



# El Camino Charter High School

## Regular Board Meeting

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### Date and Time

Thursday June 25, 2020 at 4:30 PM PDT

### Location

Teleconference only - please see below.

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### REGULAR BOARD MEETING

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

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

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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.

**PARTICIPATING TELEPHONICALLY**

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**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
Opening Items			
<b>A.</b> Call the Meeting to Order		Scott Silverstein	1 m
<b>B.</b> Record Attendance and Guests		Daniel Chang	1 m
<b>C.</b> Pledge of Allegiance		Beatriz Chen	3 m
<b>D.</b> Public Comments		Public	30 m
<b>E.</b> Executive Director Update		David Hussey	15 m
<b>F.</b> Board Committee Updates	Discuss	Scott Silverstein	10 m
<b>II. Consent</b>			<b>5:30 PM</b>
<b>A.</b> Approve Minutes of May 5, 2020 Special Board Meeting	Approve Minutes	Scott Silverstein	1 m
Approve minutes for Special Board Meeting on May 5, 2020			
<b>B.</b> Approve Minutes of May 28, 2020 Regular Board Meeting	Approve Minutes	Scott Silverstein	1 m
Approve minutes for Regular Board Meeting on May 28, 2020			
<b>III. Financial</b>			<b>5:32 PM</b>
<b>A.</b> Review and Vote on May 2020 Check Registers	Vote	ICON School Management	5 m
ACTION ITEM: motion to approve the May 2020 check registers.			
<b>B.</b> May 2020 Financial Update	Discuss	ICON School Management	10 m
<b>C.</b> Review and Vote on 2020-2021 Preliminary Budget	Vote	David Hussey	15 m
The Board will review and vote on the 2020-2021 Preliminary Budget.			
ACTION ITEM: motion to approve the 2020-2021 Preliminary Budget.			
<b>D.</b> Discuss and Possible Approval of Education Protection Account	Vote	David Hussey	10 m
Board will discuss and vote on the Education Protection Account.			
ACTION ITEM: motion to approve Education Protection Account.			
<b>IV. Governance</b>			<b>6:12 PM</b>
<b>A.</b> Vote to Install Certificated Representative	Vote	Scott Silverstein	10 m

The Board will vote to install the first of the two (2) candidates selected by ECR's certificated staff as their representatives.

The terms for these positions begin July 1, 2020 and end June 30, 2023.

ACTION ITEM: motion to install [candidate name] as a Certificated Representative to the Board, term beginning July 1, 2020 and ending June 30, 2023.

**B. Vote to Install Certificated Representative** Vote Scott Silverstein 5 m

The Board will vote to install second of the two (2) candidates selected by ECR's certificated staff as their representatives.

The terms for these positions begin July 1, 2020 and end June 30, 2023.

ACTION ITEM: motion to install [candidate name] as a Certificated Representative to the Board, term beginning July 1, 2020 and ending June 30, 2023.

**C. Vote to Install Parent Representative** Vote Scott Silverstein 5 m

The Board will vote to install the successful candidate selected by ECR's parents/guardians as their representative. The term for this position begins July 1, 2020 and ends June 30, 2023.

ACTION ITEM: motion to install [candidate name] as the Parent Representative to the Board, term beginning July 1, 2020 and ending June 30, 2023.

**D. Discuss and Vote on Board Meeting Calendar for 2020-2021** Vote Scott Silverstein 5 m

Staff proposes the following meeting dates, meetings to start at 4:30 p.m.: August 27, 2020; September 24, 2020; October 22, 2020; November 19, 2020; December 17, 2020; January 28, 2021; February 25, 2021; March 25, 2021; April 22, 2021; May 27, 2021; June 24, 2021.

ACTION ITEM: motion to approve Board Meeting Calendar for 2020-2021 with the following dates, all meetings to start at 4:30 p.m.: [specify dates].

**V. School Business**

**6:37 PM**

**A. Discuss and Possible Approval of COVID-19 Operations Written Report** Vote David Hussey 10 m

Board will discuss and vote on the COVID-19 Operations Written Report.

ACTION ITEM: motion to approve the COVID-19 Operations Written Report.

**B. Discuss Health and Safety Protocols for 2020-2021 School Year** Discuss David Hussey 10 m

Discuss health and safety protocols, particularly related to the COVID-19 pandemic, for the upcoming school year, including costs for implementing such protocols and plans for disseminating the information to all stakeholders.

**C. Discuss and Possible Approval of Teacher Laptop Refresh** Vote David Hussey 10 m

Discuss and possible approval of refresh for teacher laptops.

ACTION ITEM: motion to approve refresh for teacher laptops for up to \$[specify amount] through [identify vendor selected].

**D. Board Review of Comparable Compensation Data for Charter School Executives** Discuss Scott Silverstein 10 m

The Board will review comparable compensation data for the Executive Director and Chief Compliance Officer positions.

**VI. Closed Session**

**7:17 PM**

**A. Conference with Legal Counsel: Pending Litigation** Discuss Scott Silverstein 15 m

Discussion on pending litigation pursuant to paragraph (1) of subdivision (d) of Government Code § 54956.9: three (3) matters.

**B. Public Employee Performance Evaluation** Discuss Scott Silverstein 10 m

Title: Chief Compliance Officer. Report and recommendation.

**C. Public Employee Performance Evaluation** Discuss Scott Silverstein 10 m

Title: Executive Director. Report and recommendation.

**D. Public Employment** Discuss Scott Silverstein 10 m

Title: Chief Compliance Officer

<b>E. Public Employment</b> Title: Executive Director	Discuss	Scott Silverstein	5 m
<b>F. Public Employment</b> Title: Chief Business Officer	Discuss	Scott Silverstein	15 m

**VII. Reconvene to Open Session**

**8:22 PM**

<b>A. Report on Actions Taken in Closed Session, If Any</b>	Discuss	Scott Silverstein	1 m
<b>B. Possible Board Approval of Resolution Regarding Executive Compensation for Executive Director</b> ACTION ITEM: motion to approve Resolution Regarding Executive Compensation for Executive Director	Vote	Scott Silverstein	5 m
<b>C. Possible Board Approval of Resolution Regarding Executive Compensation for Chief Compliance Officer</b> ACTION ITEM: motion to approve Resolution Regarding Executive Compensation for Chief Compliance Officer	Vote	Scott Silverstein	5 m
<b>D. Possible Board Approval of Resolution Regarding Executive Compensation for Chief Business Officer</b> ACTION ITEM: motion to approve Resolution Regarding Executive Compensation for Chief Business Officer	Vote	Scott Silverstein	5 m
<b>E. Possible Board Approval of Employment Agreement for Executive Director</b> Report of salary, salary schedule, or compensation paid as fringe benefits to Executive Director 1. Salary 2. Health Benefits 3. Bonuses 4. Life Insurance 5. Stipends / Allowances 6. Differentials	Vote	Scott Silverstein	5 m
<b>F. Possible Board Approval of Employment Agreement for Chief Compliance Officer</b> Report of salary, salary schedule, or compensation paid as fringe benefits to Chief Compliance Officer 1. Salary 2. Health Benefits 3. Bonuses 4. Life Insurance 5. Stipends / Allowances 6. Differentials	Vote	Scott Silverstein	5 m
<b>G. Possible Board Approval of Employment Agreement for Chief Business Officer</b> Report of salary, salary schedule, or compensation paid as fringe benefits to Chief Business Officer 1. Salary 2. Health Benefits 3. Bonuses 4. Life Insurance 5. Stipends / Allowances 6. Differentials	Vote	Scott Silverstein	5 m

**VIII. Closing Items**

**8:53 PM**

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

## Approve Minutes of May 5, 2020 Special Board Meeting

**Section:** II. Consent  
**Item:** A. Approve Minutes of May 5, 2020 Special Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Board Meeting on May 5, 2020



# El Camino Charter High School

## Minutes

### Special Board Meeting

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#### **Date and Time**

Tuesday May 5, 2020 at 5:00 PM

#### **Location**

Teleconference Only - see below

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#### **SPECIAL BOARD MEETING**

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#### **Directors Present**

Beatriz Chen (remote), Brian Archibald (remote), Darin Ryburn (remote), Gregory Basile (remote), John Perez (remote), Kenneth Lee (remote), Scott Silverstein (remote), Steven Kofahl (remote)

#### **Directors Absent**

Jeff Davis

#### **Directors Arrived Late**

John Perez

#### **Guests Present**

Daniel Chang (remote), David Hussey (remote)

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### **I. Opening Items**

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

Scott Silverstein called a meeting of the board of directors of El Camino Charter High School to order on Tuesday May 5, 2020 @ 5:03 PM at  
Teleconference Only - see below

**B. Record Attendance and Guests**

**C. Pledge of Allegiance**

**D. Public Comments**

There were no public comments.  
John Perez arrived late.

**II. School Business**

**A. Discuss and Vote On Investment Policy Statements: ECRA OPEB and General Account**

The draft Investment Policy Statements were shared at the last Board meeting. There was no feedback or disputes with the proposed Statements.

Darin Ryburn made a motion to approve the Investment Policy Statements, for the Lifetime Benefits (OPEB) Account and the General Account.

Gregory Basile seconded the motion.

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

**Roll Call**

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

**B. Discuss and Vote on Application for SBA Paycheck Protection Program Loan**

Mr. Hussey noted that there are positives and negatives on both sides of this issue. Currently, we have sufficient assets to get us through, as well as a \$5 million line of credit. Our fixed operational cost is about \$3.3 million a month, of which \$2.7 million is salary and benefits. At this time, we do not know if there will be a reduction in the funding for next year, nor whether there will be any deferrals on payments received from the State. It is possible that we may have funding cut like it was during the last recession. We are attempting to modify the budget to prepare for a budget cut without cutting jobs. It is also noted that the other conversion charter schools have also applied for the loan, and two have been approved and funded. Loan payments are deferred for 6 months, and the interest rate is at 1%; the interest rate on the line of credit is about 3.5%.

Mr. Archibald asked what the basis is for asking for these funds. If we were to get a reduction in funding, could we run the school for the next 12 months? Mr. Hussey stated that if there was such a reduction in funding, we would not be able to operate at our current levels for the next 12 months.

Mr. Perez asked if someone had contacted the Office of the State Superintendent; Mr. Hussey indicated we had not. Mr. Perez noted that there was an article about a well-funded private school being shamed into returning the loan, and he would like to know the official position of the State Superintendent before proceeding.

Mr. Ryburn stated that he would not support pursuing this loan, as there are many other businesses that have much greater need. He also asked that Mr. Hussey prepare for a funding cut in advance.

Mr. Archibald also noted that ECR's enrollment may increase next year, as students who have been attending private school may want to come to ECR, whether due to economics or because ECR's distance learning program is well established.



Mr. Silverstein asked if someone wanted to make a motion to apply for the loan. No one made the motion, and so the motion did not proceed.

### **III. Closing Items**

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

Gregory Basile 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 5:37 PM.

Respectfully Submitted,  
Daniel Chang

# Cover Sheet

## Approve Minutes of May 28, 2020 Regular Board Meeting

**Section:** II. Consent  
**Item:** B. Approve Minutes of May 28, 2020 Regular Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on May 28, 2020



# El Camino Charter High School

## Minutes

### Regular Board Meeting

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#### **Date and Time**

Thursday May 28, 2020 at 4:30 PM

#### **Location**

Teleconference only - see below.

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#### **REGULAR BOARD MEETING**

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#### **Directors Present**

Beatriz Chen (remote), Brian Archibald (remote), Darin Ryburn (remote), Gregory Basile (remote), John Perez (remote), Scott Silverstein (remote), Steven Kofahl (remote)

#### **Directors Absent**

Jeff Davis, Kenneth Lee

#### **Directors Arrived Late**

Brian Archibald

#### **Guests Present**

Daniel Chang (remote), David Hussey (remote)

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### **I. Opening Items**

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

Scott Silverstein called a meeting of the board of directors of El Camino Charter High School to order on Thursday May 28, 2020 @ 4:33 PM at  
Teleconference only - see below.

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

**C. Pledge of Allegiance**

**D. Public Comments**

Barrie Gold, teacher, spoke regarding her position as Special Education Coordinator. Joy Feranta asked if the school closure would be discussed; she was advised that it would be discussed during the Executive Director report. A statement from Glenn Short, teacher, was read in support of Barrie Gold as Special Education Coordinator.

**E. Executive Director Update**

Mr. Hussey thanked and recognized Mr. Alba and Mr. Delgado for setting up the textbook collection system. The classified staff, the Tech Office, the Business Office, the custodial staff and the administration all did a tremendous job. As of now, 82% of all students have turned in their textbooks; tomorrow we will start with the junior class.

On June 6th, the Senior Cabinet is putting together a Class of 2020 graduation parade, which will take place on the service road. Cap and gown distribution will take place June 10th and 11th.

The search for a new CBO is ongoing; interviews have taken place, and the selected candidate will be presented at the next Board meeting.

Three companies were interviewed for marketing.

Regarding the school closure, a committee will be created consisting of teachers, parents, and administrators to figure out the best way of opening up the school. Fall semester is set to begin August 10th, and different models will be considered. This will begin after the current school year has closed. More information will be given out during Coffee with the Principal on Monday, June 1st.

Ms. Chen asked why the parade was scheduled before the cap and gowns were to be received. Mr. Hussey stated that the students wanted to have the parade before the usual graduation date; Mr. Hussey had offered to hold the parade after cap and gowns were distributed, but the students elected to have it on June 6th.

Mr. Silverstein asked how remote learning has been going. Mr. Hussey noted that we did it right in a lot of ways, including providing laptops to all students. We also have received internet hotspots which will be distributed to students who need one. Also, being a Microsoft showcase school and having access to Microsoft platforms have been helpful. One area of difficulty has been the asynchronous schedules, given that the distance learning had to take place suddenly due to the COVID-19 closure. We will look into a synchronous scheduling during the summer.

**F. Board Committee Updates**

Dr. Davis was unable to attend today's meeting so there is no update from the Executive Director Evaluation Committee.

No other committees met since the last monthly Board meeting.

**II. Consent**

**A. Approve Minutes of April 9, 2020 Special Board Meeting**

Darin Ryburn made a motion to approve the minutes from Special Board Meeting on 04-09-20.

Beatriz Chen seconded the motion.

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

**B. Approve Minutes of April 16, 2020 Regular Board Meeting**

Darin Ryburn made a motion to approve the minutes from Special Board Meeting on 04-16-20.

Beatriz Chen seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**C. Approve Minutes of April 23, 2020 Special Board Meeting**

Darin Ryburn made a motion to approve the minutes from Special Board Meeting on 04-23-20.

Beatriz Chen seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**D. Approve Minutes of April 23, 2020 Regular Board Meeting**

Darin Ryburn made a motion to approve the minutes from Regular Board Meeting on 04-23-20.

Beatriz Chen seconded the motion.  
The board **VOTED** unanimously to approve the motion.

Before going further, Mr. Silverstein noted that we would be tabling items V.B, V.C, V.D, V.E, VI.B and VI.D, as the Executive Director Evaluation Committee chair is not present and the Board needs additional time to consider this matter.

Mr. Ryburn asked that item VI.C be kept on, as the Executive Director Evaluation Committee is not necessary to consider the Resolution re the Chief Compliance Officer. Ms. Chen suggested that the Board discuss whether to proceed with or table this Resolution during the closed session.

**III. Financial**

**A. Review and Vote on April 2020 Check Registers**

Brian Archibald arrived late.  
Darin Ryburn made a motion to approve the April 2020 Check Registers.  
Steven Kofahl seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**B. April 2020 Financial Update**

John Arndt of ICON School Management presented the financials for April 2020. The negative numbers are due to the economic crisis due to COVID-19. Federal funding will be based on ADA as of the end of February 2020. In the Balance Sheet, the biggest change is in the OPEB Liability, which is again due to the pandemic and its effect on the economy. Today, we were advised that the 4th quarter EPA funds (@ \$1.6M) will not be paid out by the State but will instead be consolidated with LCFF monies and June payments will be deferred until July; these monies should be received approximately in the second week of August. There are more and more budget issues arising every day that will cause more difficulties and which makes it difficult to pin down the budget. More information is coming in daily.

Mr. Kofahl expressed concern that the school's account dropped as a result of the economic crisis, and wondered whether we need to be in a more conservative position going forward. Mr. Arndt noted that the school has two different investment accounts: one on the asset side which is very conservative and dropped minimally; the other is the OPEB account, which is

more geared towards long-term gain. Once some investments come to term, ICON has suggested that those monies not be reinvested but rather be put into the operating account for cash on hand.

Mr. Silverstein noted that we should have 90 days reserves, but as of right now we only have 72 days reserve. Mr. Arndt noted that we should have the 90 days reserves by next March; he further noted that ICON recommends that ideally ECR should have 4 months' cash on hand, because of the uncertainties with budgeting for next year. Mr. Silverstein asked why this was being recommended, as long as the funds were readily available. Mr. Arndt noted that County Offices and districts are making this recommendation, but it is not a requirement.

Mr. Silverstein asked if these numbers were set, or if they would be changing. Mr. Arndt stated that there is nothing set, and things can change and seem to keep changing. When the Governor announces the budget on June 15th, these numbers may change further. Mr. Silverstein asked Mr. Hussey if there were any other modifications or changes that needed to be made in light of these numbers; Mr. Hussey noted that the only change he sees at this time is investing in webcams. We have leased laptops for the incoming 9th graders. This is also the year we were to refresh technology for staff, which still needs to be done in order to make use of the technology; this will be submitted to the Board next month. Ms. Chen asked if we would be incurring e-licensing fees. Mr. Hussey stated that the fee is minimal when we get both the e-book and the physical textbook. Also, there is only one department at this time that needs new textbooks. We will be spreading out other purchases over five (5) years.

#### **IV. School Business**

##### **A. Discuss 2020-2021 Enrollment**

We currently have 3,584 students enrolled for next year; last year we had 3,570 students. There are an additional 109 students who have started the enrollment process but have yet to bring in all the necessary paperwork. We have approximately 165 students in the Independent Study program for next year; we could enroll more students depending on where the students will be going. Our maximum enrollment is 3,800 students, including Independent Study.

##### **B. Discuss Status of the North Campus**

Mr. Silverstein stated that Lisa Ring has notified ECR that she will be retiring at the end of this school year. Mr. Silverstein recognized her for all her work for the Alternative Education and Independent Study programs and wished her the best of luck in her retirement. Mr. Ryburn also expressed his appreciation for Ms. Ring and her work, particularly for at-risk youth.

Mr. Hussey stated that we have had 195 students pass through the Independent Study program this year. We have 165 students ready to start the Fall semester at the North Campus, and we are well prepared for that.

The Independent Study program is being promoted primarily by word of mouth; the three marketing firms that Mr. Hussey spoke with said that word of mouth is the best way to promote such a program. However, ECR is looking into additional ways to market the program. Mr. Ryburn asked to consider sending out a targeted brochure to the zip codes around the North Campus.

##### **C. Discuss Collective LAUSD SELPA Notification Letter**

Mr. Hussey stated that we have no plans to leave the LAUSD SELPA, but that we send this letter every year in order to reserve our rights to do so if needed.

##### **D. LCAP 2019-2020 Analysis**

Ms. Ring discussed the LCAP to date, and noted that it is primarily to meet the needs of EL, foster youth, and FRPM students. Since these populations are small at ECR, we can use a

whole-school strategy to help these sub-groups. Mr. Camp will be taking over the LCAP going forward.

**E. Review and Possible Approval of Revision to Fiscal Policies and Procedures**

It was noted that the only change to the Fiscal Policies and Procedures (FPP) was to include the mention of the Investment Policy Statements for the retirement healthcare benefits trust and the general account. There were no other changes to the FPP.

Darin Ryburn made a motion to approve the revised Fiscal Policies and Procedures.

Brian Archibald seconded the motion.

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

**Roll Call**

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

**F. Board Review of Comparable Compensation Data for Charter School Executives**

The Board is tabling the Executive Director Contract renewal, the comparable compensation data for the Executive Director is tabled.

However, the Chief Compliance Officer Reasonable Compensation Comparability Data was reviewed. Mr. Silverstein questioned whether the data should be compared based on Human Resources or General Counsel. Mr. Hussey stated that initially the CCO did more HR work, but that he would transition more to General Counsel work. The job description attached to the employment agreement was reviewed; Mr. Chang stated that he believed he had done both General Counsel and HR work since the start, but that now that there was a staffed and capable HR department, the focus would be more on General Counsel work.

**V. Closed Session**

**A. Conference with Legal Counsel: Pending Litigation**

Closed session took place.

**B. Public Employee Performance Evaluation**

This item was tabled.

**C. Public Employee Performance Evaluation**

This item was tabled.

**D. Public Employment**

This item was tabled.

**E. Public Employment**

This item was tabled.

**VI. Reconvene to Open Session**

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

There were no actions to report.



**B. Possible Board Approval of Resolution Regarding Executive Compensation for Executive Director**

This item was tabled.

**C. Possible Board Approval of Resolution Regarding Executive Compensation for Chief Compliance Officer**

This item was tabled.

**D. Possible Board Approval of Employment Agreement for Executive Director**

This item was tabled.

**E. Possible Board Approval of Employment Agreement for Chief Compliance Officer**

This item was tabled.

**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 7:14 PM.

Respectfully Submitted,  
Daniel Chang

# Cover Sheet

## Review and Vote on May 2020 Check Registers

**Section:** III. Financial  
**Item:** A. Review and Vote on May 2020 Check Registers  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** May 20 Check Registers ECRCHS.pdf

# Check Register

Account: 1796 AP

**El Camino Real HS**  
**May 2020**

Grand Total: 688,264.21

Vendor	Check No.	VOID	Date	Memo	Amount
VOID	13911	VOID	5/1/2020	VOID Damaged Check	0.00
AT&T 4501	13912		5/1/2020	04/19 818 992-4501 Alt Ed Fire Alarm	309.80
BYU Continuing Education Independent Study	13913		5/4/2020	inv DCE-00005021 PO4078 - World Language Class	270.00
VOID	13914	VOID	5/4/2020	VOID	0.00
BYU Continuing Education Independent Study	13915		5/4/2020	inv DCE-00005021 PO3977 - World Language class	270.00
BYU Continuing Education Independent Study	13916		5/4/2020	inv DCE-00005021 PO4088 - Independent Study class	270.00
BYU Continuing Education Independent Study	13917		5/4/2020	inv DCE-00005021 PO4084 - World Language Class	270.00
BYU Continuing Education Independent Study	13918		5/4/2020	inv DCE-00005021 PO4093 - Independent Study class	540.00
BYU Continuing Education Independent Study	13919		5/4/2020	inv DCE-00005021 PO4064 - World Language Class	270.00
CompStar Insurance Services	13920		5/4/2020	04/20 Workers' Compensation Policy #CST5016481	19,485.53
AFSCME District Council 36	13921		5/4/2020	04/20 Union Dues	2,617.60
AT&T Business Service	13922		5/4/2020	04/20 - 051 933 23 40 001 PBX Trunk LD Charge Ref #8188889566	44.15
UTLA	13923		5/4/2020	04/20 Union Dues Certificated	13,199.04
CCSA Employee Welfare Benefit Trust	13924		5/6/2020	INV# 2050-052020 Employee Benefits 5/20	326,055.04
Bagger Sports Inc.	13925		5/7/2020	Aerosol Marking Field Paint White	481.56
BYU Continuing Education Independent Study	13926		5/7/2020	inv DCE-00005021 PO4046 - World Language Class	270.00
CompuClaim	13927		5/7/2020	03/20 MeduClaim Procedure Code Billing(LEA)	301.29
AT&T 7002	13928		5/7/2020	4/19/20 - 5/18/20 Inv#1641914501 Acct# 831-000-7002 Local Access	3,248.20
AT&T Business Service	13929		5/7/2020	04/20 LD Charges Main Fax REF#8187109023	64.22
ICON School Management	13930		5/7/2020	05/20 Charter School Consulting INV#454 4/22/20-5/21/20 Maintenance Agreement for Sharp Multi Function Printers (Contract CN8030-01)	14,500.00
MRC Smart Technology Solutions(SoCal Office)	13931		5/7/2020		807.57
MRC Smart Technology Solutions(SoCal Office)	13932		5/7/2020	3/31/20-4/29/20 360 App Fee (Contract CN15953-01) inv# IN1438748	71.18
MRC Smart Technology Solutions(SoCal Office)	13933		5/7/2020	4/30/20-5/30/20 360 App Fee (Contract CN15953-01) inv# IN1462560	176.31
OnTrack and Field, Inc	13934		5/8/2020	INV#78982 Track and Field Budget	125.00
LexisNexis, a division of RELX Inc.	13935		5/11/2020	INV# 3092578049 Online legal research software 03/20	411.61
Parhiya Lazarovits	13936		5/14/2020	19-20 Student Mealtime Refund	13.50
McGraw-Hill Education, Inc.	13937		5/11/2020	Online Food Subscription inv# 111911065001	168.84
McGraw-Hill Education, Inc.	13938		5/11/2020	Food for Today Teacher Edition Inv# 111872385001	131.42

SoCalGas	13939	5/12/2020	3/24/20-4/22/20 Gas Charges for Shoup Acct 163 513 3769 2	19.05
Bencivengo, Wendy	13940	5/12/2020	ELD-ELAC Meeting	85.34
Bencivengo, Wendy	13941	5/12/2020	Mailed Materials for ELD	35.96
Choi, Eric	13942	5/12/2020	Girls Soccer Uniforms	2,007.14
Consoletti, Michael	13943	5/12/2020	Supplies and entry fee	279.07
Miller, Guadalupe	13944	5/12/2020	Garbanzo Language Subscription	149.00
Consoletti, Michael	13945	5/12/2020	Lakewood Brain Brawl, SeaPerch and Area 11 Brain Brawl Championship	358.66
American Express	13946	5/13/2020	3/28/2020 - 4/28/2020 AMEX March/April Darby X3-31039	15,463.32
West Hills Lawn Mower Shop Inc	13947	5/13/2020	INV#17253 Gardening Supplies	743.98
Signature Style Jewelry Inc (Signature Championship Rings)	13948	5/15/2020	Championship Rings - Girls Tennis Budget	2,240.00
Golden West Sash Door, LLC	13949	5/15/2020	Entrance Lockset: SL00 626	173.01
Play Versus Inc.	13950	5/18/2020	inv# 3444D7F2-0002 spring 2020 season invoice	2,018.16
MRC Smart Technology Solutions(SoCal Office)	13951	5/18/2020	3/22/20-4/21/20 Maintenance Agreement for Sharp Multi Function Printers (Contract CN8030-01)	409.53
LACOE, Los Angeles County Office of Education	13952	5/18/2020	Monitoring/Support Services for Career Readiness/AVID teachers and administrators	4,000.00
El Camino Real Charter High School 403(B) Plan	13953	5/18/2020	5/15/20 403(B) Plan 2563-4428 Charles Schwab Payout	150.00
AT&T	13954	5/18/2020	4/22/20-5/21/20 818 888-3532 Alarm	264.13
AT&T 1516	13955	5/18/2020	4/22/20-5/21/20 818 888-1516 Student Store	346.70
AT&T	13956	5/21/2020	818 888-7050 Alt Ed Line Final Bill	747.84
AT&T	13957	5/21/2020	818 348-8124 Alt Ed RM 2 Final Bill	396.11
James Gillis	13958	5/21/2020	11/30/18 Official Girls Water Polo vs Venice (Reissue)	69.00
James Gillis	13959	5/21/2020	11/28/18 Official Girls Water Polo vs Eagle Rock (Reissue)	69.00
BoardOnTrack	13960	5/22/2020	INV#2020-11177 Online software for board meetings	4,750.00
The AmGraph Group	13961	5/22/2020	INV#7615012 Athletics-Custom Banners	13,939.57
The AmGraph Group	13962	5/22/2020	INV#8018011 Athletics -Gym Banners	83.00
Verizon Wireless	13963	5/22/2020	4/8/20-5/7/20 Communication Services	475.85
McCalla Company	13964	5/22/2020	INV# 316087 Health Office Supplies	3,502.25
McCalla Company	13965	5/22/2020	O#313575 Maintenance Supplies	54.55
Spectrum Enterprise 4201	13966	5/26/2020	05/20 Inv#086084201050120 Acct#086084201 Enterprise Fiber line	899.00
Instructure, Inc	13967	5/27/2020	2020-2021 Canvas Instructure renewal	19,162.50
Mutual of Omaha	13968	5/26/2020	INV# 001080175831 Voluntary Disability Insurance 4/20 (Reissue)	1,364.13
HomeRoom Gear, LLC	13969	5/26/2020	INV#101 Masks for students and staff	20,695.50
Law Offices of Young, Minney & Corr, LLP	13970	5/26/2020	INV#65047 Legal Services through 4/30/2020	14,894.50
PARS	13971	5/26/2020	04/20 PARS Contributions	4,763.30

Spectrum Business 1228	13972		5/26/2020	5/13/20-6/12/20 8448 20 001 7461228 Shoup	141.96
Linda Tucker	13973		5/26/2020	5/20/20 Mealtime Refund	100.75
El Camino Real Charter High School 403(B) Plan	13974		5/26/2020	04/20 403(B) Plan 2563-4428 Charles Schwab	10,170.42
PARS	13975		5/26/2020	02/20 PARS Contributions Adjustment	685.14
FedEx	13976		5/28/2020	inv# 7-006-89406 FedEx Express Services	66.56
Alan Darby	13977		5/26/2020	Tax Over-Deduction Refund	728.50
Verizon Wireless	13978		5/27/2020	2/8/20-3/7/20 Communication Services	476.02
Nettime Solutions LLC	13979		5/27/2020	INV#114534 Stratustime Monthly Subscription 2/29/2020 (Reissue)	900.00
AT&T 8815	13980		5/28/2020	05/20 Acct# 818 884 8815 516 Copper Line Shoup	66.73
AT&T 0810	13981		5/28/2020	05/20 Acct# 818 716 0810 246 Alt Ed Fax	411.66
AT&T 4152	13982		5/28/2020	05/20 Acct# 818 348 4152 036 Fire Alarm 2	432.25
AT&T 9023	13983		5/28/2020	05/20 Acct# 818 710 9023 538 Main Office Fax	248.50
Purchase Power (Pitney Bowes)	13984		5/28/2020	5/2020 Meter Rental Acct # 8000 9090 0876 5336	98.22
Mutual of Omaha	13985		5/28/2020	INV#001088084856 Voluntary Disability Insurance 5/2020	1,725.99
El Camino Real Charter High School 403(B) Plan	13986		5/29/2020	05/20 403(B) Plan 2563-4428 Charles Schwab	6,420.00
BRMS (CharterLIFE)	13987		5/29/2020	06/20 Admin Fee	217.00
AT&T 9132	13988		6/1/2020	Inv# 2071464504 Acct# 831-000-9132 154 5G Line	3,909.26
VOID	13989	VOID	6/1/2020	VOID	0.00
AT&T 6665	13990		6/1/2020	05/20 Acct# 339 341 6665 668 Circuit 1	379.28
William V. Macgill & Co.	13991		5/28/2020	INV#IN0717807 Wipes for open office use	180.59
AT&T 9566	13992		5/28/2020	05/20 Acct# 818 888 9566 PBX Trunk 1	386.34
MOCHIRFATEMI, SUSAN	13993		5/28/2020	Level 3 Concours	33.00
Robbins, Linda	13994		5/28/2020	Step team Oakland Competition	83.37
The College Board	31788		5/5/2020	INV#382041904B Test Fee 9-11th grade	32,611.00
Purchase Power (Pitney Bowes)	31789		5/7/2020	April 2020 Meter Rental Acct # 8000 9090 0876 5336	140.76
The Print Spot	31790		5/7/2020	Administrative - ECR Community Banners	1,509.00
Child and Family Guidance Center	31791		5/7/2020	3/2020 Special Ed Services Northpoint	3,235.55
U.S. Bank Equipment Finance	31792		5/8/2020	4/20/20-5/19/20 INV#412985814 393483821 Copiers Shoup	869.62
Inspire Communication, Inc	31793		5/8/2020	INV#C2020430 Speech-Language Services	14,365.00
The Print Spot	31794		5/8/2020	INV#3231 Administrative - ECR Community Banners	312.80
LexisNexis, a division of RELX Inc.	31795		5/9/2020	04/20 Online legal research software	412.00
MRC Smart Technology Solutions(SoCal Office)	31796		5/9/2020	4/17/20-5/16/20 BW and Color Copies for Managed Print Service for Desktop Printers (Contract CN8006-01)	1,399.52
Alyssa Lee	31797		5/9/2020	Valley Circle Street Banner	800.00
International Academy of Science	31798		5/9/2020	Acellus Student Licenses	2,000.00

LADWP	31799		5/10/2020	4/2020 Billing Shoup Property	3,347.99
VOID	31800	VOID	5/10/2020	VOID	0.00
McCalla Company	31801		5/12/2020	Health Office Supplies - Emergency Supplies	2,955.19
Judy McLean	31802		5/12/2020	INV#3051 April 2020 Payroll Services	2,887.50
McCalla Company	31803		5/12/2020	Masks for staff on campus-we will need a checkout list for distribution	218.56
Nettime Solutions LLC	31804		5/12/2020	INV#115507 Stratustime Monthly Subscription	900.00
Vista Paint Corporation	31805		5/12/2020	Emergency Cleaning Supplies inv# 2020-414513-00	392.96
PARS	31806		5/19/2020	INV#43942 10/2019 PARS ARS Fees	336.93
EdLogical Group Corp	31807		5/19/2020	INV#91358567 Special Ed Services	11,107.48
FedEx	31808		5/19/2020	INV#6-955-89227 FedEx Express Services	120.06
Law Offices of Young, Minney & Corr, LLP	31809		5/19/2020	INV#64555 Legal Services through 3/2020	10,514.50
MRC Smart Technology Solutions(SoCal Office)	31810		5/19/2020	5/17/20-6/16/20 BW and Color Copies for Managed Print Service for Desktop Printers (Contract CN8006-01)	931.30
David Honda	31811		5/19/2020	INV#5-6-2020 Labor for Shoup 5-2020	910.00
The Cruz Center	31812		5/19/2020	INV#2628 4/2020 Special Ed Services	562.50
Working With Autism, Inc	31813		5/19/2020	April 2020 Special Ed services	888.96
Herff Jones LLC	31814		5/19/2020	INV#2596164 Grad Chords	333.70
BSN Sports LLC	31815		5/20/2020	INV#908734853 Wrestling Customs	388.28
BSN Sports LLC	31816		5/20/2020	INV#909059131 Singlets and Shorts - Cross Country Trust	260.17
Vista Paint Corporation	31817		5/22/2020	INV#2020-407500-00 Tools and Equipment	624.14
Trees 'N Things	31818		5/27/2020	INV#2040 Tree trimming services	11,075.00
Scantron Corporation	31819		5/27/2020	Scantron contract renewal, 5/16/2020-5/15/2021	580.00
MRC Smart Technology Solutions(SoCal Office)	31820		5/27/2020	5/22/20-6/21/20 Maintenance Agreement for Sharp Multi Function Printers (Contract CN8030-01)	409.53
MRC Smart Technology Solutions(SoCal Office)	31821		5/27/2020	INV#IN14788811 5/31/2020-6/29-2020	71.18
McCalla Company	31822		5/27/2020	ELECTROSTATIC BACK SPRAYER	7,879.62
BYU Continuing Education Independent Study	31823		5/27/2020	Independent Study class inv# DCE-00005207	540.00
Pacific Floor Company, Inc	31824		5/27/2020	INV#6453 Gym Floors Recoating (Annual Work)	8,689.00
McCalla Company	31825		5/27/2020	Cleaning Supplies	1,441.46
WM Corporate services, INC (Waste Management)	31826		5/28/2020	INV#0280247-4801-5 Waste Management Services on Shoup 5/2020	349.37
Piece of Mind Care Services	SPACH102		5/7/2020	INV#0000070 SpEd Services(Teacher, Aide, Aide-ElCo Continuation)	15,483.75
Xerox Financial Services	SPACH103		5/8/2020	INV#2069781 Equipment Lease-Contract 010-0077477-003	79.64
Xerox Financial Services	SPACH104		5/8/2020	INV#2068896 Equipment Lease-Contract 010-0077477-001	1,058.12
DLL Financial Services, Inc.	SPACH105		5/9/2020	4/15/20-5/14/20 Copier Lease Contract 25426256	1,974.97
Kelly Services, Inc.	SPACH106		5/10/2020	INV#268363 Substitute Teachers through 4/26/2020	4,282.94

Kelly Services, Inc.	SPACH107	5/14/2020	INV#271365 Substitute Teachers through 5/3/2020	4,135.18
Woong G Yoo	SPACH108	5/19/2020	INV#0420 April Network consulting	2,400.00
Kelly Services, Inc.	SPACH109	5/21/2020	265420 Substitute Teachers through 4/19/2020	4,578.31
Xerox Financial Services	SPACH110	5/22/2020	INV#2110992 Equipment Lease-Contract 010-0077477-001	1,058.12

## Check Register

Account: 1826 - ASB

**El Camino Real HS**

**May 2020**

Grand Total: 11,116.12

Vendor	Check No.	VOID	Date	Memo	Amount
John Marshall High School	1481		5/11/2020	Deposit Trust - Boys Volleyball	250.00
Birmingham Community Charter High	1482		5/11/2020	Boys Volleyball Tournament Fee Refund	250.00
CSF Balfour	1483		5/12/2020	ON#12912 CSF Grad Supplies	1,984.63
Hernandez, Daniela	1484		5/12/2020	The American Association of Teachers of Spanish and Portuguese	338.00
BSN Sports LLC	1485		5/18/2020	Long Distance Runners - Cross Country Trust inv# 908282190	1,987.25
Indianapolis Racquet Club, Inc. (IRC Team Sports)	1486		5/18/2020	Shirts, Shorts - Boys Tennis Trust inv# 2067991	614.30
BSN Sports LLC	1487		5/18/2020	inv# 908516931 Track and Field Singlets - Trust	2,544.36
Chesa Kalu	1488		5/18/2020	Bob Ganssle Football Scholarship Winner - 2020	500.00
Herff Jones LLC	1489		5/18/2020	INV#2596164 Grad Chords	333.70
Ingraham Trophies and Gifts	1490		5/18/2020	2020 CIF-LA Boys Soccer Div I Championship Medals - Trust	97.51
Alison W Miller	1491		5/19/2020	INV#2277 Softball Uniform Pants	967.88
Cimarron Sign Services, Inc.	1492		5/22/2020	INV#SI 150896 Baseball Alumni boards	195.00
Eastbay Team Sales	1493		5/27/2020	Gear - Girls Lacrosse Trust	1,053.49



# Cover Sheet

## May 2020 Financial Update

**Section:** III. Financial  
**Item:** B. May 2020 Financial Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** May 2020 Financial Presentation.pdf

# El Camino Real Charter High School



Financial Report for May 31, 2020  
Provided By: ICON School Management

# YTD Comparison

- Variance for LCFF Entitlement as of 05/31 is now on Accrual Basis. It had been recorded as cash basis in the 18-19 year.

- All other Revenue and Expenses appear normal for this period and in comparison, to 05/31/2019

- Due to OPEB Investments in Stock Market, recent Stock Market activity caused the FMV of the OPEB Investments fluctuate.

		As of May 2020	As of May 2019	\$ Difference	% Difference
<b>Revenue</b>	LCFF Entitlement	\$ 30,711,567	\$ 27,376,332	\$ 3,335,235	10.86%
	Federal Revenue	1,394,091	1,383,985	10,106	0.72%
	Other State Revenues	3,142,473	3,388,818	(246,345)	-7.84%
	Local Revenues	665,047	2,426,275	(1,761,228)	-264.83%
	Fundraising and Grants	396,153	-	396,153	100.00%
	<b>Total Revenue</b>	<b>36,309,331</b>	<b>34,575,410</b>	<b>1,733,921</b>	<b>4.78%</b>
<b>Expenses</b>	Salaries and Benefits	27,645,489	26,486,843	1,158,646	4.19%
	Books and Supplies	2,810,147	3,108,027	(297,880)	-10.60%
	Services and Other Operations	6,888,106	6,566,116	321,990	4.67%
	Depreciation	519,240	234,231	285,009	N/A
	<b>Total Expenses</b>	<b>37,862,982</b>	<b>36,395,217</b>	<b>1,467,765</b>	<b>3.88%</b>
<b>Fund Balance</b>	<b>Net Income (Loss)</b>	<b>\$ (1,553,651)</b>	<b>\$ (1,819,807)</b>	<b>\$ 266,156</b>	<b>-17.13%</b>
	Beginning Balance (Unaudited)	7,722,662	11,966,952	(4,244,290)	
	<b>Ending Balance (Estimated)</b>	<b>\$ 6,169,011</b>	<b>\$ 10,147,145</b>	<b>\$(3,978,134)</b>	



# YTD to Current Forecast

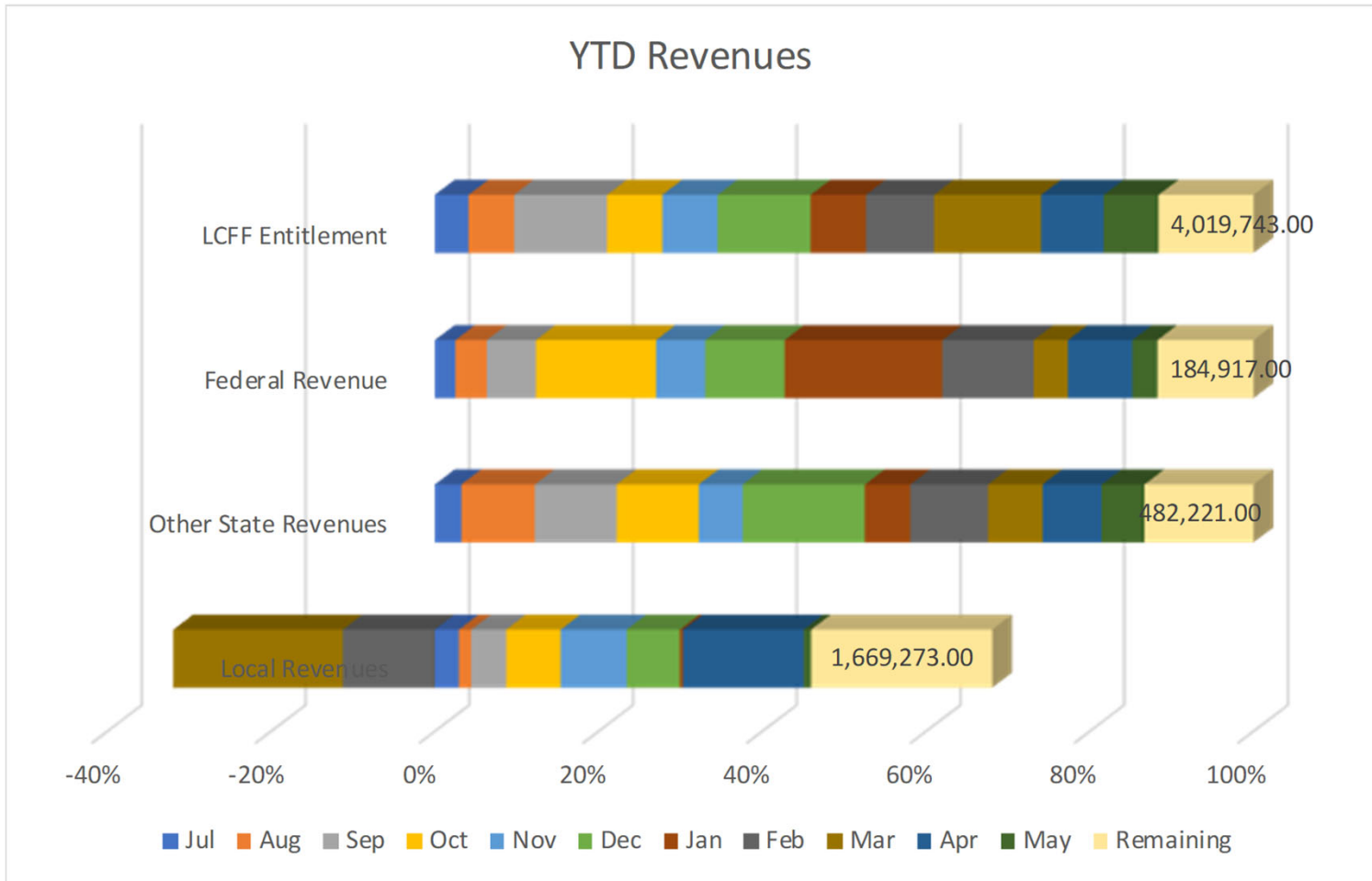
- 5% of Total LCFF Revenue coming in for Jul & Aug. 9% started in September.

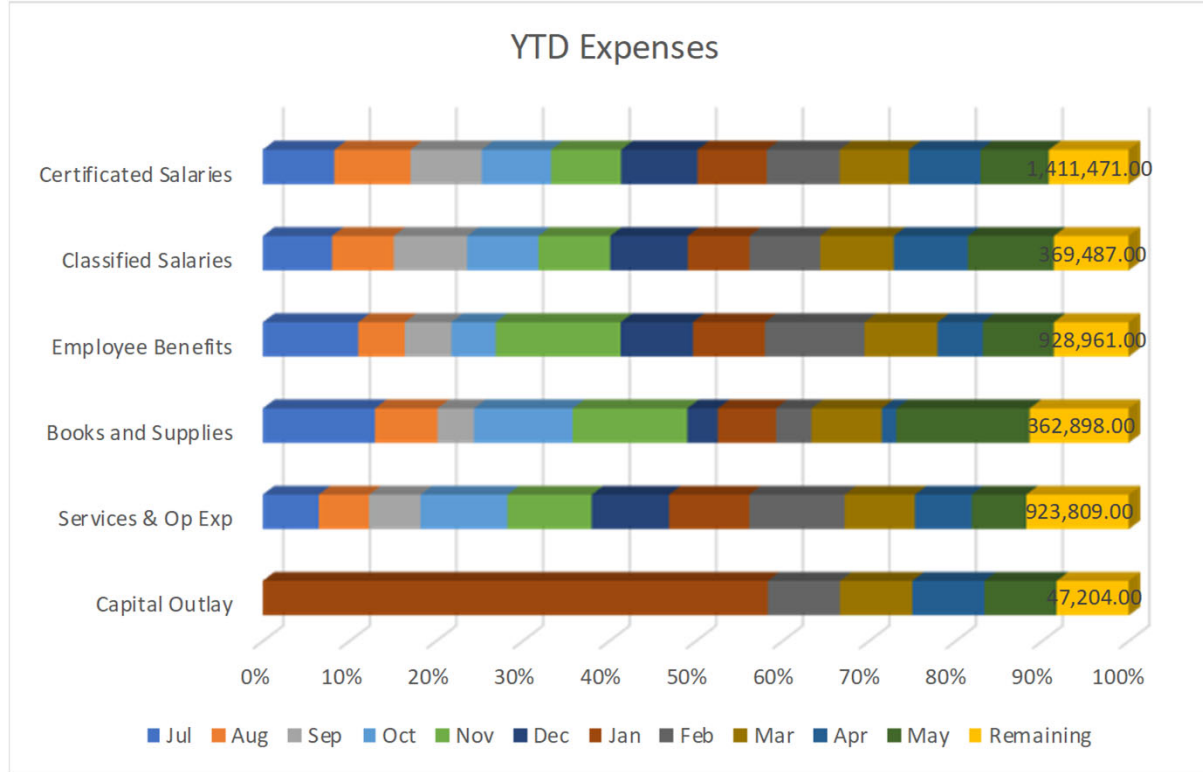
- Federal Revenue, other than Child Nutrition and SPED, is not 2nd apportioned until March, received in April.

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

		As of May 2020	Current Forecast	% Used
<b>Revenue</b>	LCFF Entitlement	\$ 30,711,567	\$ 34,731,311	88.43%
	Federal Revenue	1,394,091	1,579,009	88.29%
	Other State Revenues	3,142,473	3,624,694	86.70%
	Local Revenues	665,047	2,730,475	24.36%
	<b>Total Revenue</b>	<b>35,913,178</b>	<b>42,665,489</b>	<b>84.17%</b>
<b>Expenses</b>	Salaries and Benefits	27,645,489	30,355,409	91.07%
	Books and Supplies	2,810,147	3,173,046	88.56%
	Services and Other Operation	6,888,106	7,811,915	88.17%
	Depreciation	519,240	566,445	91.67%
	<b>Total Expenses</b>	<b>37,862,982</b>	<b>41,906,815</b>	<b>90.35%</b>
<b>Fund Balance</b>	<b>Net Income (Loss)</b>	<b>\$ (1,553,651)</b>	<b>\$ 758,674</b>	<b>-204.79%</b>
	Beginning Balance (Unaudited)	7,722,662	7,722,662	
	<b>Ending Balance (Estimated)</b>	<b>\$ 6,169,011</b>	<b>\$ 8,481,336</b>	







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



## Adopted Budget vs Current Forecast comparison (Revenue)

		Updated Projected Budget	Current Forecast	\$ Variance
<b>Revenue</b>	LCFF Entitlement	\$ 33,264,913	\$ 34,731,311	\$ 1,466,398.00
	Federal Revenue	1,579,009	1,579,009	-
	Other State Revenues	3,624,694	3,624,694	-
	Local Revenues	2,730,475	2,730,475	-
	<b>Total Revenue</b>	<b>41,199,091</b>	<b>42,665,489</b>	<b>1,466,398.00</b>

LCFF entitlement – Initial budget was based on 3,457 student@ 95% attendance rate (3,284 ADA) and it has been updated with actual enrollment (3,471) @ 94% conservative attendance rate (projected ADA – 3,262.74) Updated Current Forecast based on the May 26, 2020 LCFF Calculator.

Federal Revenues – Title Funds allocation is based on latest released information from CDE (Feb 2020). Special Ed is based on new LAUSD SELPA rate.

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

Local Revenues – including International Student (67FT and 5PT) and projected based on few months of operations. Due to uncertainty of Stock Market and potential losses Charter School will absorb, this has caused Local Revenue to be negative.



## Adopted Budget vs Current Forecast comparison (Expenses)

		Updated Projected Budget	Current Forecast	\$ Variance
<b>Expenses</b>	Salaries and Benefits	29,857,812	30,355,409	(497,597.00)
	Books and Supplies	2,900,000	3,173,046	(273,046.00)
	Services and Other Operatio	7,352,440	7,811,915	(459,475.00)
	Depreciation	566,445	566,445	-
	Other Outgo	-	-	-
	<b>Total Expenses</b>	<b>40,676,697</b>	<b>41,906,815</b>	<b>(1,230,118.00)</b>

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

Books and Supplies – Due to a significant amount of prepaids this has continued to increase as those expenses are prorated over the 19-20 fiscal year.

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





# Balance Sheet

- Accounts receivable – Mainly LCFF May portion which will be received in early June.

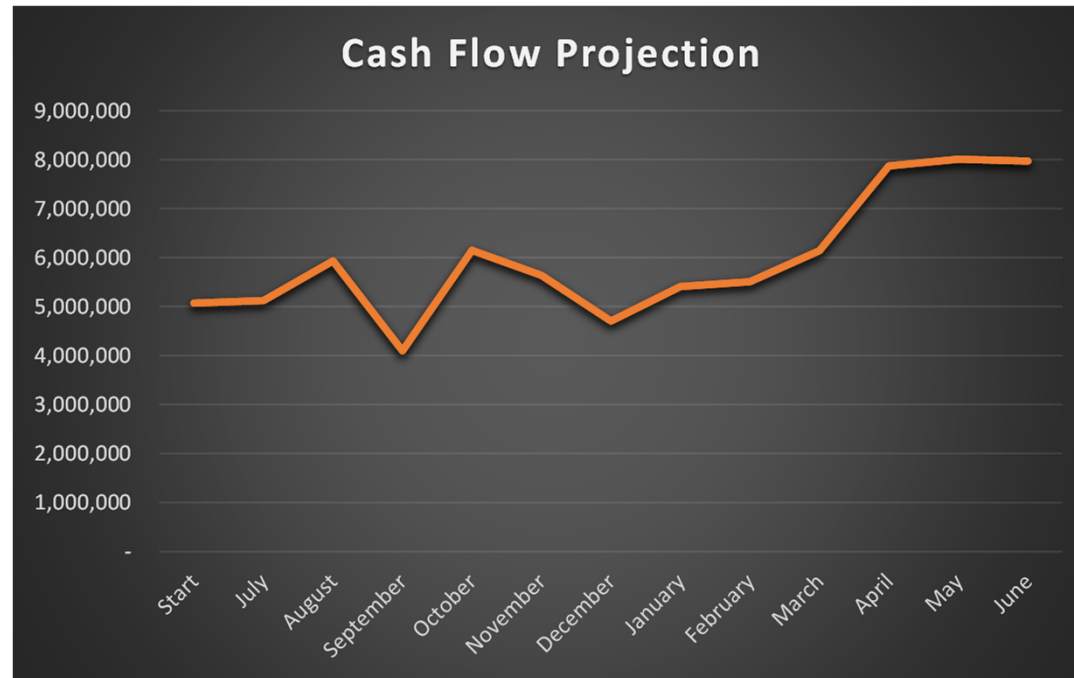
- New Investment Company which charges lower fees and is more hands on.

- OPEB liabilities have been adjusted for the OPEB expense and Investment Account.

		As of May 2020	As of May 2019	YTD Change
<b>ASSETS</b>	Cash Balance	\$ 8,435,581	\$ 6,010,368	2,425,213
	Accounts Receivable	2,131,541	64,733	2,066,808
	Prepays	172,031	169,555	2,476
	Fixed Assets, Net	6,651,823	7,503,870	(852,047)
	Investments	6,937,229	6,615,209	322,020
	<b>Total Assets</b>	<b>\$ 24,328,205</b>	<b>\$ 20,363,735</b>	<b>3,964,470</b>
<b>LIABILITIES AND FUND BALANCE</b>	Accounts Payable	\$ 546,273	\$ 740,647	(194,374)
	Due to Others	237,807	218,551	19,256
	OPEB Liability	13,750,525	8,995,650	4,754,875
	Deferred Revenue	988,029	246,954	741,075
	Current Loans and Other Payable	1,342,688	14,788	1,327,900
	<b>Total Liabilities</b>	<b>16,865,322</b>	<b>10,216,590</b>	<b>165.08%</b>
	Beginning Balance (Unaudited)	9,016,534	11,966,952	(2,950,418)
	Net Income (Loss)	(1,553,651)	(1,819,807)	266,156
	<b>Ending Balance (Estimated)</b>	<b>7,462,883</b>	<b>10,147,145</b>	<b>(2,684,262)</b>
	<b>Total Liabilities and Fund Balance</b>	<b>\$ 24,328,205</b>	<b>\$ 20,363,735</b>	<b>3,964,470</b>



## 2019-20 Cash flow projection



- Projected ECR ending cash balance of \$7.9M at the end of 19-20 SY
- Days Cash on hand is 70 days.



## Questions?

John J. Arndt, CPA

Chief Financial Officer

jarndt@iconsm.com

## ICON School Management



**El Camino Real Charter High School  
Income Statement  
May 31, 2020**

	YTD	Budget		
	Actual YTD	Approved Budget	Current Forecast	% Approved Budget v. Current Forecast
<b>SUMMARY</b>				
<b>Revenue</b>				
LCFF Entitlement	30,711,567	33,542,180	34,731,311	1,189,131
Federal Revenue	1,394,091	1,510,733	1,579,009	68,276
Other State Revenues	3,142,473	3,231,197	3,624,694	393,497
Local Revenues	665,047	1,956,880	2,132,230	175,350
Fundraising and Grants	396,154	-	598,245	598,245
<b>Total Revenue</b>	<b>36,309,332</b>	<b>40,240,990</b>	<b>42,665,489</b>	<b>2,424,499</b>
<b>Expenses</b>				
Compensation and Benefits	27,645,489	29,897,456	30,355,409	457,953
Books and Supplies	2,810,147	2,021,500	3,173,046	1,151,546
Services and Other Operating Expenditures	6,888,106	7,422,505	7,811,915	389,410
Depreciation	519,240	712,052	566,445	(145,607)
Other Outflows	-	-	-	-
<b>Total Expenses</b>	<b>37,862,982</b>	<b>40,053,513</b>	<b>41,906,815</b>	<b>1,853,302</b>
<b>Operating Income</b>	<b>(1,553,651)</b>	<b>187,477</b>	<b>758,674</b>	<b>571,197</b>
<b>Fund Balance</b>				
Beginning Balance (Unaudited)	7,725,626	-	7,725,626	
Audit Adjustment	(2,964)	-	(2,964)	
Beginning Balance (Audited)	7,722,662	-	7,722,662	
Operating Income	(1,553,651)	-	758,674	
<b>Ending Fund Balance</b>	<b>6,169,011</b>	<b>-</b>	<b>8,481,336</b>	

**El Camino Real Charter High School  
Income Statement  
May 31, 2020**

	YTD	Budget		
	Actual YTD	Approved Budget	Current Forecast	% Approved Budget v. Current Forecast
<b>REVENUE</b>				
<b>LCFF Entitlement</b>				
8011 Charter Schools General Purpose Entitlement - State Aid	17,121,620	20,172,916	20,871,133	698,217
8012 Education Protection Account Entitlement	5,046,383	5,801,039	5,016,266	(784,773)
8019 State Aid - Prior Years	(3,541)	-	(3,541)	(3,541)
8096 Charter Schools in Lieu of Property Taxes	8,547,105	7,568,225	8,847,453	1,279,228
<b>SUBTOTAL - LCFF Entitlement</b>	<b>30,711,567</b>	<b>33,542,180</b>	<b>34,731,311</b>	<b>1,189,131</b>
<b>Federal Revenue</b>				
8181 Special Education - Entitlement	645,262	653,786	665,932	12,146
8220 Child Nutrition Programs	283,897	325,832	341,185	15,353
8290 No Child Left Behind	-	-	-	-
8291 Title I	313,717	340,014	343,970	3,956
8292 Title II	44,839	71,647	76,368	4,721
8293 Title III	5,820	-	23,255	23,255
8294 Title IV	12,634	19,454	25,266	5,812
8296 Other Federal Revenue	87,922	100,000	103,033	3,033
<b>SUBTOTAL - Federal Revenue</b>	<b>1,394,091</b>	<b>1,510,733</b>	<b>1,579,009</b>	<b>68,276</b>
<b>Other State Revenue</b>				
8381 Special Education - Entitlement (State)	2,045,120	1,939,946	2,097,408	157,462
8520 Child Nutrition - State	39,118	25,688	47,628	21,940
8550 Mandated Cost Reimbursements	153,952	148,547	161,202	12,655
8560 State Lottery Revenue	334,468	669,943	757,920	87,977
8590 All Other State Revenue	569,815	447,073	560,536	113,463
<b>SUBTOTAL - Other State Revenue</b>	<b>3,142,473</b>	<b>3,231,197</b>	<b>3,624,694</b>	<b>393,497</b>
<b>Local Revenue</b>				
8634 Food Service Sales	235,045	256,880	335,950	79,070
8639 All Other Sales	571	-	-	-
8660 Interest	139,343	-	200,000	200,000
8662 Net Increase (Decrease) in the Fair Value of Investments	(935,849)	50,000	-	(50,000)
8690 Other Local Revenue	1,225,853	1,500,000	1,596,280	96,280

**El Camino Real Charter High School  
Income Statement  
May 31, 2020**

8715 Option 3 SPED  
8999 Uncategorized Revenue  
**SUBTOTAL - Local Revenue**

**Fundraising and Grants**  
8804 ASB Revenues  
**SUBTOTAL - Fundraising and Grants**

**TOTAL REVENUE**

YTD	Budget		
Actual YTD	Approved Budget	Current Forecast	% Approved Budget v. Current Forecast
-	150,000	-	(150,000)
85	-	-	-
<b>665,047</b>	<b>1,956,880</b>	<b>2,132,230</b>	<b>175,350</b>
396,154	-	598,245	598,245
<b>396,154</b>	<b>-</b>	<b>598,245</b>	<b>598,245</b>
<b>36,309,332</b>	<b>40,240,990</b>	<b>42,665,489</b>	<b>2,424,499</b>

**El Camino Real Charter High School  
Income Statement  
May 31, 2020**

	YTD	Budget		
		Approved Budget	Current Forecast	% Approved Budget v. Current Forecast
EXPENSES	Actual YTD			
<b>Compensation &amp; Benefits</b>				
<b>Certificated Salaries</b>				
1100 Teachers Salaries	11,409,967	12,985,870	12,568,999	(416,871)
1200 Certificated Pupil Support Salaries	1,548,725	1,306,748	1,701,208	394,460
1300 Certificated Supervisor & Administrator Salaries	971,135	1,126,293	1,071,089	(55,204)
1900 Certificated Other Salaries	-	141,368	-	(141,368)
<b>SUBTOTAL - Certificated Salaries</b>	<b>13,929,826</b>	<b>15,560,278</b>	<b>15,341,296</b>	<b>(218,982)</b>
<b>Classified Salaries</b>				
2100 Classified Instructional Aide Salaries	920,703	937,755	1,010,554	72,799
2200 Classified Support Salaries	1,322,147	861,652	1,464,846	603,194
2300 Classified Supervisor & Administrator Salaries	729,602	437,199	774,238	337,039
2400 Classified Clerical & Office Salaries	846,725	1,363,468	926,260	(437,208)
2900 Classified Other Salaries	87,874	152,786	100,642	(52,144)
<b>SUBTOTAL - Classified Salaries</b>	<b>3,907,052</b>	<b>3,752,859</b>	<b>4,276,540</b>	<b>523,681</b>
<b>Employee Benefits</b>				
3100 STRS	2,355,323	2,568,458	2,593,063	24,605
3200 PERS	633,646	699,627	672,465	(27,162)
3300 OASDI-Medicare-Alternative	482,454	513,406	521,414	8,009
3400 Health & Welfare Benefits	3,454,540	3,434,125	3,756,875	322,750
3500 Unemployment Insurance	605	11,045	34,125	23,080
3600 Workers Comp Insurance	230,182	331,220	263,991	(67,229)
3700 Retiree Benefits	2,544,425	3,026,437	2,778,204	(248,233)
3900 Other Employee Benefits	107,436	-	117,436	117,436
<b>SUBTOTAL - Employee Benefits</b>	<b>9,808,611</b>	<b>10,584,318</b>	<b>10,737,573</b>	<b>153,255</b>

**El Camino Real Charter High School**  
**Income Statement**  
**May 31, 2020**

	YTD	Budget		
		Approved	Current	% Approved
	Actual YTD	Budget	Forecast	Budget v. Current Forecast
<b>Books &amp; Supplies</b>				
4100 Approved Textbooks & Core Curricula Materials	272,188	250,000	300,000	50,000
4200 Books & Other Reference Materials	76,074	15,000	77,372	62,372
4300 Materials & Supplies	6,192	-	8,392	8,392
4325 Instructional Materials & Supplies	249,536	260,000	285,339	25,339
4330 Office Supplies	82,025	100,000	110,162	10,162
4345 Non Instructional Student Materials & Supplies	587,644	315,000	728,235	413,235
4400 Noncapitalized Equipment	953,139	403,000	1,025,000	622,000
4710 Student Food Services	583,348	676,000	638,546	(37,454)
4720 Other Food	-	2,500	-	(2,500)
<b>SUBTOTAL - Books and Supplies</b>	<b>2,810,147</b>	<b>2,021,500</b>	<b>3,173,046</b>	<b>1,151,546</b>
<b>Services &amp; Other Operating Expenses</b>				
5000 Services & Other Operating Expenses	35,130	-	-	-
5100 Subagreements for Services	559,902	-	600,000	600,000
5200 Travel & Conferences	53,814	115,000	65,943	(49,057)
5300 Dues & Memberships	418,575	538,403	432,473	(105,930)
5400 Insurance	217,571	215,000	351,597	136,597
5500 Operations & Housekeeping	421,087	874,000	562,052	(311,948)
5520 Security	421,366	547,600	488,988	(58,612)
5605 Equipment Leases	648,517	630,600	650,000	19,400
5610 Rent	11,022	520,198	23,400	(496,798)
5616 Repairs and Maintenance - Computers	1,207	-	1,500	1,500
5631 Other Rentals, Leases and Repairs 1	7,094	140,000	10,000	(130,000)
5800 Other Services & Operating Expenses	44,742	-	50,000	50,000
5809 Banking Fees	270,777	56,160	334,962	278,802
5812 Business Services	17,364	174,000	17,365	(156,635)
5815 Consultants - Instructional	1,022,884	1,209,980	1,071,150	(138,830)
5820 Consultants - Non Instructional - Custom 1	439,747	393,891	527,770	133,879
5824 District Oversight Fees	312,628	335,422	350,000	14,578
5830 Field Trips Expenses	332,277	260,000	441,871	181,871
5833 Fines and Penalties	58,473	5,200	60,000	54,800
5840 Professional Development	-	-	-	-
5845 Legal Fees	220,677	200,000	248,055	48,055



**El Camino Real Charter High School  
Income Statement  
May 31, 2020**

5848 Licenses and Other Fees  
 5851 Marketing and Student Recruiting  
 5857 Payroll Fees  
 5861 Prior Yr Exp (not accrued)  
 5872 Special Education Encroachment  
 5884 Substitutes  
 5900 Communications  
**SUBTOTAL - Services & Other Operating Exp.**

YTD	Budget		
Actual YTD	Approved Budget	Current Forecast	% Approved Budget v. Current Forecast
56,580	46,500	101,416	54,916
11,566	60,000	11,567	(48,433)
73,146	35,055	77,757	42,702
-	10,000	-	(10,000)
649,907	539,496	672,429	132,933
428,544	360,000	491,291	131,291
153,509	156,000	170,329	14,329
<b>6,888,106</b>	<b>7,422,505</b>	<b>7,811,915</b>	<b>389,410</b>

**El Camino Real Charter High School**  
**Income Statement**  
**May 31, 2020**

**Capital Outlay & Depreciation**  
 6900 Depreciation  
**SUBTOTAL - Capital Outlay & Depreciation**

**TOTAL EXPENSES**

YTD	Budget		
Actual YTD	Approved Budget	Current Forecast	% Approved Budget v. Current Forecast
519,240	712,052	566,445	(145,607)
<b>519,240</b>	<b>712,052</b>	<b>566,445</b>	<b>(145,607)</b>
<b>37,862,982</b>	<b>40,053,513</b>	<b>41,906,815</b>	<b>1,853,302</b>

**El Camino Real Charter High School**  
**Balance Sheet**  
**May 31, 2020**

	<b>5/31/2020</b>	<b>5/31/2019</b>	<b>YTD Change</b>
<b>ASSETS</b>			
Cash Balance	8,435,581	6,010,368	2,425,213
Accounts Receivable	2,131,541	64,733	2,066,808
Prepays	172,031	169,555	2,476
Fixed Assets, Net	6,651,823	7,503,870	(852,047)
Investments	6,937,229	6,615,209	322,020
<b>TOTAL ASSETS</b>	<b>24,328,205</b>	<b>20,363,735</b>	<b>3,964,470</b>
<b>LIABILITIES &amp; EQUITY</b>			
Accounts Payable	546,273	740,647	(194,374)
Due to Others	237,807	218,551	19,256
OPEB Liability	13,750,525	8,995,650	4,754,875
Deferred Revenue	988,029	246,954	741,075
Current Loans and Other Payables	1,342,688	14,788	1,327,900
Beginning Net Assets	9,016,534	11,966,952	(2,950,418)
Net Income (Loss) to Date	(1,553,651)	(1,819,807)	266,156
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>24,328,205</b>	<b>20,363,735</b>	<b>3,964,470</b>

**El Camino Real Charter High School  
Parent Company  
Cash Flow Statement  
From Jul 2019 to May 2020**

Financial Row	Amount
<b>Operating Activities</b>	
Net Income	(\$1,553,650.58)
<b>Adjustments to Net Income</b>	
Accounts Receivable	(\$1,571,060.31)
Other Current Asset	(\$6,929,760.97)
Accounts Payable	\$1,936,827.92
Other Current Liabilities	\$2,886,956.59
<b>Total Adjustments to Net Income</b>	<b>(\$3,677,036.77)</b>
<b>Total Operating Activities</b>	<b>(\$5,230,687.35)</b>
<b>Investing Activities</b>	
Fixed Asset	(\$5,018,160.58)
<b>Total Investing Activities</b>	<b>(\$5,018,160.58)</b>
<b>Financing Activities</b>	
Long Term Liabilities	\$13,750,525.37
Other Equity	\$17,064,262.57
<b>Total Financing Activities</b>	<b>\$30,814,787.94</b>
<b>Net Change in Cash for Period</b>	<b>\$20,565,940.01</b>
<b>Cash at Beginning of Period</b>	<b>(\$12,130,359.05)</b>
<b>Cash at End of Period</b>	<b>\$8,435,580.96</b>



# Corporate Card Statement of Account

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

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

Account Number  
 XXXX-XXXXX3-31005

Closing Date  
 05/28/20

Page 1 of 5

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ <b>06/12/20</b>
15,463.32	9,898.51	0.00	15,463.32	1,537.66	<b>8,360.85</b>

For important information regarding your account refer to page 2.

**Your communication is acknowledged. Do not pay disputed amount. Please pay remaining balance by 06/12/20.**

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

## Corporate Card Snapshot

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX3-31005	DAVID HUSSEY	0.00	0.00
XXXX-XXXXX3-31039	ALAN DARBY	4,680.70	-16,883.32
XXXX-XXXXX3-31047	DAVID HUSSEY	5,217.81	-117.66
	<b>Total</b>	<b>9,898.51</b>	<b>-17,000.98</b>

## Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX3-31005	Reference Code	Amount \$
<b>Total for DAVID HUSSEY</b>	New Charges/Other Debits	0.00
	Payments/Other Credits	0.00

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

Do not staple or use paper clips

### Payment Coupon

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

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

**Please Pay By 06/12/20** Enter 15 digit account number on all payments.

**Amount Due \$8,360.85**

Checks or drafts must be drawn against banks located in the U.S.

See reverse side for instructions on how to update your address, phone number, or email.

Mail Payment to:



AMERICAN EXPRESS  
 PO BOX 0001  
 LOS ANGELES CA 90096-8000

0000378750776331005 000836085000989851 28HH

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

Account Number  
 XXXX-XXXXX3-31005

Page 2 of 5

**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.

### Change of Address, phone number, email

- Online at [www.americanexpress.com/updatecontactinfo](http://www.americanexpress.com/updatecontactinfo)
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

**Please do not add any written communication or address change on this stub.**



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



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

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

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

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

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



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

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



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

Account Number  
**XXXX-XXXXX3-31005**

Closing Date  
**05/28/20**

Page 3 of 5

**Activity Continued**

<b>Card Number XXXX-XXXXX3-31039</b>				Reference Code	Amount \$
05/17/20	PAYMENT RECEIVED - THANK YOU	05/17		08035000000	-15,463.32
05/01/20	SPECTRUM 855-707-7328 CA REF# 84482000174 CABLE SVCS 05/01/20			84482000174	141.96
05/02/20	AMAZON WEB SERVICES AWS.AMAZON.CO WA REF# 7H9PA8S49EM WEB SERVICES 05/02/20				4,101.75
05/04/20	AGUAVIDA PREMIUM WAT 747-444-9637 CA REF# 21105170125 BOTTLE WATER 05/03/20			21105170125	210.99
05/06/20	GITHUB SAN FRANCISCO CA REF# RE_1GFSIAEQ +18774484820 05/05/20				-30.00 Credit
05/06/20	GITHUB SAN FRANCISCO CA REF# RE_1GFXESEQ +18774484820 05/05/20				-19.28 Credit
05/12/20	MAILCHIMP *MONTHLY MAILCHIMP.COM GA REF# 5831486-137 EMAIL MKTG 05/12/20				219.00
05/27/20	SIX FLAGS MAGIC MOUN VALENCIA CA REF# 47929326 661-255-4100 05/27/20 ADMISSION/TICKETS ROC NUMBER 47929326			47929326000	-1,370.72 Credit
05/28/20	YOU CAN BOOK.ME BEDFORD REF# NT_HMZOBTZU +441234245538 05/28/20				7.00
<b>Total for ALAN DARBY</b>				New Charges/Other Debits	4,680.70
				Payments/Other Credits	-16,883.32

Prepared For  
DAVID HUSSEY  
EL CAMINO REAL CHS

Account Number  
XXXX-XXXXX3-31005

Page 4 of 5





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

Account Number  
**XXXX-XXXXX3-31005**

Closing Date  
**05/28/20**

Page 5 of 5

**Activity Continued**

<b>Card Number XXXX-XXXXX3-31047</b>				Reference Code	<b>Amount \$</b>
05/01/20	SJM INDUSTRIAL REF# 31099530121	RADIO EL SEGUNDO 310-6402700	CA 04/30/20	31099530121	145.00
05/01/20	SJM INDUSTRIAL REF# 31099530121	RADIO EL SEGUNDO 310-6402700	CA 04/30/20	31099530121	145.00
05/01/20	SJM INDUSTRIAL REF# 31099530121	RADIO EL SEGUNDO 310-6402700	CA 04/30/20	31099530121	145.00
05/01/20	SJM INDUSTRIAL REF# 31099530121	RADIO EL SEGUNDO 310-6402700	CA 04/30/20	31099530121	436.10
05/07/20	JIVE COMM/LOGMEIN REF# NT_HEHCZ59X	OREM +18019801838	UT 05/07/20		2,467.52
05/19/20	AMZN MKTP US*M77G52F REF# 1QDFULJ0WY1	AMZN.COM/BILL BOOK STORES	WA 05/19/20		145.13
05/20/20	AMZN MKTP US*M710E0T REF# 3INDQUP7NDF	AMZN.COM/BILL BOOK STORES	WA 05/19/20		10.92
05/20/20	AMZN MKTP US*M71LY00 REF# 2WS3DP13TN8	AMZN.COM/BILL BOOK STORES	WA 05/19/20		37.66
05/20/20	AMZN MKTP US*M71GD50 REF# 61YP2L54B9X	AMZN.COM/BILL BOOK STORES	WA 05/19/20		586.80
05/20/20	AMZN MKTP US*M74MP8L REF# 4ST10PSJZYB	AMZN.COM/BILL BOOK STORES	WA 05/19/20		257.30
05/21/20	AMZN MKTP US*M767Y2P REF# 4JD63TO9MGC	AMZN.COM/BILL BOOK STORES	WA 05/19/20		74.44
05/21/20	AMZN MKTP US*M72IT63 REF# 3SRND01K2SR	AMZN.COM/BILL BOOK STORES	WA 05/19/20		613.16
05/22/20	AMZN MKTP US*M74784J REF# 58XZW8317OJ	AMZN.COM/BILL BOOK STORES	WA 05/19/20		117.66
05/22/20	AMZN MKTP US REF# 6H8M1HOQ0X2	AMZN.COM/BILL BOOK STORES	WA 05/22/20		-117.66 Credit
05/25/20	AMZN MKTP US*M71GP7S REF# 1P8I44PFB8Z	AMZN.COM/BILL BOOK STORES	WA 05/20/20		36.12
<b>Total for DAVID HUSSEY</b>				New Charges/Other Debits Payments/Other Credits	5,217.81 -117.66

# Cover Sheet

## Review and Vote on 2020-2021 Preliminary Budget

**Section:** III. Financial  
**Item:** C. Review and Vote on 2020-2021 Preliminary Budget  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 20-21 ECR - Budget Presentation.pdf  
20-21 SACS Adopted Budget.pdf

# El Camino Real Charter High School



2020-2021 BUDGET REVIEW

PROVIDED BY: ICON School Management



# INDEX

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1. Factors and Uncertainties
2. State of the Academy
3. 19-20 Estimated Actuals
4. 20-21 Adopted Budget
5. Cash and Investments
6. For the Future



# Factors and Uncertainties

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1. State Cash Flow makes predicting final numbers very difficult
  - a. Tax Returns due on July 15
  - b. Property Taxes due in November
  - c. Federal Bailout?
2. Governor and Legislators cannot agree on what they want to do.
  - a. Governor wants to do 10% Cut and 3-month deferrals
  - b. Legislators want do no cuts and 7-month deferrals
3. Uncertainty on Categorical Grants
4. COVID-19 still a factor for Attendance
  - a. Distance Learning still on the table for the Fall Semester



# State of the Charter

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1. Years of strong Fiscal Management by the Board of Directors has:
  - a. Allowed reserves to hit unprecedented highs of 21% (Charter Schools are required to maintain 3 to 5%)
  - b. \$2.64M Cash put into OPEB Funding during 2019-2020
  - c. Days of Cash on Hand: 72 (Approximately more than 2 months)
2. Strong Educational Program
  - a. Continued success with 96% ADA to Enrollment Rate.



# 19-20 Estimated Actuals

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## 1. Net Income or Loss?

- a. Net Income estimated of \$2,122,142
- b. Net Income in 18-19 - \$939,472

## 2. Why so high?

- a. Charter was able to maintain relatively low expenses since revenue and expenses had been consistent in the past. This allowed more reserves to be built.



# 20-21 Adopted Budget

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## 1. Assumptions:

- a. Increased Enrollment
- b. Every Employee moved down the Salary Schedule (except those that did not meet their one-year mark).
- c. STRS Rate is at 16.15% (almost 2% savings from what is projected to be)
- d. 145 FTE Teachers

## 2. Revenue:

- a. LCFF at a 10% drop from prior year.
- b. Categorical Revenues (Other State and Federal Programs) assumed to drop 15%





# 20-21 Adopted Budget (Cont.)

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## 2. Revenue:

- a. Local Revenue down:
  - i. Interest rates are down for all banks and CD and Investments that mature are going to be held and not re-invested in long-term investments.

## 3. Expenditures:

- a. Reviewed all Personnel with HR Team and wages and Salary Schedules. Determined who was going to move to what step and who took STRS/PERS and Health Insurance.
- b. Pulled all expenses by Vendor and analyzed Vendor by Vendor with Client for anywhere we could find cost savings.



# 20-21 Adopted Budget (Cont.)

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## 4. What does this all mean?

- a. Net Income for 20-21 in the amount of \$278,896. Very conservative number.
- b. Charter will continue to maintain fiscal solvency during a year of so many unknowns.



# Cash and Investments

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- Cash is expected to drop due to three months of deferrals during 2020-2021 fiscal year. These deferrals will account for 20% of the Charter's Total Fiscal Year Revenue.
- In order to ensure Cash does not get too low, the Charter has \$7M of Investments that can be converted to Cash on Hand should the need arise.



# For the Future

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- With El Camino Real looking to come out ahead for the 20-21 fiscal year it is possible that the Charter will continue to build its reserves. Ultimate goal would be to get up to 120 days of cash on hand in order to not have to call in investments.
- Any facility projects that may need to be done; it is possible that costs will be lower due to the recession.
- Renegotiate with Vendors for better costs and better rates



El Camino Real Charter High  
 Los Angeles Unified  
 Los Angeles County

July 1 Budget  
 Charter Schools Enterprise Fund  
 Expenses by Object

19 64733 1932623  
 Form 62

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	34,731,311.00	30,665,585.00	-11.7%
2) Federal Revenue		8100-8299	1,579,009.00	1,745,703.00	10.6%
3) Other State Revenue		8300-8599	1,527,286.00	983,642.00	-35.6%
4) Other Local Revenue		8600-8799	4,827,883.00	2,996,388.00	-37.9%
5) TOTAL, REVENUES			42,665,489.00	36,391,318.00	-14.7%
<b>B. EXPENSES</b>					
1) Certificated Salaries		1000-1999	15,341,296.00	13,592,512.00	-11.4%
2) Classified Salaries		2000-2999	4,126,540.00	3,871,099.00	-6.2%
3) Employee Benefits		3000-3999	10,389,976.00	9,629,263.00	-7.3%
4) Books and Supplies		4000-4999	2,766,650.00	2,674,498.00	-3.3%
5) Services and Other Operating Expenses		5000-5999	7,352,440.00	5,778,605.00	-21.4%
6) Depreciation		6000-6999	566,445.00	566,445.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			40,543,347.00	36,112,422.00	-10.9%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			2,122,142.00	278,896.00	-86.9%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

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<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			2,122,142.00	278,896.00	-86.9%
<b>F. NET POSITION</b>					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	7,725,626.46	8,378,406.46	8.4%
b) Audit Adjustments		9793	(2,964.00)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			7,722,662.46	8,378,406.46	8.5%
d) Other Restatements		9795	(1,466,398.00)	0.00	-100.0%
e) Adjusted Beginning Net Position (F1c + F1d)			6,256,264.46	8,378,406.46	33.9%
2) Ending Net Position, June 30 (E + F1e) Components of Ending Net Position			8,378,406.46	8,657,302.46	3.3%
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	8,378,406.46	8,657,302.46	3.3%

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<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	8,378,406.46		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	0.00		
e) Accumulated Depreciation - Buildings		9435	0.00		
f) Equipment		9440	0.00		
g) Accumulated Depreciation - Equipment		9445	0.00		
h) Work in Progress		9450	0.00		
10) TOTAL, ASSETS			8,378,406.46		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		

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Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) Long-Term Liabilities					
a) Net Pension Liability		9663	0.00		
b) Total/Net OPEB Liability		9664	0.00		
c) Compensated Absences		9665	0.00		
d) COPs Payable		9666	0.00		
e) Capital Leases Payable		9667	0.00		
f) Lease Revenue Bonds Payable		9668	0.00		
g) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			0.00		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. NET POSITION</b>					
Net Position, June 30 (G10 + H2) - (I7 + J2)			8,378,406.46		



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<b>LCFF SOURCES</b>					
Principal Apportionment					
State Aid - Current Year		8011	20,871,133.00	17,399,489.00	-16.6%
Education Protection Account State Aid - Current Year		8012	5,016,266.00	4,800,030.00	-4.3%
State Aid - Prior Years		8019	(3,541.00)	0.00	-100.0%
LCFF Transfers					
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	8,847,453.00	8,466,066.00	-4.3%
Property Taxes Transfers		8097	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
<b>TOTAL, LCFF SOURCES</b>			<b>34,731,311.00</b>	<b>30,665,585.00</b>	<b>-11.7%</b>
<b>FEDERAL REVENUE</b>					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	341,185.00	263,172.00	-22.9%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	665,932.00	658,690.00	-1.1%
Title I, Part A, Basic	3010	8290	343,970.00	289,213.00	-15.9%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	76,368.00	64,992.00	-14.9%
Title III, Part A, Immigrant Student Program	4201	8290	13,270.00	9,749.00	-26.5%
Title III, Part A, English Learner Program	4203	8290	9,985.00	6,987.00	-30.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3150, 3155, 3180, 3181, 3182, 3185, 4037, 4124, 4126, 4127, 4128, 5510, 5630	8290	25,266.00	8,500.00	-66.4%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	103,033.00	444,400.00	331.3%
<b>TOTAL, FEDERAL REVENUE</b>			<b>1,579,009.00</b>	<b>1,745,703.00</b>	<b>10.6%</b>

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 Los Angeles County

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Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>OTHER STATE REVENUE</b>					
Other State Apportionments					
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	47,628.00	19,968.00	-58.1%
Mandated Costs Reimbursements		8550	161,202.00	135,031.00	-16.2%
Lottery - Unrestricted and Instructional Materials		8560	757,920.00	415,946.00	-45.1%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	560,536.00	412,697.00	-26.4%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>1,527,286.00</b>	<b>983,642.00</b>	<b>-35.6%</b>

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Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>OTHER LOCAL REVENUE</b>					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	335,950.00	150,000.00	-55.4%
All Other Sales		8639	598,245.00	250,000.00	-58.2%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	200,000.00	65,000.00	-67.5%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	2,097,408.00	1,931,388.00	-7.9%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	1,596,280.00	600,000.00	-62.4%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>4,827,883.00</b>	<b>2,996,388.00</b>	<b>-37.9%</b>
<b>TOTAL, REVENUES</b>			<b>42,665,489.00</b>	<b>36,391,318.00</b>	<b>-14.7%</b>

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Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	12,568,999.00	12,414,848.00	-1.2%
Certificated Pupil Support Salaries		1200	1,701,208.00	206,070.00	-87.9%
Certificated Supervisors' and Administrators' Salaries		1300	1,071,089.00	920,630.00	-14.0%
Other Certificated Salaries		1900	0.00	50,964.00	New
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>15,341,296.00</b>	<b>13,592,512.00</b>	<b>-11.4%</b>
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	927,554.00	277,057.00	-70.1%
Classified Support Salaries		2200	1,464,846.00	2,150,494.00	46.8%
Classified Supervisors' and Administrators' Salaries		2300	707,238.00	543,627.00	-23.1%
Clerical, Technical and Office Salaries		2400	926,260.00	629,178.00	-32.1%
Other Classified Salaries		2900	100,642.00	270,743.00	169.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>4,126,540.00</b>	<b>3,871,099.00</b>	<b>-6.2%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	2,593,063.00	2,370,030.00	-8.6%
PERS		3201-3202	672,465.00	611,986.00	-9.0%
OASDI/Medicare/Alternative		3301-3302	521,414.00	455,981.00	-12.5%
Health and Welfare Benefits		3401-3402	3,442,875.00	2,772,000.00	-19.5%
Unemployment Insurance		3501-3502	34,125.00	8,726.00	-74.4%
Workers' Compensation		3601-3602	263,991.00	370,432.00	40.3%
OPEB, Allocated		3701-3702	2,778,204.00	3,026,437.00	8.9%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	83,839.00	13,671.00	-83.7%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>10,389,976.00</b>	<b>9,629,263.00</b>	<b>-7.3%</b>
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	216,155.00	128,917.00	-40.4%
Books and Other Reference Materials		4200	77,372.00	44,966.00	-41.9%
Materials and Supplies		4300	1,132,128.00	924,319.00	-18.4%
Noncapitalized Equipment		4400	627,449.00	945,241.00	50.6%
Food		4700	713,546.00	631,055.00	-11.6%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>2,766,650.00</b>	<b>2,674,498.00</b>	<b>-3.3%</b>

El Camino Real Charter High  
Los Angeles Unified  
Los Angeles County

July 1 Budget  
Charter Schools Enterprise Fund  
Expenses by Object

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Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENSES</b>					
Subagreements for Services		5100	1,044,706.00	306,656.00	-70.6%
Travel and Conferences		5200	507,814.00	64,992.00	-87.2%
Dues and Memberships		5300	533,889.00	385,848.00	-27.7%
Insurance		5400-5450	351,597.00	228,886.00	-34.9%
Operations and Housekeeping Services		5500	1,051,040.00	1,008,351.00	-4.1%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	129,831.00	115,629.00	-10.9%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	3,551,667.00	3,526,250.00	-0.7%
Communications		5900	181,896.00	141,993.00	-21.9%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENSES</b>			<b>7,352,440.00</b>	<b>5,778,605.00</b>	<b>-21.4%</b>
<b>DEPRECIATION</b>					
Depreciation Expense		6900	566,445.00	566,445.00	0.0%
<b>TOTAL, DEPRECIATION</b>			<b>566,445.00</b>	<b>566,445.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

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 Los Angeles Unified  
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 Charter Schools Enterprise Fund  
 Expenses by Object

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Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			0.00	0.00	0.0%
<b>TOTAL, EXPENSES</b>			40,543,347.00	36,112,422.00	-10.9%

El Camino Real Charter High  
 Los Angeles Unified  
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July 1 Budget  
 Charter Schools Enterprise Fund  
 Expenses by Object

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Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

El Camino Real Charter High  
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 Charter Schools Enterprise Fund  
 Expenses by Function

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Description	Function Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	34,731,311.00	30,665,585.00	-11.7%
2) Federal Revenue		8100-8299	1,579,009.00	1,745,703.00	10.6%
3) Other State Revenue		8300-8599	1,527,286.00	983,642.00	-35.6%
4) Other Local Revenue		8600-8799	4,827,883.00	2,996,388.00	-37.9%
5) TOTAL, REVENUES			42,665,489.00	36,391,318.00	-14.7%
<b>B. EXPENSES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		23,553,633.00	25,141,014.00	6.7%
2) Instruction - Related Services	2000-2999		13,777,822.00	8,328,221.00	-39.6%
3) Pupil Services	3000-3999		887,169.00	952,762.00	7.4%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		707,238.00	0.00	-100.0%
8) Plant Services	8000-8999		1,617,485.00	1,690,425.00	4.5%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			40,543,347.00	36,112,422.00	-10.9%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			2,122,142.00	278,896.00	-86.9%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%



El Camino Real Charter High  
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 Charter Schools Enterprise Fund  
 Expenses by Function

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Description	Function Codes	Object Codes	2019-20 Estimated Actuals	2020-21 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			2,122,142.00	278,896.00	-86.9%
<b>F. NET POSITION</b>					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	7,725,626.46	8,378,406.46	8.4%
b) Audit Adjustments		9793	(2,964.00)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			7,722,662.46	8,378,406.46	8.5%
d) Other Restatements		9795	(1,466,398.00)	0.00	-100.0%
e) Adjusted Beginning Net Position (F1c + F1d)			6,256,264.46	8,378,406.46	33.9%
2) Ending Net Position, June 30 (E + F1e)			8,378,406.46	8,657,302.46	3.3%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	8,378,406.46	8,657,302.46	3.3%

El Camino Real Charter High  
 Los Angeles Unified  
 Los Angeles County

July 1 Budget  
 Charter Schools Enterprise Fund  
 Exhibit: Restricted Net Position Detail

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<b>Resource</b>	<b>Description</b>	<b>2019-20 Estimated Actuals</b>	<b>2020-21 Budget</b>
Total, Restricted Net Position		0.00	0.00

# Cover Sheet

## Discuss and Possible Approval of Education Protection Account

**Section:** III. Financial  
**Item:** D. Discuss and Possible Approval of Education Protection Account  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Resolution Re Education Protection Account.pdf

**BOARD OF DIRECTORS  
EL CAMINO REAL ALLIANCE**

**RESOLUTION  
RE: EDUCATION PROTECTION ACCOUNT**

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 regarding the Education Protection Account.

WHEREAS, Proposition 30 was approved on November 6, 2012; and

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012; and

WHEREAS, Proposition 55 was approved on November 8, 2016, and extended the provisions of Proposition 30; and

WHEREAS, the provisions of Article XIII, Section 36(e) create in the State General Fund an Education Protection Account (“EPA”) to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f); and

WHEREAS, before June 30<sup>th</sup> of each year, California’s Finance Director shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the EPA during the next fiscal year; and

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the EPA within ten days preceding the end of the fiscal year; and

WHEREAS, all monies in the EPA are continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts; and

WHEREAS, monies deposited in the EPA are not to be used to pay any costs incurred by the Legislature, the Governor or any agency of state government; and

WHEREAS, a community college district, county office of education, school district, or charter school are to have the sole authority to determine how the monies received from the EPA are spent in the school or schools within its jurisdiction; and

WHEREAS, the governing Board shall make the spending determinations with respect to monies received from the EPA in open session of a public meeting of the Board; and

WHEREAS, the monies received from the EPA shall not be used for salaries or benefits for administrators or any other administrative cost; and

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the EPA and how that money was spent; and

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution; and

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the EPA and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 of the California Constitution, and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing Board of ECRA;

2. In compliance with Article XIII, Section 36(e) of the California Constitution, the governing Board of ECRA has determined to spend the monies received from the EPA as attached.

BE IT FURTHER RESOLVED, that the Chair of the Board hereby is authorized to certify this resolution.

\* \* \*

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution by vote at a regular Board meeting this 25<sup>th</sup> day of June, 2020.

By: \_\_\_\_\_  
Scott Silverstein, Board Chair

# EXHIBIT A

**2020-21 Education Protection Account  
Program by Resource Report  
Expenditures by Function - Detail**

**Expenditures through: June 30, 2021  
For Fund 62, Resource 1400 Education Protection Account**

Description	Object Codes	Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	4,800,030.00
Federal Revenue	8100-8299	Should be 0.00
Other State Revenue	8300-8599	Should be 0.00
Other Local Revenue	8600-8799	Should be 0.00
All Other Financing Sources and Contributions	8900-8999	Should be 0.00
Deferred Revenue	9650	Should be 0.00
<b>TOTAL AVAILABLE</b>		<b>4,800,030.00</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
<b>(Objects 1000-7999)</b>	<b>Function Codes</b>	
Instruction	1000-1999	4,800,030.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	Not Allowed
AU of a Multidistrict SELPA	2200	Not Allowed
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	Not Allowed
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	Not Allowed
General Administration	7000-7999	Not Allowed
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>4,800,030.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>0.00</b>

**Notes to user:**

- The amount should not be entered for Federal Revenue, Other State Revenue, Other Local Revenue, and Deferred Revenue.
- Objects 8091 and 8099 (Revenue Limit Transfers) - available for county offices only.
- Expenditures are not allowed for the following functions: 2100-2150, 2200, 2700, 6000-6999, and 7000-7999.
- Account codes in this example are applicable for K-12 districts, charters and RCOE. Community colleges should use their account classification.

# Cover Sheet

## Discuss and Possible Approval of COVID-19 Operations Written Report

**Section:** V. School Business  
**Item:** A. Discuss and Possible Approval of COVID-19 Operations Written Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 200618 COVID-19 Operations Written Report.pdf



# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
El Camino Real Charter HS	David Hussey, Executive Director	<a href="mailto:d.hussey@ecrchs.net">d.hussey@ecrchs.net</a> (818) 595-7504	June 25, 2020

**Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.**

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

**Instruction:** In response to COVID-19, ECRCHS has shifted its instructional program to remote-based instruction using Canvas LMS and Microsoft Teams. All existing programs are still being offered in an online format where students meet with teachers daily. We transitioned from a five-day instructional week to a four-day instructional week that has allowed teachers an opportunity to grade, hold office hours, contact parents, etc. It further allows students an opportunity to stay on top of assigned work, catch up on assignments if they have fallen behind, and meet with their teachers, if necessary.

**Mental Health:** ECRCHS realizes that even the strongest of families may experience fear and/or become overwhelmed with serious financial setbacks, not to mention illness and loss from within. Acknowledging that engaging in distance learning may not be foremost on students' minds during this pandemic, one of the most important things ECRCHS has offered all its students and their families at this time access to mental health supports; i.e. counselors, School Psychologists, and PSW. Additionally, academic and emotional support has been provided by Deans, Counselors, and support staff who reach out to students who are chronically absent, suffering emotionally, and/or need strategies to help them beyond the classroom.

**Student Support Services:** Approximately 15% of our student population have an IEP or 504 plan, representing the most significant change in program offerings due to the COVID -19 pandemic. Through all the turmoil and uncertainty, however, ECRCHS remains committed to providing students with disabilities a free appropriate public education ("FAPE") and will be providing educational opportunities through a fully home-based, virtual program. ECRCHS is holding virtual IEP meetings and maintaining compliance timelines to the extent possible, including holding IEPs that were scheduled prior to the closure as well as holding IEPs requested as a result of the transition to distance learning.

ECRCHS notified all families with IEPs that the closure has resulted in a necessary temporary change in placement beginning on March 16 and extending throughout the closure and that, although the campus is closed, services included in their child's IEP would be provided remotely to the greatest extent possible for the duration of the closure. In this letter, which served as a Prior Written Notice, parents were also offered the option of convening an IEP meeting to discuss any concerns or whether any changes to the IEP were needed to address challenges encountered during distance learning.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

**English Learners** (EL & RFEP) represent 1.69% of our student population. Prior to COVID-19, the EL coordinator provided ELD teacher training on differentiated instruction to all departments.

Since the March closure, our coordinator has continued training to include the following distance learning strategies for teachers with EL students:

- Focus on a few tools for distance learning; too many can distract already struggling students;
- Establish a structured online environment with a calendar of assignments, announcements, discussion board, and a chat room. Continuity helps ease anxiety;
- Emphasize language production – students are isolated and not likely to have much exposure to the English Language. Use Microsoft Team ‘channels’ to create groups for students to collaborate on learning just like in the classroom;
- Scaffold instruction to accommodate different English language proficiency levels; i.e., use OneNote Immersion to create varied Lexile leveled readings;
- Use multiple digital media to allow students an opportunity to demonstrate learning; i.e., hide the learning in student centered, authentic, and engaging assessment.

**Foster Youth** (4) represent less than .11% of our overall student population. Our counselors reach out to all 4 students weekly and provide support through coordinating services with LACOE and our own TSP intervention and mental health services.

**Low-income students** represent 35.9% of our student population. For many of these students, the realities of “prioritizing life instead of school” has become the new norm. ECRCHS has worked tirelessly to provide these students with the supports they will need to remain engaged under such difficult circumstances:

- Access to daily meals through local Grab and Go Food Centers;
- Access to ECRCHS mental health services;
- 100% distribution of digital devices.
- Assistance in obtaining free internet/broadband service from local service providers

Abrupt changes in an already established instructional program often lead to loss of student participation and ECR has not been immune to that. For students with no internet access, ECRCHS is working to provide internet services via WIFI hotspot devices for the Fall 2020 semester. In the event these options have been exhausted, students are able to drop off work at the school building during normal school hours.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

Prior to the COVID-19 pandemic, ECRCHS worked diligently to confront digital equity concerns by addressing the two major issues within digital equity:

- Access to a reliable, safe, and secure digital infrastructure;
- Access to digital technology & services.

**Infrastructure:** Our hybrid network employs both on-site and cloud-based solutions that can be easily scaled up or down to meet networking needs. All student and staff devices connect and route back to ECRCHS using an enterprise grade virtual private network, allowing us to secure student connections to constantly monitor and filter internet use from any location. Coupled with redundant internet lines and firewalls, ECRCHS can ensure maximum uptime with elastic load balancing and fault tolerant features that provide one of the safest, secure, and most reliable networks possible.

**Maintenance:** To manage devices, ECRCHS utilizes Microsoft Intune mobile device management, streamlining and automating device provisioning, policy management, app delivery, and updates for all student devices in real time. Supporting device management is our on-site technology team, available for support through our Genius Lounge drop-in service or online virtual troubleshooting sessions. Additionally, our ECRCHS Genius Lounge houses a certified Lenovo repair center for expedited device repair.

**Devices & Applications:** Each student is equipped with a Windows10 laptop device that incorporates Office 365. Students and teachers have access to educational applications for communicating and messaging effectively, facilitating discussion, assessing learning, and delivering lessons that create interesting and active remote learning experiences.

**Instruction:** In response to the COVID-19 pandemic, ECRCHS has developed a distance learning plan so our students can continue to thrive during school closure. This plan allows students to build upon the learning trajectory already established in the classroom. Flexible instruction through Canvas LMS and Microsoft Teams allows teachers to teach in a variety of ways, including live video conferencing, discussion boards, virtual question and answer sessions, multimedia clips as well as the integration of educational software programs and student engagement platforms. We continue to refine our implementation/methods/practices to ensure high quality distance learning opportunities for all students.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices

LAUSD is the charter authorizing agency to ECRCHS and 276 other charter schools (53 Affiliated, 224 Independent) in the Los Angeles county area. As such, LAUSD is committed to providing a wide range of resources to the students and families of the schools in its boundaries and subject to its charter authorizing oversight.

In response to the COVID-19 pandemic, on Friday, March 13, 2020 Governor Gavin Newsom issued Executive Order N-26-20 detailing the physical closure of schools by all state LEAs. One of the mandates outlined in the Executive Order is that schools continue to provide meals in non-congregate settings.

On Tuesday, March 17, 2020, LAUSD, in partnership with the Red Cross, opened numerous Grab & Go Food Centers for any child under the age of 18, regardless of the school they attended. The center serving the ECRCHS students and families located in the Woodland Hills' community was located at Columbus MS.

With LAUSD functioning as its school food authority (SFA), ECRCHS began communication efforts - in multiple languages - to provide all ECRCHS stakeholders with the dates, times and locations for these centers through automated phone messaging, email, website, and social media communication mediums. Additionally, a full list of LAUSD Grab & Go Food Center locations across Los Angeles is available on the LAUSD website and was advertised to the public via public radio and television announcements. This information was also shared with all ECRCHS stakeholders in support of the students who do not live within ECRCHS's attendance boundaries. ECRCHS will support low income students by continuing to provide bus passes/METRO TAP Cards, ensuring a reliable source of transportation to and from different LAUSD Grab & Go Food Center locations.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

The tracking and follow-up regarding student attendance/engagement is one of ECRCHS's most important responsibilities as it relates to the safety, welfare, and educational success of our students. As we adjust to the new realities of a COVID-19 distance learning environment, it is critical that we maintain regular contact with our students and families and support students' general well-being. The goals for attendance during this pandemic are two-fold:

- Maintain regular contact with students to ensure active participation and engagement; and
- Ensure targeted supports for students struggling to meet engagement expectations.

To accomplish these goals, ECRCHS has taken the following steps.

**Infrastructure:** ECRCHS's online resources are connected in such a manner that student information flows seamlessly through Aeries SIS, Canvas LMS, and Microsoft Teams. By utilizing an end-to-end school data sync application and single sign-on (SSO) identity management platform, student data synchronizes from the master schedule directly into these applications, creating a simplified end user experience. Upon login, teachers can see class rosters across various platforms complete with student academic progress reporting and attendance monitoring capabilities. Similarly, students and parents can see their assigned courses broken down by period and are able to monitor their own attendance and academic progress.

**Information:** Teachers will engage students and parents using these collaborative platforms daily and monitor that interaction with built-in data collection and analysis tools. Canvas Analytics collects student usage data, capturing student log-in information, rates of participation in specific activities, and amount of time spent interacting with online resources and/or with other students. Similarly, Microsoft Teams provides student usage reports for teachers to measure user activity in Teams, including the total active users and channels, and the number of active user and channels, guests, and messages in each team.

**Intervention:** Teachers will be able to utilize these existing school systems to interact with groups of students and families, account for attendance, and respond to messages from students and families in a timely fashion. For students not engaged, teachers will follow-up accordingly with school MTSS protocols, referring them to school counselors, TSP Intervention, or SSPT for the appropriate interventions.

California Department of Education  
May 2020

# Cover Sheet

## Discuss and Possible Approval of Teacher Laptop Refresh

**Section:** V. School Business  
**Item:** C. Discuss and Possible Approval of Teacher Laptop Refresh  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** ED Recommendation Teacher Laptop Refresh.pdf  
Laptop Comparison.pdf  
Proposal - CDW.pdf  
Proposal - Lenovo.pdf  
Proposal - SHI.pdf

## **EL CAMINO REAL ALLIANCE**

### **EXECUTIVE DIRECTOR RECOMMENDATION**

**BOARD MEETING DATE:** June 25, 2020

**AGENDA ITEM:**

V.C. – Teacher Laptop Refresh

**BRIEF SUMMARY OF THE ISSUE:**

It has been 3 years since the teachers were provided school-issued laptops. In order for teachers to make use of the new programs and applications available for teaching (particularly considering the need for distance learning), teachers should be provided updated technology.

**PERSONNEL INVOLVED:**

Tech Office personnel to integrate the new laptops into the school system; and Business Office personnel to process payment.

**FISCAL IMPLICATIONS (IF ANY):**

The total cost of the teacher upgrades, based on the proposals received.

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

Since the introduction of the 21<sup>st</sup> Century Classroom initiative, the needs of our teachers have evolved. Teachers now need updated laptops, including touchscreen and stylus functionality, in order to deliver classroom instruction. The school's technology committee, which consists of teachers from different subject areas, worked with the Tech Department to select device types which were then showcased to all teachers. Teachers then filled out a survey to determine which device best suited their needs, and the preferred device was the Lenovo L13 Yoga laptop.

**OPTIONS OR SOLUTIONS:**

Proposals were received from three different vendors, for three different levels of laptops. The pros and cons of each device were considered, including weight, screen size, storage, and productivity. Each proposal presented three configuration types: 1) base; 2) mid-range; and 3) top-tier.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:**

Approve the purchase of the top-tier laptop from SHI. Purchase of the top-tier device will result in laptops with a longer life cycle. Given that the school will be engaging in distance learning at least through the start of the 2020-2021 school year, it is recommended that teachers have access to better technology in order to facilitate new technology being used.

The total cost for the recommended laptops are 175 laptops at \$1,161.00 each, plus an additional \$117.30 per unit for a 4 year warranty, for a total cost with tax of \$245,720.74.

**PROPOSED MOTION:**

Motion to approve the teacher laptop refresh, through vendor SHI in the total amount of \$245,720.74.

**Configuration Details**

Components	(Base) Lenovo Yoga L13	(Mid) Lenovo Yoga L13	(Top-Tier) Lenovo Yoga L13
Processor	Intel Core i5-10310U vPro Processor	Intel Core i5-10610U vPro Processor	Intel Core i7-10610U vPro Processor
Onboard Memory	8GB(8x8Gx16) DDR4 2666	16GB(8x8Gx16) DDR4 2666	16GB(8x16Gx16) DDR4 2666
Storage Selection	256GB Solid State Drive	256GB Solid State Drive	256GB Solid State Drive

**Cost Per Unit**

SHI	\$ 940.10	\$ 981.20	\$ 1,161.00
CDW	\$ 953.70	\$ 994.50	\$ 1,173.00
Lenovo Direct	\$ 960.00	\$ 998.00	\$ 1,175.00

**4-Year Accidental Damage Protection**

SHI	\$ 117.30	\$ 117.30	\$ 117.30
CDW	\$ 131.19	\$ 131.19	\$ 131.19
Lenovo Direct	\$ 140.00	\$ 140.00	\$ 140.00

**Total Cost Per Unit**

SHI	\$ 1,057.40	\$ 1,098.50	\$ 1,278.30
CDW	\$ 1,084.89	\$ 1,125.69	\$ 1,304.19
Lenovo Direct	\$ 1,100.00	\$ 1,138.00	\$ 1,315.00

**Proposed Amount**

SHI	\$ 203,390.78	\$ 211,266.56	\$ 245,720.74
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# QUOTE CONFIRMATION

**DEAR RYAN GUINTO,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LMFN606	6/22/2020	L13 YOGA- I5, 16GB, 256SSD	8075029	<b>\$214,229.31</b>

<b>IMPORTANT - PLEASE READ</b>
Fees applied to item(s): 6129137

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">LVO L13Y I5-10310U W10H MC00090907</a> Mfg. Part#: 20R6S22900-MC00090907 L13 Yoga- i5, 16gb, 256SSD Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	175	6129137	\$994.50	\$174,037.50
<a href="#">Lenovo Accidental Damage Protection for Onsite - accidental damage coverage</a> Mfg. Part#: 5PS0N75654 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	175	4473790	\$131.19	\$22,958.25
RECYCLING FEE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<b>RECYCLING FEE 4" TO LESS THAN 15"</b> Fee Applied to Item: 6129137	175	654809	\$4.00	\$700.00

PURCHASER BILLING INFO		SUBTOTAL	\$196,995.75
<b>Billing Address:</b> EL CAMINO REAL CHARTER HIGH SCHOOL ACCOUNTS PAYABLE 5440 VALLEY CIRCLE BLVD WOODLAND HILLS, CA 91367-5996 <b>Phone:</b> (818) 595-7500 <b>Payment Terms:</b> NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		RECYCLING FEE	\$700.00
		SALES TAX	\$16,533.56
		GRAND TOTAL	<b>\$214,229.31</b>
DELIVER TO	<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		
<b>Shipping Address:</b> EL CAMINO REAL CHARTER HIGH SCHOOL RYAN GUINTO 5440 VALLEY CIRCLE BLVD WOODLAND HILLS, CA 91367-5996 <b>Phone:</b> (818) 595-7500 <b>Shipping Method:</b> DROP SHIP-GROUND			

Need Assistance? CDW•G SALES CONTACT INFORMATION			
	Michael Smaniotto	(866) 465-9844	michsma@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
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# QUOTE CONFIRMATION

**DEAR RYAN GUINTO,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LMFN510	6/22/2020	L13 YOGA- I7, 16GB, 256SSD	8075029	<b>\$248,434.38</b>

<b>IMPORTANT - PLEASE READ</b>
Fees applied to item(s): 6129132

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">LVO L13Y I7-10610U W10H MC00090907</a> Mfg. Part#: 20R6S22800-MC00090907 L13 Yoga- i7, 16gb, 256SSD Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	175	6129132	\$1,173.00	\$205,275.00
<a href="#">Lenovo Accidental Damage Protection for Onsite - accidental damage coverage</a> Mfg. Part#: 5PS0N75654 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	175	4473790	\$131.19	\$22,958.25
RECYCLING FEE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<b>RECYCLING FEE 4" TO LESS THAN 15"</b> Fee Applied to Item: 6129132	175	654809	\$4.00	\$700.00

PURCHASER BILLING INFO	SUBTOTAL	\$228,233.25
<b>Billing Address:</b> EL CAMINO REAL CHARTER HIGH SCHOOL ACCOUNTS PAYABLE 5440 VALLEY CIRCLE BLVD WOODLAND HILLS, CA 91367-5996 <b>Phone:</b> (818) 595-7500 <b>Payment Terms:</b> NET 30 Days-Govt/Ed	<b>SHIPPING</b>	\$0.00
	<b>RECYCLING FEE</b>	\$700.00
	<b>SALES TAX</b>	\$19,501.13
	<b>GRAND TOTAL</b>	<b>\$248,434.38</b>
DELIVER TO	<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
<b>Shipping Address:</b> EL CAMINO REAL CHARTER HIGH SCHOOL RYAN GUINTO 5440 VALLEY CIRCLE BLVD WOODLAND HILLS, CA 91367-5996 <b>Phone:</b> (818) 595-7500 <b>Shipping Method:</b> DROP SHIP-GROUND		

Need Assistance? CDW•G SALES CONTACT INFORMATION		
	Michael Smaniotto   (866) 465-9844	michsma@cdwg.com

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# QUOTE CONFIRMATION

**DEAR RYAN GUINTO,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LMFN438	6/22/2020	L13 YOGA- I5, 8GB, 256SSD	8075029	<b>\$206,411.01</b>

<b>IMPORTANT - PLEASE READ</b>
Fees applied to item(s): 6129128

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">LVO L13Y I5-10310U W10H MC00090907</a> Mfg. Part#: 20R6S22B00-MC00090907 L13 Yoga- i5, 8gb, 256SSD Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	175	6129128	\$953.70	\$166,897.50
<a href="#">Lenovo Accidental Damage Protection for Onsite - accidental damage coverage</a> Mfg. Part#: 5PS0N75654 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	175	4473790	\$131.19	\$22,958.25
RECYCLING FEE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<b>RECYCLING FEE 4" TO LESS THAN 15"</b> Fee Applied to Item: 6129128	175	654809	\$4.00	\$700.00

PURCHASER BILLING INFO	SUBTOTAL	
<b>Billing Address:</b> EL CAMINO REAL CHARTER HIGH SCHOOL ACCOUNTS PAYABLE 5440 VALLEY CIRCLE BLVD WOODLAND HILLS, CA 91367-5996 <b>Phone:</b> (818) 595-7500 <b>Payment Terms:</b> NET 30 Days-Govt/Ed	<b>SHIPPING</b>	\$0.00
	<b>RECYCLING FEE</b>	\$700.00
	<b>SALES TAX</b>	\$15,855.26
	<b>GRAND TOTAL</b>	<b>\$206,411.01</b>
	<b>DELIVER TO</b>	<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515
<b>Shipping Address:</b> EL CAMINO REAL CHARTER HIGH SCHOOL RYAN GUINTO 5440 VALLEY CIRCLE BLVD WOODLAND HILLS, CA 91367-5996 <b>Phone:</b> (818) 595-7500 <b>Shipping Method:</b> DROP SHIP-GROUND		

Need Assistance? CDW•G SALES CONTACT INFORMATION		
	Michael Smaniotto   (866) 465-9844	michsma@cdwg.com

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**Customer Name:** EL CAMINO REAL CHRTR HIGH SCHL  
**Customer Number:** 1214340869



**Quotation No.** Q-00486084  
**Created On:** 6/22/2020  
**Last Updated:** 6/22/2020  
**Master Contract No.** MC00090907

**Sales Representative:** Leanne Agee  
**Phone Number:** 8435682169  
**Email:** lagee@lenovo.com  
**Contract:** 5315446405

Thank you for requesting a quote from Lenovo. As the world's leading provider of hardware to education customers, no other manufacturer can match our education experience or the focused product innovation that delivers tools optimized for the needs of busy digital learners. We design technology that helps students create, collaborate, and explore in exciting and effective ways. Your complete quote information is included below. Please feel free to reach me by phone or email to place your order.

**PRODUCT AND SERVICES DETAILS**

Part Number	Description	Qty	Unit Price	End Date	Total
20R6S22A00	Thinkpad L13 Yoga	175	\$960.00	6/22/2021	\$168,000.00
20R6S22C00	Thinkpad L13 Yoga	175	\$1,175.00	6/22/2021	\$205,625.00
20R6S22600	Thinkpad L13 Yoga	175	\$998.00	6/22/2021	\$174,650.00



Did you know that Lenovo can help wrap all of your hardware, software and services into a single cost-effective fixed monthly payment by using Lenovo Financial Services? Conserve capital, lower your cost of use and gain top performance with ongoing support. **Ask us how!**

**CONFIGURATION DETAILS**

Components	Description	Qty
20R6S22A00	Notebook ThinkPad L13 Yoga 1G 20R6CTO1WW	1
Country/Region	USA	1
Warranty	3 Year Courier/Carry-in	1
Preload Type	Standard Image	1
Preload OS	Windows 10 Home 64	1
vPro Certified Model	vPro Certified	1
Processor	Intel Core i5-10310U vPro Processor (1.60GHz, up to 4.40GHz with Turbo Boost, 4 Cores, 6MB Cache)	1
Security Chip Setting	Enabled Discrete TPM2.0	1
Color	Black	1
Display	13.3 FHD (1920x1080), IPS, Glare, 300nits, Multi-touch	1
Graphics	Integrated Graphics	1
Camera	720P HD Camera with Microphone	1
Fingerprint Reader	Fingerprint Reader	1
Onboard Memory	8GB(8x8Gx16) DDR4 2666	1

Components	Description	Qty
Storage Selection	256GB Solid State Drive, M.2 2280, PCIe-NVMe, OPAL, TLC	1
Wireless LAN	Intel AX201 2x2AX+BT vPro WW	1
Battery	4 Cell Li-Ion Polymer Internal Battery, 46Wh	1
Power Adapter	65W AC Adapter PCC (2pin)-US (USB Type C)	1
Keyboard	Backlit Keyboard Black English	1
Publication	Publication - English	1
OS DPK	Windows 10 Home	1
Preload Language	Windows 10 Home 64 English	1
System Unit	L13&S2 i5-10310U VP IG+8G MB	1
Display Shell	13.3 FHD (1920x1080), IPS, Anti-Reflection, 300nits, Multi-touch, 720p HD Camera, Aluminium, Glossy Black	1
Pointing Device	FingerPrint Black	1
Ethernet Dongle	RJ45 Extension Connector	1
Lenovo Pen	ThinkPad Pen Pro	1
Absolute BIOS Selection	BIOS Absolute Enabled	1
System Expansion Slots	No Smart Card Reader BK	1
OS Type	Windows 10 Standard	1
GEO	NA	1
Publication 2	PUB ENG/BRL/FRA/ARA/SPA	1
Package Box	Standard	1
CPU Label	Core i5 vPro 10Gen TI	1
WLAN MISC PARTS	WLAN Misc Parts-WLAN Card	1
System Unit 2nd	D Cover Pen BK	1
20R6S22C00	Notebook ThinkPad L13 Yoga 1G 20R6CTO1WW	1
Country/Region	USA	1
Warranty	3 Year Courier/Carry-in	1
Preload Type	Standard Image	1
Preload OS	Windows 10 Home 64	1
vPro Certified Model	vPro Certified	1
Processor	Intel Core i7-10610U vPro Processor (1.80GHz, up to 4.90GHz with Turbo Boost, 4 Cores, 8MB Cache)	1
Security Chip Setting	Enabled Discrete TPM2.0	1
Color	Black	1
Display	13.3 FHD (1920x1080), IPS, Glare, 300nits, Multi-touch	1
Graphics	Integrated Graphics	1
Camera	720P HD Camera with Microphone	1



Components	Description	Qty
Fingerprint Reader	Fingerprint Reader	1
Onboard Memory	16GB(8x16Gx16) DDR4 2666	1
Storage Selection	256GB Solid State Drive, M.2 2280, PCIe-NVMe, OPAL, TLC	1
Wireless LAN	Intel AX201 2x2AX+BT vPro WW	1
Battery	4 Cell Li-Ion Polymer Internal Battery, 46Wh	1
Power Adapter	65W AC Adapter PCC (2pin)-US (USB Type C)	1
Keyboard	Backlit Keyboard Black English	1
Publication	Publication - English	1
OS DPK	Windows 10 Home Plus	1
Preload Language	Windows 10 Home 64 English	1
System Unit	L13&S2 i7-10610U VP IG+16G MB	1
Display Shell	13.3 FHD (1920x1080), IPS, Anti-Reflection, 300nits, Multi-touch, 720p HD Camera, Aluminium, Glossy Black	1
Pointing Device	FingerPrint Black	1
Ethernet Dongle	RJ45 Extension Connector	1
Lenovo Pen	ThinkPad Pen Pro	1
Absolute BIOS Selection	BIOS Absolute Enabled	1
System Expansion Slots	No Smart Card Reader BK	1
OS Type	Windows 10 Standard	1
GEO	NA	1
Publication 2	PUB ENG/BRL/FRA/ARA/SPA	1
Package Box	Standard	1
CPU Label	Core i7 vPro 10Gen TI	1
WLAN MISC PARTS	WLAN Misc Parts-WLAN Card	1
System Unit 2nd	D Cover Pen BK	1
20R6S22600	Notebook ThinkPad L13 Yoga 1G 20R6CTO1WW	200
Country/Region	USA	1
Warranty	3 Year Courier/Carry-in	1
Preload Type	Standard Image	1
Preload OS	Windows 10 Home 64	1
vPro Certified Model	vPro Certified	1
Processor	Intel Core i5-10310U vPro Processor (1.60GHz, up to 4.40GHz with Turbo Boost, 4 Cores, 6MB Cache)	1
Security Chip Setting	Enabled Discrete TPM2.0	1
Color	Black	1
Display	13.3 FHD (1920x1080), IPS, Glare, 300nits, Multi-touch	1

Components	Description	Qty
Graphics	Integrated Graphics	1
Camera	720P HD Camera with Microphone	1
Fingerprint Reader	Fingerprint Reader	1
Onboard Memory	16GB(8x16Gx16) DDR4 2666	1
Storage Selection	256GB Solid State Drive, M.2 2280, PCIe-NVMe, OPAL, TLC	1
Wireless LAN	Intel AX201 2x2AX+BT vPro WW	1
Battery	4 Cell Li-Ion Polymer Internal Battery, 46Wh	1
Power Adapter	65W AC Adapter PCC (2pin)-US (USB Type C)	1
Keyboard	Backlit Keyboard Black English	1
Publication	Publication - English	1
OS DPK	Windows 10 Home	1
Preload Language	Windows 10 Home 64 English	1
System Unit	L13&S2 i5-10310U VP IG+16G MB	1
Display Shell	13.3 FHD (1920x1080), IPS, Anti-Reflection, 300nits, Multi-touch, 720p HD Camera, Aluminium, Glossy Black	1
Pointing Device	FingerPrint Black	1
Ethernet Dongle	RJ45 Extension Connector	1
Lenovo Pen	ThinkPad Pen Pro	1
Absolute BIOS Selection	BIOS Absolute Enabled	1
System Expansion Slots	No Smart Card Reader BK	1
OS Type	Windows 10 Standard	1
GEO	NA	1
Publication 2	PUB ENG/BRL/FRA/ARA/SPA	1
Package Box	Standard	1
CPU Label	Core i5 vPro 10Gen TI	1
WLAN MISC PARTS	WLAN Misc Parts-WLAN Card	1
System Unit 2nd	D Cover Pen BK	1

**TERMS AND CONDITIONS**

Prices quoted are valid through 8/21/2020 but are subject to change due to events outside Lenovo’s reasonable control which may necessitate a price increase. Pricing does not include taxes, fees, or other charges which may be imposed on the items purchased.

Unless a separate agreement exists between Lenovo and Customer, all purchases are subject to the Lenovo Terms and Conditions displayed at the following internet address: <https://download.lenovo.com/lenovo/content/pdf/tnc/tc2.pdf>

Thank you for choosing Lenovo!



Pricing Proposal  
 Quotation #: 19048956  
 Created On: 6/22/2020  
 Valid Until: 6/30/2020

## El Camino Real Charter High School

**Ryan D. Guinto**  
 5440 Valley Circle Blvd  
 Woodlands Hills, CA 91367  
 United States  
 Phone: 818-595-7517  
 Fax:  
 Email: r.guinto@ecrchs.net

## Inside Account Manager

**Hayley Deitz**  
 290 Davidson Ave  
 Somerset, NJ 08873  
 Phone: 732-564-8141  
 Fax:  
 Email: Hayley\_Deitz@SHI.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 LENOVO : Thinkpad L13 Yoga Lenovo - Part#: 20R6S22B00 Contract Name: Open Market Contract #: Open Market <b>Note:</b> Offer Expires 6/30	175	\$940.10	\$164,517.50
2 Lenovo Accidental Damage Protection for Onsite - Accidental damage coverage - 4 years (School Year Term) - for ThinkPad L380 20M5, 20M6; L380 Yoga 20M7, 20M8; L390 20NR, 20NS; L390 Yoga 20NT, 20NU Lenovo - Part#: 5PS0N75654 Contract Name: Open Market Contract #: Open Market	175	\$117.30	\$20,527.50
3 California E-Waste Fee State Of California - Part#: EWASTE Contract Name: Open Market Contract #: Open Market	175	\$4.00	\$700.00
		Subtotal	\$185,745.00
		*Tax	\$17,645.78
		Total	\$203,390.78

\*Tax is estimated. Invoice will include the full and final tax due.

### Additional Comments

20R6S22B00 Notebook ThinkPad L13 Yoga 1G 20R6CTO1WW  
 Country/Region USA  
 Warranty 3 Year Courier/Carry-in  
 Preload Type Standard Image  
 Preload OS Windows 10 Home 64  
 vPro Certified Model vPro Certified  
 Processor Intel Core i5-10310U vPro Processor (1.60GHz, up to 4.40GHz with Turbo Boost, 4 Cores, 6MB Cache)  
 Security Chip Setting Enabled Discrete TPM2.0  
 Color Black  
 Display 13.3 FHD (1920x1080), IPS, Glare, 300nits, Multi-touch  
 Graphics Integrated Graphics

Components Description

Camera 720P HD Camera with Microphone  
Fingerprint Reader Fingerprint Reader  
Onboard Memory 8GB(8x8Gx16) DDR4 2666  
Storage Selection 256GB Solid State Drive, M.2 2280, PCIe-NVMe, OPAL, TLC  
Wireless LAN Intel AX201 2x2AX+BT vPro WW  
Battery 4 Cell Li-Ion Polymer Internal Battery, 46Wh  
Power Adapter 65W AC Adapter PCC (2pin)-US (USB Type C)  
Keyboard Backlit Keyboard Black English  
Publication Publication - English  
OS DPK Windows 10 Home  
Preload Language Windows 10 Home 64 English  
System Unit L13&S2 i5-10310U VP IG+8G MB  
Display Shell 13.3 FHD (1920x1080), IPS, Anti-Reflection, 300nits, Multi-touch, 720p HD Camera, Aluminium, Glossy Black  
Pointing Device FingerPrint Black  
Ethernet Dongle RJ45 Extension Connector  
Lenovo Pen ThinkPad Pen Pro  
Absolute BIOS Selection BIOS Absolute Enabled  
System Expansion Slots No Smart Card Reader BK  
OS Type Windows 10 Standard  
GEO NA  
Publication 2 PUB ENG/BRL/FRA/ARA/SPA  
Package Box Standard  
CPU Label Core i5 vPro 10Gen TI  
WLAN MISC PARTS WLAN Misc Parts-WLAN Card  
System Unit 2nd D Cover Pen BK

Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

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*The products offered under this proposal are Open Market and resold in accordance with the terms and conditions at [SHI Online Customer Resale Terms and Conditions](#).*



Pricing Proposal  
 Quotation #: 19054730  
 Created On: 6/23/2020  
 Valid Until: 6/30/2020

**El Camino Real Charter High School**

**Inside Account Manager**

**Ryan D. Guinto**  
 5440 Valley Circle Blvd  
 Woodlands Hills, CA 91367  
 United States  
 Phone: 818-595-7517  
 Fax:  
 Email: r.guinto@ecrchs.net

**Hayley Deitz**  
 290 Davidson Ave  
 Somerset, NJ 08873  
 Phone: 732-564-8141  
 Fax:  
 Email: Hayley\_Deitz@SHI.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 LENOVO : Thinkpad L13 Yoga Lenovo - Part#: 20R6S22800 Contract Name: Open Market Contract #: Open Market <b>Note:</b> Offer Expires 6/30	175	\$1,161.00	\$203,175.00
2 Lenovo Accidental Damage Protection for Onsite - Accidental damage coverage - 4 years (School Year Term) - for ThinkPad L380 20M5, 20M6; L380 Yoga 20M7, 20M8; L390 20NR, 20NS; L390 Yoga 20NT, 20NU Lenovo - Part#: 5PS0N75654 Contract Name: Open Market Contract #: Open Market	175	\$117.30	\$20,527.50
3 California E-Waste Fee State Of California - Part#: EWASTE Contract Name: Open Market Contract #: Open Market	175	\$4.00	\$700.00
		Subtotal	\$224,402.50
		*Tax	\$21,318.24
		Total	\$245,720.74

\*Tax is estimated. Invoice will include the full and final tax due.

**Additional Comments**

20R6S22800 Notebook ThinkPad L13 Yoga 1G 20R6CTO1WW  
 Country/Region USA  
 Warranty 3 Year Courier/Carry-in  
 Preload Type Standard Image  
 Preload OS Windows 10 Home 64  
 vPro Certified Model vPro Certified  
 Processor Intel Core i7-10610U vPro Processor (1.80GHz, up to 4.90GHz with Turbo Boost, 4 Cores, 8MB Cache)  
 Security Chip Setting Enabled Discrete TPM2.0  
 Color Black  
 Components Description  
 Display 13.3 FHD (1920x1080), IPS, Glare, 300nits, Multi-touch

Graphics Integrated Graphics  
Camera 720P HD Camera with Microphone  
Fingerprint Reader Fingerprint Reader  
Onboard Memory 16GB(8x16Gx16) DDR4 2666  
Storage Selection 256GB Solid State Drive, M.2 2280, PCIe-NVMe, OPAL, TLC  
Wireless LAN Intel AX201 2x2AX+BT vPro WW  
Battery 4 Cell Li-Ion Polymer Internal Battery, 46Wh  
Power Adapter 65W AC Adapter PCC (2pin)-US (USB Type C)  
Keyboard Backlit Keyboard Black English  
Publication Publication - English  
OS DPK Windows 10 Home Plus  
Preload Language Windows 10 Home 64 English  
System Unit L13&S2 i7-10610U VP IG+16G MB  
Display Shell 13.3 FHD (1920x1080), IPS, Anti-Reflection, 300nits, Multi-touch, 720p HD Camera, Aluminium, Glossy Black  
Pointing Device FingerPrint Black  
Ethernet Dongle RJ45 Extension Connector  
Lenovo Pen ThinkPad Pen Pro  
Absolute BIOS Selection BIOS Absolute Enabled  
System Expansion Slots No Smart Card Reader BK  
OS Type Windows 10 Standard  
GEO NA  
Publication 2 PUB ENG/BRL/FRA/ARA/SPA  
Package Box Standard  
CPU Label Core i7 vPro 10Gen TI  
WLAN MISC PARTS WLAN Misc Parts-WLAN Card  
System Unit 2nd D Cover Pen BK

Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

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*The products offered under this proposal are Open Market and resold in accordance with the terms and conditions at [SHI Online Customer Resale Terms and Conditions](#).*



Pricing Proposal  
 Quotation #: 19054794  
 Created On: 6/23/2020  
 Valid Until: 6/30/2020

**El Camino Real Charter High School**

**Inside Account Manager**

**Ryan D. Guinto**  
 5440 Valley Circle Blvd  
 Woodlands Hills, CA 91367  
 United States  
 Phone: 818-595-7517  
 Fax:  
 Email: r.guinto@ecrchs.net

**Hayley Deitz**  
 290 Davidson Ave  
 Somerset, NJ 08873  
 Phone: 732-564-8141  
 Fax:  
 Email: Hayley\_Deitz@SHI.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 LENOVO : Thinkpad L13 Yoga Lenovo - Part#: 20R6S22900 Contract Name: Open Market Contract #: Open Market <b>Note:</b> Offer Expires 6/30	175	\$981.20	\$171,710.00
2 Lenovo Accidental Damage Protection for Onsite - Accidental damage coverage - 4 years (School Year Term) - for ThinkPad L380 20M5, 20M6; L380 Yoga 20M7, 20M8; L390 20NR, 20NS; L390 Yoga 20NT, 20NU Lenovo - Part#: 5PS0N75654 Contract Name: Open Market Contract #: Open Market	175	\$117.30	\$20,527.50
3 California E-Waste Fee State Of California - Part#: EWASTE Contract Name: Open Market Contract #: Open Market	175	\$4.00	\$700.00
		Subtotal	\$192,937.50
		*Tax	\$18,329.06
		Total	\$211,266.56

\*Tax is estimated. Invoice will include the full and final tax due.

**Additional Comments**

20R6S22900 Notebook ThinkPad L13 Yoga 1G 20R6CTO1WW  
 Country/Region USA  
 Warranty 3 Year Courier/Carry-in  
 Preload Type Standard Image  
 Preload OS Windows 10 Home 64  
 vPro Certified Model vPro Certified  
 Processor Intel Core i5-10310U vPro Processor (1.60GHz, up to 4.40GHz with Turbo Boost, 4 Cores, 6MB Cache)  
 Components Description  
 Security Chip Setting Enabled Discrete TPM2.0  
 Color Black  
 Display 13.3 FHD (1920x1080), IPS, Glare, 300nits, Multi-touch

Graphics Integrated Graphics  
Camera 720P HD Camera with Microphone  
Fingerprint Reader Fingerprint Reader  
Onboard Memory 16GB(8x16Gx16) DDR4 2666  
Storage Selection 256GB Solid State Drive, M.2 2280, PCIe-NVMe, OPAL, TLC  
Wireless LAN Intel AX201 2x2AX+BT vPro WW  
Battery 4 Cell Li-Ion Polymer Internal Battery, 46Wh  
Power Adapter 65W AC Adapter PCC (2pin)-US (USB Type C)  
Keyboard Backlit Keyboard Black English  
Publication Publication - English  
OS DPK Windows 10 Home  
Preload Language Windows 10 Home 64 English  
System Unit L13&S2 i5-10310U VP IG+16G MB  
Display Shell 13.3 FHD (1920x1080), IPS, Anti-Reflection, 300nits, Multi-touch, 720p HD Camera, Aluminium, Glossy Black  
Pointing Device FingerPrint Black  
Ethernet Dongle RJ45 Extension Connector  
Lenovo Pen ThinkPad Pen Pro  
Absolute BIOS Selection BIOS Absolute Enabled  
System Expansion Slots No Smart Card Reader BK  
OS Type Windows 10 Standard  
GEO NA  
Publication 2 PUB ENG/BRL/FRA/ARA/SPA  
Package Box Standard  
CPU Label Core i5 vPro 10Gen TI  
WLAN MISC PARTS WLAN Misc Parts-WLAN Card  
System Unit 2nd D Cover Pen BK

Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

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# Cover Sheet

## Board Review of Comparable Compensation Data for Charter School Executives

**Section:** V. School Business  
**Item:** D. Board Review of Comparable Compensation Data for Charter School Executives  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** CBO Reasonable Compensation Comparability Data.pdf  
CCO Reasonable Compensation Comparability Data.pdf  
Executive Director Reasonable Compensation Comparability Data.pdf

**Chief Business Officer Reasonable Compensation Comparability Data**

School Name	Enrollment 2019-2020	Title	Salary Range	Current Salary / Step	Benefits	Total Compensation
Birmingham	3,165	Chief Business Officer	\$145,708.02 - \$177,116.63	\$177,116.63	\$33,000.00 Health	\$210,116.63
El Camino Real	3,562	Chief Business Officer	\$168,000 - \$174,787.20	N/A	\$36,588.00 Health \$50/mo. cell phone	\$211,375.20 (Based on Step 3)
Granada Hills	4,698	Chief Business Officer	\$150,000.00 - \$205,000.00	\$174,000.00 N/A	\$22,500.00 Health \$60/mo. cell phone	\$196,500.00
Palisades	2,964	Chief Business Officer	\$115,425.47 - \$147,860.47	\$150,860.00 Step 8 (includes longevity bonus)	\$16,788.00 Health	\$167,648.00

**Chief Compliance Officer Reasonable Compensation Comparability Data**

School Name	Enrollment 2019-2020	Title	Salary Range	Current Salary / Step	Benefits	Total Compensation
Birmingham	3,165	Human Resources Director	\$118,320.00 - \$144,054.86	N/A (Currently open)	\$33,000.00 Health	\$151,320.00 (Based on Step 1)
El Camino Real	3,562	Chief Compliance Officer	\$121,000.00 - \$130,872.00	\$135,839.00* Step 3	\$36,588.00 Health \$50/mo. cell phone	\$172,427.00
Granada Hills	4,698	Human Resources Manager / Chief of Staff	\$105,000.00 - \$155,004.00	\$145,000.00 N/A	\$22,500.00 Health \$60/mo. cell phone	\$167,500.00
Palisades	2,964	Human Resources Director	\$87,443.54 - \$121,327.91	\$121,327.91 Step 8	\$16,788.00 Health	\$138,115.91

\* Includes \$10,000/yr differential for JD

Additional Comparables (Salary Only)

LAUSD Assistant General Counsel I	\$89,691.36 - \$119,862.00
LAUSD Assistant General Counsel II	\$167,774.88 – 181,223.52
Green Dot Public Schools General Counsel	\$140,000.00 - \$160,000.00

**Executive Director Reasonable Compensation Comparability Data**

<b>School Name</b>	<b>Enrollment 2019-2020</b>	<b>Title</b>	<b>Salary Range</b>	<b>Current Salary / Step</b>	<b>Benefits</b>	<b>Total Compensation</b>
Birmingham	3,165	CEO / Principal	\$200,000.00 - \$210,000.00	\$200,000.00 N/A	\$33,000.00 Health	\$233,000.00
El Camino Real	3,562	Executive Director	\$186,000.00 - \$215,000.00	\$207,500.00 Step 4	\$36,588.00 Health \$50/mo. cell phone	\$244,088.00*
Granada Hills	4,698	Executive Director	N/A	\$285,000.00 N/A	\$22,500.00 Health Fully paid cell phone	\$307,500.00*
Palisades	2,964	Executive Director / Principal	\$169,793.28 - \$206,384.79	\$206,384.79 Step 5	\$16,788.00 Health	\$223,172.79

\* Does not include cell phone stipend

## Cover Sheet

### Possible Board Approval of Resolution Regarding Executive Compensation for Executive Director

**Section:** VII. Reconvene to Open Session  
**Item:** B. Possible Board Approval of Resolution Regarding Executive Compensation for Executive Director  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Resolution re Executive Director.pdf

**BOARD OF DIRECTORS  
EL CAMINO REAL ALLIANCE**

**RESOLUTION  
RE: EXECUTIVE DIRECTOR**

The Board of Directors (“Board”) of El Camino Real Alliance (“ECRA”), a tax exempt, California nonprofit public benefit corporation operating a public charter school, does hereby adopt the following resolution pursuant to the provisions of the California Nonprofit Integrity Act, and as also required by the Internal Revenue Service requirements for tax exempt 501(c)(3) entities:

WHEREAS, when ECRA considers renewing or extending a contract term or modifying total compensation (separate from organization wide increases) to be paid to the ECRA Executive Director, the Board must ensure that such compensation is reasonable; and

WHEREAS, the Board must determine the compensation of the ECRA Executive Director within the confines of legal requirements and best practices for tax exempt, nonprofit corporations; and

WHEREAS, the Board must ensure the Executive Director compensation is within the range of similar organizations across the region, also taking into account other factors the Board believes pertinent to the setting of its Executive Director’s compensation; and

WHEREAS, the Board desires to take all recommended steps to ensure the compensation paid to the Executive Director is reasonable, and that the Board has followed legally required procedures, as detailed below:

1. Approval of Compensation. The Board must evaluate the compensation of the ECRA’s Executive Director and approve in advance any change to the compensation for the Executive Director.
2. Definitions. For purposes of this resolution, the ECRA’s executive officer is the Executive Director, and the total compensation paid to the Executive Director is understood to include a base salary, any bonuses, retirement benefits, fringe benefits, liability insurance premiums, and other monetary or non-monetary benefits provided.
3. Recusal. Any Board members related to the Executive Director, any employee Board members reporting to the Executive Director or under his/her supervision, or any other individual having a personal interest in the compensation paid to the Executive Director, and the Executive Director himself/herself have been excluded from the Board’s discussion and determination of reasonable compensation.
4. Determining Compensation. The Board’s review of compensation data will guide the Board prior to its making any decisions to alter the Executive Director’s

compensation to ensure the compensation to be paid is reasonable. When determining whether the compensation or any change to compensation is reasonable, the Board:

- a. Has been presented with and considered comparability data and compared the compensation to be paid to the Executive Director with the compensation paid to the equivalent senior officers from at least three (3) similar organizations operating in metropolitan areas that have comparable revenues, employees, service populations and skills.
  - b. Recognizes the unique benefits provided by the Executive Director to ECRA, including the following: (1) knowledge of the ECRA educational program; (2) fidelity to the job description and position requirements as articulated in the charter petitions; and (3) the special knowledge, experience, and relationships with community members possessed by the Executive Director, which would be difficult to replace.
5. Source of Comparability Data. The Board has reviewed comparability data by documenting the compensation paid to officers holding similar positions in similar organizations. (See attached documentation at **Exhibit A**, Executive Director Reasonable Compensation Comparability Data, attached here and incorporated by reference.) Specifically, the compensation paid to school leaders at similar nonprofits operating public charter schools, this information obtained by contact with conversion charter schools in the area.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the foregoing resolution.

BE IT FURTHER RESOLVED, that the Secretary of the Board hereby is authorized to certify this resolution.

\* \* \*

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution by the following vote at a regular Board meeting this 25<sup>th</sup> day of June, 2020.

By: \_\_\_\_\_  
Beatriz Chen, Secretary

# **EXHIBIT A**



**Executive Director Reasonable Compensation Comparability Data**

<b>School Name</b>	<b>Enrollment 2019-2020</b>	<b>Title</b>	<b>Salary Range</b>	<b>Current Salary / Step</b>	<b>Benefits</b>	<b>Total Compensation</b>
Birmingham	3,165	CEO / Principal	\$200,000.00 - \$210,000.00	\$200,000.00 N/A	\$33,000.00 Health	\$233,000.00
El Camino Real	3,562	Executive Director	\$186,000.00 - \$215,000.00	\$207,500.00 Step 4	\$36,588.00 Health \$50/mo. cell phone	\$244,088.00*
Granada Hills	4,698	Executive Director	N/A	\$285,000.00 N/A	\$22,500.00 Health Fully paid cell phone	\$307,500.00*
Palisades	2,964	Executive Director / Principal	\$169,793.28 - \$206,384.79	\$206,384.79 Step 5	\$16,788.00 Health	\$223,172.79

\* Does not include cell phone stipend

## Cover Sheet

### Possible Board Approval of Resolution Regarding Executive Compensation for Chief Compliance Officer

**Section:** VII. Reconvene to Open Session  
**Item:** C. Possible Board Approval of Resolution Regarding Executive Compensation for Chief Compliance Officer  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Resolution re CCO.pdf

**BOARD OF DIRECTORS  
EL CAMINO REAL ALLIANCE**

**RESOLUTION  
RE: CHIEF COMPLIANCE OFFICER**

The Board of Directors (“Board”) of El Camino Real Alliance (“ECRA”), a tax exempt, California nonprofit public benefit corporation operating a public charter school, does hereby adopt the following resolution pursuant to the provisions of the California Nonprofit Integrity Act, and as also required by the Internal Revenue Service requirements for tax exempt 501(c)(3) entities:

WHEREAS, when ECRA considers renewing or extending a contract term or modifying total compensation (separate from organization wide increases) to be paid to the ECRA Chief Compliance Officer, the Board must ensure that such compensation is reasonable; and

WHEREAS, the Board must determine the compensation of the ECRA Chief Compliance Officer within the confines of legal requirements and best practices for tax exempt, nonprofit corporations; and

WHEREAS, the Board must ensure the Chief Compliance Officer compensation is within the range of similar organizations across the region, also taking into account other factors the Board believes pertinent to the setting of its Chief Compliance Officer’s compensation; and

WHEREAS, the Board desires to take all recommended steps to ensure the compensation paid to the Chief Compliance Officer is reasonable, and that the Board has followed legally required procedures, as detailed below:

1. Approval of Compensation. The Board must evaluate the compensation of the ECRA’s Chief Compliance Officer and approve in advance any change to the compensation for the Chief Compliance Officer.
2. Definitions. For purposes of this resolution, the ECRA’s executive officer is the Chief Compliance Officer, and the total compensation paid to the Chief Compliance Officer is understood to include a base salary, any bonuses, retirement benefits, fringe benefits, liability insurance premiums, and other monetary or non-monetary benefits provided.
3. Recusal. Any Board members related to the Chief Compliance Officer, any employee Board members reporting to the Chief Compliance Officer or under his/her supervision, or any other individual having a personal interest in the compensation paid to the Chief Compliance Officer, and the Chief Compliance Officer himself/herself have been excluded from the Board’s discussion and determination of reasonable compensation.

4. Determining Compensation. The Board’s review of compensation data will guide the Board prior to its making any decisions to alter the Chief Compliance Officer’s compensation to ensure the compensation to be paid is reasonable. When determining whether the compensation or any change to compensation is reasonable, the Board:
  - a. Has been presented with and considered comparability data and compared the compensation to be paid to the Chief Compliance Officer with the compensation paid to the equivalent senior officers from at least three (3) similar organizations operating in metropolitan areas that have comparable revenues, employees, service populations and skills.
  - b. Recognizes the unique benefits provided by the Chief Compliance Officer to ECRA, including the following: (1) knowledge of the ECRA educational program; (2) fidelity to the job description and position requirements as articulated in the charter petitions; and (3) the special knowledge, experience, and relationships with community members possessed by the Chief Compliance Officer, which would be difficult to replace.
  
5. Source of Comparability Data. The Board has reviewed comparability data by documenting the compensation paid to officers holding similar positions in similar organizations. (See attached documentation at **Exhibit A**, Chief Compliance Officer Reasonable Compensation Comparability Data, attached here and incorporated by reference.) Specifically, the compensation paid to school leaders at similar nonprofits operating public charter schools, this information obtained by contact with conversion charter schools in the area.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the foregoing resolution.

BE IT FURTHER RESOLVED, that the Secretary of the Board hereby is authorized to certify this resolution.

\* \* \*

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution by the following vote at a regular Board meeting this 25<sup>th</sup> day of June, 2020.

By: \_\_\_\_\_  
Beatriz Chen, Secretary

# **EXHIBIT A**

**Chief Compliance Officer Reasonable Compensation Comparability Data**

School Name	Enrollment 2019-2020	Title	Salary Range	Current Salary / Step	Benefits	Total Compensation
Birmingham	3,165	Human Resources Director	\$118,320.00 - \$144,054.86	N/A (Currently open)	\$33,000.00 Health	\$151,320.00 (Based on Step 1)
El Camino Real	3,562	Chief Compliance Officer	\$121,000.00 - \$130,872.00	\$135,839.00* Step 3	\$36,588.00 Health \$50/mo. cell phone	\$172,427.00
Granada Hills	4,698	Human Resources Manager / Chief of Staff	\$105,000.00 - \$155,004.00	\$145,000.00 N/A	\$22,500.00 Health \$60/mo. cell phone	\$167,500.00
Palisades	2,964	Human Resources Director	\$87,443.54 - \$121,327.91	\$121,327.91 Step 8	\$16,788.00 Health	\$138,115.91

\* Includes \$10,000/yr differential for JD

Additional Comparables (Salary Only)

LAUSD Assistant General Counsel I	\$89,691.36 - \$119,862.00
LAUSD Assistant General Counsel II	\$167,774.88 – 181,223.52
Green Dot Public Schools General Counsel	\$140,000.00 - \$160,000.00

## Cover Sheet

### Possible Board Approval of Resolution Regarding Executive Compensation for Chief Business Officer

**Section:** VII. Reconvene to Open Session  
**Item:** D. Possible Board Approval of Resolution Regarding Executive Compensation for Chief Business Officer  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Resolution re CBO.pdf

**BOARD OF DIRECTORS  
EL CAMINO REAL ALLIANCE**

**RESOLUTION  
RE: CHIEF BUSINESS OFFICER**

The Board of Directors (“Board”) of El Camino Real Alliance (“ECRA”), a tax exempt, California nonprofit public benefit corporation operating a public charter school, does hereby adopt the following resolution pursuant to the provisions of the California Nonprofit Integrity Act, and as also required by the Internal Revenue Service requirements for tax exempt 501(c)(3) entities:

WHEREAS, when ECRA considers renewing or extending a contract term or modifying total compensation (separate from organization wide increases) to be paid to the ECRA Chief Business Officer, the Board must ensure that such compensation is reasonable; and

WHEREAS, the Board must determine the compensation of the ECRA Chief Business Officer within the confines of legal requirements and best practices for tax exempt, nonprofit corporations; and

WHEREAS, the Board must ensure the Chief Business Officer compensation is within the range of similar organizations across the region, also taking into account other factors the Board believes pertinent to the setting of its Chief Business Officer’s compensation; and

WHEREAS, the Board desires to take all recommended steps to ensure the compensation paid to the Chief Business Officer is reasonable, and that the Board has followed legally required procedures, as detailed below:

1. Approval of Compensation. The Board must evaluate the compensation of the ECRA’s Chief Business Officer and approve in advance any change to the compensation for the Chief Business Officer.
2. Definitions. For purposes of this resolution, the ECRA’s executive officer is the Chief Business Officer, and the total compensation paid to the Chief Business Officer is understood to include a base salary, any bonuses, retirement benefits, fringe benefits, liability insurance premiums, and other monetary or non-monetary benefits provided.
3. Recusal. Any Board members related to the Chief Business Officer, any employee Board members reporting to the Chief Business Officer or under his/her supervision, or any other individual having a personal interest in the compensation paid to the Chief Business Officer, and the Chief Business Officer himself/herself have been excluded from the Board’s discussion and determination of reasonable compensation.



4. Determining Compensation. The Board’s review of compensation data will guide the Board prior to its making any decisions to alter the Chief Business Officer’s compensation to ensure the compensation to be paid is reasonable. When determining whether the compensation or any change to compensation is reasonable, the Board:
  - a. Has been presented with and considered comparability data and compared the compensation to be paid to the Chief Business Officer with the compensation paid to the equivalent senior officers from at least three (3) similar organizations operating in metropolitan areas that have comparable revenues, employees, service populations and skills.
  - b. Recognizes the unique benefits provided by the Chief Business Officer to ECRA, including the following: (1) knowledge of the ECRA educational program; (2) fidelity to the job description and position requirements as articulated in the charter petitions; and (3) the special knowledge, experience, and relationships with community members possessed by the Chief Business Officer, which would be difficult to replace.
  
5. Source of Comparability Data. The Board has reviewed comparability data by documenting the compensation paid to officers holding similar positions in similar organizations. (See attached documentation at **Exhibit A**, Chief Business Officer Reasonable Compensation Comparability Data, attached here and incorporated by reference.) Specifically, the compensation paid to school leaders at similar nonprofits operating public charter schools, this information obtained by contact with conversion charter schools in the area.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the foregoing resolution.

BE IT FURTHER RESOLVED, that the Secretary of the Board hereby is authorized to certify this resolution.

\* \* \*

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution by the following vote at a regular Board meeting this 25<sup>th</sup> day of June, 2020.

By: \_\_\_\_\_  
Beatriz Chen, Secretary

# **EXHIBIT A**

**Chief Business Officer Reasonable Compensation Comparability Data**

<b>School Name</b>	<b>Enrollment 2019-2020</b>	<b>Title</b>	<b>Salary Range</b>	<b>Current Salary / Step</b>	<b>Benefits</b>	<b>Total Compensation</b>
Birmingham	3,165	Chief Business Officer	\$145,708.02 - \$177,116.63	\$177,116.63	\$33,000.00 Health	\$210,116.63
El Camino Real	3,562	Chief Business Officer	\$168,000 - \$174,787.20	N/A	\$36,588.00 Health \$50/mo. cell phone	\$211,375.20 (Based on Step 3)
Granada Hills	4,698	Chief Business Officer	\$150,000.00 - \$205,000.00	\$174,000.00 N/A	\$22,500.00 Health \$60/mo. cell phone	\$196,500.00
Palisades	2,964	Chief Business Officer	\$115,425.47 - \$147,860.47	\$150,860.00 Step 8 (includes longevity bonus)	\$16,788.00 Health	\$167,648.00

# Cover Sheet

## Possible Board Approval of Employment Agreement for Executive Director

**Section:** VII. Reconvene to Open Session  
**Item:** E. Possible Board Approval of Employment Agreement for Executive Director  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2020-23 Executive Director Employment Agreement.pdf

**FIXED TERM EMPLOYMENT AGREEMENT**  
**Between**  
**EL CAMINO REAL ALLIANCE & DAVID L. HUSSEY**

This Employment Agreement (“Agreement”) is entered into by and between David L. Hussey (“Employee”) and the Governing Board (“Board”) of El Camino Real Alliance (“ECRA”), a California public charter school approved by the Los Angeles Unified School District (“District”) and doing business as El Camino Real Charter High School. The Board desires to hire employees who will assist the Board in achieving the goals and meeting the requirements of ECRA’s charter. The parties recognize that the provisions of the California Education Code do not govern ECRA, except as expressly set forth in the Charter Schools Act of 1992 and its successors.

**RECITALS**

WHEREAS, ECRA is a charter school, organized and operating pursuant to the provisions of the Charter document (“Charter”) and applicable law; and

WHEREAS, ECRA is authorized pursuant to the terms of the Charter to appoint and hire Employee to assist the Board and to carry out the duties and functions as outlined in the job description attached and incorporated to this Agreement as **Attachment A**; and

WHEREAS, ECRA desires to retain the services of Employee of ECRA by way of this Agreement and Employee is qualified to perform such duties; and

WHEREAS, Employee and ECRA desire to formalize the employment relationship by way of this Agreement;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto do agree as follows:

**AGREEMENT**

1. **TERM AND WORK SCHEDULE**

Subject to Section 13, “Termination of Contract” herein, ECRA hereby employs Employee to serve as the Executive Director for a term to commence on July 1, 2020 and end on June 30, 2023.

The Executive Director position is a full-time position exempt from overtime law. As a minimum performance requirement, the work schedule for Employee shall be Monday through Friday, with daily work hours at the School of 8 a.m. to 4:30 p.m. As this position is exempt from overtime, additional duties of the Employee may need to be performed outside of the work schedule, on weekends, as well as before and after the regular work year or hours of the work day.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with ECRA.

2. **COMPENSATION.** Employee will receive a monthly salary based upon a gross base annual salary of **\$215,000.00** (which is the amount specified for year five of the current ECRA Board-approved Executive Director salary schedule), subject to all regular withholdings. Employee’s

compensation may be prorated depending on whether Employee remains employed, or in active work status, for all scheduled work days of the position.

3. **BENEFITS.**

- a. **Health/Retirement Benefits.** At ECRA’s expense, Employee shall be afforded such health benefits as shall be granted to ECRA’s certificated employees, including entitlement to participation in PERS or STRS as applicable, subject to program and eligibility requirements.
- b. **Vacation:** Employee is also entitled to vacation to be accrued at the rate of two (2) days per month (twenty-four (24) days annually). Vacation time may not be utilized before it is earned. Vacation can accrue up to a maximum of thirty-six (36) days of pay. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.
- c. **Sick Leave.** Employee shall be entitled to thirteen (13) sick days annually. Sick days carry over from year to year but are not paid out.
- d. **Holidays.** Employee shall take holiday days according to the calendar of holidays observed by the School annually.
- e. **Technology.** ECRA will provide Employee a cell reimbursement of \$50.00 per month.

4. **DUTIES.** Employee shall perform the duties of Employee as directed by the Board, Board Policy or procedures, prescribed by the Charter, or specified in the attached job description which is incorporated by reference as **Attachment A** to this Agreement. This description and the job duties for Employee may be altered from time to time by the Board. Employee is exempt from overtime law.

5. **WORK YEAR.** In accordance with the term of this Agreement, Employee shall be required to work consistent with the work calendar for this position throughout the school year.

6. **EVALUATION.** The Board shall evaluate the performance of Employee at least once annually. This evaluation shall be based on the job description and any other mutually developed goals or standards. If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Board deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to Employee and he shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to Employee, the Board shall meet with Employee to discuss the evaluation. Failure to evaluate Employee shall in no way impair ECRA’s ability to terminate Employee consistent with Section 13 herein.

7. **EXPENSE REIMBURSEMENT.** ECRA shall reimburse Employee for all documented actual and necessary expenses personally incurred within the scope of employment in accordance with applicable ECRA policy and authorization.

8. **RIGHT TO RETURN.** In the event Employee is not hired to continue in the Executive Director position at any time during the term of this Agreement, Employee shall have the right to return

to the position of Credentialed Counselor / Teacher at ECRA consistent with the terms of an employment contract for that position. Should Employee return to this Credentialed Counselor / Teacher position, he will do so with his initial seniority date with LAUSD.

9. **FINGERPRINTING/TB CLEARANCE.** Fingerprint clearance for Employee will be acquired through submitting Employee's fingerprints to the California Department of Justice. Employee will be required to assume the cost of all fees related to the fingerprinting process and will be required to submit evidence from a licensed physician that he was found to be free from tuberculosis risk factors, or active tuberculosis if risk factors were identified. Both clearances must be in place prior to the first day of service.
10. **CHILD ABUSE AND NEGLECT REPORTING.** California Penal Code § 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, Employee acknowledges he is a child care custodian and is certifying that he has knowledge of California Penal Code § 11166 and will comply with its provisions.
11. **CONFLICTS OF INTEREST.** Employee understands that, while employed at the School, he will have access to confidential and proprietary information. Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his employment with ECRA.

12. **OUTSIDE PROFESSIONAL ACTIVITIES**

Upon obtaining prior written approval of the Executive Director, Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. ECRA shall in no way be responsible for any expenses attendant to the performance of such outside activities.

13. **TERMINATION OF CONTRACT**

This Agreement may be terminated by any of the following:

- a. **Termination For Cause:** Employee may be terminated by the Board at any time for cause. In addition, Employee may be disciplined (e.g. reprimand, suspension without pay) for cause during the term of this Agreement. "Cause" shall include, but is not limited to, breach of this Agreement; any ground enumerated in the Employee Handbook; or Employee's failure to perform his duties as set forth in this Agreement, as defined by law, or as specified in the above-mentioned and incorporated by reference job specification.

The Board shall not terminate this Agreement pursuant to this paragraph until a written statement of the grounds of termination has first been served upon Employee. Employee shall have the right to a representative of his choice at a conference with the Board. The conference with the Board shall be Employee's exclusive right to any hearing otherwise required by law.

- b. **Early Termination Without Cause:** The Board may unilaterally and without cause or advance notice terminate this Agreement. In consideration of the Board's right to terminate this Agreement without cause, the Board shall pay to Employee his salary for a period of time not to exceed six (6) months, or the remaining term of the Agreement, whichever is less.
  - c. **Death or Incapacitation of Employee:** The death of Employee shall terminate this Agreement and all rights entitled under this Agreement. In the event that Employee becomes incapacitated to the extent that, in the judgment of the Board, Employee may no longer perform the essential functions of his job with or without reasonable accommodation, as set forth in job specifications, the Board may terminate this Agreement.
  - d. **Revocation/Nonrenewal:** In the event that the ECRA charter with its granting agency is either revoked or nonrenewed, this Agreement shall terminate immediately upon the effective date of the revocation/nonrenewal of the charter, and without the need for the process outlined in Section a or b above.
14. **NON-RENEWAL/EXPIRATION OF TERM.** The Board may elect not to offer future employment agreements to Employee at its sole discretion, without cause, and this Agreement will lapse by its own terms.
15. **REQUIRED CONTRACT PROVISIONS.** The following provisions are required to be included in this Agreement by the California Government Code:
- a. **Limitations on Cash Settlement.** In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the monthly salary of Employee multiplied by twelve (12).
  - b. **Required Reimbursements.** Employee shall be required to reimburse ECRA for any salary or fees he receives from ECRA in relation to his placement on paid administrative leave pending criminal charges if he is convicted of a crime involving the abuse of his office/position. Regardless of the term of this Agreement, if the Agreement is terminated, Employee must reimburse ECRA for any cash settlement he receives in relation to his termination if he is convicted of a crime involving the abuse of his office/position.
16. **ENTIRE AGREEMENT.** This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
17. **WAIVER.** Either party to this Agreement may specifically and expressly waive, in writing, compliance by the other party thereto with any term, condition or requirements set forth in this Agreement. Either party to this Agreement may specifically and expressly waive, in writing, any breach of any term, condition or requirement of this Agreement by the other party hereto. However, in the event that either party makes or gives such a waiver, such action shall not constitute a further or continuing waiver of any preceding or succeeding breach, or requirement of compliance with, the same or any other provision or contractual requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall



be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.

- 18. **JURISDICTION.** The parties hereby understand and agree that this Agreement, and the attachments hereto, have been negotiated and executed in the State of California and shall be governed by, and construed under, the laws of the State of California.
- 19. **AMENDMENTS.** No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing *and* signed by the authorized representative of both of the parties hereto.
- 20. **INTERPRETATION AND OPPORTUNITY TO COUNSEL.** The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsman of such provision.
- 21. **SEVERABILITY.** If any term, provision, condition or covenant of the Agreement shall, to any extent, be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.
- 22. **EXECUTION OF COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.
- 23. **SIGNATURES.** In witness therein, we affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

**The Governing Board of and on Behalf  
of ECRA**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Scott Silverstein, Board Chair

Dated: \_\_\_\_\_

\_\_\_\_\_  
David L. Hussey

*This Employment Agreement is subject to ratification and approval by the Governing Board of ECRA.*

## ATTACHMENT A

The Executive Director serves as the educational leader and chief executive of ECRCHS. The Executive Director is the School’s top ambassador; he is responsible for ensuring that the School stays true to its mission and for guiding the School toward the fulfillment of its vision and future goals. The Executive Director oversees all educational and operational functions of the School, including but not limited to the direction of the instructional program, the evaluation of staff, and the operation of the school facility. The Executive Director is responsible for delegating tasks to his team of Assistant Principals and business staff. The Executive Director is expected to participate in school activities and engage in proactive and positive community leadership. The Executive Director reports to the ECRCHS Board of Directors. The Executive Director of ECRCHS shall hold an appropriate Administrative Services Credential authorizing service as a Principal at the secondary school level. The Executive Director must also possess training in the broad aspects of school administration, instructional strategies, and curriculum development. A minimum of five (5) years of teaching experience and five (5) years of administrative experience is required. Experience in a traditional public school or charter school setting is preferred. An applicant without a current Administrative Services Credential may be considered only if the applicant provides evidence of five or more years of public school administrative experience.

The Executive Director shall perform assigned tasks as directed by the ECRCHS Board of Directors and shall be required to undertake some or all of the tasks detailed below. These tasks may include but are not limited to the following:

- Ensure that the School stays true to its mission.
- Guide the School toward the fulfillment of its vision and future goals.
- Communicate with and report to the Board of Directors.
- Oversee implementation of policies established by the Board of Directors.
- Oversee School finances and take actions to ensure financial stability and accurate financial records.
- Oversee the recommendations of employee hiring, promotion, discipline, and/or dismissal.
- Encourage and support teacher professional development.
- Ensure that appropriate evaluation techniques are used for both students and staff.
- Take responsible steps to secure full and regular attendance of students enrolled in accordance with policies established by the Board of Directors.
- Oversee student discipline, and as necessary participate in the suspension and expulsion process.
- Oversee a system to handle organizational tasks such as student records, teacher records, teacher credentialing information, contemporaneous attendance logs, purchasing, budgets, and timetables.
- Promote the School in the community, encourage positive public relations and interact effectively with media.
- Take an active role in fundraising and grant writing for the School.
- Ensure compliance with all applicable state and federal laws.
- Complete and submit required documents as requested or required by the charter and/or Board of Directors and/or the District.
- Attend District administrative meetings as requested by the District and stay in direct contact with the District regarding changes, progress, etc.
- Present independent fiscal audit to the Board of Directors and after review by the Board of Trustees, present audit to the District, the County Superintendent of Schools, the State Controller, and the California Department of Education.

# Cover Sheet

## Possible Board Approval of Employment Agreement for Chief Compliance Officer

**Section:** VII. Reconvene to Open Session  
**Item:** F. Possible Board Approval of Employment Agreement for Chief Compliance Officer  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2020-23 CCO Employment Agreement.pdf

**FIXED TERM EMPLOYMENT AGREEMENT**  
**Between**  
**EL CAMINO REAL ALLIANCE & DANIEL CHANG**

This Employment Agreement (“Agreement”) is entered into by and between the above-named employee (“Employee”) and the Governing Board (“Board”) of El Camino Real Alliance (“ECRA”), a California public charter school approved by the Los Angeles Unified School District (“District”). The Board desires to hire employees who will assist the Board in achieving the goals and meeting the requirements of ECRA’s charter. The parties recognize that the provisions of the California Education Code do not govern ECRA, except as expressly set forth in the Charter Schools Act of 1992 and its successors.

**RECITALS**

WHEREAS, ECRA is a charter school, organized and operating pursuant to the provisions of the Charter document (“Charter”) and applicable law; and

WHEREAS, ECRA is authorized pursuant to the terms of the Charter to appoint and hire Employee to assist the Board and to carry out the duties and functions as outlined in the job description attached and incorporated to this Agreement as **Attachment A**; and

WHEREAS, ECRA desires to retain the services of Employee of ECRA by way of this Agreement and Employee is qualified to perform such duties; and

WHEREAS, Employee and ECRA desire to formalize the employment relationship by way of this Agreement;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto do agree as follows:

**AGREEMENT**

1. **TERM AND WORK SCHEDULE**

Subject to Section 12, “Termination of Contract” herein, ECRA hereby employs Employee to serve as the Chief Compliance Officer for a term to commence on July 1, 2020 and end on June 30, 2023.

The Chief Compliance Officer position is a full-time position exempt from overtime law. As a minimum performance requirement, the work schedule for the Employee shall be Monday through Friday, with daily work hours at the School of 7 a.m. to 3:30 p.m. As this position is exempt from overtime, additional duties of the Employee may need to be performed outside of the daily work schedule.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with ECRA.

2. **COMPENSATION.** Employee will receive a monthly salary based upon a gross base annual salary of **\$138,331.00** (inclusive of all stipends and differentials), subject to all regular withholdings. Employee’s compensation may be prorated depending on whether Employee remains employed, or in active work status, for all scheduled work days of the

position. Based upon the annual performance of the Employee as documented in the performance evaluation, as well as the financial stability of the School, the Employee may be eligible, on an annual basis, to receive additional compensation in the form of a salary increase or bonus from the Board.

3. **BENEFITS.**

- a. **Health/Retirement Benefits.** At the School’s expense, Employee shall be afforded such health benefits as shall be granted to ECRA’s certificated employees, including entitlement to participation in PERS or STRS as applicable, subject to program and eligibility requirements.
- b. **Vacation:** Employee is also entitled to vacation to be accrued at the rate of two (2) days per month (twenty-four (24) days annually). During the first six (6) months of employment, vacation time will accrue but may not be utilized. Vacation time may not be utilized before it is earned. Vacation can accrue up to a maximum of thirty-six (36) days of pay. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.
- c. **Sick Leave.** Employee shall be entitled to thirteen (13) sick days annually. Sick days carry over from year to year but are not paid out.
- d. **Holidays.** Employee shall take holiday days according to the calendar of holidays observed by the School annually.
- e. **Technology.** ECRCHS will provide Employee a cell reimbursement of \$50.00 per month.

4. **DUTIES.** Employee shall perform the duties of Employee as directed by the Board, Board Policy or procedures, prescribed by the Charter, or specified in the attached job description which is incorporated by reference as **Attachment A** to this Agreement. This description and the job duties for Employee may be altered from time to time by the Board. Employee is exempt from overtime law.

5. **WORK YEAR.** In accordance with the term of this Agreement, Employee shall be required to work consistent with the work calendar for this position throughout the school year.

6. **EVALUATION.** The Executive Director shall evaluate the performance of Employee at least once annually. This evaluation shall be based on the job description and any other mutually developed goals or standards. If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Executive Director deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to Employee and he or she shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to Employee, the Executive Director shall meet with Employee to discuss the evaluation.

7. **EXPENSE REIMBURSEMENT.** ECRA shall reimburse Employee for all documented actual and necessary expenses personally incurred within the scope of employment in accordance with applicable ECRA policy and authorization.

8. **FINGERPRINTING/TB CLEARANCE.** Fingerprint clearance for Employee will be acquired through submitting Employee's fingerprints to the California Department of Justice. Employee will be required to assume the cost of all fees related to the fingerprinting process and will be required to submit evidence from a licensed physician that he/she was found to be free from active tuberculosis. Both clearances need to be in place prior to the first day of service.
9. **CHILD ABUSE AND NEGLECT REPORTING.** California Penal Code § 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, Employee acknowledges he/she is a child care custodian and is certifying that he/she has knowledge of California Penal Code § 11166 and will comply with its provisions.
10. **CONFLICTS OF INTEREST.** Employee understands that, while employed at the School, he or she will have access to confidential and proprietary information. Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his/her employment with ECRA.

11. **OUTSIDE PROFESSIONAL ACTIVITIES**

Upon obtaining prior written approval of the Executive Director, Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. ECRA shall in no way be responsible for any expenses attendant to the performance of such outside activities.

12. **TERMINATION OF CONTRACT**

This Agreement may be terminated by any of the following:

- a. **Termination For Cause:** Employee may be terminated by the Board at any time for cause. In addition, Employee may be disciplined (e.g. reprimand, suspension without pay) for cause during the term of this Agreement. "Cause" shall include, but is not limited to, breach of this Agreement; any ground enumerated in the Employee Handbook; or Employee's failure to perform his/her duties as set forth in this Agreement, as defined by law, or as specified in the above-mentioned and incorporated by reference job specification.

The Board shall not terminate this Agreement pursuant to this paragraph until a written statement of the grounds of termination has first been served upon Employee. Employee shall have the right to a representative of his/her choice at a conference with the Board. The conference with the Board shall be Employee's exclusive right to any hearing otherwise required by law.

- b. **Early Termination Without Cause:** The Board may unilaterally and without cause or advance notice terminate this Agreement. In consideration of the Board's right to

terminate this Agreement without cause, the Board shall pay to Employee his/her salary for a period of time not to exceed three (3) months, or the remaining term of the Agreement, whichever is less.

- c. **Death or Incapacitation of Employee:** The death of Employee shall terminate this Agreement and all rights entitled under this Agreement. In the event that Employee becomes incapacitated to the extent that, in the judgment of the Board, Employee may no longer perform the essential functions of his/her job with or without reasonable accommodation, as set forth in job specifications, the Board may terminate this Agreement.
  - d. **Revocation/Nonrenewal:** In the event that the ECRA charter with its granting agency is either revoked or nonrenewed, this Agreement shall terminate immediately upon the effective date of the revocation/nonrenewal of the charter, and without the need for the process outlined in Section b above.
13. **NON-RENEWAL/EXPIRATION OF TERM.** The Board may elect not to offer future employment agreements to Employee at its sole discretion, without cause, and this Agreement will lapse by its own terms.
  14. **REQUIRED CONTRACT PROVISIONS.** The following provisions are required to be included in this Agreement by the California Government Code:
    - a. **Limitations on Cash Settlement.** In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the monthly salary of the Employee multiplied by 6.
    - b. **Required Reimbursements.** The Employee shall be required to reimburse ECRA for any salary or fees he/she receives from ECRA in relation to his/her placement on paid administrative leave pending criminal charges if he/she is convicted of a crime involving the abuse of his/her office/position. Regardless of the term of this Agreement, if the Agreement is terminated, the Employee must reimburse ECRA for any cash settlement he/she receives in relation to his/her termination if he/she is convicted of a crime involving the abuse of his/her office/position.
  15. **ENTIRE AGREEMENT.** This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
  16. **WAIVER.** Either party to this Agreement may specifically and expressly waive, in writing, compliance by the other party thereto with any term, condition or requirements set forth in this Agreement. Either party to this Agreement may specifically and expressly waive, in writing, any breach of any term, condition or requirement of this Agreement by the other party hereto. However, in the event that either party makes or gives such a waiver, such action shall not constitute a further or continuing waiver of any preceding or succeeding breach, or requirement of compliance with, the same or any other provision or contractual requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.



- 17. **JURISDICTION.** The parties hereby understand and agree that this Agreement, and the attachments hereto, have been negotiated and executed in the State of California and shall be governed by, and construed under, the laws of the State of California.
- 18. **AMENDMENTS.** No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing *and* signed by the authorized representative of both of the parties hereto.
- 19. **INTERPRETATION AND OPPORTUNITY TO COUNSEL.** The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsman of such provision.
- 20. **SEVERABILITY.** If any term, provision, condition or covenant of the Agreement shall, to any extent, be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.
- 21. **EXECUTION OF COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.
- 22. **SIGNATURES.** In witness therein, we affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

The Governing Board of and on Behalf  
of ECRA

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
Scott Silverstein, Chair

DATED: \_\_\_\_\_

\_\_\_\_\_  
Daniel Chang

*This Employment Agreement is subject to ratification and approval by the Governing Board of ECRA.*



## ATTACHMENT A

The Chief Compliance Officer will be responsible for ensuring 100% compliance with all relevant and applicable governance, charter laws, education code, collective bargaining agreements, the school's charter petition, and oversee requirements (for example, LAUSD). The CCO will develop, refine, and manage a regional compliance calendar, data dictionary, and standard processes and protocols. In addition, the CCO will work closely with the School Board, Administration, Technology, and Business Office to meet ongoing compliance deadlines.

### **Day to Day Responsibilities:**

- Develop and manage a regional compliance calendar (i.e., a comprehensive list of federal, state, and reporting deadlines as well as a thoughtful list of activities that schools and departments will need to complete throughout the year to meet these deadlines).
- Refine and manage regional compliance policies, processes, and protocols (i.e., creating a data dictionary that defines how ECRCHS calculates commonly used terms, creating process maps for collection, analysis, and use of key data metrics to ensure clarity and efficiency).
- Work closely with school leaders, assistant principals, and department leaders to share compliance requirements.
- Oversee the compliance specific board meeting agenda and minutes to ensure all compliance deliverables are being met accordingly; work closely with relevant team members to ensure timely project management of all applicable internal and external deadlines.
- Train assistant principals and department leaders as needed on updated and/or new requirements.
- Work closely with school leaders, assistant principals, and department leaders to ensure all impacted groups are complying with current processes and policies and to ensure the organization is meeting deadlines in the most efficient and effective manner possible.
- Lend expertise and exercise a consultative approach specific to compliance requirements and proper use cases for all required meetings and committees that involve stakeholders.
- Receive and fulfill all requests made under the Public Records Act.
- Oversee compliance with LAUSD Charter Transparency Resolution.
- Ensure compliance with CALPADS reporting requirements.
- Work closely with the Chief Business Officer to ensure compliance with miscellaneous (international students, trust accounts, civic center, fundraising, ASB, school-sponsored activities).
- Provide ad-hoc reporting upon request.

# Cover Sheet

## Possible Board Approval of Employment Agreement for Chief Business Officer

**Section:** VII. Reconvene to Open Session  
**Item:** G. Possible Board Approval of Employment Agreement for Chief Business Officer  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2020-23 CBO Employment Agreement.pdf

**FIXED TERM EMPLOYMENT AGREEMENT**  
**Between**  
**EL CAMINO REAL ALLIANCE & GREG WOOD**

This Employment Agreement (“Agreement”) is entered into by and between the above-named employee (“Employee”) and the Governing Board (“Board”) of El Camino Real Alliance (“ECRA”), a California public charter school approved by the Los Angeles Unified School District (“District”). The Board desires to hire employees who will assist the Board in achieving the goals and meeting the requirements of ECRA’s charter. The parties recognize that the provisions of the California Education Code do not govern ECRA, except as expressly set forth in the Charter Schools Act of 1992 and its successors.

**RECITALS**

WHEREAS, ECRA is a charter school, organized and operating pursuant to the provisions of the Charter document (“Charter”) and applicable law; and

WHEREAS, ECRA is authorized pursuant to the terms of the Charter to appoint and hire Employee to assist the Board and to carry out the duties and functions as outlined in the job description attached and incorporated to this Agreement as **Attachment A**; and

WHEREAS, ECRA desires to retain the services of Employee of ECRA by way of this Agreement and Employee is qualified to perform such duties; and

WHEREAS, Employee and ECRA desire to formalize the employment relationship by way of this Agreement;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto do agree as follows:

**AGREEMENT**

1. **TERM AND WORK SCHEDULE**

Subject to Section 12, “Termination of Contract” herein, ECRA hereby employs Employee to serve as the Chief Business Officer for a term to commence on July 1, 2020 and end on June 30, 2023.

The Chief Business Officer position is a full-time position exempt from overtime law. As a minimum performance requirement, the work schedule for the Employee shall be Monday through Friday, with daily work hours at the School of 7 a.m. to 3:30 p.m. As this position is exempt from overtime, additional duties of the Employee may need to be performed outside of the daily work schedule.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with ECRA.

2. **COMPENSATION.** Employee will receive a monthly salary based upon a gross base annual salary of **\$174,787.20**, subject to all regular withholdings. Employee’s compensation may be prorated depending on whether Employee remains employed, or in active work status, for all scheduled work days of the position. Based upon the annual performance of the

Employee as documented in the performance evaluation, as well as the financial stability of the School, the Employee may be eligible, on an annual basis, to receive additional compensation in the form of a salary increase or bonus from the Board.

3. **BENEFITS.**

- a. **Health/Retirement Benefits.** At the School’s expense, Employee shall be afforded such health benefits as shall be granted to ECRA’s certificated employees, including entitlement to participation in PERS or STRS as applicable, subject to program and eligibility requirements.
- b. **Lifetime Healthcare Benefits.** In consideration of Employee’s knowledge and experience, and in particular his prior service at Palisades Charter High School, the School shall credit Employee’s years of service at Palisades Charter High School in determining whether Employee shall qualify for lifetime healthcare benefits.
- c. **Vacation.** Employee is also entitled to vacation to be accrued at the rate of two (2) days per month (twenty-four (24) days annually). During the first six (6) months of employment, vacation time will accrue but may not be utilized. Vacation time may not be utilized before it is earned. Vacation can accrue up to a maximum of thirty-six (36) days of pay. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.
- d. **Sick Leave.** Employee shall be entitled to thirteen (13) sick days annually. Sick days carry over from year to year but are not paid out.
- e. **Holidays.** Employee shall take holiday days according to the calendar of holidays observed by the School annually.
- f. **Technology.** ECRCHS will provide Employee a cell reimbursement of \$50.00 per month.

4. **DUTIES.** Employee shall perform the duties of Employee as directed by the Board, Board Policy or procedures, prescribed by the Charter, or specified in the attached job description which is incorporated by reference as **Attachment A** to this Agreement. This description and the job duties for Employee may be altered from time to time by the Board. Employee is exempt from overtime law.

5. **WORK YEAR.** In accordance with the term of this Agreement, Employee shall be required to work consistent with the work calendar for this position throughout the school year.

6. **EVALUATION.** The Executive Director shall evaluate the performance of Employee at least once annually. This evaluation shall be based on the job description and any other mutually developed goals or standards. If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Executive Director deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to Employee and he or she shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to Employee, the Executive Director shall meet with Employee to discuss the evaluation.

7. **EXPENSE REIMBURSEMENT.** ECRA shall reimburse Employee for all documented actual and necessary expenses personally incurred within the scope of employment in accordance with applicable ECRA policy and authorization.
8. **FINGERPRINTING/TB CLEARANCE.** Fingerprint clearance for Employee will be acquired through submitting Employee's fingerprints to the California Department of Justice. Employee will be required to assume the cost of all fees related to the fingerprinting process and will be required to submit evidence from a licensed physician that he/she was found to be free from active tuberculosis. Both clearances need to be in place prior to the first day of service.
9. **CHILD ABUSE AND NEGLECT REPORTING.** California Penal Code § 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, Employee acknowledges he/she is a child care custodian and is certifying that he/she has knowledge of California Penal Code § 11166 and will comply with its provisions.
10. **CONFLICTS OF INTEREST.** Employee understands that, while employed at the School, he or she will have access to confidential and proprietary information. Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his/her employment with ECRA.
11. **OUTSIDE PROFESSIONAL ACTIVITIES**

Upon obtaining prior written approval of the Executive Director, Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. ECRA shall in no way be responsible for any expenses attendant to the performance of such outside activities.

12. **TERMINATION OF CONTRACT**

This Agreement may be terminated by any of the following:

- a. **Termination For Cause:** Employee may be terminated by the Board at any time for cause. In addition, Employee may be disciplined (e.g. reprimand, suspension without pay) for cause during the term of this Agreement. "Cause" shall include, but is not limited to, breach of this Agreement; any ground enumerated in the Employee Handbook; or Employee's failure to perform his/her duties as set forth in this Agreement, as defined by law, or as specified in the above-mentioned and incorporated by reference job specification.

The Board shall not terminate this Agreement pursuant to this paragraph until a written statement of the grounds of termination has first been served upon Employee. Employee shall have the right to a representative of his/her choice at a conference with the Board. The conference with the Board shall be Employee's exclusive right to any hearing otherwise required by law.

- b. **Early Termination Without Cause:** The Board may unilaterally and without cause or advance notice terminate this Agreement. In consideration of the Board's right to terminate this Agreement without cause, the Board shall pay to Employee his/her salary for a period of time not to exceed three (3) months, or the remaining term of the Agreement, whichever is less.
  - c. **Death or Incapacitation of Employee:** The death of Employee shall terminate this Agreement and all rights entitled under this Agreement. In the event that Employee becomes incapacitated to the extent that, in the judgment of the Board, Employee may no longer perform the essential functions of his/her job with or without reasonable accommodation, as set forth in job specifications, the Board may terminate this Agreement.
  - d. **Revocation/Nonrenewal:** In the event that the ECRA charter with its granting agency is either revoked or nonrenewed, this Agreement shall terminate immediately upon the effective date of the revocation/nonrenewal of the charter, and without the need for the process outlined in Section b above.
13. **NON-RENEWAL/EXPIRATION OF TERM.** The Board may elect not to offer future employment agreements to Employee at its sole discretion, without cause, and this Agreement will lapse by its own terms.
14. **REQUIRED CONTRACT PROVISIONS.** The following provisions are required to be included in this Agreement by the California Government Code:
- a. **Limitations on Cash Settlement.** In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the monthly salary of the Employee multiplied by 6.
  - b. **Required Reimbursements.** The Employee shall be required to reimburse ECRA for any salary or fees he/she receives from ECRA in relation to his/her placement on paid administrative leave pending criminal charges if he/she is convicted of a crime involving the abuse of his/her office/position. Regardless of the term of this Agreement, if the Agreement is terminated, the Employee must reimburse ECRA for any cash settlement he/she receives in relation to his/her termination if he/she is convicted of a crime involving the abuse of his/her office/position.
15. **ENTIRE AGREEMENT.** This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
16. **WAIVER.** Either party to this Agreement may specifically and expressly waive, in writing, compliance by the other party thereto with any term, condition or requirements set forth in this Agreement. Either party to this Agreement may specifically and expressly waive, in writing, any breach of any term, condition or requirement of this Agreement by the other party hereto. However, in the event that either party makes or gives such a waiver, such action shall not constitute a further or continuing waiver of any preceding or succeeding breach, or requirement of compliance with, the same or any other provision or contractual requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall

be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.

- 17. **JURISDICTION.** The parties hereby understand and agree that this Agreement, and the attachments hereto, have been negotiated and executed in the State of California and shall be governed by, and construed under, the laws of the State of California.
- 18. **AMENDMENTS.** No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing *and* signed by the authorized representative of both of the parties hereto.
- 19. **INTERPRETATION AND OPPORTUNITY TO COUNSEL.** The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsman of such provision.
- 20. **SEVERABILITY.** If any term, provision, condition or covenant of the Agreement shall, to any extent, be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.
- 21. **EXECUTION OF COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.
- 22. **SIGNATURES.** In witness therein, we affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

The Governing Board of and on Behalf  
of ECRA

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
Scott Silverstein, Chair

DATED: \_\_\_\_\_

\_\_\_\_\_  
Greg Wood

*This Employment Agreement is subject to ratification and approval by the Governing Board of ECRA.*



## ATTACHMENT A

The Chief Business Officer is responsible for all financial matters of El Camino Real Alliance dba El Camino Real Charter High School (“ECRCHS” or the “School”), including, but not limited to, its fiscal operations, its funds and investments, and its financial programs. The CBO leads, managers, and directs all financial and non-academic operational functions of the School.

### **Duties and Responsibilities:**

- Performs the initial infrastructure set-up of fiscal controls and procedures, and on an on-going basis supervises purchasing accounting/finance, payroll, and funding and fiscal compliance.
- Serves as the liaison between the School and various local, state and federal government agencies such as LACOE, EDD, IRS, CDE, and LAUSD.
- Prepares and monitors the annual budget, including estimated revenues and expenditures along with multi-year projections.
- Responsible for certifying and processing transactions (fund control, disbursements, receivables, loans, and receipts), establishing financial management systems, preparing financial statements, and ensuring compliance with financial management laws and regulations.
- Responsible for reviewing the process of salary payments for all school employees and performing other duties related to payroll including tax deposits, external reporting, and third-party payments.
- Assist the coordination and implementation of the various employee benefits programs offered by the schools such as retirement and health benefit administration.
- Oversees all financial aspects of the Local Control Accountability Plan (LCAP) as implemented through the Local Control Funding Formula (LCFF).
- Organizes, administrates, and supervises support services (payroll, purchasing, associated student body personnel).
- Responsible for risk management, including legal and environmental issues.
- Serves as the investment manager.
- Oversees the accounting department to ensure proper maintenance of all accounting systems, records and functions.
- Ensures maintenance of appropriate internal controls and financial procedures.
- Coordinates year end close of financial records, audits and proper filing of tax returns.
- Ensures legal and regulatory compliance regarding all financial functions.
- Approves purchase orders, signs invoices, signs checks and approves wire transfers.
- Prepare informational documents and report to support ECRCHS’ negotiations teams in collective bargaining with all groups; monitor, analyze, and report to the Executive Director and the Board information related to collective bargaining .
- Finance:
  - Oversees cash flow planning and ensure availability of funds as needed.
  - Oversees financing strategies and activities, as well as banking relationships.
  - Execute a well-structured financial plan which ensures healthy reserves to meet future obligations including future capital expenditures, and contributions to the school’s retiree benefits trust.
  - Explore the availability of alternate funding sources to augment the school’s overall revenue (e.g. facility rentals, student activities, international student programs, student store sales, development fundraising, etc.).



- Oversees budgeting, and the implementation of budgets, to monitor progress and present operational metrics both internally and externally.
- Ensures that finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles (GAAP) and monitor the use of all funds.
- Oversees the preparation and approval of all financial reporting materials and metrics for funding organizations and board of directors; prepare and communicate monthly and annual financial statements.
- Manages cashflow and forecasting.
- Strategy:
  - As a true business partner to the Executive Director and chief officers, assesses organizational performance against both the annual budget and long-term strategy. Develops tools and systems to provide critical financial and operational information to the Executive Director.
  - Participates in the on-going strategic planning process as an integral member of the senior management team.
  - Oversees long-term budgetary planning and cost management in alignment with strategic plan.
  - Engages the Executive Director to align financial management with short-and long-term financial planning and projections.
- Work closely with the School's back office accounting firm to review produced reports and financial, research accounting issues, provide information needed for the final budget, and provide information on internal accounting transactions (e.g. accruals, depreciation, reserves, liability calculations).
- Work with actuary on the final calculation for retiree benefits by supervising the information gathering for the actuarial calculation.
- Work with and attend meetings held by various educational institutions, including LACOE and LAUSD specific to SELPA, Charter Offices, Facilities, Human Resources, Child Nutrition, Compliance, etc. Attend relevant trainings and workshops and ensure proper understanding of all bulletins and articles that require further planning and/or action.
- Troubleshoot issues from government authorities including but not limited to the IRS/EDD/ BOE/STRS/PERS/City of LA/Secretary of State; assist with any audits and reviews and provide necessary reports and tax forms.
- Conduct financial feasibility studies for possible expansion projects; work with Pacific Charter School Development or other consultants on possible expansion projects.
- Train and supervise business personnel and Back Office provider.
- Review the final restricted spending reports (e.g. LCAP, College Readiness, Title I, etc.) and incorporate the spending items into the final budget; communicate spending items to the Back Office provider effectively and on a timely basis.
- Work closely and harmoniously with School staff, administration, Board, and contract service providers.
- Responsible for any additional duties, responsibilities, and functions as delegated by the School's Executive Director.