74R6W AMZN.COM/BILL WA REF# 17V61NGDK28 BOOK STORES 10/05/19		78.35
10/05/19	AMZN MKTP US*M96IG5E AMZN.COM/BILL WA REF# 53DFHU7JZMO BOOK STORES 10/05/19		234.40
10/06/19	AMAZON.COM*MA5JV7O13 AMZN.COM/BILL WA REF# 6VF3L1JE9IL MERCHANDISE 10/04/19		29.50
10/06/19	AMZN MKTP US*8A29S7B AMZN.COM/BILL WA REF# 27S8JMWUR9B BOOK STORES 10/05/19		797.82
10/06/19	VANS.COM COSTA MESA CA REF# 75928087 888-691-8889 10/06/19 SPECIALTY RETAIL ROC NUMBER 75928087	75928087000	1,209.99
10/07/19	AMZN MKTP US*P13GY5U AMZN.COM/BILL WA REF# NUUHHAME06V BOOK STORES 10/04/19		32.75
10/07/19	AMZN MKTP US*BR62M5B AMZN.COM/BILL WA REF# 70AK8IVOESU BOOK STORES 10/05/19		369.17
10/07/19	AMAZON.COM*EI4CG7ZC3 AMZN.COM/BILL WA REF# 2ELIIGFEB6D MERCHANDISE 10/06/19		153.70
10/07/19	AMZN MKTP US*PW6JU18 AMZN.COM/BILL WA REF# 4QDS5VBUVIF BOOK STORES 10/06/19		10.93
10/07/19	AMAZON.COM*8Y1HS8NK3 AMZN.COM/BILL WA REF# 4LQG5VOM2UP MERCHANDISE 10/07/19		43.80
10/08/19	SOUTHWEST AIRLINES (DALLAS TX TKT# 5269851819043 AIRLINE/AIR C 10/07/19 MISC. CHARGE ORDER (MCO)/PREPAID TICKET AUTH PASSENGER/DEPOSIT SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM BURBANK CA TO CARRIER CLASS CINCINNATI OH WN 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002514720	750.00
10/08/19	BAND SHOPPE 0000 CYNTHIANA IN REF# 88870128 812-963-8890 10/08/19 UNIFORMS ROC NUMBER 88870128	88870128000	928.90
10/09/19	WWW.1AND1.COM CHESTERBROOK PA REF# 27875342 610-560-1589 10/08/19 COMPUTER DATA PROCE ROC NUMBER 27875342	27875342000	128.05
10/09/19	AMAZON.COM*7O2FZ4CN3 AMZN.COM/BILL WA REF# 3F63X2UWQSU MERCHANDISE 10/08/19		297.84
10/11/19	AMZN MKTP US*S84EI5T AMZN.COM/BILL WA REF# 11CCLOGICW8 BOOK STORES 10/10/19		19.63
10/11/19	AMZN MKTP US*TB12T5H AMZN.COM/BILL WA REF# 5VY5K3DP311 BOOK STORES 10/10/19		8.21
10/11/19	AMZN MKTP US*8T3FS8T AMZN.COM/BILL WA REF# 3Z7UTBDFS1N BOOK STORES 10/10/19		12.89
10/11/19	AMZN MKTP US*5I2T73G AMZN.COM/BILL WA REF# 1A0UK11ML34 BOOK STORES 10/10/19		7.91
10/11/19	AMZN MKTP US*F75VW8W AMZN.COM/BILL WA REF# 91NAW5KDA83 BOOK STORES 10/10/19		326.39
10/12/19	MAILCHIMP *MONTHLY MAILCHIMP.COM GA REF# 5831486-129 EMAIL MKTG 10/12/19		229.00
10/13/19	AMAZON.COM*OR4XC7M33 AMZN.COM/BILL WA REF# KUJ1JUHWUGR MERCHANDISE 10/10/19		46.61
10/14/19	AMZN MKTP US*PE2RM8M AMZN.COM/BILL WA REF# 2J7JR3LX8RE BOOK STORES 10/12/19		78.11

Continued on next page



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DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Closing Date
10/28/19

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Activity Continued				Reference Code	Amount \$
10/14/19	GITHUB	SAN FRANCISCO	CA		300.00
	REF# NT_FZXYQWJ	+18774484820	10/14/19		
10/15/19	AMZN MKTP US*G398X2G	AMZN.COM/BILL	WA		18.58
	REF# 6XE6E2YCZIK	BOOK STORES	10/15/19		
10/15/19	AMZN MKTP US*ZJ98D3N	AMZN.COM/BILL	WA		38.71
	REF# 6E0F5ADFJJ3	BOOK STORES	10/15/19		
10/16/19	AGUAVIDA PREMIUM	WAT 747-444-9637	CA	21105179289	210.99
	REF# 21105179289	BOTTLE WATER	10/15/19		
10/16/19	JIVE COMM/LOGMEIN	OREM	UT		27,525.11
	REF# NT_G0LNXCUG	+18019801838	10/16/19		
10/17/19	AMZN MKTP US*C71UU39	AMZN.COM/BILL	WA		182.64
	REF# 1OXDRJJN841	BOOK STORES	10/16/19		
10/17/19	AMZN MKTP US*UE1VM4E	AMZN.COM/BILL	WA		125.87
	REF# 788467KTNQ4	BOOK STORES	10/16/19		
10/17/19	AMZN MKTP US*B60NV8X	AMZN.COM/BILL	WA		21.45
	REF# 6G8Z3M54S5E	BOOK STORES	10/17/19		
10/17/19	AMZN MKTP US*0M0IA9I	AMZN.COM/BILL	WA		67.89
	REF# 7G0BKV5K5U5	BOOK STORES	10/17/19		
10/17/19	THE HOME DEPOT #1070	WEST HILLS	CA	10160107034	-36.96
	REF# 10160107034	800-654-0688	10/16/19		Credit
10/18/19	AMZN MKTP US*BK6QW2H	AMZN.COM/BILL	WA		1,809.00
	REF# 5KLUP267P3Y	BOOK STORES	10/17/19		
10/19/19	BARNES & NOBLE #2956	CALABASAS	CA	00029561019	4,097.40
	REF# 00029561019	8662387323	10/18/19		
	REFER TO RECEIPT ROC NUMBER 00029561019				
10/19/19	LENOVO LENOVO US INC	WILMINGTON	DE	92012773400	250.00
	920127734	ASP RENEWAL FEE 291367-	10/18/19		
	1-800-426-9735 ROC NUMBER 920127734				
10/20/19	AMZN MKTP US*B765W5I	AMZN.COM/BILL	WA		27.92
	REF# 36XI2XJ2SWP	BOOK STORES	10/19/19		
10/20/19	AMAZON.COM*NZ5CE6OK3	AMZN.COM/BILL	WA		839.15
	REF# 14YYG86M3G9	MERCHANDISE	10/19/19		
10/20/19	AMAZON.COM*YC8860Z63	AMZN.COM/BILL	WA		76.64
	REF# 71U3Z3N3WQS	MERCHANDISE	10/19/19		
10/20/19	AMZN MKTP US*I19PN8T	AMZN.COM/BILL	WA		118.48
	REF# 5ADQXIA3GJB	BOOK STORES	10/19/19		
10/21/19	AMZN MKTP US*DE2TS3W	AMZN.COM/BILL	WA		38.36
	REF# 1QCNK8A3LAH	BOOK STORES	10/16/19		
10/22/19	CRF-MOCKTRIAL FEE	LOS ANGELES	CA		475.00
	REF# NT_G2XAO8YN	+12134875590	10/22/19		
10/22/19	FESTIVALS OF MUSIC	DOUGLASSVILLE	PA		3,132.00
	TXN32712	TXN32712	19518	10/22/19	
	TUITION/FEES ROC NUMBER TXN32712				
10/22/19	AMAZON.COM*BM2GQ3E83	AMZN.COM/BILL	WA		766.49
	REF# 5C7AX9OY4TT	MERCHANDISE	10/22/19		
10/22/19	AMZN MKTP US	AMZN.COM/BILL	WA		-49.99
	REF# 250TEP81H7X	BOOK STORE	10/22/19		Credit
10/24/19	AMZN MKTP US*010C428	AMZN.COM/BILL	WA		12.57
	REF# 1L88UP1B8WA	BOOK STORES	10/23/19		
10/24/19	AMAZON.COM*SW48Z6FM3	AMZN.COM/BILL	WA		1,016.60
	REF# 28Z5CTKZ8QY	MERCHANDISE	10/23/19		
10/24/19	AMZN MKTP US*S68NH3O	AMZN.COM/BILL	WA		137.13
	REF# 2IPQWUI84P9	BOOK STORES	10/24/19		
10/24/19	AMZN MKTP US*WL2G663	AMZN.COM/BILL	WA		25.26
	REF# 2UHSY3N2Q6L	BOOK STORES	10/24/19		
10/24/19	AMZN MKTP US*154BQ2Z	AMZN.COM/BILL	WA		15.32
	REF# 6LYGV9YAWFC	BOOK STORES	10/24/19		
10/25/19	AMAZON.COM*QI5Z782H3	AMZN.COM/BILL	WA		273.74
	REF# 5R8VWDEJ90X	MERCHANDISE	10/24/19		

Continued on reverse

Prepared For
DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Page 6 of 6

Activity Continued				Reference Code	Amount \$
10/25/19	AMZN MKTP US*Q71NR01	AMZN.COM/BILL	WA		10.82
	REF# 403SW9U8BMO	BOOK STORES	10/24/19		
10/27/19	GITHUB	SAN FRANCISCO	CA		84.00
	REF# NT_G4UA3BGS	+18774484820	10/27/19		
10/28/19	YOUCANBOOK.ME	BEDFORD			14.00
	REF# NT_G4MIJLNH	+441234245538	10/28/19		
10/28/19	AMZN MKTP US*PW9ZG05	AMZN.COM/BILL	WA		106.20
	REF# 5WZVCPXHRY4	BOOK STORES	10/28/19		
Total for ALAN DARBY				New Charges/Other Debits	61,807.21
				Payments/Other Credits	-86.95

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: 191115 ECR Fiscal Policies & Procedures - clean.pdf
191115 ECR Fiscal Policies & Procedures - redlined.pdf



EL CAMINO REAL ALLIANCE

FISCAL POLICIES AND PROCEDURES HANDBOOK

Revision Board Approved: November 19, 2019
Effective: November 19, 2019

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ECRAA/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.

ECRAA/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.

ECRAA/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

ECRAA/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.

ECRAA/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.

ECRAA/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.

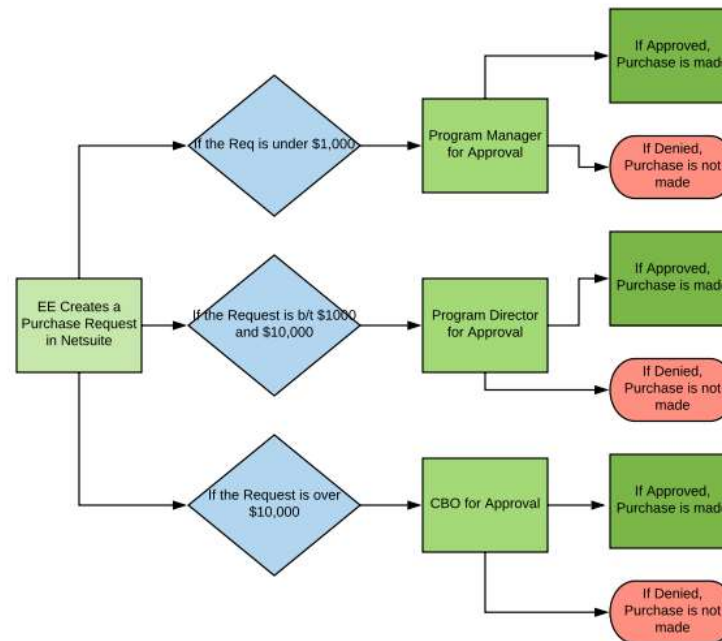
Failure to comply with the policies and procedures as described herein, may result in a delay in reimbursement being paid to the employee or, in some instances, a denial of a reimbursement request in whole or in part.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Purchasing Flow Charts

Regular Purchases

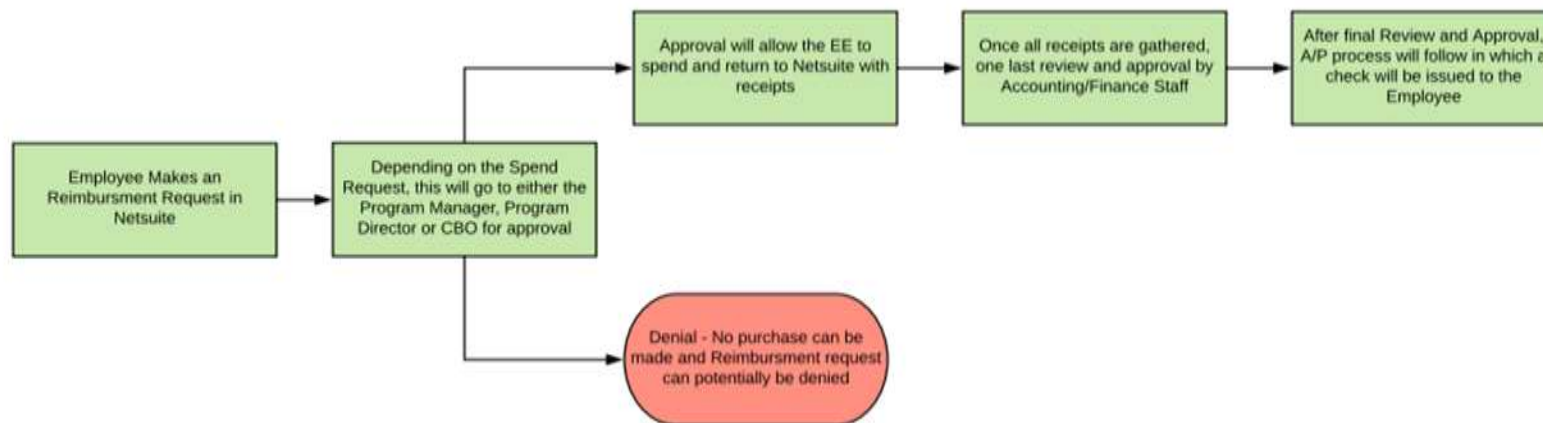
- Purchases done through Netsuite involve different approvers depending on the spend amount.
 - Under \$1,000, these will go to a Program Manager for approval.
 - Spend requests between \$1,000 and \$10,000 will go to Program Directors.
 - Anything over \$10,000 will go directly to the CBO for approval.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



ECRAA/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. 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

Reimbursements – Digital Payments

The use of digital payments, such as ‘Apple Pay’ or Venmo (or similar) are not a preferred method of payment and should be used only when other forms of payment such as check, ACH transfer, or ECRCHS credit card are unavailable.

When an employee seeks reimbursement for an allowable reimbursement expense paid with their personal ‘Apple Pay’ or Venmo (or similar), the requestor must include a copy of their bank/card statement showing the amount paid. The proof of payment must be attached to the reimbursement request.

Purchases made via digital payment are subject to the same criteria and requirements as all other purchases.

1. Employee shall submit, prior to the purchase being made, for each digital payment transaction, a signed copy of the appropriate purchasing form substantiating:
 - a. Who the expenditure is for;
 - b. What the expenditure is for;
 - c. Where the expenditure is made;
 - d. Why the expenditure is made; and
 - e. When the expenditure is made.

Personal Use of School Items

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

1. Employees will avoid the personal use of ECRA owned items without prior approval from a supervisor.
2. Employees will reimburse the Charter School for all ECRA-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.

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).

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

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.

Alternative Payment Methods – Third-Party Processors

Third-Party Processor – A third-party processor is a company that can accept payments over the internet on behalf of an individual or another merchant (i.e., PayPal).

The use of third-party processors such as PayPal (or similar) is not a preferred method of payment and should be used only when a merchant will not accept a check, ACH transfer, or ECRA credit card. Purchases made via a third-party processor are subject to the same criteria and requirements as all other purchases. Employee shall submit, prior to the purchase being made, for each third-party purchase made, a signed copy of the appropriate purchasing form substantiating:

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

The use of third-party processors is not intended to avoid or bypass appropriate purchasing or payment procedures.

Payments made to service providers via a third-party processor are subject to the same criteria and requirements as all other contracts. A third-party processor may not be used for payments to an individual for services.

Personal third-party processor accounts should not be used to transact ECRA business.

When using a third-party processor, employees will make purchase requisitions in ERP. Purchase Requisitions can be created using the following information provided by the vendor:

- a. An invoice or estimate prepared by the vendor, but which has not yet been processed for sale by the vendor.
- b. 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.

Third-party processors often do not include detailed information about the item(s) purchased. In the event this occurs, a copy of the web page that identifies the item(s) purchased and the web receipt from the third-party processor must be included in the ERP record.

Third-party processor payments will be made by the Business Office after all required documents are submitted and approvals obtained. The Business Office will use a dedicated ECRA account, such as PayPal, to make purchases.

Any email address linked to a third-party processing account must be a valid ECRA email address.

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 Office, 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

APPENDIX IV – PURCHASE REQUEST FORM



EL CAMINO REAL ALLIANCE

FISCAL POLICIES AND PROCEDURES HANDBOOK

Revision Board Approved: November 19, 2019~~July 9, 2018~~
Effective: November 19, 2019~~July 9, 2018~~

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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 formulates~~ The Board oversees the administration of the fiscal policies and procedures ~~financial policies and procedures~~; and delegates administration of the policies and procedures to the CBO.
3. ~~The Board~~ ECRA will ~~may~~ commission a Back-~~Office~~ Office Services Provider (e.g., ~~EdTec~~ ICON School Management). If ECRA does so elect to utilize a Back-office Services Provider, the Back-office Services provider ~~who~~ will report to both the administration and the Board. The financial compilations presented to the Board will be compiled by the Back-~~Office~~ 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~~ Office Services Provider (e.g., [ICON School Management EdTee](#)) 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 [with Policies and Procedures](#)
- 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 ~~Manager~~ 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 [A/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. such as 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 itselfourselves, or from making costly mistakes.
- ~~Staff should consider the value of purchasing from local businesses, products made with union labor and products made in the USA.~~
- 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.

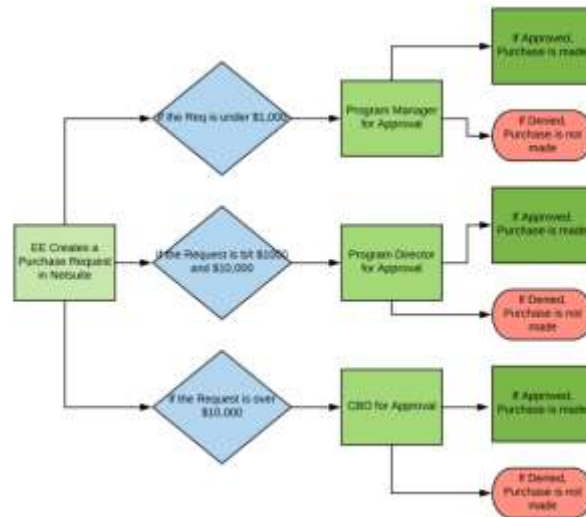
Failure to comply with the policies and procedures as described herein, may result in a delay in reimbursement being paid to the employee and, or, in some instances, a denial of a reimbursement request in whole or in part.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

Purchasing Flow Charts

Regular Purchases

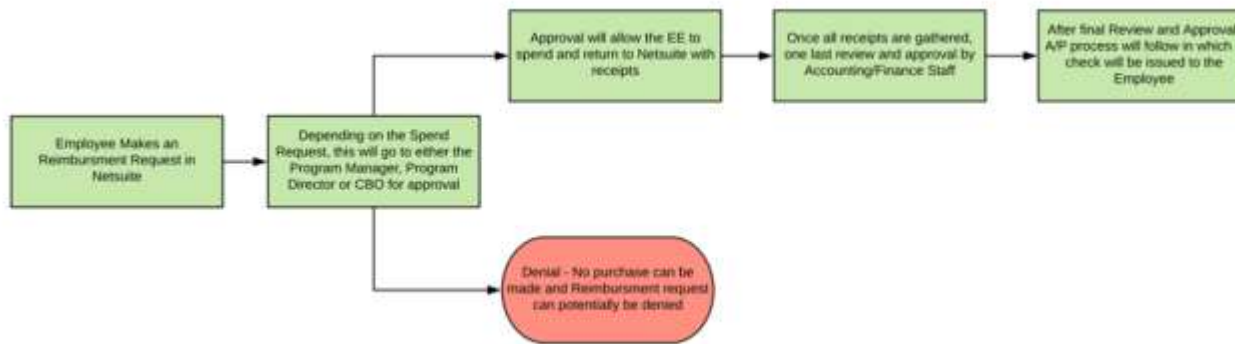
- Purchases done through Netsuite involve different approvers depending on the spend amount.
 - Under \$1,000, these will go to a Program Manager for approval.
 - Spend requests between \$1,000 and \$10,000 will go to Program Directors.
 - Anything over \$10,000 will go directly to the CBO for approval.
 - 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 ~~Assistant Principal~~ or designee shall be responsible for enforcing this policy, ~~within 30 days from the charge being incurred.~~

Employee Lost Receipts

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

Gratuity

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

Employee Reimbursements and Expense Reports

[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. ~~of presentation of appropriate documentation.~~
 - a. Whenever possible, original, itemized receipts must be provided. (See "Employee Receipts/Substantiation" above.)
 - b. Electronic receipts are considered original, itemized receipts.
 - c. In certain cases, supporting documentation such as ~~like~~ e-mail 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 Accounting Staff 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 Accounting Staff~~ will email a copy of the Executive Director's expense report to the Board Chair when processed for payment.

~~a. 7.~~ 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.

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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

Reimbursements – Digital Payments

The use of digital payments, such as ‘Apple Pay’ or Venmo (or similar) are not a preferred method of payment and should be used only when other forms of payment such as check, ACH transfer, or ECRCHS credit card are unavailable.

When an employee seeks reimbursement for an allowable reimbursement expense paid with their personal ‘Apple Pay’ or Venmo (or similar), the requestor must include a copy of their bank/card statement showing the amount paid. The proof of payment must be attached to the reimbursement request.

Purchases made via digital payment are subject to the same criteria and requirements as all other purchases.

1. Employee shall submit, prior to the purchase being made, for each digital payment transaction, a signed copy of the appropriate purchasing form substantiating:

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

Personal Use of School Items

Personal use only applies to non-de minimis use consumption. For example, using an ECRA ~~CHS~~ 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-ECRA~~ owned items without prior approval from a supervisor.
2. Employees will reimburse the Charter School for all ~~ECRCHSECRA~~-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 Items ordered or a~~and detailed receipt(s);
 - c. Number of individuals in the party; and
 - d. Names of ~~all the~~ 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 [NetsuiteERP](#) system.

Mileage

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

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

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

Travel

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

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

summary of the purpose of travel, educational or professional benefit, number of employees attending, and estimated cost.

2. All expenses must be pre-approved prior to travel for an event or meeting through the Approved ERP software system or an approved travel form. The approver cannot be the traveler. All supported documentation follows the specific rules in the Fiscal Policies and Procedures.

3. Unless charter school administrators consider something an emergency, it is encouraged that travel arrangements should be made at least 15 days in advance to obtain better pricing.

4. ECRA does not allow daily per diem rates.

5. Chargeable and Reimbursable Expenditures:

a. Only pre-approved coach class, economy, "Wanna Get Away," or promotional discounted airfare ticketing will be paid by ECRA/~~ECRCHS~~ for documented school-related travel. It is incumbent on all ECRA/~~ECRCHS~~ employees, when arranging school related air travel, to seek the most reasonable and logical airfare accommodation available at the time of booking, and to provide contemporaneous documentation to substantiate the same.

b. First class, business class, economy plus, and other similar fare classes will not be paid for or reimbursed by ECRA.

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

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

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

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

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

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

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

ii. Hotels should be chosen for the following reasons:

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

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

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

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

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

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

Governing Board Expenses

- 1. The individual incurring authorized expenses while carrying out the duties of the Charter School will complete and sign an expense report.
- 2. The completed expense report will be submitted to the ~~Accounting Staff~~Business Office for review and initial approval. Once approved by the ~~Accounting Staff~~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 ~~Accounting Staff~~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 ~~accounting-Business~~ ~~Department 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~~K~~ require two approvers/signatures.
 - a. Note, credit card transactions over \$10,000~~K~~ 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~~K~~ during a calendar year ~~and 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. ~~Accounting Staff~~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 ~~Accounting Staff~~Business Department 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.

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. _____

[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.

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

- 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~~~~Accounting Staff~~ will manage the petty cash fund from the student store.
2. The petty cash fund will be capped at \$1,000 at the school site, but it will typically hold \$500. This does not include cash held for school events.
3. All petty cash will be kept in the Charter School's safe. Only select ~~Accounting Staff~~~~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 ~~Accounting Staff~~~~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~~~~Accounting Staff~~ within 48 hours of withdrawing the petty cash.
7. When expenditures total \$300 (when cash balance is reduced to \$200), the ~~Business Office~~~~Accounting Staff~~ will total the disbursements, complete a petty cash reimbursement form, and obtain the approval of the Assistant Principal. This should be done on at least a quarterly basis. The petty cash slips and supporting receipts will be attached to the reimbursement request form and forwarded to the ~~Accounting Staff~~~~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 ~~Department~~~~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.

Alternative Payment Methods – Third-Party Processors

Third-Party Processor – A third-party processor is a company that can accept payments over the internet on behalf of an individual or another merchant (i.e., PayPal).

The use of third-party processors such as PayPal (or similar) is not a preferred method of payment and should be used only when a merchant will not accept a check, ACH transfer, or ECRA credit card. Purchases made via a third-party processor are subject to the same criteria and requirements as all other purchases. Employee shall submit, prior to the purchase being made, for each third-party purchase made, a signed copy of the appropriate purchasing form substantiating:

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

The use of third-party processors is not intended to avoid or bypass appropriate purchasing or payment procedures.

Payments made to service providers via a third-party processor are subject to the same criteria and requirements as all other contracts. A third-party processor may not be used for payments to an individual for services.

Personal third-party processor accounts should not be used to transact ECRA business.

When using a third-party processor, employees will make purchase requisitions in ERP. Purchase Requisitions can be created using the following information provided by the vendor:

- a. An invoice or estimate prepared by the vendor, but which has not yet been processed for sale by the vendor.

- b. 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.

Third-party processors often do not include detailed information about the item(s) purchased. In the event this occurs, a copy of the web page that identifies the item(s) purchased and the web receipt from the third-party processor must be included in the ERP record.

Third-party processor payments will be made by the Business Office after all required documents are submitted and approvals obtained. The Business Office will use a dedicated ECRA account, such as PayPal, to make purchases.

Any email address linked to a third-party processing account must be a valid ECRA email address.

Contracts

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

The Board must also approve the following contracts:

- Non-Public Contracts - \$50,000 or more for construction, equipment, materials, supplies, non-professional services and repairs.
 - Public Contracts (i.e. public bonds):
 - Bid limit under Public Contract Code § 20111(a) of \$50,000 or more for equipment, materials, supplies, services and repairs.
 - Bid limit under Public Contract Code § 20111(b) of \$15,000 or more for construction contracts.
2. Consideration will be made of in-house capabilities before contracting for outside services. Below are considerations:
- a. Whether the services needed is for a limited time period.
 - b. Whether the contract service provider has expertise not otherwise available to the Charter School.
 - c. Whether the current staff has capacity to do the work.
 - d. Whether the contract service provider's core competency would lead to long-term savings.
 - e. Whether the utilization of the contract service provider would cost less than a comparable employee with benefits.
3. The ~~Accounting Staff~~**Business Office**~~Department~~ 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 ~~place of the work to be performed~~~~for performance of the work.~~
- (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 LP, and LLP), the Accounting Staff ~~will~~ Business Office Department 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 ~~/or Assistant Principal~~ 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~~ will 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 s-already 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 ~~will~~ 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 ~~year~~-total requirement to avoid going thru the competitive process, or to avoid obtaining the required ~~District or Board~~ 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 ~~Accounting Staff~~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. ~~Accounting Staff~~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 ~~Accounting Staff~~Business Office will verify with the employee that goods have been received.
3. Once approved by the Authorizing Personnel, ~~Accounting Staff~~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 ~~so as~~ 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 ~~Accounting Staff~~Business Office.
5. Once approved by the Authorizing Personnel, the Business Office~~Accounting Staff~~ processes the check for signatures.

- a. Two authorized check signers will co-sign checks in excess of \$10,000 for all non-recurring items.
- b. All checks less than \$10,000 require the signature of only one authorized check signer.
- c. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.

6. ~~Accounting Staff~~The Business Office will record the check transaction(s) into the approved ERP software (Netsuite) system.

7. ~~Accounting Staff~~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~~Accounting Staff;
- 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~~Personnel.

2. ~~Back-Office Services Provider~~Personnel will examine all paid checks for date, name, cancellation, and endorsement. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.

3. ~~Back-Office Services Provider~~Personnel will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.

4. ~~Back-Office Services Provider~~Personnel will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any material discrepancies to the Financial Leader at ~~Back-Office Services Provider~~ assigned to the Charter School and the 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 Personnel.

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

Cash Receipts (Cash and Checks)

1. For each fundraising or other event in which cash or checks will be collected, a coordinator will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.

a. The ~~Business Office Accounting Staff~~ will record the transaction in the approved ERP software (Netsuite) at the time the transaction is made, with a copy of the receipt provided to the donor.

b. The cash, checks, receipt book, and deposit summary must be given to the ECRA ~~Business Office Accounting Staff~~, who will immediately put the funds in a secure, locked location.

c. ~~Accounting Staff(s)~~ 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 Office ~~an Accounting Staff member~~, and sign off on the amounts received.

c. The safe will be emptied at least two times per week when school is in session, corresponding to days when deposits are made. When school is not in session, the safe will be emptied within 48 hours when cash and checks exceed \$5K.

3. Cash/checks dropped off in the classroom will utilize the classroom envelopes. Each morning, the homeroom teacher assigned to the classroom will collect all forms, payments, etc. Before lunchtime, an office staff member and a second staff member (who may be an office staff member or an aide) shall collect all envelopes from each classroom

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

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

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

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

6. A deposit slip will be completed by the ~~Accounting Staff 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~~Personnel~~.

Returned Checks and Improper Checks

The school will attempt to deposit returned checks a second time; if the check does not clear on the second attempt, the payment will be returned to the vendor. ECRCHS will notify its Back-office Services Provider~~Ed Tee~~ 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~~~~Status Time~~).
2. Overtime only applies to non-exempt employees and is defined as hours worked in excess of eight hours a day and/or forty (40) hours within a five-day period of time. Any hours worked in excess of an employee's regular work schedule must be pre-approved by the supervisor, unless it is prompted by an emergency. If a supervisor identifies a recurring need for overtime in any given position, the supervisor should immediately consult with the Executive Director or CBO for further guidance.

Payroll Processing

1. Hourly employees must electronically approve their time records to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. No overtime hours should be listed without proper authorization or explanations as to why they occurred. The signatory supervisor will submit a summary report of ~~all time~~~~and attendance~~ records. ~~The Business Office Payroll Staff and Payroll Service provider will verify all records for accuracy.~~ ~~to Back-Office Services Provider who will verify the calculations for accuracy.~~
2. Salaried employees must sign in and out using the time clock system to verify working days for accuracy. A person from the ~~Business~~ ~~Office~~ will provide the designated school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.
3. The ~~Business Office Payroll Staff and Payroll Service provider~~ will ~~process~~ ~~notify~~ ~~Back-Office Services Provider~~ of all authorizations for approved stipends and the hourly or daily rate.
4. ~~Back-Office Services Provider~~ will prepare the payroll worksheet for review and approval by the 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 delivered to~~ ~~will be printed by~~ the Charter School. ~~The Business Office Accounting Staff~~ will document each printed receipt of the paychecks 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 will approve all loans from third parties.~~ In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.
2. Once approved, a promissory note will be prepared and signed by the Executive Director before funds are borrowed.
3. Employee loans, including salary advances, are not allowed.

Retention of Records

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

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. ~~Accounting Staff~~ 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

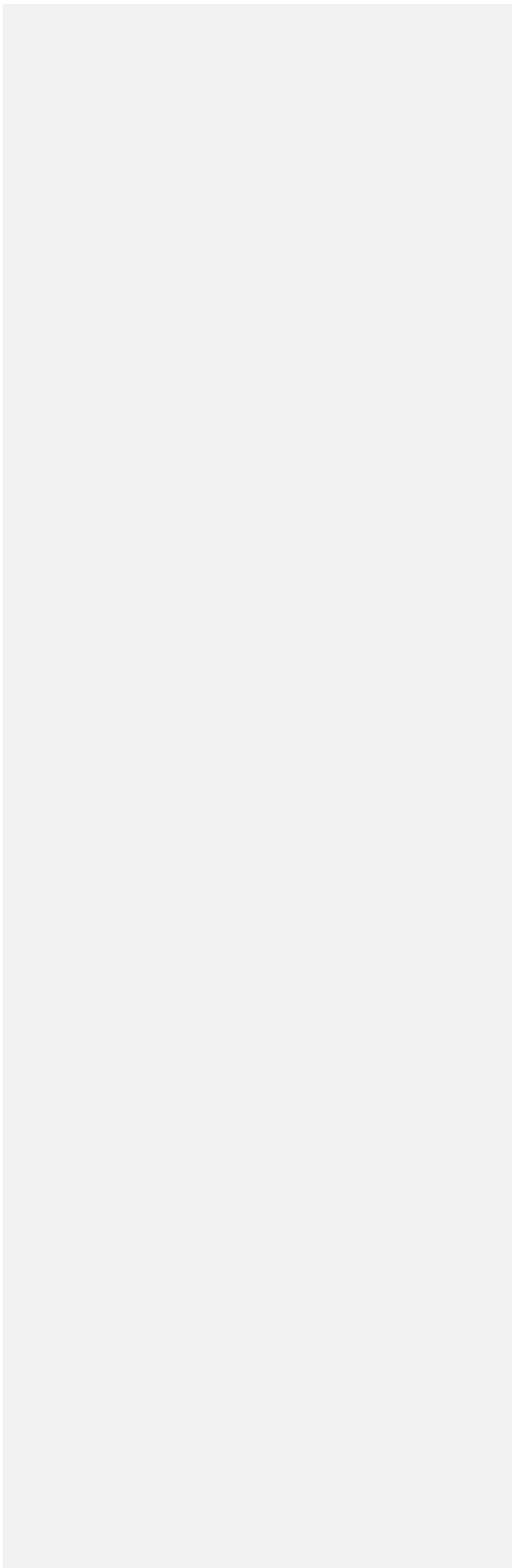
1. Parking lot related incidences are not covered under any insurance policy unless there is a witness. The Charter School assumes no liability for damage to cars:

- 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: _____

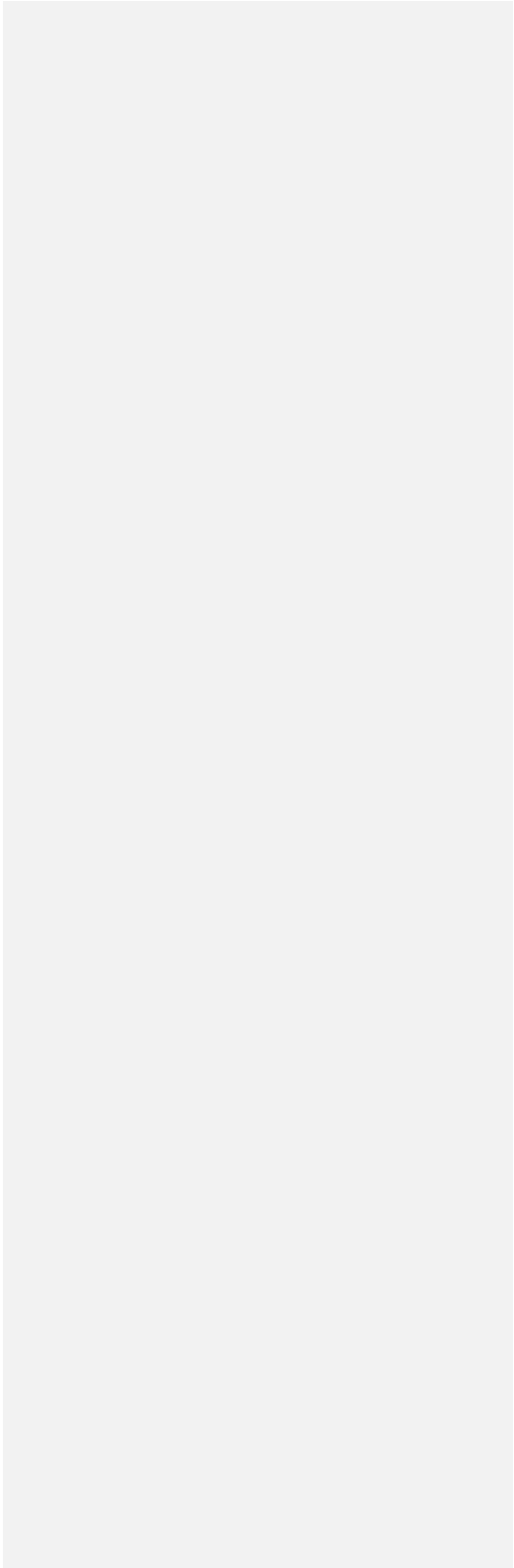
Reward Description and Amount: _____

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

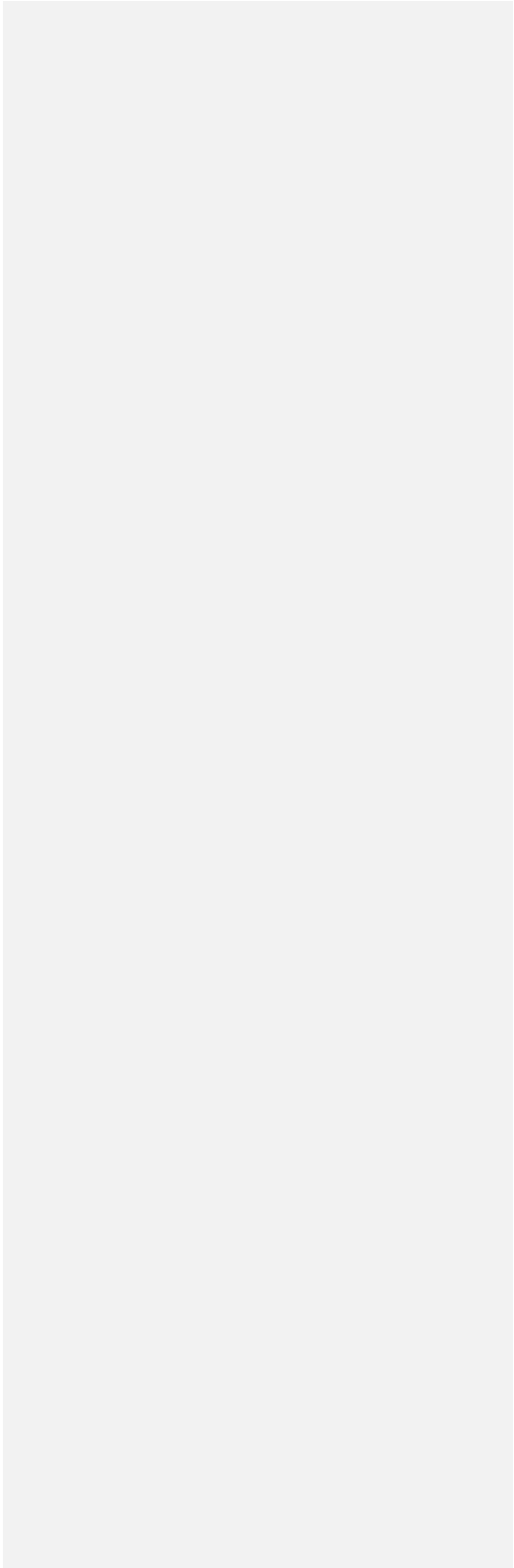
Employee Signature

Employee Name

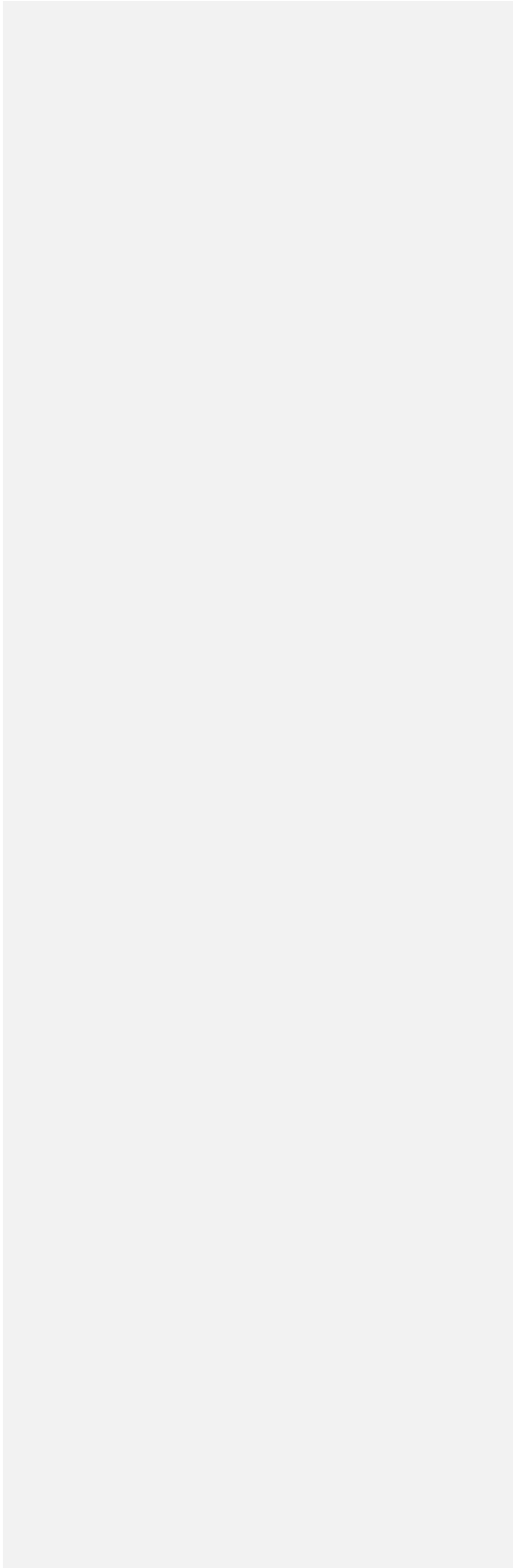
Executive Director's Signature

Executive Director's Name

APPENDIX III – EXPENSE REQUEST FORM



APPENDIX IV – PURCHASE REQUEST FORM



Cover Sheet

Discuss and Possible Approval of Revised Classified Management Salary Table

Section: III. Financial
Item: D. Discuss and Possible Approval of Revised Classified Management Salary Table
Purpose: Vote
Submitted by:
Related Material: Proposed Classified Management Salary Table.pdf

Table Increase 1.5%
July 1, 2019 Salary Table

2019-20

Job Title (Days)	Step 1	Step 2	Step 3	Step 4	Step 5
Manager, Human Resources (249)	\$64,819.32	\$68,546.25	\$72,269.86	\$76,385.43	\$80,565.21
Payroll Specialist (260)	\$67,682.46	\$71,573.44	\$75,461.95	\$79,759.33	\$84,124.24
Plant Manager, Buildings & Grounds (260)	\$69,629.00 <u>\$71,551.00</u>	\$71,021.58 <u>\$72,982.00</u>	\$72,441.57 <u>\$74,441.00</u>	\$73,889.97 <u>\$75,929.00</u>	\$75,367.81 <u>\$77,524.00</u>
Manager, Accounting & Finance (260)	\$75,988.69	\$80,251.69	\$84,684.12	\$89,508.23	\$94,450.22
Payroll Manager (260)	\$84,018.12	\$88,219.02	\$92,629.98	\$97,261.47	\$102,124.55
Manager, Information Systems (260)	\$84,018.12	\$88,219.02	\$92,629.98	\$97,261.47	\$102,124.55
Director, Human Resources (260)	\$84,018.12	\$88,219.02	\$92,629.98	\$97,261.47	\$102,124.55
Director, Accounting & Finance (260)	\$90,357.89	\$95,283.91	\$100,683.87	\$106,407.98	\$112,386.24
Director, STEAM and Sustainability (249)	\$86,535.38	\$91,253.28	\$96,425.14	\$101,907.03	\$107,632.50
Chief Information Officer (260)	\$109,481.22	\$115,681.72	\$122,186.73	\$129,064.98	\$136,368.07
Director, Student & Teacher Technology (260)	\$96,619.32	\$102,090.69	\$107,863.27	\$113,972.14	\$120,381.01

Differentials*

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

Cover Sheet

Discuss and Possible Approval of City National Bank Line of Credit

Section: III. Financial
Item: E. Discuss and Possible Approval of City National Bank Line of Credit
Purpose: Vote
Submitted by:
Related Material: ECR LofC LOI 11.14.2019.pdf



Presented to:

El Camino Real Alliance

Presented by:

Sharon Dababneh,
Sr. Business Banking Relationship Manager
10/1/19

10/01/2019

Alan Darby
El Camino Real Alliance
5440 Valley Circle Blvd
Woodland Hills 91367

Re: Letter of Interest – Credit Accommodations

Dear Mr. Alan Darby,

Thank you for choosing City National Bank as your financial solutions provider. I understand the demands of managing a growing business and welcome the opportunity to provide financial solutions so you can focus on running your business.

In addition to the credit accommodations outlined in this Letter of Interest, City National Bank offers a customized suite of product solutions to help you manage your daily business banking needs, as well as an array of financial management services to help you achieve your business and personal goals.

Credit and Lending

The right type of credit and structure for your financing needs, including: commercial real estate loans, credit lines, term loans, equipment loans and leases, City National Visa® Commercial Card with City National Rewards®, and SBA lending. City National is a preferred SBA lender.

Treasury Management and Fraud Protection Services

Solutions tailored to your business needs that can help accelerate your deposits, manage your payments and consolidate your funds for the greatest amount of control possible, and services that can help you greatly reduce the chances that fraud will impact your business.

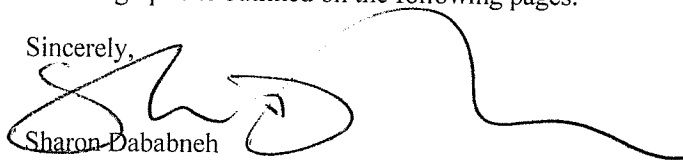
International and Trade Finance Services

Our team of foreign exchange advisors and international trade specialists can help you maximize profits and convenience while minimizing risk of international payments, foreign exchange, and trade financing.

For nearly 60 years, City National has helped entrepreneurs, professionals, their businesses and their families advance their growth through highly personalized financial solutions on The way up®. You'll benefit from a team of experienced professionals dedicated to providing you with award winning customer service and customized solutions.

As your primary relationship manager, I look forward to meeting with you to review and discuss the financing options outlined on the following pages.

Sincerely,



Sharon Dababneh
Vice President
Sr. Business Banking Relationship Manager
Greater Los Angeles Region
(818) 227-4334

El Camino Real
 Alliance 10/01/2019
 Page 1

Letter of Interest – Credit Accommodations

City National Bank (“CNB” or “Bank”) is pleased to express its interest in considering providing the credit accommodation(s) outlined below to El Camino Real Alliance. This letter is for discussion purposes only and is not intended to constitute a commitment or offer to lend on the part of Bank, but only to outline for discussion purposes the credit accommodation(s) that Bank is interested in considering at this time.

Credit Accommodation:	Revolving Line of Credit
Amount:	\$5,000,000
Purpose:	Working capital
Term:	2 years
Interest Rate:	Prime + 0%
Loan Fee:	\$0 Processing Fee \$2500 Origination Fee
Repayment:	Interest payable monthly. Payments may be automatically debited from a City National Bank checking account in the name of Borrower. Principal due at maturity.
Collateral:	A perfected security interest of first priority in all personal property of Borrower, including without limitation, inventory, equipment, accounts receivable and general intangibles. All costs associated with perfecting the security interest in the Collateral shall be borne by Borrower.

Performance Covenants

Borrower must maintain a minimum Liquidity (cash/equivalent) of not less than \$5,000,000 to be monitored on a quarterly basis.

Borrower will maintain minimum profitability of \$1 based on the "Cash Flow from Operations" in a rolling 12 month period. This will be determined on a consolidated basis for Borrower and means the sum of (a) net income after taxes and before extraordinary items earned over the twelve month period ending on the date of determination, plus (b) amortization of intangible assets, plus (c) interest expense, plus (d) depreciation expensed during the twelve month period ending on the date of determination.

El Camino Real Alliance
10/01/2019
Page 2

Financial Reporting Covenants

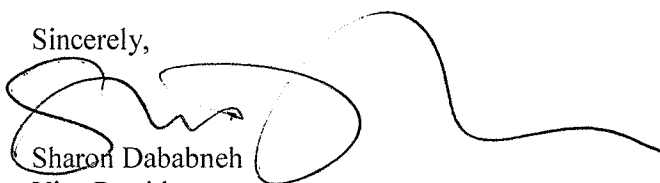
Signed copy of annual CPA audited unqualified annual financial statements within 180 days after fiscal year end for El Camino Real Alliance

Quarterly internally prepared financial statements for El Camino Real Alliance (to be submitted quarterly to the Bank within 60 days of quarter end)

This Letter of Interest is not meant to be, nor shall it be construed as, a commitment by Bank or any of its affiliates to extend credit to Borrower. It is intended to serve only as a basis for discussion of the credit accommodation(s) described above. It does not attempt to describe all the terms and conditions and loan documents that would pertain to the loan accommodation(s) described above, nor do its terms suggest the specific phrasing of particular provisions of the loan documents. Instead, it is intended to outline certain basic points around which the loan accommodation(s) could be structured. The loan accommodation(s) described above are subject to satisfactory examination by Bank of Borrower's books and records, including such due diligence as Bank deems necessary, Bank loan approval and documentation acceptable to Bank and its legal counsel. The loan documentation will contain certain conditions precedent to loan funds, representations and warranties, covenants (including financial covenants and reporting requirements), and events of default as determined by Bank.

The terms and conditions of this Letter of Interest will expire on November 29, 2019, unless Bank receives this letter duly executed by Borrower before such date.

Sincerely,



Sharon Dababneh
Vice President
Senior Business Banking Relationship Manager
Greater Los Angeles Region
(818)227-4334

El Camino Real Alliance
10/01/2019
Page 3

ACKNOWLEDGEMENT OF BORROWER:

By signing below Borrower agrees to the terms and conditions contained in this Letter of Interest and agrees not to disclose, divulge, publish, disseminate or otherwise make available all or any portion of this letter to any person (including, without limitation, any other lender or representative of any other lender) other than the employees of Borrower who have a need to know its contents to perform their duties as employees and Borrower's legal counsel and accountant. You also agree to instruct such employee, legal counsel and accountant to hold the content of this letter in strictest confidence.

ACCEPTED AND AGREED TO THIS _____ DAY OF _____, 20__.

Name of Borrower

By: _____

Title: _____

This Letter of Interest Expires on November 29 2019

Cover Sheet

Discuss and Approve Request for Allowance of Attendance

Section: IV. School Business
Item: A. Discuss and Approve Request for Allowance of Attendance
Purpose: Vote
Submitted by:
Related Material: 191119 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@ecrchs.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.

<u>Board Members Names</u>	<u>Board Members Signatures</u>
<u>Brian Archibald</u>	_____
<u>Gregory Basile</u>	_____
<u>Beatriz Chen</u>	_____
<u>Jeff Davis</u>	_____
<u>Steven Kofahl</u>	_____
<u>Kenneth Lee</u>	_____
<u>Darin Ryburn</u>	_____
<u>Scott Silverstein</u>	_____
_____	_____

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

Subscribed and sworn (or affirmed) before me, this 19th day of November, 2019.

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



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Governor Newsom Declares State of Emergency in Sonoma and Los Angeles Counties Due to Fires

Published: Oct 25, 2019

SACRAMENTO — Governor Gavin Newsom today issued an emergency proclamation for the counties of Sonoma and Los Angeles due to the effects of the Kincade and Tick fires, which have destroyed structures, threatened homes and critical infrastructure, and caused the evacuation of tens of thousands of residents.

Later today, Governor Newsom will travel to Sonoma County to survey areas impacted by the Kincade Fire and meet with emergency responders, residents, health officers and local and state officials.

Yesterday, the Governor announced that the state has secured federal Fire Management Assistance Grants to help ensure the availability of resources to fight the Kincade and Tick fires and enable local, state and tribal agencies to recover eligible costs. Yesterday, the Governor also held a public briefing in Los Angeles regarding the ongoing fire threats and the need to hold utilities accountable for the consequences of their decisions to shut off power for large portions of the state.

The full text of the proclamation is below:



Recent News

Governor Newsom Highlights California Community and Business Leaders Partnering to Support Residents Impacted by Wildfires and Power Shutoffs

On National First Responders Day, Governor Newsom Thanks Thousands Responding to Emergency Conditions in California

Governor Newsom Launches Resource Website for Californians Impacted by Wildfires and Power Shutoffs

Governor Newsom On Major CPUC Investigation Into Utility Power Shutoffs

TODAY: Governor Newsom, State Fire and Emergency Officials to Provide Update on Statewide Fire and Wind Conditions

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NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist in Los Angeles and Sonoma counties due to these fires.

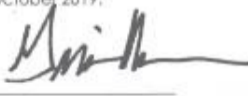
IT IS HEREBY ORDERED THAT:

1. All agencies of the state government utilize and employ state personnel, equipment, and facilities for the performance of any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan. Also, all citizens are to heed the advice of emergency officials with regard to this emergency in order to protect their safety.
2. The Office of Emergency Services shall provide local government assistance to Sonoma and Los Angeles counties, if appropriate, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19, section 2900 et seq.
3. As necessary to assist local governments and for the protection of public health and the environment, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services necessary to quickly assist with the response to and recovery from the impacts of these fires. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of these fires.
4. The provisions of Unemployment Insurance Code section 1253 imposing a one-week waiting period for unemployment insurance applicants are suspended as to all applicants who are unemployed as a direct result of these fires who applied for unemployment insurance benefits during the time period beginning October 23, 2019, and ending on the close of business on April 23, 2020, and who are otherwise eligible for unemployment insurance benefits.
5. Vehicle Code sections 9265(a), 9867, 14901, 14902, and 15255.2, requiring the imposition of fees, are suspended with regard to any request for replacement of a driver's identification card, vehicle registration certificate, or certificate of title, by any individual who lost such records as a result of these fires. Such records shall be replaced without charge.
6. The provisions of Vehicle Code sections 4602 and 5902, requiring the timely registration or transfer of title are suspended with regard to any registration or transfer of title by any resident of Sonoma County or Los Angeles County who is unable to comply with those requirements as a result of these fires. The time covered by this suspension shall not be included in calculating any late penalty pursuant to Vehicle Code section 9554.

7. Health and Safety Code sections 103525.5 and 103625, and Penal Code section 14251, requiring the imposition of fees are hereby suspended with regard to any request for copies of certificates of birth, death, marriage, and dissolution of marriage records, by any individual who lost such records as a result of these fires. Such copies shall be provided without charge.
8. In order to directly respond to the needs of impacted assisted living facilities, adult residential facilities, child care facilities, children's residential facilities, resource family homes, and other similar facilities within the State Department of Social Services' jurisdiction, the Director of the State Department of Social Services may waive any provisions of the Health and Safety Code or Welfare and Institutions Code, and accompanying regulations or written directives, with respect to the use, licensing, or approval of facilities or homes within the Department's jurisdiction set forth in the California Community Care Facilities Act (Health and Safety Code section 1500 et seq.), the California Child Day Care Facilities Act (Health and Safety Code section 1596.70 et seq.), and the California Residential Care Facilities for the Elderly Act (Health and Safety Code section 1569 et seq.). Any waivers granted pursuant to this paragraph shall be posted on the Department's website and shall only be in effect so long as necessary to address the direct impacts of the fires identified in this proclamation.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 25th day of October 2019.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

PROCLAMATION OF A STATE OF EMERGENCY

WHEREAS beginning on October 23, 2019, a significant wind event struck California, resulting in nearly statewide red flag warnings due to extremely dangerous fire weather conditions; and

WHEREAS on October 23, 2019, the Kincade Fire began burning in Sonoma County; and

WHEREAS on October 24, 2019, the Tick Fire began burning in Los Angeles County; and

WHEREAS these fires have destroyed structures and continue to threaten homes and other structures, necessitating the evacuation of tens of thousands of residents; and

WHEREAS these fires forced the closure of major roadways and are threatening power lines and other critical infrastructure; and

WHEREAS erratic winds, high temperatures, and dry conditions have further increased the spread of these fires; and

WHEREAS the Federal Emergency Management Agency has approved Fire Management Assistance Grants to assist with the mitigation, management, and control of the Kincade Fire and Tick Fire; and

WHEREAS local and state emergency operations centers have been activated; and

WHEREAS under the provisions of Government Code section 8558(b), I find that conditions of extreme peril to the safety of persons and property exist due to the Kincade Fire and Tick Fire in Sonoma County and Los Angeles County, respectively; and

WHEREAS under the provisions of Government Code section 8558(b), I find that the conditions caused by these fires, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single local government and require the combined forces of a mutual aid region or regions to appropriately respond; and

WHEREAS under the provisions of Government Code section 8625(c), I find that local authority is inadequate to cope with the magnitude of the damage caused by these fires; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay the mitigation of the effects of these fires.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist in Los Angeles and Sonoma counties due to these fires.

IT IS HEREBY ORDERED THAT:

1. All agencies of the state government utilize and employ state personnel, equipment, and facilities for the performance of any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan. Also, all citizens are to heed the advice of emergency officials with regard to this emergency in order to protect their safety.
2. The Office of Emergency Services shall provide local government assistance to Sonoma and Los Angeles counties, if appropriate, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19, section 2900 et seq.
3. As necessary to assist local governments and for the protection of public health and the environment, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services necessary to quickly assist with the response to and recovery from the impacts of these fires. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding

- requirements, are suspended to the extent necessary to address the effects of these fires.
4. The provisions of Unemployment Insurance Code section 1253 imposing a one-week waiting period for unemployment insurance applicants are suspended as to all applicants who are unemployed as a direct result of these fires who applied for unemployment insurance benefits during the time period beginning October 23, 2019, and ending on the close of business on April 23, 2020, and who are otherwise eligible for unemployment insurance benefits.
 5. Vehicle Code sections 9265(a), 9867, 14901, 14902, and 15255.2, requiring the imposition of fees, are suspended with regard to any request for replacement of a driver's identification card, vehicle registration certificate, or certificate of title, by any individual who lost such records as a result of these fires. Such records shall be replaced without charge.
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 8. In order to directly respond to the needs of impacted assisted living facilities, adult residential facilities, child care facilities, children's residential facilities, resource family homes, and other similar facilities within the State Department of Social Services' jurisdiction, the Director of the State Department of Social Services may waive any provisions of the Health and Safety Code or Welfare and Institutions Code, and accompanying regulations or written directives, with respect to the use, licensing, or approval of facilities or homes within the Department's jurisdiction set forth in the California Community Care Facilities Act (Health and Safety Code section 1500 et seq.), the California Child Day Care Facilities Act (Health and Safety Code section 1596.70 et seq.), and the California Residential Care Facilities for the Elderly Act (Health and Safety Code section 1569 et seq.). Any waivers granted pursuant to this paragraph shall be posted on the Department's website and shall only be in effect so long as necessary to address the direct impacts of the fires identified in this proclamation.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 25th day of October 2019.

GAVIN NEWSOM

Governor of California

ATTEST:

ALEX PADILLA

Secretary of State

###

----- Forwarded message -----

From: **Cole-Gutierrez, Jose** <jose.cole-gutierrez@lausd.net>

Date: Thu, Oct 24, 2019 at 10:00 PM

Subject: Re: Fire closures

To: <INDEPENDENT-CHARTER-SCHOOLS@list.lausd.net>

Dear Charter School Leaders,

To ensure clarity for all co-located charter schools, in accordance with safety provisions noted in Policy Bulletin 5532.1, [co-located charter schools that are located on a district campus that is closed due to the fires, must also follow this direction](#). The safety of all students and staff are of primary importance. Thank you for your cooperation and efforts to support the safety of our school communities.

Thank you.

José

José Cole-Gutiérrez

Director, Charter Schools Division

Los Angeles Unified School District

(213) 241-0399

Charter Schools Division Mission:

The LAUSD Charter Schools Division fosters high quality educational opportunities and outcomes for students in the greater Los Angeles community through exemplary charter public school authorizing, oversight, and sharing of promising practices so that all students maximize their potential.

From: Perry, Robert <robert.perry@LAUSD.NET>

Sent: Thursday, October 24, 2019 8:08 PM

To: INDEPENDENT-CHARTER-SCHOOLS@LIST.LAUSD.NET

Subject: Fire closures

Charter Leaders:

Here are the messages sent out by local district superintendents this evening regarding closures.

Thanks,

Bob

Robert C. Perry, Ph.D.

Administrative Coordinator, Charter Schools Division

[Los Angeles Unified School District](#)

[333 S. Beaudry Ave. 20th Fl. Office 240](#)

[\(Office \(213\) 241-0399 Fax \(213\) 241-2054](#)

[LAUSD Cell \(213\) 434-0328 \(Text Welcomed\)](#)

<http://charterschools.lausd.net/>

CHARTER SCHOOLS DIVISION MISSION:

The LAUSD Charter Schools Division fosters high quality educational opportunities for all students in the greater Los Angeles community through exemplary charter public school authorizing, oversight, and sharing of promising practices so that all students maximize their potential.

This is Local District Northwest Superintendent Joseph Nacorda/Northeast Superintendent Linda Del Cueto with an important message for our Los Angeles Unified families and employees. We have been working with our public-safety partners and closely monitoring the Tick Fire and other brushfires that have affected air quality and traffic access in the San Fernando Valley. As part of our commitment to continued safety and well-being of our students and staff, we are closing all schools, early education centers and adult schools on Friday in Local District Northwest/Northeast. Transportation services to and from these schools will be cancelled for the day. All athletic activities will be cancelled or postponed. Absences will not be counted against a student's record. Los Angeles Unified will continue to work closely with our public safety partners to ensure the safety and well-being of all students, families, and employees. If you have any questions, please call our office at 818-654-3600/818-252-5400. Thank you and please be safe. This is Local District West Superintendent Cheryl Hildreth with an important message for our Los Angeles Unified families and employees. We have been working with our public-safety partners and closely monitoring the Tick Fire and other brushfires that have affected air quality and traffic access. As part of our commitment to continued safety and well-being of our students and staff, we are closing the following schools: Roscomare, Valley View, Wonderland, Community, Topanga and Elementary Community Day School. Transportation to and from those schools will be cancelled for the day. All athletic activities will be cancelled or postponed. Los Angeles Unified will continue to work closely with our public safety partners to ensure the safety and well-being of all students, families, and employees. Thank you and please be safe.

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Some Schools Reopen, Others Remain Closed Due to Getty Fire

Tuesday, Oct. 29 - 6:45 p.m.

Based on the most current information provided to us, the following schools will remain closed on Wednesday, Oct. 30, due to the Getty Fire. Transportation to and from these schools will be cancelled:

- Brentwood Elementary
- Canyon Elementary
- Community Magnet
- Discovery Charter Prep
- Kenter Canyon Elementary
- Marquez Elementary
- Palisades Elementary
- Palisades Charter High School
- Revere Middle School
- Roscomare Elementary
- Topanga Elementary
- Warner Elementary

The following schools, which were closed on Monday and Tuesday, will reopen on Wednesday, Oct. 30. They will operate on a regular bell schedule, attendance notifications will resume and after-school programs will be in session. Outside activities may be limited, depending on changing conditions. Maintenance crews worked on Tuesday to inspect and clean schools and replace air filters, as needed.

- Brockton Elementary
- Emerson Middle School
- Fairburn Elementary
- Magnolia Science Academy, #4 and #6
- Nora Sterry Elementary
- University High School
- Westwood Elementary

We will continue to work with our public safety partners to monitor fire and air-quality conditions. We will provide you with timely updates.

Tuesday, Oct. 29 - 8:23 a.m.

After careful evaluation of fire conditions and evacuations related to the Getty Fire, the Los Angeles Unified schools that were closed on Monday will remain closed on Tuesday, Oct. 29. There are no additional school closures for Tuesday at this time. Transportation services to and from these schools will be cancelled. Absences will not be counted against a student's record.

The schools are:

- Brentwood Elementary
- Brockton Elementary
- Canyon Elementary
- Community Magnet
- Emerson Middle School
- Fairburn Elementary
- Kenter Canyon Elementary
- Marquez Elementary
- Nora Sterry Elementary

- Palisades Elementary
- Revere Middle School
- Roscomare Elementary
- Topanga Elementary
- University High School
- Warner Elementary
- Westwood Elementary

Los Angeles Unified has also confirmed the following closures of independent charters:

- Citizens of the World - Mar Vista (All campuses)
- Magnolia Science Academy, #4 and #6
- New West Charter (State authorized)
- Palisades Charter High School

Los Angeles Unified continues to work with our public safety partners to monitor conditions. We will provide you with timely updates.

Monday, Oct. 28 - 5 a.m.

Due to the Getty Fire, the following schools are closed today, Oct. 28. Transportation to and from these schools is also cancelled. Absences will not be counted against a student's record.

- University High School
- Emerson Middle School
- Revere Middle School

- Brentwood Elementary
- Brockton Elementary
- Canyon Elementary
- Community Magnet
- Fairburn Elementary
- Kenter Canyon Elementary
- Marquez Elementary

- Palisades Elementary
- Roscomare Elementary
- Nora Sterry Elementary
- Topanga Elementary
- Warner Elementary
- Westwood Elementary

Los Angeles Unified has also confirmed that the following independent charter schools are closed today:

- Citizens of the World - Gateway and Ivy Place campuses
- Magnolia Science Academy, #4 and #6
- New West Charter
- Palisades Charter High School

Los Angeles Unified will continue to work with our public safety partners to monitor conditions and will provide you with timely updates.

Sunday, Oct. 27 - 4 p.m.

Los Angeles Unified has continued to work closely with our public-safety partners over the weekend in monitoring fire and air-quality conditions. Based on the most current information provided to us, district-operated schools that were closed on Friday due to the fires in Southern California will be open on Monday, Oct. 28.

Schools will operate on their regular bell schedules, transportation will run as usual and after-school programs will be in session. Outside activities may be limited throughout this week, depending on changing conditions. Attendance notifications will resume on Monday.

Maintenance crews worked this weekend to inspect schools, clean campuses and replace air filters, as needed, so they will be ready when classes resume tomorrow morning. Los Angeles Unified remains committed to the safety and well-being of students and staff.

We appreciate the patience and cooperation of our students, employees and families, and we look forward to seeing everyone back at school tomorrow.

Friday, Oct. 25 - 5:56 p.m.

We continue to monitor conditions related to the fires that prompted school closures. If fire conditions and air quality improve sufficiently, district maintenance crews will work through the weekend to inspect and clean schools so they will be ready for classes to resume on Monday.

Additional information will post here as available. We appreciate everyone's cooperation and understanding during this difficult time.

Friday, Oct. 25 - 9:32 a.m.

Los Angeles Unified has closed schools in the San Fernando Valley today due to air quality and safety concerns caused by fires in the region. In addition, Community, Roscomare, Topanga, Valley View, Wonderland, and Elementary Community Day School (Devonshire) are closed.

Transportation to and from these schools has been cancelled for the day, and all athletic activities have been cancelled or postponed. Absences will not be counted against a student's record.

Los Angeles Unified has also confirmed that the following independent charter schools are closed today:

- Alliance Marine-Innovation and Technology 6-12 Complex
- Bert Corona Middle and High Schools
- Birmingham Community Charter High School
- CHAMPS High School
- Chime Institute's Schwarzenegger Community School
- Discovery Prep
- El Camino Real Charter High School
- Fenton Avenue Charter School, Fenton Primary Center, Fenton STEM Academy and Fenton Charter
- Leadership Academy
- Granada Hills, High Tech High and Middle Schools
- Ingenium Elementary and Middle Schools
- ISANA Cardinal and Palmati
- Ivy Academia
- Ivy Bound Academy - 1 and 2
- James Jordan Middle School

- LaShon Academy
- Magnolia Science Academy - 1, 2, 5, and 7
- Montague Charter Academy
- Multicultural Learning Center
- New Horizons Charter School
- North Valley Military Institute
- Our Community School
- Pacoima Charter School
- PUC Valley Schools
- Valley International Prep High School
- Vaughn Charter
- Village Charter
- YPI Valley Public Charter High School

Check the [National Weather Service website](#) for updated weather conditions.

Friday, Oct. 25 - 6:12 a.m.

Employees in affected areas – including itinerant employees – have been directed not to report to work today.

Friday, Oct. 25 - 5:27 a.m.

Los Angeles Unified has closed schools in the San Fernando Valley today due to air quality and safety concerns caused by fires in the region. In addition, Community, Roscomare, Topanga, Valley View, Wonderland, and Elementary Community Day School (Devonshire) are closed.

Transportation to and from these schools will be cancelled for the day, and all athletic activities will be cancelled or postponed. Absences will not be counted against a student's record.

Updates are available at [lausd.net](#), [@LASchools on Twitter](#) and [Facebook/LosAngelesSchools](#).

Decisions are made based on information provided to us by our public safety partners. We will continue to ensure the safety and well-being of all students, families and employees.

Thursday, Oct. 24 - 8:02 p.m.

Los Angeles Unified is closing all schools in the San Fernando Valley on Friday, Oct. 25, due to air quality and safety concerns caused by fires in the region. In addition, Community, Roscomare, Topanga, Valley View, Wonderland, and Elementary

Community Day School (Devonshire) will be closed.

Transportation to and from these schools will be cancelled for the day, and all athletic activities will be cancelled or postponed.

Updates available here as well as [@LASchools on Twitter](#) and [Facebook/LosAngelesSchools](#).

Los Angeles Unified will continue to work closely with our public safety partners to ensure the safety and well-being of all students, families and employees.



El CaminoReal
Charter
High School

Woodland Hills, CA

Daniel Chang <d.chang@ecrchs.net>

School Closure - 10/25/2019

3 messages

Fernando Delgado <F.Delgado@ecrchs.net>

Thu, Oct 24, 2019 at 8:52 PM

To: David Hussey <D.Hussey@ecrchs.net>

Bcc: administrators@ecrchs.net

Faculty and Staff,

We have been working with our public-safety partners and closely monitoring the Tick Fire and other brush fires that have affected air quality and traffic access in the San Fernando Valley. As part of our commitment to continued safety and well-being of our students and staff, school will be closed tomorrow. All athletic activities and parent and community meetings will be cancelled or postponed. El Camino Real will continue to work closely with our public safety partners to ensure the safety and well-being of all students, families, and employees.

Please be safe.

Mr.Hussey

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Fernando Delgado

Chief Information Officer, El Camino Real Charter High School

5440 Valley Circle Blvd. Woodland Hills CA 91367

D 818-595-7517 **P** 818-595-7500 **F** 818-710-9023

E F.Delgado@ecrchs.net **W** <http://www.ecrchs.net>



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October 25- School Closure

Facebook



Twitter:



Mass Call / Text Message:

El Camino Real Charter High School	ECRCHSalert	School will be closed tomorrow 10/25/19 due to the Tick Fire and other brushfires that have affected air quality and traffic access.	Oct 24, 2019 8:48:53 PM
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EL CAMINO REAL

CHARTER HIGH SCHOOL

10/25/2019: School Closure

Dear Students, Parents and Staff members,

We have been working with our public-safety partners and closely monitoring the Tick Fire and other brushfires that have affected air quality and traffic access in the San Fernando Valley. As part of our commitment to continued safety and well-being of our students and staff, school will be closed tomorrow. All athletic activities and parent and community meetings will be cancelled or postponed. El Camino Real will continue to work closely with our public safety partners to ensure the safety and well-being of all students, families, and employees. Please be safe.

David Hussey
Executive Director

Local county sites for emergency information

www.lacounty.gov/woolseyfire/

www.vcemergency.com/

ECR
EL CAMINO REAL
Charter High School

SCHOOL CLOSED
Friday 10/25



Cover Sheet

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

Section: IV. School Business
Item: B. Discuss and Possible Vote on Board Resolution on Gun Violence and
Safe Firearm Storage
Purpose: Vote
Submitted by:
Related Material: Resolution Re Responsible Firearms Storage.pdf

**BOARD OF DIRECTORS
EL CAMINO REAL ALLIANCE**

**RESOLUTION
RE: RESPONSIBLE FIREARMS STORAGE**

The Board of Directors (“Board”) of El Camino Real Alliance (“ECRA”), a tax exempt, California nonprofit public benefit corporation doing business as El Camino Real Charter High School, does hereby adopt the following resolution.

WHEREAS, evidence strongly suggests that responsible firearm storage is an essential component to any effective strategy to keep schools and students safe;

WHEREAS, an estimated 4.6 million American children live in households with at least one loaded, unlocked firearm;

WHEREAS, every year, nearly 350 children under the age of 18 unintentionally shoot themselves or someone else. That is roughly one unintentional shooting per day, and 77 percent of these incidents take place inside a home;

WHEREAS, another 590 children die by gun suicide each year, most often using guns belonging to a family member;

WHEREAS, in incidents of gun violence on school grounds, 79 percent of active shooters are current students or recent graduates, and 78 percent of shooters under the age of 18 obtained their guns from their own home, a relative’s home, or from friends;

WHEREAS, research shows that responsible firearm storage practices are associated with up to an 85 percent reduction in the risk of self-inflicted and unintentional firearm injuries among children and teens;

WHEREAS, the U.S. Secret Service National Threat Assessment Center recommends the importance of appropriate storage of weapons because many school attackers used firearms acquired from their homes;

WHEREAS, across the country, lawmakers, community members, and local leaders are working together to implement public awareness campaigns, such as Moms Demand Action for Gun Sense in America’s Be SMART program, that is endorsed by the National PTA, and encourages secure gun storage practices and highlight the public safety risks of unsecured guns;

WHEREAS, California Education Code Section 32280 *et seq.*, requires all schools to have a school safety plan;

WHEREAS, these plans address violence prevention, emergency preparedness, traffic safety and crisis intervention;

WHEREAS, keeping students, teachers and staff safe from the threat of gun violence should be the responsibility of all adult stakeholders at our school;

WHEREAS, an estimated 30 percent of adults in California own a firearm;

WHEREAS, state (and local) law criminalize unsafe storage of firearms where minors may be present; and

WHEREAS, in order to continue with preventative measures to increase student and school safety we must act now,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board directs the Executive Director to update the Parent-Student Handbook to include information about the legal duties of parents/guardians to responsibly store firearms;

2. The Board directs the Executive Director to create an appropriate letter, in English and Spanish, to parents and guardians that explains the importance of responsible gun storage and the legal obligations to protect minors from accessing irresponsibly stored guns, to be included in annual registration materials, and requiring a signature acknowledging awareness of responsible gun storage responsibilities; and,

3. The Board and the Executive Director will continue to work with local law enforcement agencies, health agencies and non-profits to collaborate and increase efforts to inform parents and guardians of their duty to responsibly store firearms in their homes.

* * *

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution by vote at a regular Board meeting this 19th day of November, 2019.

By: _____
Beatriz Chen, Secretary