



El Camino Charter High School

Regular Board Meeting

Date and Time

Thursday September 24, 2020 at 4:30 PM PDT

Location

Online Only - please see below.

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 on the school's website (<https://ecrchs.net> - click the ECR Board tab).

VIRTUAL BOARD MEETING

In accordance with Governor Newsom's Executive Order N-29-20, the meeting of the Board of Directors will take place via a virtual/teleconferencing environment.

To join the virtual Board meeting, please register through GoToWebinar at <https://attendee.gotowebinar.com/register/6494088817739692560>, webinar ID 175-710-011. You must register for the event (note you do not need to enter your legal name to participate). Once registered, you can attend the meeting through the online link, or by telephone (a call-in number and audio PIN will be provided after you register and prior to the meeting).

PUBLIC COMMENTS

If you would like to make a comment during the Public Comment section or during an agenda item, you may do so in two ways: (1) click the "Raise Hand" icon on the control panel; or (2) email your comment to comment@ecrchs.net and it will be read on the record. **Please note:** your name will be read on the record along with your comment; if you do not wish to have your name read, please indicate on your email.

Please note that, in order to conduct an orderly meeting, all members of the public will be placed on mute during the Board meeting, except during public comments. Note that for those who elect to participate through the call-in number, you will not have the option of being unmuted during the meeting.

The Public Comments agenda item is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed thirty (30) minutes. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak. When addressing the Board, speakers are requested to adhere to the time limits set forth. In order to maintain allotted time limits, the Board Chair may modify speaker time allocations or the total amount of allotted time for an item.

Consent Agenda: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Executive Director recommends approval of all consent agenda items.

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
Opening Items			
A. Call the Meeting to Order		Beatriz Chen	1 m
B. Record Attendance and Guests		Daniel Chang	1 m
C. Pledge of Allegiance		Jeff Davis	3 m
D. Public Comments		Public	30 m
E. UTLA Update		UTLA Representative	15 m
F. Executive Director Update		David Hussey	15 m
G. Chief Business Officer Update		Gregory Wood	15 m
II. Consent			5:50 PM
A. Approve Minutes of August 13, 2020 Special Board Meeting	Approve Minutes	Beatriz Chen	1 m
Approve minutes for Special Board Meeting on August 13, 2020			
B. Approve Minutes of August 27, 2020 Annual Meeting and Regular Board Meeting	Approve Minutes	Beatriz Chen	1 m
Approve minutes for Annual Meeting and Regular Board Meeting on August 27, 2020			
C. Review and Vote on August 2020 Check Registers	Vote	Gregory Wood	5 m

	Purpose	Presenter	Time
ACTION ITEM: motion to approve the August 2020 check registers.			

D. Review and Vote on August 2020 American Express Charges	Vote	Gregory Wood	10 m
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ACTION ITEM: motion to approve the August 2020 American Express charges.

III. Financial 6:07 PM

A. August 2020 Financial Update	Discuss	Gregory Wood	10 m
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The Board will review the August 2020 Financial Update presented by CBO Greg Wood and John Arndt of ICON.

B. Discuss and Vote on 3 Year Updated Budget and Cash Flow	Vote	Gregory Wood	15 m
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The Board will review and vote on the 3 Year Updated Budget and Cash Flow.

ACTION ITEM: motion to approve the 3 Year Updated Budget and Cash Flow.

IV. School Business 6:32 PM

A. Discuss and Vote on Learning Continuity and Attendance Plan	Vote	David Hussey	10 m
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The Board will discuss and vote on the Learning Continuity and Attendance Plan.

ACTION ITEM: motion to approve the Learning Continuity and Attendance Plan.

B. Discuss and Vote on Revised Fiscal Policies and Procedures	Vote	Gregory Wood	10 m
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The Board will discuss and vote on the revised Fiscal Policies and Procedures, which have been updated based on a review by LAUSD and based on changes recommended by the CBO.

ACTION ITEM: motion to approve the revised Fiscal Policies and Procedures.

C. Discuss 2019-2020 Charter School Oversight Report	Discuss	Daniel Chang	10 m
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The Board will discuss the LAUSD Charter School Division's Oversight Report for 2019-2020.

D. Discuss and Vote on Approval of Escrow Account with LAUSD	Vote	Gregory Wood	5 m
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As part of the discussions with LAUSD regarding the disputed maintenance and operations charges, our Sole Occupant Agreement requires setting up an escrow account into which the disputed amount would be deposited. We had sought to open a separate bank account, but LAUSD is requiring establishing an escrow account with an independent escrow company. The total disputed amount of \$548,910.95 will be deposited into this escrow account. Staff has contacted Escrow of the West about setting up this escrow account. Once established with the escrow company, the separate bank account at City National Bank will be closed.

ACTION ITEM: motion to approve setting up an escrow account into which the disputed amount of \$548,910.95 will be deposited.

E. UTLA Initial Proposal	5 m
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Public Hearing: United Teachers Los Angeles' Initial Proposal for negotiations on behalf of certificated employees of El Camino Real Charter High School.

V. Governance 7:12 PM

	Purpose	Presenter	Time
A. Discuss Board Vacancy	Discuss	Daniel Chang	5 m

Discuss filling the position for the vacant Community Representative seat. Staff recommends advertising for the position immediately, and accepting applications through Friday, October 23, 2020. The Board must also create a Nominating Committee (ad hoc) to review applications and make a recommendation to the Board. The Board can vote at the November 19, 2020 Board meeting.

B. Create Equity Advisory Committee	Vote	Beatriz Chen	5 m
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Pursuant to the Resolution Recognizing Black Lives Matter at ECRCHS, the Board is to create a committee comprised of stakeholders to review the school's practice on equity and report to the Board.

VI. Closing Items **7:22 PM**

A. Adjourn Meeting	Vote	Board Chair	1 m
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Coversheet

Approve Minutes of August 13, 2020 Special Board Meeting

Section: II. Consent
Item: A. Approve Minutes of August 13, 2020 Special Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on August 13, 2020

APPROVED



El Camino Real Charter High School

Minutes

Special Board Meeting

Date and Time

Thursday August 13, 2020 at 4:00 PM

Location

Teleconference Only - please see below.

REGULAR BOARD MEETING AND BROWN ACT / COMPREHENSIVE TRAINING

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

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS/GUARDIANS AND CITIZENS

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

1. Agendas are available online at www.ecrchs.net, under the Governing Board Agenda tab.
2. Any member of the public wishing to speak may indicate their desire to do so during the "Public Comments" section of the Agenda, or by emailing Daniel Chang at d.chang@ecrchs.net.
3. "Public Comments" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and

total time allotted to non-agenda items will not exceed thirty (30) minutes. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

4. Members of the public may also speak on an Agenda item. You will be given an opportunity to speak for up to three (3) minutes before the item, and total time allocated to agenda items will not exceed six (6) minutes for a discussion item and nine (9) minutes per vote item. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well.

5. When addressing the Board, speakers are requested to adhere to the time limits set forth. In order to maintain allotted time limits, the Board Chair may modify speaker time allocations or the total amount of allotted time for an item.

6. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367. All Board materials are also uploaded on the Board webpage at https://ecrchs.net/apps/pages/index.jsp?uREC_ID=370005&type=d&termREC_ID=&pREC_ID=704280.

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.

VIRTUAL BOARD MEETING

In accordance with Governor Newsom's Executive Order N-29-20, the meeting of the Board of Directors will take place via a virtual/teleconferencing environment.

To join the virtual Board meeting, please call **(872) 240-3412, access code 955-103-677**.

Please note that, in order to conduct an orderly meeting, all members of the public will be placed on mute during the Board meeting, except during public comments. If you would like to speak on a specific agenda item, please advise the Board during the public comments section or email Daniel Chang at d.chang@ecrchs.net. Note that members of the public attending a meeting conducted via teleconference do not need to give their name when entering the conference call.

If you have any questions or issues, please contact Daniel Chang at d.chang@ecrchs.net.

In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24

hours prior to the meeting to Daniel Chang, in person, by email at d.chang@ecrchs.net, or by calling (818) 595-7537.

Directors Present

Beatriz Chen (remote), John Perez (remote), Kenneth Lee (remote), Linda Ibach (remote), Scott Silverstein (remote), Steven Kofahl (remote)

Directors Absent

Brian Archibald, Darin Ryburn, Jeff Davis

Guests Present

Daniel Chang (remote), David Hussey (remote)

I. Opening Items

A. Call the Meeting to Order

Scott Silverstein called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Aug 13, 2020 at 4:03 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

Mr. Kofahl led the Pledge of Allegiance.

D. Public Comments

There were no public comments.

II. School Business

A. Discuss and Possible Vote On Distance Learning Policy and Procedures

Mr. Hussey reviewed the Distance Learning Policy and Procedures ("Policy"). The Policy was discussed at length with staff, and while it does not include every detail, it is a broad definition of distance learning policies and procedures. The schedule chosen provides for 100% synchronized learning, with an hour support and intervention included and 50 minutes of planning in the morning and 30 minutes of planning in the afternoon. The schedule also provides for professional development on Mondays and department time on Fridays. The state requires that students be contacted if they are absent 3 or more days; ECR will start reaching out when a student is absent 2 or more days. Grading policies will be by department. Grades will be entered into Canvas, which will then be transferred into Aeries. The Policy also identifies student conduct requirements, and disciplinary policies for any violations. Other things that we are doing as a school that

have not been included in the Policy are being communicated to students and parents/guardians through phone calls, emails, and social media, so that they are kept informed.

Ms. Chen asked if this was going to be translated into Spanish; Mr. Hussey said yes. Ms. Chen also asked if the term "certificated employee" could be changed to "teacher." Mr. Hussey noted that the term certificated employee was specifically used to encompass not just classroom teachers, but also other certificated staff such as counselors.

Ms. Chen asked about students whose parents/guardians are not comfortable sending their students to class, and whether distance learning will be offered to those students even if they are not medically at-risk. Mr. Hussey noted that, if we go to a hybrid model first, all students will have the option of continuing distance learning. When all students are physically back on campus, we will have to figure that out.

Ms. Chen asked about the section regarding combination of in-person instruction, why it says further negotiations may be needed. Mr. Hussey noted that this was put in because UTLA may require further negotiations if the school day is modified as that would constitute a change in working conditions. Everyone will be notified two weeks before the switch to a hybrid model is used.

Ms. Chen asked about attendance, and the requirement that students turn on their cameras. Teachers take roll either via MS Teams or by calling out roll. Recent training identified the trauma that some students could potentially experience in having to be on camera, so any student who does not want to be on camera will be a side discussion with the student and the possible waiver of the requirement that students turn on their camera.

Mr. Silverstein asked about whether teachers are required to turn on their camera; Mr. Hussey noted that teachers should have their camera on most of the time when they are teaching.

Ms. Chen also asked whether there is a requirement that students have appropriate backgrounds. Mr. Hussey noted that the Technology Department came up with etiquette requirements and have distributed that to teachers and students.

Ms. Chen asked about whether there will be a requirement that students and parents/guardians acknowledge receipt of the Policy; Mr. Hussey noted that he will work with the Technology Department about including that through Aeries.

Finally, Ms. Chen stated that she was proud of ECR for the work it has done in creating a smooth transition; Mr. Hussey thanked all the staff, students, parents, and the community for all their work.

Ms. Ibach asked if teachers were working remotely or from campus; Mr. Hussey noted that approximately 20 teachers come and teach from campus, the rest are teaching remotely. Also, the Policy will be updated to identify that students can get assistance through the Live Chat function.

Mr. Kofahl asked if the required number of instructional minutes was provided for in the Policy. Mr. Hussey stated that we are required to have 240 instructional minutes, which is provided for in the schedule.

Mr. Lee asked if safety precautions were being taken for those entering campus. Mr. Hussey noted that we do a temperature scan for everyone coming onto campus, as well as a daily symptoms assessment questionnaire.

Mr. Silverstein asked if this is an addendum to the Parent-Student Handbook or if it's a separate policy document. Mr. Hussey noted that this is a separate document. A section can be added to the end that incorporates the Parent-Student Handbook. Mr. Silverstein asked if there would definitely be a transition period of hybrid learning. Mr. Hussey stated that parents are anxious of getting their students back on campus, and that it is likely we will start with allowing a smaller number of students on campus; however, Mr. Hussey stated that he believes it likely that we will not return to full in-person learning until the next calendar year at least.

Beatriz Chen made a motion to approve.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

III. Closing Items

A. Adjourn Meeting

Beatriz Chen 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 4:36 PM.

Respectfully Submitted,
Daniel Chang

Coversheet

Approve Minutes of August 27, 2020 Annual Meeting and Regular Board Meeting

Section: II. Consent
Item: B. Approve Minutes of August 27, 2020 Annual Meeting and Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Annual Meeting and Regular Board Meeting on August 27, 2020

APPROVED



El Camino Real Charter High School

Minutes

Annual Meeting and Regular Board Meeting

Date and Time

Thursday August 27, 2020 at 4:30 PM

Location

Online only - please see below.

ANNUAL MEETING AND REGULAR BOARD MEETING

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Directors Present

Beatriz Chen (remote), Brian Archibald (remote), Darin Ryburn (remote), Jeff Davis (remote), John Perez (remote), Linda Ibach (remote), Scott Silverstein (remote), Steven Kofahl (remote)

Directors Absent

Kenneth Lee

Directors who arrived after the meeting opened

Darin Ryburn

Directors who left before the meeting adjourned

Darin Ryburn

Guests Present

Daniel Chang (remote), David Hussey (remote), Gregory Wood (remote)

I. Opening Items

A. Call the Meeting to Order

Scott Silverstein called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Aug 27, 2020 at 4:34 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

David Dablo, student, spoke in favor of the Resolution re Black Lives Matter.
Kayla Orellana, student, spoke in favor of the Resolution re Black Lives Matter.
Opal Grushkowski, student, spoke in favor of the Resolution re Black Lives Matter.
Samia Sayed, student, spoke in favor of the Resolution re Black Lives Matter.
Hannah Kirkwood, student, spoke in favor of the Resolution re Black Lives Matter.
Imari Dais, student, spoke in favor of the Resolution re Black Lives Matter.
Eman Hamed, student, spoke in favor of the Resolution re Black Lives Matter.
Lauren Neptuno, student, spoke in favor of the Resolution re Black Lives Matter.
Yasmine Pomeroy, teacher, spoke in favor of the Resolution re Black Lives Matter.
Tony Baraz, parent, spoke in favor of the Resolution re Black Lives Matter.
Julia Sabatino, recent graduate, spoke in favor of the Resolution re Black Lives Matter.
Amy Carter, teacher, spoke in favor of the Resolution re Black Lives Matter.
Caroline Harris, parent and co-leader of RISE, spoke in favor of the Resolution re Black Lives Matter.
Erez Goldman, parent, spoke against the school taking a stand on a political issue.
Faramarz Nabavi, community member, spoke in favor of the Resolution re Black Lives Matter.
Andree Miller, parent and co-leader of RISE, spoke in favor of the Resolution re Black Lives Matter.
Heidi Maury, teacher, spoke in favor of the Resolution re Black Lives Matter.
Jason Taylor, alumnus and parent, spoke in favor of the Resolution re Black Lives Matter.
Joy Ferrante, community member, spoke in favor of the Resolution re Black Lives Matter.

Letty Zane, parent, spoke in favor of the Resolution re Black Lives Matter and the Notice to Cure from LAUSD.

Stacey Moseley, community member, spoke in favor of the Resolution re Black Lives Matter.

Victoria Aguilar, student, spoke in favor of the Resolution re Black Lives Matter.

Beth Corbett, teacher, spoke in favor of the Resolution re Black Lives Matter.

Jennifer DuMont, parent, spoke in favor of the Resolution re Black Lives Matter.

Written statements were also submitted by Chantelle Miller, Vanessa Cox, Nessa Rezaie, Alexis Jafroodi, Kathryn Swain, Ilona Clark, Desiree Goble, Mika Sumiyoshi, Sarah Newton, Matt Hoisch, Becca Paredes, Kara Buss, Glen Caballero, Kali Huggins, Ellen Crafts, Meredith Adams, Nicole Pomeroy, and Pilar Schiavo.

John Perez asked that the Board make and vote on motion condemning the actions of a parent who posted on social media with the picture of the ECR teacher. This was seconded by Brian Archibald.

As this was not an agendized item, it could not be brought for vote. Mr. Archibald asked that a Special Meeting be scheduled to address this.

E. UTLA Update

Kyna Collins, UTLA co-chair, provided the UTLA update.

F. Executive Director Update

Mr. Hussey thanked the students who made public comments.

We had a successful start to the school year. We have 3,670 students enrolled, which is 200 more students than last year. And we opened the year with 275+ students that opened the year in the Alternative Education and Independent Study program, which is an increase of about 100 students compared to last year.

Mr. Hussey thanked the Tech Team for their work in getting the school ready for opening.

Approximately 1,000 laptops were distributed. A chat feature was also created to get students instant help with tech questions or issues.

He also thanked staff for helping out with textbook distribution, textbooks were distributed in 100+ degree heat over 4 days.

We are currently working on the charter renewal petition, which is due to be submitted to LAUSD on September 14 - 16, 2020.

ECR started a mentor program, and had over 200 students sign up to be mentors for incoming 9th graders; of those, 99 students were chosen. Each mentor has 7 to 10 students, they meet on MS Teams during lunchtime and are a support system for the 9th graders.

G. Chief Business Officer Update

Mr. Silverstein welcomed Chief Business Officer Gregory Wood.

Mr. Wood introduced himself and spoke of his background and how he has been acclimating to ECR.

The 2019-2020 Unaudited Actuals Report has been completed and will be discussed. The SBA Paycheck Protection Program loan was received and funds in the amount of \$3.8M has been received. There is an agenda item to allow for opening a separate bank account to deposit and segregate those funds for tracking purposes.

The Notice to Cure from LAUSD will be looked at carefully; Mr. Wood noted that Palisades Charter High School also had issues with maintenance and operations charged assessed by LAUSD. He would like to have things done more efficiently in coordination with LAUSD for these type of services.

There is a new funding source, the Learning Loss Mitigation Funding, which he will pursue. The funding, which may be about \$1.8M, is expected to be released starting in December. These funds have restrictions and have to be budgeted with the Board's approval.

The cafeteria is open for service, from 11:30 am to 12:30 pm. Students/parents drive by and are giving multiple meals to support them through the week. We are averaging about 50 to 75 meals a day. In anticipation of students returning either in a hybrid model or full in-person learning, we are looking into touchless systems of scanning for students to access student meals.

ECR's healthcare insurance policy expires at the end of the calendar year; we are looking for current rate information from different providers.

The Closed Session agenda was moved up to this time.

Darin Ryburn left.

II. Governance

A. Elect 2020-2021 Board Chair

Jeff Davis nominated Scott Silverstein for Chair. Mr. Silverstein declined the nomination.

Brian Archibald nominated himself for Chair.

Jeff Davis nominated Beatriz Chen for Chair. Ms. Chen accepted the nomination.

Jeff Davis voted for Beatriz Chen.

John Perez voted for Brian Archibald.

Linda Ibach voted for Beatriz Chen.

Scott Silverstein voted for Beatriz Chen.

Steven Kofahl voted for Beatriz Chen.

Brian Archibald made a motion to install Beatriz Chen as the Board Chair for the 2020-2021 school year.

Steven Kofahl seconded the motion.

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

Roll Call

Linda Ibach Aye
Beatriz Chen Abstain
Kenneth Lee Absent
Brian Archibald Abstain
Darin Ryburn Absent
Jeff Davis Aye
John Perez Aye
Scott Silverstein Aye
Steven Kofahl Aye

B. Elect 2020-2021 Board Vice-Chair

Steven Kofahl nominated Brian Archibald for Vice-Chair. Mr. Archibald accepted the nomination.

John Perez made a motion to install Brian Archibald as the Vice-Chair for 2020-2021 school year.

Beatriz Chen seconded the motion.

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

Roll Call

Darin Ryburn Absent
Kenneth Lee Absent
Beatriz Chen Aye
Scott Silverstein Aye
Jeff Davis Aye
Brian Archibald Abstain
John Perez Aye
Steven Kofahl Aye
Linda Ibach Aye

C. Elect 2020-2021 President

Scott Silverstein nominated David Hussey for President. Mr. Hussey accepted the nomination.

Beatriz Chen made a motion to install David Hussey as President for the 2020-2021 school year.

Jeff Davis seconded the motion.

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

Roll Call

John Perez Aye
Jeff Davis Aye
Scott Silverstein Aye
Darin Ryburn Absent
Beatriz Chen Aye

Roll Call

Brian Archibald Aye
Linda Ibach Aye
Steven Kofahl Aye
Kenneth Lee Absent

D. Elect 2020-2021 Chief Financial Officer

Brian Archibald nominated Greg Wood for Chief Financial Officer. Mr. Wood accepted the nomination.

Beatriz Chen made a motion to install Greg Wood as Chief Financial Officer for the 2020-2021 school year.

Scott Silverstein seconded the motion.

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

Roll Call

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

E. Elect 2020-2021 Secretary

Brian Archibald nominated Dr. Jeff Davis for Secretary. Dr. Davis accepted the nomination.

Brian Archibald made a motion to install Dr. Jeff Davis as Secretary for the 2020-2021 school year.

Beatriz Chen seconded the motion.

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

Roll Call

Scott Silverstein Aye
Jeff Davis Abstain
Linda Ibach Aye
John Perez Aye
Steven Kofahl Aye
Brian Archibald Aye
Darin Ryburn Absent
Beatriz Chen Aye
Kenneth Lee Absent

F.

Board Committees

Ms. Chen discussed establishing standing committees, as follows:

Travel Committee: Steven Kofahl (chair); Scott Silverstein

Technology Committee: Beatriz Chen (chair); Kenneth Lee

Finance Committee: Brian Archibald (chair); Scott Silverstein; Beatriz Chen

Ms. Chen next discussed establishing ad hoc committees:

Executive Director Evaluation Committee: Dr. Jeff Davis (chair); Linda Ibach; Steven Kofahl

Safety Committee: Darin Ryburn

III. Consent

A. Approve Minutes of June 25, 2020 Regular Board Meeting

Brian Archibald made a motion to approve the minutes from Regular Board Meeting on 06-25-20.

Steven Kofahl seconded the motion.

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

Roll Call

Scott Silverstein	Aye
John Perez	Aye
Darin Ryburn	Absent
Jeff Davis	Aye
Beatriz Chen	Aye
Linda Ibach	Abstain
Steven Kofahl	Aye
Kenneth Lee	Absent
Brian Archibald	Aye

B. Approve Minutes of July 9, 2020 Special Board Meeting

Steven Kofahl made a motion to approve the minutes from Special Board Meeting on 07-09-20.

Scott Silverstein seconded the motion.

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

Roll Call

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

Roll Call

John Perez Aye
Linda Ibach Aye

C. Approve Minutes of July 9, 2020 Regular Board Meeting

Steven Kofahl made a motion to approve the minutes from Regular Board Meeting on 07-09-20.

Scott Silverstein seconded the motion.

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

Roll Call

Linda Ibach Aye
Darin Ryburn Aye
Beatriz Chen Aye
Brian Archibald Abstain
Kenneth Lee Absent
Jeff Davis Aye
Steven Kofahl Aye
John Perez Aye
Scott Silverstein Aye

D. Approve Minutes of July 20, 2020 Special Board Meeting

Brian Archibald made a motion to approve the minutes from Special Board Meeting on 07-20-20.

Scott Silverstein seconded the motion.

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

E. Approve Minutes of July 23, 2020 Regular Board Meeting and Training Meeting

Brian Archibald made a motion to approve the minutes from Regular Board Meeting and Brown Act / Comprehensive Training on 07-23-20.

Scott Silverstein seconded the motion.

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

Darin Ryburn arrived.

IV. Financial

A. Review and Vote on June 2020 and July 2020 Check Registers

Darin Ryburn made a motion to approve the June 2020 and July 2020 check registers.

Linda Ibach seconded the motion.

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

Roll Call

Steven Kofahl Aye
Kenneth Lee Absent
Brian Archibald Aye

Roll Call

Scott Silverstein Aye
 Beatriz Chen Aye
 John Perez Aye
 Jeff Davis Aye
 Darin Ryburn Aye
 Linda Ibach Aye

B. Discuss and Vote on 2019-2020 Year-End Unaudited Actual Financial Report

Mr. Wood first went over the Special Education report, which identifies the revenues and expenses associated with special education. We received \$2.24M in special education funds and grants, and allocated \$5.3M in expenses for special education. Previously we had not properly allocated our resources that were used to special education, such as the Assistant Principal's salary, the legal costs that were specifically attributable to special education matters, etc. This identifies a \$3M encroachment (negative balance), which puts us more in line with other conversion charter schools.

John Arndt of ICON discussed the Unaudited Actuals report.

Darin Ryburn made a motion to approve the 2019-2020 Year End Unaudited Actual Report.

Brian Archibald seconded the motion.

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

Roll Call

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

V. School Business

A. Discuss and Vote on Opening Additional Bank Accounts

Mr. Wood discussed the need for additional bank accounts, including one to segregate the PPP loan funds. This would provide greater transparency and make it easier to track spending on salaries.

Mr. Wood also asked for authority to open a fundraiser account. There are different guidelines or constraints on fundraising, and having a segregated account to hold those funds would be best practice. Mr. Archibald questioned whether we had donations previously, or was this in preparation for fundraising efforts? Mr. Wood advised that he just received a check for \$1,000.00, which (per AP Minita Clark) was received from Agoura Math Circle, and there have been other donations received previously.

Brian Archibald made a motion to authorize the Chief Business Officer to open an additional bank account at City National Bank for the PPP funds.

Jeff Davis seconded the motion.

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

Roll Call

Steven Kofahl Aye
Beatriz Chen Aye
Brian Archibald Aye
Scott Silverstein Aye
Kenneth Lee Absent
Linda Ibach Aye
John Perez Abstain
Jeff Davis Aye
Darin Ryburn Aye

Steven Kofahl made a motion to authorize the Chief Business Officer to open an additional bank account at City National Bank for fundraising funds.

Scott Silverstein seconded the motion.

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

Roll Call

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

Brian Archibald made a motion to authorize the Chief Business Officer to open an LAUSD Escrow Account with City National Bank.

Darin Ryburn seconded the motion.

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

Roll Call

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

B. Discuss Notice to Cure from LAUSD

Mr. Hussey discussed the Notice to Cure, which was sent on August 21, 2020. We are comfortable paying 2018-2019 charges, as that has all been reconciled, and have paid off Q1, Q2 and Q3 for 2019-2020. We also paid \$250,000 as part of our negotiations, but now LAUSD wants ECR to pay the entire amount, but we do not have the necessary documentation for 2014 through 2018. We have been discussing this with LAUSD, we are comfortable with paying for 2018-2019; the remaining amount will be put into an escrow account until the issues with prior years can be discussed. Mr. Wood noted that he had dealt with this same issue at Palisades, where unsubstantiated charges had been assessed and resolved. For ECR, Mr. Wood went through and created an accounting of all the various charges, and that we require additional information and documentation regarding approximately \$549K of the charges. Mr. Wood noted that Mr. Archibald asked whether this issue had come up in prior audits (Mr. Wood responded no); he also asked if this changed the 2019-2020 Unaudited Actuals Report (again, no). Our budget identifies that we have accrued this disputed amount, but this does not mean we agree that we owe that amount. Mr. Wood recommends that we create a separate bank account and put the disputed amount into the separate account, possibly called an LAUSD Account, to be negotiated with LAUSD.

C. Discuss Learning Continuity and Attendance Plan

Ms. Clark stated that the Learning Continuity and Attendance Plan (LCP) is new this year, in lieu of the Local Control and Accountability Plan (LCAP). She will be sharing the rough draft of the LCP with the School Site Council (SSC) meeting. The Board will then have to have a public hearing the week after that, and then the Board will vote on the LCP at a subsequent Board meeting. It has to be approved by the Board by September 30, 2020.

D. Discuss and Vote on 2020-2021 Consolidated Application

Mr. Hussey and Mr. Wood discussed the 2020-2021 Consolidated Application. This Application identifies that we are using funds received appropriately in the manner we are required to under federal and state guidelines.

Darin Ryburn made a motion to approve 2020-2021 Consolidated Application.

Brian Archibald seconded the motion.

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

Roll Call

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

E.

Discuss and Vote on Safety Officer Company

Mr. Ryburn noted that the Allied proposal noted that they would be writing post orders.

He asked that we work with Allied

Darin Ryburn made a motion to accept Allied as the new campus safety officer provider.

Jeff Davis seconded the motion.

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

Roll Call

- John Perez Aye
- Scott Silverstein Aye
- Jeff Davis Aye
- Kenneth Lee Absent
- Darin Ryburn Aye
- Beatriz Chen Aye
- Linda Ibach Aye
- Steven Kofahl Aye
- Brian Archibald Aye

F. Discuss and Vote on Bus Passes

Mr. Hussey stated that the response to the bus pass program has been overwhelmingly positive, and something that should be continued for the next school year. Mr. Wood also noted that we have funding in our LCFF that provides assistance for students with financial difficulties. Dr. Davis noted that the parents have also been very appreciative of this program.

Brian Archibald made a motion to approve the bus passes for the 2020-2021 school year.

Steven Kofahl seconded the motion.

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

Roll Call

- Brian Archibald Aye
- Jeff Davis Aye
- Linda Ibach Aye
- Beatriz Chen Aye
- Scott Silverstein Aye
- Steven Kofahl Aye
- Darin Ryburn Aye
- Kenneth Lee Absent
- John Perez Aye

G. Discuss and Possible Approval of Resolution Recognizing Black Lives Matter

Mr. Hussey read a brief summary of the issue into the record, and noted that there were some revisions to be made to the Resolution. The changes were, in the third "WHEREAS" paragraph, to delete the word "educational"; and from the sixth "WHEREAS" paragraph, change the last sentence to read "deconstructing white supremacy culture from institutions."

Mr. Archibald, Ms. Chen, and Dr. Davis spoke in favor of the resolution, and the moving statements made during public comments.

Mr. Silverstein asked that the Resolution be modified to reflect that it is supporting the movement and not the organization, such that the Black Lives Matter references in the Resolution be changed to lowercase letters. Ms. Ibach noted that including the movement can have the initial capitalized letters. Mr. Archibald stated that the Black Lives Matter organization is the Black Lives Matter Foundation, which was not included in the Resolution; he also noted that the Resolution was clear that it was a support of the movement and not the organization. Mr. Silverstein asked if a statement could be included that "Black Lives Matter is a statement and not affiliated with any political organization." It was suggested that this be included at the end of the paragraph starting "THEREFORE, BE IT RESOLVED..."

Brian Archibald made a motion to approve the Resolution Recognizing Black Lives Matter at ECRCHS, with the revisions as identified.

Linda Ibach seconded the motion.

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

Roll Call

Kenneth Lee	Absent
Linda Ibach	Aye
Darin Ryburn	No
Brian Archibald	Aye
Steven Kofahl	Aye
Jeff Davis	Aye
John Perez	Aye
Beatriz Chen	Aye
Scott Silverstein	Aye

VI. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation

This was moved up to take place after Section 1 and before Section 2.

Closed session took place.

There was nothing to report.

VII. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.

Scott Silverstein 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 9:36 PM.

Respectfully Submitted,
Daniel Chang

Coversheet

Review and Vote on August 2020 Check Registers

Section: II. Consent
Item: C. Review and Vote on August 2020 Check Registers
Purpose: Vote
Submitted by:
Related Material: 2020-08 Check Registers.pdf

Check Register

Account: 1796 AP

El Camino Real HS**August 2020**

Grand Total: #####

Name	Check No.	VOID	Date	Memo	Amount
City-Wide Fire Protection, Inc	14250		8/5/2020	INV#87466 Annual Fire Extinguisher Service	100.50
Law Offices of Young, Minney & Corr, LLP	14251		8/5/2020	3/31/20-5/20/20 Bill Analysis Report INV#65985	1,445.50
Los Angeles County Registrar-Recorder/County Clerk	14252		8/6/2020	Fictitious Business Name Statement ECRCHS - Refile	26.00
Regional TAP Service Center	14253		8/5/2020	02/20 Metro 30-Day Pass	5,736.00
AT&T 7002	14254		8/5/2020	07/20 Inv# Acct#3440206501 831-000-7002 Local Access	3,248.20
AT&T 3635	14255		8/5/2020	20-July 818 347-3635 849	156.69
AT&T Business Service	14256		8/5/2020	07/20 - AN 051 933 23 40 001 LD Charges PBX REF#8188889566	2.54
JW Pepper & Son, Inc	14257		8/5/2020	Sheet Music for Carnegie Hall Pieces	355.22
JW Pepper & Son, Inc	14258		8/5/2020	inv# 200093501 Music for Band	101.84
Hudl	14259		8/5/2020	2020-2021 Hudl Athletic Department Package	13,230.61
McGraw-Hill Education, Inc.	14260		8/5/2020	textbooks inv# 113498186001	23,430.27
Gabriella Gomez	14261		8/6/2020	Non Instructional Student Supplies Reimbursement (Musical)	81.03
Newsela, Inc.	14262		8/6/2020	INV#12127Annual Subscriptions	10,000.00
AT&T 9132	14263		8/6/2020	INV#5876395502 Acct# 831-000-9132 154 5G Line	3,909.26
Rogue Fitness	14264		8/6/2020	INV#6456690 Adjustable Bench/Student Supplies	3,186.67
Bolton & Company	14265		8/6/2020	INV#89279 Insurance premium - cyber liability	7,145.93
Bencivengo, Wendy	14266		8/6/2020	Reimbursement for ELL program	1,000.00
Kiamanesh, Holly	14267		8/6/2020	Teacher Pay Teacher distance learning resources for physiology	338.90
Bolton & Company	14268		8/6/2020	INV#89699 Insurance premium - workplace violence	2,733.46
Reyes, Roxanna	14269		8/7/2020	Mileage for Local District office	9.16
Larew, Emilie	14270		8/7/2020	PPE face shields for Special Education assessments	58.02
Hernandez, Daniela	14271		8/7/2020	Spanish Digital Curriculum Bundle - Extra support for instructional use	230.00
Consoletti, Michael	14272		8/7/2020	School NJROTC Supplies	258.30
Harveson, Jonathan	14273		8/7/2020	Musical Props and tickets	200.88
Respondus, Inc.	14274		8/7/2020	INV#24707 Lockdown browser for Canvas Integration	3,745.00
Synced Up Products	14275		8/7/2020	INV#000224 Practice Pads for Students	975.00
Herff Jones LLC	14276		8/7/2020	INV#2623233 Graduation Cords	166.20

07/20 Inv# 7785691072220 Acct# 8448 20 001 7785691 Fiber backup				
Spectrum 5691	14277	8/10/2020	line	1,185.00
AT&T 3532	14278	8/10/2020	20-July 818 888-3532 333	1.69
Legal Settlement	14279	8/10/2020	Case #2020010087 Settlement - CONFIDENTIAL	28,399.34
Kiamanesh, Holly	14280	8/10/2020	small skeleton for distance learning	20.81
ICON School Management	14281	8/10/2020	INV#520 8/2020 Charter School Consulting	11,500.00
Nettime Solutions LLC	14282	8/10/2020	INV#116960 stratustime Monthly Subscription	240.00
The Shredders	14283	8/10/2020	INV#335472 Shredding Services	50.00
Davis Publications, Inc	14284	8/10/2020	INV#672059-6 Art Textbooks (Digital & E-Book)	5,812.31
Naviance, Inc.	14285	8/10/2020	INV00110964 College and career readiness program contract	27,816.00
Inspire Communication, Inc	14286	8/10/2020	INV#EC20206731 Speech-Language Services	1,147.50
Marta Franco	14287	8/10/2020	INV#2627632 Notary Service	15.00
School Gate Guardian	14288	8/10/2020	INV#8755 7/31-8/1/2 Maintenance and Support	475.00
McCalla Company	14289	8/11/2020	Chord, Lab Coat	260.61
McCalla Company	14290	8/11/2020	Power Chord	145.68
SawStop	14291	8/11/2020	Riving knife clamp assembly	53.33
The Print Spot	14292	8/11/2020	Stamps For Lisa Ring - Administrator	387.30
AT&T Business Service	14293	8/11/2020	07/20 - AN 051 933 37 92 001 LD Charges Main Fax REF#8187109023	56.50
Miguel A Carrillo	14294	8/11/2020	Reimbursement for Registration Fee for Induction Program	175.00
Zahur, Ziat	14295	8/10/2020	Payroll Garnishment Refund	1,235.91
Abdon Rosales	14296	8/10/2020	July Gardening Service for Shoup	1,000.00
LexisNexis, a division of RELX Inc.	14297	8/10/2020	3092699570 6/20 Online legal research software	412.00
AFSCME District Council 36	14298	8/11/2020	07/20 Union Dues	1,860.95
PARS	14299	8/11/2020	07/20 PARS Contribution	56.88
El Camino Real Charter High School 403(B)				
Plan	14300	8/11/2020	07/20 403(B) Plan 2563-4428 Charles Schwab	6,440.00
UTLA	14301	8/11/2020	07/20 Union Dues Certificated	12,333.16
Healy Awards	14302	8/11/2020	INV#INV031346 Football Helmet Decals	743.30
Gold, Barrie	14303	8/11/2020	Adjustable Desk	492.74
Savla, Puja	14304	8/11/2020	Distance Learning	82.11
Luna, Ilda	14305	8/11/2020	Garbanzo.io Reading Program	149.00
Gold, Barrie	14306	8/11/2020	Distance Learning	552.75
Macmillan Holdings, LLC (MPS, c/o Bedford Freeman & Worth Publishing group)	14307	8/12/2020	INV#36455474 20-21 Academic Textbooks "Statistics"	8,688.31

Spencer, Samantha	14308	8/12/2020	Distance Learning Instructional Playbook	39.12
MRC Smart Technology Solutions(SoCal Office)	14309	8/12/2020	07/20 360 App Fee (Contract CN15953-01)	189.83
SHI International Corp	14310	8/12/2020	INV#B11956892 Lenovo Pads and damage protection	243,704.13
CCSA Employee Welfare Benefit Trust	14311	8/12/2020	20-Aug Employee Benefits INV# 2050-082020 07/23 - 08/31 Inv#086084201080120 Acct#086084201 Enterprise	335,567.11
Spectrum Enterprise 4201	14312	8/12/2020	Fiber line	899.00
Golden Star Technology, Inc	14313	8/12/2020	INV#INV52370 Additional cabinets needed for the IDF Project	923.04
MOCHIRFATEMI, SUSAN	14314	8/13/2020	Senior Class 2020 Chords	131.25
Judy McLean	14315	8/13/2020	INV#3066 Payroll Services 7/2020	2,487.50
World Unispec	14316	8/13/2020	2020-2021 PE Shorts	16,597.70
LexisNexis, a division of RELX Inc.	14317	8/13/2020	INV#3092772574 7/20 Online legal research software	412.00
School Health Supply	14318	8/13/2020	INV#3799459-00 Vision Machine	7,911.37
Macmillan Holdings, LLC (MPS, c/o Bedford Freeman & Worth Publishing group)	14319	8/13/2020	INV#36138908 Textbooks for new class	5,598.88
LADWP	14320	8/13/2020	7/20 Billing Shoup Property	4,953.09
WGY Solutions	14321	8/14/2020	INV#01-0920 07/2020 Network Consulting	2,400.00
Wespac Plan Services, LLC	14322	8/14/2020	INV#2247 Plan#3842 Quarterly Recordkeeping Fees-457(B) Plan	750.00
Wespac Plan Services, LLC	14323	8/14/2020	INV#2246 Plan#3841 Quarterly Recordkeeping Fees-403(B) Plan	542.60
Jules Seltzer Associates	14324	8/14/2020	INV#231788 CBO-CHAIR	1,035.00
Corner Bakery	14325	8/17/2020	8/17/20 Professional Development Trays of Food	306.99
El Camino Real Charter High School 403(B) Plan	14326	8/14/2020	8/14/20 403(B) Plan 2563-4428 Charles Schwab	150.00
BRMS (CharterLIFE)	14327	8/14/2020	08/20 Admin Fee	98.00
Herff Jones LLC	14328	8/18/2020	INV#2623209 Graduation Accessories Cords/Stoles	6,046.35
Herff Jones LLC	14329	8/18/2020	INV#2623225 Graduation Student Supplies	5,218.32
McCalla Company	14330	8/18/2020	INV#309106 Electrostatic backpack sprayer	3,939.81
California Interscholastic Federation	14331	8/18/2020	INV#4728 Annual Dues for 2020-21 Year	3,084.40
The Print Spot	14332	8/18/2020	INV#3230 Sports Banner	64.28
BSN Sports LLC	14333	8/18/2020	INV#908498778 Custom Backstop	3,725.13
Exchange Service International	14334	8/19/2020	8/19/20 - Tuition Refund - Kock, Johanna	12,500.00
Department of Justice (State of CA)	14335	8/20/2020	INV#463393 Fingerprint App	224.00
Houghton Mifflin Harcourt	14336	8/20/2020	7/1/20-6/30/21 English 3D Course C renewal	493.00
School Health Supply	14337	8/20/2020	inv# 3737004-00 Hand Sanitizer	52.56
Bryon J Lacelle	14338	8/18/2020	Lifeguard duties @ Birmingham CCHS during ECR Swimming Practice	673.20

Staples Business Advantage	14339	8/18/2020	Office Supplies7310079107 inv 3451985011	113.83
Cross Country Staffing, Inc.	14340	8/20/2020	INV#DE60780 Psych Services - Special Ed Services 8/2020 INV#0126251-IN Fiscal Budget Services Renewal 8/01/2020 -	28.75
School Services of California, Inc.	14341	8/20/2020	7/31/2021	3,840.00
Splashtop Inc.	14342	8/20/2020	INV#stb20081-5 20-21 Remote Access Software Subscription	238.08
Booth, Lorena	14343	8/20/2020	Instructional Student Supplies	149.00
Yi, Richard	14344	8/20/2020	Office Supplies / Athletics	113.66
Hanover Insurance Group	14345	8/20/2020	20-Aug1513133073-001-00 Payment for 2020-2021 Insurance	52,891.85
T-Mobile US, Inc.	14346	8/21/2020	20-Jul 969604280 (RelIssue 14246)	249.95
AT&T 9132	14347	8/21/2020	INV#3899946500 Acct# 831-000-9132 154 5G Line	3,909.26
AT&T 4152	14348	8/20/2020	20-Aug 818 348-4152 036	157.01
AT&T 6665	14349	8/20/2020	20-Aug 339 341-6665 668	186.50
AT&T 6340	14350	8/20/2020	20-Aug 818 888-6340 249	157.01
AT&T 9023	14351	8/20/2020	20-Aug 818 710-9023 538	157.01
AT&T 9221	14352	8/20/2020	20-Aug 818 887-9221 130	312.16
AT&T 0428	14353	8/20/2020	20-Aug 818 716-0428 472	157.01
AT&T 8815	14354	8/20/2020	20-Aug 818 884-8815 516	209.51
AT&T 0810	14355	8/20/2020	20-June 818 716-0810 246	156.97
LACOE, Los Angeles County Office of Education	14356	8/20/2020	3/12/20 Local Control and Accountability Plan for Charter Schools	50.00
Verizon Wireless	14357	8/21/2020	INV#9860277438 Communication Services	476.71
Alyssa Lee	14358	8/21/2020	INV#08192020 Custom design for ECR COVID-19 signs	500.00
Supplyrush, INC (J Thayer Company, INC)	14359	8/21/2020	INV#1470177-0 Health Office Supplies	6,662.40
The Howard Group	14360	8/21/2020	INV#ECRCHS03 Virtual Professional Development	7,000.00
N2Y LLC	14361	8/21/2020	INV#1022415 Special Education Software 20-21	6,535.10
Bennett, Dean	14362	8/24/2020	supplies for plexiglass shield for counseling office	69.35
AT&T 3601	14363	8/25/2020	20-Aug 818 999-3601 418	157.01
Rachel Casas	14364	8/26/2020	19-20 Mealtime Refund	18.00
Deborah Billington	14365	8/26/2020	19-20 Mealtime Refund	40.00
American Express	14366	8/25/2020	20-AUG X3-31047	19,784.81
AT&T 3635	14367	8/26/2020	20-Aug 818 347-3635 849	157.01
AT&T 4501	14368	8/26/2020	20-Aug 818 992-4501 069	895.64
AT&T 1516	14369	8/26/2020	20-July 818 888-1516 256	348.05
AT&T Business Service	14370	8/26/2020	08/20 - AN 051 933 23 40 001 LD Charges PBX REF#8188889566	49.23
Abdon Rosales	14371	8/26/2020	8/2020 Gardening Service for Shoup	1,550.00

The Shredders	14372		8/26/2020	INV#328070 Shredding Services	127.00
FedEx	14373		8/27/2020	FedEx Express Services INV 3-272-12295	469.00
PARS	14374		8/27/2020	INV#45487 PARS ARS Fees 3/2020	336.93
MV Learning, LLC	14375		8/27/2020	INV#1068 Training for SPED teachers	1,298.00
Macmillan Holdings, LLC (MPS, c/o Bedford Freeman & Worth Publishing group)	14376		8/28/2020	Textbook Purchase for Out-of-Date Books	23,419.03
City of Los Angeles Fire Dept. - CUPA	14377		8/28/2020	Fiscal Year: 2020/2021 Permits	1,696.00
Educatus International (Attn Paul McLaughlin)	14378		8/28/2020	2020-2021 Tuition Refund - Yasmin Osther	12,500.00
Christy White Accountancy Corporation (Christy White, Inc.)	14379		8/28/2020	2019-2020 Charter School Audit 8/13/20-9/12/20 Spectrum Business Internet & Voice Account 8448	8,048.25
Spectrum Business 1228	14380		8/28/2020	20 001 7461228 Shoup	141.96
Educatus International (Attn Paul McLaughlin)	14381		8/28/2020	2020-2021 Tuition Refund - Bergitte Rita	12,500.00
Educatus International (Attn Paul McLaughlin)	14382		8/28/2020	2020-2021 Tuition Refund - Kolstoe, Jenny	12,500.00
Educatus International (Attn Paul McLaughlin)	14383		8/28/2020	2020-2021 Tuition Refund - Una Giske	12,500.00
Educatus International (Attn Paul McLaughlin)	14384		8/28/2020	2020-2021 Tuition Refund - Le Berre, Alice	12,500.00
Educatus International (Attn Paul McLaughlin)	14385		8/28/2020	2020-2021 Tuition Refund - Kvaalshagen, Julie	12,500.00
Exchange Service International	14386	VOID	8/28/2020	VOID	0.00
VELARDE, MANUEL	14387		8/31/2020	Garbanzo Language Subscription	149.00
AT&T 7002	14388		8/31/2020	08/20 Inv#3744486502 Acct# 831-000-7002 Local Access	3,248.20
Suntiger Inc (Eagle Eyes Optics)	14389	VOID	8/31/2020	VOID	0.00
Mutual of Omaha	14390		8/31/2020	INV#001114697535 Voluntary Disability Insurance 09/2020	1,725.99
LAUSD - Maintenance & Operations	14391		8/31/2020	Facilities M & O charges 2018-19 SY and 2019-20 SY Paid in Full	377,620.45
MRC Smart Technology Solutions(SoCal Office)	31869		8/1/2020	7/22/20-8/21/20 Maintenance Agreement for Sharp Multi Function Printers (Contract CN8030-01)	409.53
School Services of California, Inc.	31870		8/1/2020	School Finance and Management Conference	320.00
The Print Spot	31871		8/7/2020	Stickers for incoming freshmen laptop	2,250.75
Accrediting Commission for Schools	31872		8/7/2020	2020-2021 Annual Accreditation Membership Fee	1,510.00
SoCalGas	31873		8/7/2020	6/22/20-7/22/20 Gas Charges for Shoup Acct 163 513 3769 2	19.79

Internetwork Expert, LLC	31874	VOID	8/13/2020	VOID	0.00
McGraw-Hill Education, Inc.	31875		8/13/2020	textbooks inv# 113529695001	2,173.50
U.S. Bank Equipment Finance	31876		8/13/2020	07/20 INV# 420062531 Copiers Shoup	869.62
Canon Financial Services, Inc.	31877		8/13/2020	7/20/20-8/19/20 Equipment Leases	962.49
GraceNotes LLC	31878		8/14/2020	INV#5350 1 Year Subscription for Educator and students	586.48
CompuClaim	31879		8/14/2020	INV#7-2020 MeduClaim Procedure Code Billing(LEA)	105.78
Nolan Origer	31880		8/22/2020	Instructional Materials - Science	250.00
Peter Knauss	31881		8/22/2020	Instructional materials - macro economics	500.00
Supplyrush, INC (J Thayer Company, INC)	31882		8/22/2020	INV#1469921-0 For Student in SPED Program	91.17
PARS	31883		8/22/2020	06/20 PARS ARS Fees	336.93
Rachel M Markenson	31884		8/22/2020	Instructional materials - music	500.00
WM Corporate services, INC (Waste Management)	31885		8/25/2020	INV#0303429-4801-2 Waste Management Services on Shoup	349.37
Supplyrush, INC (J Thayer Company, INC)	31886		8/25/2020	INV#1470690-0 Cbo Filing Cabinets	131.79
Educational Theatre Association	31887		8/27/2020	2020-2021 Thespians Theatre association renewal	129.00
The Print Spot	31888		8/27/2020	INV#3642 Business Cards CBO	65.06
The Print Spot	31889		8/27/2020	INV#3442 Business cards	263.61
Nick Rail Music, Inc.	31890		8/27/2020	Instrument Repair inv M239228	2,609.16
HALO Branded Solutions, Inc.	31891		8/27/2020	INV#4665696 ECR Logo Pens	265.51
National Speech & Debate Association	31892		8/28/2020	INV#57924 HS Annual Membership Dues	183.00
Supplyrush, INC (J Thayer Company, INC)	31893		8/28/2020	Clorox Wipes J Thayer Company, INC INV 1472569-0	450.00
Xerox Financial Services	SPACH128		8/13/2020	INV#2193196 6/28-8/27 Equipment Lease-Contract 010-0077477-002	161.14
Xerox Financial Services	SPACH129		8/14/2020	INV#2195095 Equipment Lease-Contract 010-0077477-001 6/30-8/30	2,116.24
DLL Financial Services, Inc.	SPACH130		8/14/2020	INV#68828939 7/2020 Copier Lease Contract 25426256	988.56
Internetwork Expert, LLC	SPACH131		8/15/2020	INV#8017317 Networking & CCloud pass bundle	1,000.00
DLL Financial Services, Inc.	SPACH132		8/21/2020	8/14/20 Property Tax Contract 25426256	217.47
Xerox Financial Services	SPACH133		8/22/2020	08/20 Equipment Lease-Contract 010-0077477-003	90.35
Instructure, Inc	SPACH134		8/25/2020	INV355027 Canvas Support for 20-21	3,832.50
DLL Financial Services, Inc.	SPACH135		8/25/2020	Copier Lease Contract 25426256	961.03
Xerox Financial Services	SPACH136		8/27/2020	8/31/20-9/29/20 Equipment Lease-Contract 010-0077477-001	1,058.12
Sandra Hays	SPACH137		8/28/2020	8/19/20 Tuition Refund	12,500.00

Check Register

Account: 1761 AP

El Camino Real HS

August

2020

Grand Total: 705,626.11

Name	Check No.	VOID	Date	Memo	Amount
Gold, Barrie	1090		8/31/2020	BRMS FSA Contribution 4/7/2020	62.72
Madraswala, Rashida	1108		8/17/2020	BRMS FSA Contribution- 7/29/2020	9.80
Yi, Sylvia	1109		8/11/2020	BRMS FSA Contribution 8/4/2020	361.20
Yi, Sylvia	1110		8/11/2020	BRMS FSA Contribution 8/11/2020	178.80
PenServ Plan Services	ACH200803-01		8/3/2020	403(b) Funding	34,497.00
Cetera Advisor Networks LLC	ACH200806-01		8/6/2020	OPEB Funding	220,000.00
CompStar Insurance Services	ACH200811		8/11/2020	07/20 Installment Fee Workers' Compensation Policy #CST5019550	30.00
CompStar Insurance Services	ACH200811-1		8/11/2020	07/20 Workers' Compensation Policy #CST5019550	17,978.10
PenServ Plan Services	ACH200817-01		8/17/2020	403(b) Funding	110.00
California Department of Tax & Fee Administration	ACH200824-01		8/24/2020	20-Aug 102-7273444 3rd Quarter Prepayment 1	70.62
LACOE, Los Angeles County Office of Education	CASH-200831-01		8/31/2020	STRS/PERS Aug '20	428,771.02
BRMS (CharterLIFE)			8/3/2020	7/27/20-8/02/20 Benefits Card Funding Activity	1,912.64
BRMS (CharterLIFE)			8/11/2020	8/03/20-8/09/20 Benefits Card Funding Activity	337.17
BRMS (CharterLIFE)			8/18/2020	8/10/20-8/16/20 Benefits Card Funding Activity	667.30
BRMS (CharterLIFE)			8/25/2020	8/17/20-8/23/20 Benefits Card Funding Activity	542.55
Solupay Merchant			8/3/2020	Solupay Fees - fin. adj 0888 Aug 20	2.95
Solupay Merchant			8/3/2020	Solupay Fees - fin. adj 1886 Aug 20	2.95
Solupay Merchant			8/3/2020	Solupay Merchant Fees 1886 Aug 20	38.35
Solupay Merchant			8/3/2020	Solupay Merchant Fees 0888 Aug 20	52.94

Check Register

Account: 1826 AP

El Camino Real HS
August 2020

Grand Total: #####

Name	Check No.	VOID	Date	Memo	Amount
Dan Teplinsky	1538	VOID	8/7/2020	VOID	0.00
Christine McCain	1539	VOID	8/7/2020	VOID	0.00
Dan Teplinsky	1540		8/10/2020	20- August Senior Parade DJ	350.00
Christine McCain	1541		8/10/2020	20- August Senior Parade Balloon Arches	700.00
Eastbay Team Sales	1542		8/10/2020	Summer Practice Gear - Football Trust	3,494.15
Award Winners	1543	VOID	8/14/2020	VOID	0.00
Eastbay Team Sales	1544		8/17/2020	Summer Practice Gear - Football Trust	2,886.55
Colson Phillip	1545		8/20/2020	NFHS Membership Reimbursement 2020-21	35.00
Koala Tee Screenprinting, Inc. (Image Market)	1546		8/20/2020	INV#446805 Class of 2021 Shirts- preordered	799.45
Koala Tee Screenprinting, Inc. (Image Market)	1547		8/20/2020	INV#446803 Student Council Sweatshirts 2020-21	3,156.30

Coversheet

Review and Vote on August 2020 American Express Charges

Section: II. Consent
Item: D. Review and Vote on August 2020 American Express Charges
Purpose: Vote
Submitted by:
Related Material: 2020-08 American Express Statement.pdf
2020-08 AMEX Charges Chart.pdf



Corporate Card Statement of Account

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

Prepared For
DAVID HUSSEY
 EL CAMINO REAL CHS

Account Number
 XXXX-XXXXX3-31005

Closing Date
 08/28/20

Page 1 of 6

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ 09/12/20
19,784.81	32,147.20	0.00	19,784.81	0.00	32,147.20

For important information regarding your account refer to page 2.

Payment is due in full. Please pay by 09/12/20 to allow time for your payment to be received by us and credited to your account.

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

We're moving your account to paperless billing

Because your Corporate Program is enrolled in our online platform, we're moving your billing statements to paperless delivery to provide you with a faster and more secure way to access your monthly statements. **Your next billing statement will be your last paper statement**, thereafter, your Corporate Card statements will only be available online and we'll no longer send your monthly statements in the mail. To access your statements securely online, you'll need an online account. If you're not enrolled in an online account, visit americanexpress.com/register to register your Corporate Card today. As a courtesy, we've enabled for you to receive a "Statement Ready" email notification each month once your statement is available to view online. Please keep in mind that only your Program Administrator can opt out of this change. If your Program Administrator opts out, your statement delivery method will remain as it is today. If you are already set to receive paperless statements, please disregard this message.

Corporate Card Snapshot

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX3-31005	DAVID HUSSEY	0.00	0.00
XXXX-XXXXX3-31047	DAVID HUSSEY	32,147.20	-19,784.81
	Total	32,147.20	-19,784.81

Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX3-31005	Reference Code	Amount \$
Total for DAVID HUSSEY	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 09/12/20 Enter 15 digit account number on all payments.

Amount Due \$32,147.20 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 003214720003214720 28HH

Prepared For
DAVID HUSSEY
 EL CAMINO REAL CHS

Account Number
 XXXX-XXXXX3-31005

Page 2 of 6

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
- 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



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
08/28/20

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Activity Continued

Card Number XXXX-XXXXX3-31047				Reference Code	Amount \$
08/28/20	PAYMENT RECEIVED - THANK YOU	08/28		08015000000	-19,784.81
07/29/20	AMZN MKTP US*MF3MN53 AMZN.COM/BILL REF# 6CMMTFYVQOX BOOK STORES	07/29/20	WA		410.55
07/30/20	PRINTING SERVICE 888-888-4211 07093729 07093729 91406 ROC NUMBER 07093729 TAX \$34.88	07/30/20	CA	07093729000	401.96
07/31/20	NEWEGG INC CITY OF INDUS CA 471524912 471524912 91748 COMPUTER HRDWR/SFTWR ROC NUMBER 471524912-15 TAX \$6.57	07/30/20			75.54
07/31/20	NEWEGG INC CITY OF INDUS CA 471524952 471524952 91748 COMPUTER HRDWR/SFTWR ROC NUMBER 471524952-15	07/30/20			6.99
07/31/20	IN *ADVANCED TOOLWAR BONNEY LAKE REF# 213IAOEWE6LE 2537704823	07/31/20	WA		6,560.00
07/31/20	NEWEGG INC CITY OF INDUS CA 471524992 471524992 91748 COMPUTER HRDWR/SFTWR ROC NUMBER 471524992-15 TAX \$0.63	07/31/20			11.01
08/01/20	AMAZON.COM*MF7PW04F0 AMZN.COM/BILL REF# 2XGORPUO079 MERCHANDISE	07/30/20	WA		39.32
08/01/20	NEWEGG INC CITY OF INDUS CA 471524932 471524932 91748 COMPUTER HRDWR/SFTWR ROC NUMBER 471524932-15 TAX \$5.19	07/31/20			65.23
08/03/20	JIVE COMM/LOGMEIN OREM UT REF# NT_HLJQPYTO +18019801838	08/03/20			2,489.02
08/03/20	AGUAVIDA PREMIUM WAT 747-444-9637 REF# 21105170216 BOTTLE WATER	08/02/20	CA	21105170216	219.99
08/03/20	AMAZON WEB SERVICES AWS.AMAZON.CO REF# 45X0HHHEOBP WEB SERVICES	08/03/20	WA		4,257.87
08/03/20	NEWEGG INC CITY OF INDUS CA 471524972 471524972 91748 COMPUTER HRDWR/SFTWR ROC NUMBER 471524972-15 TAX \$9.34	08/03/20			107.58
08/03/20	NEWEGG INC CITY OF INDUS CA 471525032 471525032 91748 COMPUTER HRDWR/SFTWR ROC NUMBER 471525032-15 TAX \$6.84	08/03/20			78.84
08/03/20	NEWEGG INC CITY OF INDUS CA 471525012 471525012 91748 COMPUTER HRDWR/SFTWR ROC NUMBER 471525012-15 TAX \$18.99	08/03/20			218.89
08/05/20	AMZN MKTP US*MF12C66 AMZN.COM/BILL REF# 3QL7E7B139H BOOK STORES	07/30/20	WA		197.08
08/05/20	DECKER EQUIPMENT 436 VASSAR REF# 73011000217 TOM@DECKEREQUIP.	08/04/20	MI	73011000217	55.79
08/05/20	IN *EDPUZZLE MOUNTAIN VIEW CA 218IAOFGL 79072 940403 ROC NUMBER 218IAOFGLANVMPL0	08/05/20			1,440.00
08/07/20	OFFICE DEPOT #5125 0 SIGNAL HILL CA REF# 11280528400 8004633768 CABINET,FL,4DRW,36"LTGRY ROC NUMBER 11280528400 TAX \$48.45	08/06/20		11280528400	558.44
08/07/20	AMZN MKTP US*MF6RD1P AMZN.COM/BILL REF# 4W56HC8A1YR BOOK STORES	08/06/20	WA		24.96
08/07/20	AMZN MKTP US*MF8012G AMZN.COM/BILL REF# 23TOIWZP1Z1 BOOK STORES	08/06/20	WA		10.82
08/07/20	AMZN MKTP US*MF5UW2X AMZN.COM/BILL REF# 53F7FFNXXFP BOOK STORES	08/06/20	WA		44.32
08/09/20	AMZN MKTP US*MF4VB3I AMZN.COM/BILL REF# 2YHUJL7D9KL BOOK STORES	08/07/20	WA		39.40

Continued on reverse

Prepared For
DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

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Activity Continued		Reference Code	Amount \$
08/10/20	AMZN MKTP US*MF11E0Y AMZN.COM/BILL WA REF# DQPOCKDAVD BOOK STORES 08/07/20		169.73
08/10/20	AMZN MKTP US*MF4427B AMZN.COM/BILL WA REF# 3MIPBZN5ZH0 BOOK STORES 08/07/20		218.99
08/11/20	AMZN MKTP US*MM65A2F AMZN.COM/BILL WA REF# 1T1CIX3YIS6 BOOK STORES 08/10/20		15.81
08/11/20	SP * FALKENDESIGN NEWBURY PARK CA REF# NT_HOCWMREE2136605161 08/11/20		776.10
08/11/20	AMZN MKTP US*MM5VG34 AMZN.COM/BILL WA REF# 70G5KUMQQA4 BOOK STORES 08/11/20		26.16
08/11/20	AMZN MKTP US*MM40X54 AMZN.COM/BILL WA REF# 4J8W5C8LBJF BOOK STORES 08/11/20		135.08
08/11/20	AMZN MKTP US*MF7WR5S AMZN.COM/BILL WA REF# 2HTKPIYX7PF BOOK STORES 08/11/20		273.75
08/12/20	AMZN MKTP US*MF2A92S AMZN.COM/BILL WA REF# 4UD35PJ5B56 BOOK STORES 08/11/20		10.82
08/12/20	AMZN MKTP US*MM5RX1L AMZN.COM/BILL WA REF# 6EUKL6WJ1US BOOK STORES 08/11/20		41.56
08/12/20	AMZN MKTP US*MF9MY9D AMZN.COM/BILL WA REF# 298JI7IRRY2 BOOK STORES 08/11/20		315.32
08/12/20	AMZN MKTP US*MF9KL1D AMZN.COM/BILL WA REF# 64TCW43JAIV BOOK STORES 08/11/20		26.04
08/12/20	AMZN MKTP US*MM0460Z AMZN.COM/BILL WA REF# 2W9ODMFEK3U BOOK STORES 08/11/20		26.90
08/12/20	AMZN MKTP US*MF7WG1K AMZN.COM/BILL WA REF# 21O628PNLOY BOOK STORES 08/12/20		66.96
08/12/20	AMZN MKTP US*MM16B6N AMZN.COM/BILL WA REF# 4RRXFES4K7S BOOK STORES 08/12/20		9.58
08/13/20	AMZN MKTP US*MF7QM4S AMZN.COM/BILL WA REF# 5PLMBUO3AKW BOOK STORES 08/12/20		308.92
08/13/20	AMZN MKTP US*MM0N17N AMZN.COM/BILL WA REF# 4F0W49MS2HU BOOK STORES 08/12/20		21.93
08/13/20	AMZN MKTP US*MM6169N AMZN.COM/BILL WA REF# E0O4ZO5HZ9Z BOOK STORES 08/12/20		415.24
08/13/20	AMZN MKTP US*MM8308N AMZN.COM/BILL WA REF# 2B79QX16HZR BOOK STORES 08/12/20		38.32
08/13/20	AMZN MKTP US*MM9L873 AMZN.COM/BILL WA REF# 465L9RG9AVW BOOK STORES 08/12/20		210.12
08/13/20	AMZN MKTP US*MM07Q73 AMZN.COM/BILL WA REF# 46LNOA9WYVK BOOK STORES 08/12/20		64.36
08/13/20	MAILCHIMP ATLANTA GA REF# 5831486-140 LARGE DIGITAL GO 08/12/20		269.00
08/13/20	AMZN MKTP US*MM8PV53 AMZN.COM/BILL WA REF# 2PHWSN6J9S1 BOOK STORES 08/12/20		79.80
08/13/20	AMZN MKTP US*MF1RE9K AMZN.COM/BILL WA REF# 3IEZOUN9RA1 BOOK STORES 08/12/20		28.74
08/14/20	TARGET.COM 3991 BROOKLYN PARK MN REF# 10648367406 800-591-3869 08/14/20 APPAREL, HOUSEWARES ROC NUMBER 106483674061	10648367406	108.24
08/14/20	TARGET.COM 3991 BROOKLYN PARK MN REF# 10671074328 800-591-3869 08/14/20 APPAREL, HOUSEWARES ROC NUMBER 106710743287	10671074328	65.12
08/14/20	TARGET.COM 3991 BROOKLYN PARK MN REF# 10671077941 800-591-3869 08/14/20 APPAREL, HOUSEWARES ROC NUMBER 106710779410	10671077941	22.00
08/14/20	AMZN MKTP US*MM0N39A AMZN.COM/BILL WA REF# 4HRCG9QYRF9 BOOK STORES 08/14/20		72.24
08/14/20	SP * VOCES DIGITAL AUBURN HILLS MI REF# NT_HPON2WFD 8778324311 08/14/20		550.00

Continued on next page



Prepared For
DAVID HUSSEY
 EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Closing Date
08/28/20

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Activity Continued		Reference Code	Amount \$
08/15/20	OFFICE DEPOT #661 00 WOODLANDHILL CA REF# 11694042100 8004633768 08/14/20 BAGS, THANK YOU, OD, 150BX, WHITE ROC NUMBER 11694042100 TAX \$8.37	11694042100	96.50
08/16/20	AMZN MKTP US*MM2QU9F AMZN.COM/BILL WA REF# 38AQETN6RU6 BOOK STORES 08/13/20		345.68
08/16/20	AMAZON.COM*MM9Q02OC2 AMZN.COM/BILL WA REF# O5C9H9WF1BK MERCHANDISE 08/15/20		336.80
08/16/20	AMZN MKTP US*MM3PS9O AMZN.COM/BILL WA REF# 27VV1617H52 BOOK STORES 08/15/20		525.52
08/16/20	STAPLES 00472 PUTNAM CT REF# 261301082 (800) 333-3330 08/15/20 AVERY MONARCH 22H X 115W X 65D PLAS ROC NUMBER 261301082 TAX \$13.48	26130108200	155.38
08/17/20	AMZN MKTP US*MM8NQ5Z AMZN.COM/BILL WA REF# 38DDYD7CHWJ BOOK STORES 08/17/20		26.14
08/18/20	AMZN MKTP US*MM2EI8V AMZN.COM/BILL WA REF# 5TGA35EK6Y4 BOOK STORES 08/17/20		88.67
08/19/20	AMZN MKTP US*MM2TR2T AMZN.COM/BILL WA REF# 7KHQKB277B3 BOOK STORES 08/13/20		26.14
08/19/20	AMZN MKTP US*MM0QT34 AMZN.COM/BILL WA REF# 3FMOI5T4EAI BOOK STORES 08/16/20		22.01
08/19/20	AMZN MKTP US*MM5A95B AMZN.COM/BILL WA REF# 24423VIQYWF BOOK STORES 08/19/20		131.39
08/20/20	OFFICE DEPOT #5125 0 SIGNAL HILL CA REF# 11737261900 8004633768 08/19/20 CABLE, HDMI TO HDMI, 6', BLK ROC NUMBER 11737261900 TAX \$3.70	11737261900	42.67
08/20/20	AMZN MKTP US*MM8CN2Q AMZN.COM/BILL WA REF# 711OVFOFHFA BOOK STORES 08/19/20		413.40
08/21/20	OFFICE DEPOT #5125 0 SIGNAL HILL CA REF# 11737197400 8004633768 08/20/20 24" WIDESCREEN, ACER, FHD ROC NUMBER 11737197400 TAX \$25.65	11737197400	295.62
08/23/20	AMZN MKTP US*MM5QY5H AMZN.COM/BILL WA REF# 1HE9K5NDLHS BOOK STORES 08/20/20		484.91
08/23/20	AMAZON.COM*MM5237EK0 AMZN.COM/BILL WA REF# 1MM0DHDOC92 MERCHANDISE 08/21/20		22.93
08/24/20	AMZN MKTP US*MM00D7I AMZN.COM/BILL WA REF# 4W5ZWQ0CFHR BOOK STORES 08/24/20		111.59
08/25/20	AMZN MKTP US*MM7618W AMZN.COM/BILL WA REF# EFMYJ10XP5R BOOK STORES 08/21/20		197.07
08/25/20	AMZN MKTP US*MM9KE5X AMZN.COM/BILL WA REF# LQIBW6ZYUJU BOOK STORES 08/24/20		50.38
08/25/20	AMZN MKTP US*MM5TB7V AMZN.COM/BILL WA REF# 51L8DPJOQJU BOOK STORES 08/25/20		5,091.90
08/26/20	AVENTRI EVENT REG 2034039470 CT REF# 10046856934 2034039470 08/25/20 CONSULTING SERVICES ROC NUMBER 100468569344	10046856934	40.00
08/26/20	AVENTRI EVENT REG 2034039470 CT REF# 10046857718 2034039470 08/25/20 CONSULTING SERVICES ROC NUMBER 100468577187	10046857718	40.00
08/27/20	AMZN MKTP US*MM89Y59 AMZN.COM/BILL WA REF# 6JOZZX3N0SY BOOK STORES 08/24/20		364.00
08/27/20	AMZN MKTP US*MM88067 AMZN.COM/BILL WA REF# 3U4C80FKLPB BOOK STORES 08/25/20		275.73
08/27/20	AMZN MKTP US*MM0G81Q AMZN.COM/BILL WA REF# 2RQ6EH16HSP BOOK STORES 08/25/20		396.30
08/27/20	AMZN MKTP US*MM6IU3B AMZN.COM/BILL WA REF# GUKK8SFNU7G BOOK STORES 08/26/20		131.22
08/27/20	AMZN MKTP US*MM9IA77 AMZN.COM/BILL WA REF# 7JR1YWFBSDS BOOK STORES 08/26/20		95.24

Continued on reverse

Prepared For
DAVID HUSSEY
 EL CAMINO REAL CHS

Account Number
 XXXX-XXXXX3-31005

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Activity Continued				Reference Code	Amount \$
08/27/20	AMZN MKTP US*MU5YH6Z	AMZN.COM/BILL	WA		306.59
	REF# 2CZJUPCEJ2Q	BOOK STORES	08/26/20		
08/27/20	THE HOME DEPOT #1070	WEST HILLS	CA	08260107002	43.67
	REF# 08260107002	800-654-0688	08/26/20		
08/27/20	AMZN MKTP US*MM6CP3Q	AMZN.COM/BILL	WA		125.52
	REF# 4Z9XSXZQK11	BOOK STORES	08/26/20		
08/27/20	AMAZON.COM*MM9FP0Q00	AMZN.COM/BILL	WA		131.38
	REF# 5XXJD133XCT	MERCHANDISE	08/27/20		
08/28/20	HOMEDEPOT.COM	800-430-3376	GA	08270811926	41.03
	REF# 08270811926	800-430-3376	08/27/20		
08/28/20	YOUCANBOOK.ME	BEDFORD			11.39
	REF# NT_HV26F4S3	+441234245538	08/28/20		
Total for DAVID HUSSEY				New Charges/Other Debits	32,147.20
				Payments/Other Credits	-19,784.81

**EL CAMINO REAL CHS
AMEX CHARGE RECAP
AUGUST 2020**

DATE	VENDOR	CARDHOLDER	REQUESTED BY	AMOUNT	RESOURCE	DESCRIPTION
07/29/2020	AMZN MKTP US*MF3MN53 AMZN.COM/BILL WA	D. HUSSEY	L.GASILLA	\$ 410.55	GENERAL OPERATIONS	COVID -19 SUPPLIES
07/30/2020	PRINTING SERVICE 888-888-4211 CA	D. HUSSEY	M.CLARK	\$ 401.96	ASB TRUST	STUDENT BODY SUPPLIES
07/31/2020	IN *ADVANCED TOOLWAR BONNEY LAKE WA	D. HUSSEY	R.GUINTO	\$ 6,560.00	TECHNOLOGY	COMPUTER HRDWR/SFTWR
07/31/2020	NEWEGG INC CITY OF INDUS CA	D. HUSSEY	R.GUINTO	\$ 6.99	TECHNOLOGY	COMPUTER HRDWR/SFTWR
07/31/2020	NEWEGG INC CITY OF INDUS CA	D. HUSSEY	R.GUINTO	\$ 11.01	TECHNOLOGY	COMPUTER HRDWR/SFTWR
07/31/2020	NEWEGG INC CITY OF INDUS CA	D. HUSSEY	R.GUINTO	\$ 75.54	TECHNOLOGY	COMPUTER HRDWR/SFTWR
08/01/2020	AMAZON.COM*MF7PW04F0 AMZN.COM/BILL WA	D. HUSSEY	L.GASILLA	\$ 39.32	GENERAL OPERATIONS	OFFICE SUPPLIES
08/01/2020	NEWEGG INC CITY OF INDUS CA	D. HUSSEY	R.GUINTO	\$ 65.23	TECHNOLOGY	COMPUTER HRDWR/SFTWR
08/03/2020	AGUAVIDA PREMIUM WAT 747-444-9637 CA	D. HUSSEY	A.DELOSSANTOS	\$ 219.99	GENERAL OPERATIONS	OFFICE SUPPLIES
08/03/2020	AMAZON WEB SERVICES AWS.AMAZON.CO WA	D. HUSSEY	R.GUINTO	\$ 4,257.87	TECHNOLOGY	COMPUTER HRDWR/SFTWR
08/03/2020	JIVE COMM/LOGMEIN OREM UT	D. HUSSEY	R.GUINTO	\$ 2,489.02	TECHNOLOGY	COMPUTER HRDWR/SFTWR
08/03/2020	NEWEGG INC CITY OF INDUS CA	D. HUSSEY	R.GUINTO	\$ 78.84	TECHNOLOGY	COMPUTER HRDWR/SFTWR
08/03/2020	NEWEGG INC CITY OF INDUS CA	D. HUSSEY	R.GUINTO	\$ 107.58	TECHNOLOGY	COMPUTER HRDWR/SFTWR
08/03/2020	NEWEGG INC CITY OF INDUS CA	D. HUSSEY	R.GUINTO	\$ 218.89	TECHNOLOGY	COMPUTER HRDWR/SFTWR
08/05/2020	AMZN MKTP US*MF12C66 AMZN.COM/BILL WA	D. HUSSEY	L.GASILLA	\$ 197.08	GENERAL OPERATIONS	COVID -19 SUPPLIES
08/05/2020	DECKER EQUIPMENT 436 VASSAR MI	D. HUSSEY	U. DUARTE	\$ 55.79	GENERAL OPERATIONS	CUSTODIAL SUPPLIES
08/05/2020	IN *EDPUZZLE MOUNTAIN VIEW CA	D. HUSSEY	R.GUINTO	\$ 1,440.00	TECHNOLOGY	COMPUTER HRDWR/SFTWR
08/07/2020	AMZN MKTP US*MF5UW2X AMZN.COM/BILL WA	D. HUSSEY	S.FARRIS	\$ 44.32	GENERAL OPERATIONS	OFFICE SUPPLIES
08/07/2020	AMZN MKTP US*MF6RD1P AMZN.COM/BILL WA	D. HUSSEY	S.FARRIS	\$ 24.96	GENERAL OPERATIONS	OFFICE SUPPLIES
08/07/2020	AMZN MKTP US*MF8012G AMZN.COM/BILL WA	D. HUSSEY	H.KIAMANESH	\$ 10.82	ASB TRUST	STUDENT BODY SUPPLIES
08/07/2020	OFFICE DEPOT #5125 0 SIGNAL HILL CA	D. HUSSEY	G.PAEZ	\$ 558.44	GENERAL OPERATIONS	OFFICE SUPPLIES
08/09/2020	AMZN MKTP US*MF4VB3I AMZN.COM/BILL WA	D. HUSSEY	D.BENNETT	\$ 39.40	GENERAL OPERATIONS	COVID -19 SUPPLIES
08/10/2020	AMZN MKTP US*MF11EOY AMZN.COM/BILL WA	D. HUSSEY	D.BENNETT	\$ 169.73	GENERAL OPERATIONS	COVID -19 SUPPLIES
08/10/2020	AMZN MKTP US*MF4427B AMZN.COM/BILL WA	D. HUSSEY	D.BENNETT	\$ 218.99	GENERAL OPERATIONS	COVID -19 SUPPLIES
08/11/2020	AMZN MKTP US*MF7WR5S AMZN.COM/BILL WA	D. HUSSEY	D.BENNETT	\$ 273.75	GENERAL OPERATIONS	COVID -19 SUPPLIES
08/11/2020	AMZN MKTP US*MM40X54 AMZN.COM/BILL WA	D. HUSSEY	J.PONCE	\$ 135.08	GENERAL OPERATIONS	OFFICE SUPPLIES
08/11/2020	AMZN MKTP US*MM5VG34 AMZN.COM/BILL WA	D. HUSSEY	DO.BENNETT	\$ 26.16	GENERAL OPERATIONS	OFFICE SUPPLIES
08/11/2020	AMZN MKTP US*MM65A2F AMZN.COM/BILL WA	D. HUSSEY	S.FARRIS	\$ 15.81	GENERAL OPERATIONS	OFFICE SUPPLIES

**EL CAMINO REAL CHS
AMEX CHARGE RECAP
AUGUST 2020**

DATE	VENDOR	CARDHOLDER	REQUESTED BY	AMOUNT	RESOURCE	DESCRIPTION
08/11/2020	SP * FALKENDESIGN NEWBURY PARK CA	D. HUSSEY	D.BENNETT	\$ 776.10	GENERAL OPERATIONS	COVID -19 SUPPLIES
08/12/2020	AMZN MKTP US*MF2A92S AMZN.COM/BILL WA	D. HUSSEY	DO.BENNETT	\$ 10.82	GENERAL OPERATIONS	OFFICE SUPPLIES
08/12/2020	AMZN MKTP US*MF7WG1K AMZN.COM/BILL WA	D. HUSSEY	L.PRATT	\$ 66.96	GENERAL ACADEMIC	CLASSROOM SUPPLIES
08/12/2020	AMZN MKTP US*MF9KL1D AMZN.COM/BILL WA	D. HUSSEY	DO.BENNETT	\$ 26.04	GENERAL OPERATIONS	OFFICE SUPPLIES
08/12/2020	AMZN MKTP US*MF9MY9D AMZN.COM/BILL WA	D. HUSSEY	S.FARRIS	\$ 315.32	GENERAL OPERATIONS	OFFICE SUPPLIES
08/12/2020	AMZN MKTP US*MM0460Z AMZN.COM/BILL WA	D. HUSSEY	I.PAEZ	\$ 26.90	GENERAL OPERATIONS	OFFICE SUPPLIES
08/12/2020	AMZN MKTP US*MM16B6N AMZN.COM/BILL WA	D. HUSSEY	L.PRATT	\$ 9.58	GENERAL ACADEMIC	CLASSROOM SUPPLIES
08/12/2020	AMZN MKTP US*MM5RX1L AMZN.COM/BILL WA	D. HUSSEY	J.ADAMS	\$ 41.56	TECHNOLOGY	COVID -19 SUPPLIES
08/13/2020	AMZN MKTP US*MF1RE9K AMZN.COM/BILL WA	D. HUSSEY	L.PRATT	\$ 28.74	GENERAL ACADEMIC	CLASSROOM SUPPLIES
08/13/2020	AMZN MKTP US*MF7QM4S AMZN.COM/BILL WA	D. HUSSEY	L.PRATT	\$ 308.92	GENERAL ACADEMIC	CLASSROOM SUPPLIES
08/13/2020	AMZN MKTP US*MM07Q73 AMZN.COM/BILL WA	D. HUSSEY	L.PRATT	\$ 64.36	GENERAL ACADEMIC	CLASSROOM SUPPLIES
08/13/2020	AMZN MKTP US*MM0N17N AMZN.COM/BILL WA	D. HUSSEY	J.ADAMS	\$ 21.93	TECHNOLOGY	COMPUTER REPAIR SUPPLIES
08/13/2020	AMZN MKTP US*MM6169N AMZN.COM/BILL WA	D. HUSSEY	J.ADAMS	\$ 415.24	TECHNOLOGY	COMPUTER REPAIR SUPPLIES
08/13/2020	AMZN MKTP US*MM8308N AMZN.COM/BILL WA	D. HUSSEY	L.PRATT	\$ 38.32	GENERAL ACADEMIC	CLASSROOM SUPPLIES
08/13/2020	AMZN MKTP US*MM8PV53 AMZN.COM/BILL WA	D. HUSSEY	L.PRATT	\$ 79.80	GENERAL ACADEMIC	CLASSROOM SUPPLIES
08/13/2020	AMZN MKTP US*MM9L873 AMZN.COM/BILL WA	D. HUSSEY	L.PRATT	\$ 210.12	GENERAL ACADEMIC	CLASSROOM SUPPLIES
08/13/2020	MAILCHIMP ATLANTA GA	D. HUSSEY	B.FLOREK-CHANG	\$ 269.00	GENERAL OPERATIONS	SUBSCRIPTION
08/14/2020	AMZN MKTP US*MM0N39A AMZN.COM/BILL WA	D. HUSSEY	D.BENNETT	\$ 72.24	GENERAL OPERATIONS	COVID -19 SUPPLIES
08/14/2020	SP * VOCES DIGITAL AUBURN HILLS MI	D. HUSSEY	I.LUNA	\$ 550.00	GENERAL ACADEMIC	COVID-19 INSTRUCTIONAL MATERIALS
08/14/2020	TARGET.COM 3991 BROOKLYN PARK MN	D. HUSSEY	J.CAMP	\$ 22.00	GENERAL OPERATIONS	COVID -19 TEXTBOOK DISTRIBUTION SUPPLIES
08/14/2020	TARGET.COM 3991 BROOKLYN PARK MN	D. HUSSEY	J.CAMP	\$ 65.12	GENERAL OPERATIONS	COVID -19 TEXTBOOK DISTRIBUTION SUPPLIES
08/14/2020	TARGET.COM 3991 BROOKLYN PARK MN	D. HUSSEY	J.CAMP	\$ 108.24	GENERAL OPERATIONS	COVID -19 TEXTBOOK DISTRIBUTION SUPPLIES
08/15/2020	OFFICE DEPOT #661 00 WOODLAND HILL CA	D. HUSSEY	M.CLARK	\$ 96.50	GENERAL OPERATIONS	COVID -19 TEXTBOOK DISTRIBUTION SUPPLIES
08/16/2020	AMAZON.COM*MM9Q02OC2 AMZN.COM/BILL WA	D. HUSSEY	G.PAEZ	\$ 336.80	GENERAL OPERATIONS	COVID -19 SUPPLIES
08/16/2020	AMZN MKTP US*MM2QU9F AMZN.COM/BILL WA	D. HUSSEY	S.ROE	\$ 345.68	GENERAL OPERATIONS	OFFICE SUPPLIES
08/16/2020	AMZN MKTP US*MM3PS9O AMZN.COM/BILL WA	D. HUSSEY	C.BRENNAN	\$ 525.52	GENERAL ACADEMIC	CLASSROOM SUPPLIES
08/16/2020	STAPLES 00472 PUTNAM CT	D. HUSSEY	M.CLARK	\$ 155.38	GENERAL OPERATIONS	COVID -19 TEXTBOOK DISTRIBUTION SUPPLIES
08/17/2020	AMZN MKTP US*MM8NQ5Z AMZN.COM/BILL WA	D. HUSSEY	J.ADAMS	\$ 26.14	TECHNOLOGY	COVID -19 SUPPLIES

**EL CAMINO REAL CHS
AMEX CHARGE RECAP
AUGUST 2020**

DATE	VENDOR	CARDHOLDER	REQUESTED BY	AMOUNT	RESOURCE	DESCRIPTION
08/18/2020	AMZN MKTP US*MM2E18V AMZN.COM/BILL WA	D. HUSSEY	G.PAEZ	\$ 88.67	GENERAL OPERATIONS	COPY/MEDIA ROOM SUPPLIES
08/19/2020	AMZN MKTP US*MM0QT34 AMZN.COM/BILL WA	D. HUSSEY	J.ADAMS	\$ 22.01	TECHNOLOGY	COVID -19 SUPPLIES
08/19/2020	AMZN MKTP US*MM2TR2T AMZN.COM/BILL WA	D. HUSSEY	J.ADAMS	\$ 26.14	TECHNOLOGY	COVID -19 SUPPLIES
08/19/2020	AMZN MKTP US*MM5A95B AMZN.COM/BILL WA	D. HUSSEY	G.PAEZ	\$ 131.39	GENERAL OPERATIONS	COVID -19 SUPPLIES
08/20/2020	AMZN MKTP US*MM8CN2Q AMZN.COM/BILL WA	D. HUSSEY	G.PAEZ	\$ 413.40	GENERAL OPERATIONS	COVID -19 SUPPLIES
08/20/2020	OFFICE DEPOT #5125 0 SIGNAL HILL CA	D. HUSSEY	M. MILLER	\$ 42.67	GENERAL ACADEMIC	COVID - 19 INSTRUCTIONAL SUPPLIES
08/21/2020	OFFICE DEPOT #5125 0 SIGNAL HILL CA	D. HUSSEY	M. MILLER	\$ 295.62	GENERAL ACADEMIC	COVID - 19 INSTRUCTIONAL SUPPLIES
08/23/2020	AMAZON.COM*MM5237EK0 AMZN.COM/BILL WA	D. HUSSEY	V.KINCAID	\$ 22.93	GENERAL OPERATIONS	CONFERENCE ROOM SUPPLIES
08/23/2020	AMZN MKTP US*MM5QY5H AMZN.COM/BILL WA	D. HUSSEY	DO.BENNETT	\$ 484.91	GENERAL OPERATIONS	OFFICE SUPPLIES
08/24/2020	AMZN MKTP US*MM00D7I AMZN.COM/BILL WA	D. HUSSEY	S.DHILLON	\$ 111.59	GENERAL OPERATIONS	SAFETY SUPPLIES
08/25/2020	AMZN MKTP US*MM5TB7V AMZN.COM/BILL WA	D. HUSSEY	D.BENNETT	\$ 5,091.90	GENERAL OPERATIONS	COVID -19 SUPPLIES
08/25/2020	AMZN MKTP US*MM7618W AMZN.COM/BILL WA	D. HUSSEY	C.BRENNAN	\$ 197.07	GENERAL ACADEMIC	CLASSROOM SUPPLIES
08/25/2020	AMZN MKTP US*MM9KE5X AMZN.COM/BILL WA	D. HUSSEY	S.DHILLON	\$ 50.38	GENERAL OPERATIONS	SAFETY SUPPLIES
08/26/2020	AVENTRI EVENT REG 2034039470 CT	D. HUSSEY	R.BERENY	\$ 40.00	GENERAL ACADEMIC	PROFESSIONAL DEVELOPMENT
08/26/2020	AVENTRI EVENT REG 2034039470 CT	D. HUSSEY	D.YERAVANIAN	\$ 40.00	GENERAL ACADEMIC	PROFESSIONAL DEVELOPMENT
08/27/2020	AMAZON.COM*MM9FP0Q00 AMZN.COM/BILL WA	D. HUSSEY	G.PAEZ	\$ 131.38	GENERAL OPERATIONS	COPY/MEDIA ROOM SUPPLIES
08/27/2020	AMZN MKTP US*MM0G81Q AMZN.COM/BILL WA	D. HUSSEY	S.DHILLON	\$ 396.30	GENERAL OPERATIONS	SAFETY SUPPLIES
08/27/2020	AMZN MKTP US*MM6CP3Q AMZN.COM/BILL WA	D. HUSSEY	C.MURRAY	\$ 125.52	GENERAL ACADEMIC	COVID -19 INSTRUCTIONAL SUPPLIES
08/27/2020	AMZN MKTP US*MM6IU3B AMZN.COM/BILL WA	D. HUSSEY	M.GREGORIO	\$ 131.22	GENERAL ACADEMIC	COVID -19 INSTRUCTIONAL SUPPLIES
08/27/2020	AMZN MKTP US*MM88067 AMZN.COM/BILL WA	D. HUSSEY	S.DHILLON	\$ 275.73	GENERAL OPERATIONS	SAFETY SUPPLIES
08/27/2020	AMZN MKTP US*MM89Y59 AMZN.COM/BILL WA	D. HUSSEY	S.DHILLON	\$ 364.00	GENERAL OPERATIONS	SAFETY SUPPLIES
08/27/2020	AMZN MKTP US*MM9IA77 AMZN.COM/BILL WA	D. HUSSEY	C.MURRAY	\$ 95.24	GENERAL ACADEMIC	COVID -19 INSTRUCTIONAL SUPPLIES
08/27/2020	AMZN MKTP US*MU5YH6Z AMZN.COM/BILL WA	D. HUSSEY	D.BENNETT	\$ 306.59	GENERAL ACADEMIC	COVID -19 INSTRUCTIONAL SUPPLIES
08/27/2020	THE HOME DEPOT #1070 WEST HILLS CA	D. HUSSEY	U. DUARTE	\$ 43.67	GENERAL OPERATIONS	CUSTODIAL SUPPLIES
08/28/2020	HOMEDEPOT.COM 800-430-3376 GA	D. HUSSEY	U. DUARTE	\$ 41.03	GENERAL OPERATIONS	CUSTODIAL SUPPLIES
08/28/2020	YOUCANBOOK.ME BEDFORD	D. HUSSEY	S.JAQUEZ	\$ 11.39	GENERAL OPERATIONS	COMMUNICATION ONLINE CALENDAR SOFTWARE
TOTAL PER STATEMENT				\$ 32,147.20		

Coversheet

August 2020 Financial Update

Section: III. Financial
Item: A. August 2020 Financial Update
Purpose: Discuss
Submitted by:
Related Material: Aug '20 - Financial Board Report v09.15.2020.pdf

El Camino Real Charter High School



FINANCIAL REPORT AS OF: AUGUST 31, 2020

PROVIDED BY: ICON School Management



BALANCE SHEET

Description	Actual Aug 2020	Prior Aug 2019	\$ Change	% Change
ASSETS				
Current Assets				
Cash	\$ 8,451,791	\$ 5,922,916	\$ 2,528,875	42.70%
Investments	21,068,388	6,666,031	14,402,356	216.06%
Accounts Receivable	3,664,307	1,268,905	2,395,402	188.78%
Prepaid Expenditures (Expenses)	447,996	643,687	(195,690)	-30.40%
Total Current Assets	33,632,481	14,501,539	19,130,943	131.92%
Fixed Assets, Net of Depreciation	7,036,626	7,171,063	(134,437)	-1.87%
Total Assets	\$ 40,669,108	\$ 21,672,601	\$ 18,996,506	87.65%
LIABILITIES & NET ASSETS				
Current Liabilities				
Accounts Payables	\$ 34,875	\$ 382,604	\$ (347,730)	-90.88%
Accrued Liabilities	1,126,786	2,079,168	(952,382)	-45.81%
Deferred Revenue	236,020	531,704	(295,684)	-55.61%
Total Current Liabilities	1,397,681	2,993,477	(1,595,796)	-53.31%
Long-Term Debt	34,112,552	12,822,775	21,289,777	166.03%
Total Liabilities	35,510,233	15,816,252	19,693,982	124.52%
Net Assets				N/A
Restricted	-	-	-	N/A
Unrestricted	5,158,874	5,856,350	(697,475)	-11.91%
Total Net Assets	5,158,874	5,856,350	(697,475)	-11.91%
Total Liabilities & Net Assets	\$ 40,669,108	\$ 21,672,601	\$ 18,996,506	87.65%

- Reclassification of Assets – No longer Net OPEB Liability. Investment Part is separated and is now an Asset
- Reclassification of LTD – No longer NET OPEB Liability. OPEB Liability is separated from Investments
- LT-Debt Increased due to PPP Funding



CASH FLOW

Description	Aug 2020	Aug 2019
OPERATING ACTIVITIES		
Net Income	(\$730,064.35)	(\$2,382,544.15)
Total Adjustments to Reconcile Net Income to Net Cash provided by operations	(\$2,062,351.23)	(\$3,913,817.81)
Net Cash provided by Operating Activities	(2,792,415.58)	(6,296,361.96)
INVESTING ACTIVITIES		
Net Cash provided (used) by Investing Activities	\$106,669.14	(\$5,537,400.51)
FINANCING ACTIVITIES		
Net Cash provided by Financing Activities	\$3,915,396.00	\$29,887,037.52
NET CASH INCREASE (DECREASE) FOR PERIOD	1,229,649.56	18,053,275.05
CASH, BEGINNING	\$7,222,141.19	(\$12,130,359.05)
CASH, ENDING	\$ 8,451,790.75	\$ 5,922,916.00

- School received PPP Funding to help with Future Cash Deferrals



CASH ANALYSIS

- Days of Cash on Hand: 87

	Aug 2020	Jul 2020	Jun 2020	Aug 2019
General Account #1761	\$ 6,554,491.02	\$ 4,894,289.35	\$ 5,537,876.22	\$ 4,744,258.11
A/P Account #1796	(162,345.44)	330,870.21	36,229.48	24,361.42
ASB Trust #1826	162,531.85	163,076.91	164,872.41	142,925.93
CNB ZBA Account	(36,333.62)	(13,328.76)	(21,958.45)	(40,051.01)
Hanmi MMA #2745	-	-	-	341.77
Cetera MMA #3344	1,731,117.56	1,731,117.56	1,273,928.00	-
Royal Alliance MMA #3922	-	-	-	656,158.84
Cetera OPEB MMA #4925	201,046.38	76,162.48	230,858.53	-
Undeposited Funds	1,283.00	7,190.36	335.00	394,920.94
Total Checking/Savings/CDs	<u>8,451,790.75</u>	<u>7,189,378.11</u>	<u>7,222,141.19</u>	<u>5,922,916.00</u>
Less -				
5% Reserve	(1,805,134.00)			
Total Cash Available	<u>\$ 6,646,656.75</u>	<u>\$ 7,189,378.11</u>	<u>\$ 7,222,141.19</u>	<u>\$ 5,922,916.00</u>



PROFIT & LOSS (SUMMARY)

	Working Budget 20-21	1st Interim Budget	2nd Interim Budget	YTD 2020-21	PYTD 2019-20
REVENUES					
LCFF	\$ 34,623,203	\$ -	\$ -	\$ 3,482,856	\$ 3,366,546
Federal	3,455,377	-	-	149,235	100,496
State	3,626,197	-	-	454,385	443,030
Local	975,000	-	-	1,471,702	222,389
	42,679,777	-	-	5,558,178	4,132,461
EXPENSES					
Salaries and benefits	30,492,305	-	-	4,732,755	5,027,090
Student supplies	2,604,498	-	-	567,298	640,105
Operating Exp	6,970,529	-	-	881,892	847,809
Capital Outlay	550,254	-	-	106,669	-
Other Outgo	31,280	-	-	-	-
	40,648,866	-	-	6,288,614	6,515,005
NET INCOME (LOSS)	\$ 2,030,911	\$ -	\$ -	\$ (730,436)	\$ (2,382,544)



PROFIT & LOSS (YTD)

Description	Actual YTD Aug 2020	Prior YTD Aug 2019	\$ Change	% Change
REVENUES				
LCFF Revenues	\$ 3,482,856	\$ 3,366,546	\$ 116,310	3.45%
Federal Revenues	149,235	100,496	48,739	48.50%
State Revenues	454,385	443,030	11,355	2.56%
Local Revenues	1,471,702	222,389	1,249,312	561.77%
Total Revenues	5,558,178	4,132,461	1,425,716	34.50%
EXPENDITURES				
Certificated Salaries	2,430,280	2,618,127	(187,847)	-7.17%
Classified Salaries	502,552	647,078	(144,526)	-22.34%
Employee Benefits	1,799,923	1,761,886	38,037	2.16%
Books & Supplies	567,298	640,105	(72,808)	-11.37%
Services and Operations	881,892	847,809	34,082	4.02%
Capital Outlay	106,669	-	106,669	N/A
Total Expenditures	6,288,614	6,515,005	(226,392)	-3.47%
NET INCOME (LOSS)	\$ (730,436)	\$ (2,382,544)	\$ 1,652,108	-69.34%

- Significant Difference is in Local Revenues.
- Local Revenues are primarily FMV Adjustment of Investment Activities with the OPEB Investments accounting for over 90% of this local revenue.
- As Stock Market fluctuates, Local Revenue will fluctuate.



P & L - CONTINUED

- Revenue

- Federal Revenue does not come in till year end. Learning Loss Mitigation Fund received in September which will significantly help Cash Flow.
- 5% of Total LCFF Revenue coming in for July and August. 9% starts coming in September. Based on prior year P-2 numbers.

- Expenses

- Expenses are normal for this period.



BUDGET UPDATE

Description	Adopted Budget	Working Budget	\$ Change	% Change
REVENUES				
LCFF Revenues	\$ 30,665,585	\$ 34,623,203	\$ 3,957,618	12.91%
Federal Revenues	1,735,954	3,455,377	1,719,423	99.05%
State Revenues	2,915,030	3,626,197	711,167	24.40%
Local Revenues	1,065,000	975,000	(90,000)	-8.45%
Total Revenues	36,381,569	42,679,777	6,298,208	17.31%
EXPENDITURES				
Certificated Salaries	13,582,763	15,411,545	(1,828,782)	13.46%
Classified Salaries	3,871,099	4,045,784	(174,685)	4.51%
Employee Benefits	9,629,263	11,034,976	(1,405,713)	14.60%
Books & Supplies	2,674,498	2,604,498	70,000	-2.62%
Services and Operations	5,778,605	6,970,529	(1,191,924)	20.63%
Capital Outlay	566,445	550,254	16,191	-2.86%
Other Outgo	-	31,280	(31,280)	N/A
Total Expenditures	36,102,673	40,648,866	(4,546,193)	12.59%
NET INCOME (LOSS)	\$ 278,896	\$ 2,030,911	\$ 1,752,015	628.20%

- Budget updated using the most recent LCFF Calculator V21.2
- Revenue updated using more recent Revenue Matrix (SCC Dashboard, CDE Apportionment Letters)
- Revenue updated for LLMF
- Expenses updated using 19/20 Unaudited Actuals
- Expenses updated for LLMF Funding (One-Time Expenditures)



BUDGET COMPARISON (YTD)

Description	Actual Aug 2020	Working Budget	% Used
REVENUES			
LCFF Revenues	\$ 3,482,856	\$ 34,623,203	10.06%
Federal Revenues	149,235	3,455,377	4.32%
State Revenues	454,385	3,626,197	12.53%
Local Revenues	1,471,702	975,000	150.94%
Total Revenues	5,558,178	42,679,777	13.02%
EXPENDITURES			
Certificated Salaries	2,430,280	15,411,545	15.77%
Classified Salaries	502,552	4,045,784	12.42%
Employee Benefits	1,799,923	11,034,976	16.31%
Books & Supplies	567,298	2,604,498	21.78%
Services and Operations	881,892	6,970,529	12.65%
Capital Outlay	106,669	550,254	19.39%
Other Outgo	-	31,280	0.00%
Total Expenditures	6,288,614	40,648,866	15.47%
NET INCOME (LOSS)	\$ (730,436)	\$ 2,030,911	-35.97%



BUDGET ANALYSIS - CONTINUED

- Budget updated as of 9/14/2020 to reflect the everchanging State Budget.
- Revenue
 - In Line with Projections at Working Budget Report.
- Expenses
 - In Line with Projections at Working Budget Report.



OTHER MATTERS

- State Budget continues to fluctuate. Newest guidelines have growth being accounted for. Once new LCFF Calculator is finalized and released, we will update the Working Budget
- Cycle 1 of CARES Funding Reporting due date of 9/14/2020. Our Team was able to get the report in. \$198,877 worth of expenditures tagged for 2019-2020
- Working Budget being constantly updated to reflect real life changes to the financials in order to maintain Cash Flow Projections for 20-21.
- Cash Deferrals updated at State Level. More cash deferrals for February through June 2021.



El Camino Real Charter High School Parent Company Balance Sheet End of Aug 2020

Financial Row	2020	2019	\$ Variance	% Variance
ASSETS				
Current Assets				
Bank				
9121-1761 - CNB Checking - General Account #1761	\$6,554,491.02	\$4,744,258.11	\$1,810,232.91	38.16%
9121-1796 - CNB Checking - A/P Account #1796	(\$162,345.44)	\$24,361.42	(\$186,706.86)	-766.40%
9122-1826 - CNB Checking - ASB Trust #1826	\$162,531.85	\$142,925.93	\$19,605.92	13.72%
9124-2717 - ECRCHS : CNB ZBA account	(\$36,333.62)	(\$40,051.01)	\$3,717.39	-9.28%
9126-2745 - Hanmi Money Market #2745	\$0.00	\$341.77	(\$341.77)	-100.00%
9135-3344 - Cetera Investments #3344	\$1,731,117.56	\$0.00	\$1,731,117.56	0.00%
9135-3922 - Royal Alliance Investment #3922	\$0.00	\$656,158.84	(\$656,158.84)	-100.00%
9135-4925 - Cetera OPEB Investments #4925	\$201,046.38	\$0.00	\$201,046.38	0.00%
Total Bank	\$8,450,507.75	\$5,527,995.06	\$2,922,512.69	52.87%
Accounts Receivable				
9200 - Accounts Receivable				
9200 - Accounts Receivable	(\$52,000.00)	\$96,792.75	(\$148,792.75)	-153.72%
9211 - AR - Title I	\$57,828.00	\$0.00	\$57,828.00	0.00%
9212 - AR - Title II	\$39,137.00	\$0.00	\$39,137.00	0.00%
9213 - AR - Title III	\$9,218.00	\$0.00	\$9,218.00	0.00%
9214 - AR - Title IV	\$13,418.00	\$394.00	\$13,024.00	3,305.58%
9219 - AR - Special Ed (Fed)	\$84,127.66	\$0.00	\$84,127.66	0.00%
9226 - AR- Child Nutrition (Federal)	(\$22,871.00)	\$26,858.60	(\$49,729.60)	-185.15%
9230 - AR - State Aid	\$852,850.00	\$933,017.00	(\$80,167.00)	-8.59%
9232 - AR - Property Taxes	\$2,194,699.74	\$0.00	\$2,194,699.74	0.00%
9233 - AR - Lottery	\$157,802.52	\$163,116.92	(\$5,314.40)	-3.26%
9239 - AR - Special Education	\$330,096.74	\$0.02	\$330,096.72	1,650,483,600.00%
9246 - AR - Child Nutrition (State)	\$0.00	\$4,410.49	(\$4,410.49)	-100.00%
9249 - AR - Other State Grants	\$0.00	(\$0.03)	\$0.03	-100.00%
9251 - AR - Gen Purpose prior yr adjustment (Due from Distri	\$0.00	\$44,315.00	(\$44,315.00)	-100.00%
Total - 9200 - Accounts Receivable	\$3,664,306.66	\$1,268,904.75	\$2,395,401.91	188.78%
Total Accounts Receivable	\$3,664,306.66	\$1,268,904.75	\$2,395,401.91	188.78%
Other Current Asset				
9150 - Investments	\$5,791,757.25	\$6,666,031.35	(\$874,274.10)	-13.12%
9151 - OPEB Investments	\$15,276,630.29	\$0.00	\$15,276,630.29	0.00%
9330 - PrePaid Expenses	\$447,996.29	\$643,686.56	(\$195,690.27)	-30.40%
Undeposited Funds	\$1,283.00	\$394,920.94	(\$393,637.94)	-99.68%
Total Other Current Asset	\$21,517,666.83	\$7,704,638.85	\$13,813,027.98	179.28%
Total Current Assets	\$33,632,481.24	\$14,501,538.66	\$19,130,942.58	131.92%
Fixed Assets				
9410 - Land	\$2,019,963.89	\$2,019,963.89	\$0.00	0.00%
9420 - Land Improvements	\$168,345.25	\$168,345.25	\$0.00	0.00%
9425 - Accumulated Depreciation - Land Improvements	(\$162,088.41)	(\$161,684.73)	(\$403.68)	0.25%
9430 - Buildings	\$3,559,839.36	\$3,559,839.36	\$0.00	0.00%
9431 - Fixed Asset - Building Improvements	\$139,467.91	\$139,467.91	\$0.00	0.00%
9435 - Accumulated Depreciation-Buildings	(\$324,175.24)	(\$284,897.92)	(\$39,277.32)	13.79%
9436 - Accumulated Depreciation - Building Improvements	(\$109,249.86)	(\$97,627.98)	(\$11,621.88)	11.90%
9440 - Equipment	\$1,691,746.68	\$1,691,746.68	\$0.00	0.00%
9445 - Accumulated Depreciation-Equipment	(\$1,232,182.10)	(\$1,173,690.98)	(\$58,491.12)	4.98%
9460 - Fixed Asset - Leasehold Improvements	\$1,478,554.00	\$1,478,554.00	\$0.00	0.00%
9465 - Accumulated Depreciation - Leaseholds	(\$193,595.22)	(\$168,952.66)	(\$24,642.56)	14.59%
Total Fixed Assets	\$7,036,626.26	\$7,171,062.82	(\$134,436.56)	-1.87%
Total ASSETS	\$40,669,107.50	\$21,672,601.48	\$18,996,506.02	87.65%
LIABILITIES & EQUITY				
Current Liabilities				
Accounts Payable				
9500 - Accounts Payable				

El Camino Real Charter High School Parent Company Balance Sheet End of Aug 2020

Financial Row	2020	2019	\$ Variance	% Variance
9500 - Accounts Payable	\$34,874.70	\$374,064.91	(\$339,190.21)	-90.68%
9502 - AP - District Oversight Fee	\$0.00	\$0.01	(\$0.01)	-100.00%
9503 - AP - Special Education	\$0.00	\$0.02	(\$0.02)	-100.00%
9516 - AP - Payable to County (prior yr adj)	\$0.00	\$9,910.00	(\$9,910.00)	-100.00%
Total - 9500 - Accounts Payable	\$34,874.70	\$383,974.94	(\$349,100.24)	-90.92%
9504 - AMEX - Accounts Payable	\$0.00	(\$1,370.72)	\$1,370.72	-100.00%
Total Accounts Payable	\$34,874.70	\$382,604.22	(\$347,729.52)	-90.88%
Credit Card				
9515-1013 - American Express-Hussey (1013)	\$0.00	(\$25.00)	\$25.00	-100.00%
9515-1039 - American Express - Darby	\$320.00	\$11,136.74	(\$10,816.74)	-97.13%
Total Credit Card	\$320.00	\$11,111.74	(\$10,791.74)	-97.12%
Other Current Liability				
9501 - Accrued Accounts Payable	\$926,531.14	\$1,324,316.99	(\$397,785.85)	-30.04%
9530 - Garnishment/Lien Payable	\$985.91	(\$1,851.02)	\$2,836.93	-153.26%
9550 - Retirement Liability - PERS	(\$79,260.56)	\$76,449.45	(\$155,710.01)	-203.68%
9555 - Retirement Liability - STRS	(\$398,727.84)	\$365,332.29	(\$764,060.13)	-209.14%
9558 - Retirement Liability - PARS	\$22,604.70	\$1,134.88	\$21,469.82	1,891.81%
9570 - Wages Payable	(\$1,235.91)	(\$100.00)	(\$1,135.91)	1,135.91%
9573 - Accrued Salaries	\$24,654.39	\$7,913.99	\$16,740.40	211.53%
9574 - Accrued Payroll Taxes	(\$4,214.71)	\$0.00	(\$4,214.71)	0.00%
9580 - 403B Payable	(\$2,850.00)	\$41,097.00	(\$43,947.00)	-106.93%
9585 - Other Payroll Liabilities	\$13,568.24	\$15,955.78	(\$2,387.54)	-14.96%
9589 - OPEB Current Liability	\$309,446.69	\$0.00	\$309,446.69	0.00%
9620 - Due to Student Groups/Other Agencies				
9621 - Due to (From) School 1	\$316,045.95	\$237,807.35	\$78,238.60	32.90%
Total - 9620 - Due to Student Groups/Other Agencies	\$316,045.95	\$237,807.35	\$78,238.60	32.90%
9650 - Deferred Revenue	\$236,020.00	\$531,704.00	(\$295,684.00)	-55.61%
Refunds Payable	(\$1,082.00)	\$0.00	(\$1,082.00)	0.00%
Total Other Current Liability	\$1,362,486.00	\$2,599,760.71	(\$1,237,274.71)	-47.59%
Total Current Liabilities	\$1,397,680.70	\$2,993,476.67	(\$1,595,795.97)	-53.31%
Long Term Liabilities				
9664 - OPEB Liability	\$30,103,256.00	\$12,822,774.95	\$17,280,481.05	134.76%
9665 - Compensated Absences Payable	\$193,596.42	\$0.00	\$193,596.42	0.00%
9669 - Other general Long Term Debt	\$3,815,700.00	\$0.00	\$3,815,700.00	0.00%
Total Long Term Liabilities	\$34,112,552.42	\$12,822,774.95	\$21,289,777.47	166.03%
Equity				
Equity				
9760 - Fund Balance	\$7,722,662.00	\$8,237,523.29	(\$514,861.29)	-6.25%
Total - Equity	\$7,722,662.00	\$8,237,523.29	(\$514,861.29)	-6.25%
Retained Earnings	(\$1,833,351.39)	\$1,370.72	(\$1,834,722.11)	-133,850.98%
Net Income	(\$730,436.23)	(\$2,382,544.15)	\$1,652,107.92	-69.34%
Total Equity	\$5,158,874.38	\$5,856,349.86	(\$697,475.48)	-11.91%
Total LIABILITIES & EQUITY	\$40,669,107.50	\$21,672,601.48	\$18,996,506.02	87.65%

El Camino Real Charter High School Parent Company Income Statement Jul 2020, Aug 2020

Financial Row	2020	2019	\$ Variance	% Variance
Ordinary Income/Expense				
Income				
8000 - Revenue				
8010 - Principal Apportionment				
8011 - Charter Schools General Purpose Entitlement - State Aid	\$1,705,700.00	\$1,866,034.00	(\$160,334.00)	-8.59%
8019 - State Aid - Prior Years	\$0.00	(\$3,541.00)	\$3,541.00	-100.00%
8096 - Charter Schools in Lieu of Property Taxes	\$1,777,156.00	\$1,504,053.00	\$273,103.00	18.16%
Total - 8010 - Principal Apportionment	\$3,482,856.00	\$3,366,546.00	\$116,310.00	3.45%
8100 - Federal Revenue				
8181 - Special Education - Entitlement	\$126,037.00	\$120,796.00	\$5,241.00	4.34%
8220 - Child Nutrition Programs	\$0.00	(\$20,299.69)	\$20,299.69	-100.00%
Total - 8100 - Federal Revenue	\$126,037.00	\$100,496.31	\$25,540.69	25.41%
8290 - Every Student Succeeds Act				
8294 - Title IV	\$196.00	\$0.00	\$196.00	0.00%
Total - 8290 - Every Student Succeeds Act	\$196.00	\$0.00	\$196.00	0.00%
8296 - Other Federal Revenue				
8299 - All Other Federal Revenue	\$23,002.17	\$0.00	\$23,002.17	0.00%
Total - 8296 - Other Federal Revenue	\$23,002.17	\$0.00	\$23,002.17	0.00%
Total - 8100 - Federal Revenue	\$149,235.17	\$100,496.31	\$48,738.86	48.50%
8300 - Other State Revenues				
8380 - Special Ed				
8381 - Special Education - Entitlement (State)	\$399,076.00	\$351,148.55	\$47,927.45	13.65%
Total - 8380 - Special Ed	\$399,076.00	\$351,148.55	\$47,927.45	13.65%
8520 - Child Nutrition - State	\$0.00	\$4,411.12	(\$4,411.12)	-100.00%
8590 - All Other State Revenue	\$55,308.78	\$87,469.91	(\$32,161.13)	-36.77%
Total - 8300 - Other State Revenues	\$454,384.78	\$443,029.58	\$11,355.20	2.56%
8600 - Other Local Revenue				
8631 - Sales				
8631 - Sales	\$0.00	\$1,428.00	(\$1,428.00)	-100.00%
8634 - Food Service Sales	(\$390.50)	\$30,278.75	(\$30,669.25)	-101.29%
Total - 8631 - Sales	(\$390.50)	\$31,706.75	(\$32,097.25)	-101.23%
8660 - Interest	\$58,280.39	\$54,176.73	\$4,103.66	7.57%
8662 - Net Increase (Decrease) in the Fair Value of Investments	\$1,538,969.49	(\$107,424.34)	\$1,646,393.83	-1,532.61%
8690 - Other Local Revenue	(\$136,540.50)	\$0.00	(\$136,540.50)	0.00%
8690 - Other Local Revenue	\$0.00	\$181,978.25	(\$181,978.25)	-100.00%
8699 - All Other Local Revenue	\$0.00	(\$3,852.19)	\$3,852.19	-100.00%
Total - 8690 - Other Local Revenue	\$0.00	\$178,126.06	(\$178,126.06)	-100.00%
Total - 8600 - Other Local Revenue	\$1,460,318.88	\$156,585.20	\$1,303,733.68	832.60%
8999 - Uncategorized Revenue	\$0.00	\$85.00	(\$85.00)	-100.00%
Total - 8000 - Revenue	\$5,546,794.83	\$4,066,742.09	\$1,480,052.74	36.39%
8804 - ASB Revenues	\$11,382.77	\$65,719.20	(\$54,336.43)	-82.68%
Total - Income	\$5,558,177.60	\$4,132,461.29	\$1,425,716.31	34.50%
Gross Profit	\$5,558,177.60	\$4,132,461.29	\$1,425,716.31	34.50%
Expense				
1000 - Certificated Salaries				
1100 - Teachers Salaries	\$1,975,259.64	\$2,147,876.18	(\$172,616.54)	-8.04%
1101 - Teacher - Stipends	\$0.00	(\$2,967.08)	\$2,967.08	-100.00%
1190 - Teacher - Custom 5	\$1,000.00	\$0.00	\$1,000.00	0.00%
1200 - Certificated Pupil Support Salaries	\$299,398.98	\$295,256.51	\$4,142.47	1.40%
1300 - Certificated Supervisor & Administrator Salaries	\$154,621.62	\$177,961.54	(\$23,339.92)	-13.12%
Total - 1000 - Certificated Salaries	\$2,430,280.24	\$2,618,127.15	(\$187,846.91)	-7.17%
2000 - Classified Salaries				
2100 - Classified Instructional Aide Salaries	\$83,766.63	\$181,413.75	(\$97,647.12)	-53.83%
2200 - Classified Support Salaries	\$200,397.85	\$205,184.13	(\$4,786.28)	-2.33%
2300 - Classified Supervisor & Administrator Salaries	\$93,983.48	\$131,008.86	(\$37,025.38)	-28.26%

El Camino Real Charter High School Parent Company Income Statement Jul 2020, Aug 2020

Financial Row	2020	2019	\$ Variance	% Variance
2400 - Classified Clerical & Office Salaries	\$115,896.56	\$126,949.95	(\$11,053.39)	-8.71%
2900 - Classified Other Salaries	\$8,507.37	\$2,521.12	\$5,986.25	237.44%
Total - 2000 - Classified Salaries	\$502,551.89	\$647,077.81	(\$144,525.92)	-22.34%
3000 - Employee Benefits				
3100 - STRS				
3101 - State Teachers Retirement System, certificated positions	\$393,118.36	\$437,245.55	(\$44,127.19)	-10.09%
3102 - State Teachers Retirement System, classified positions	\$9,269.15	\$4,028.98	\$5,240.17	130.06%
Total - 3100 - STRS	\$402,387.51	\$441,274.53	(\$38,887.02)	-8.81%
3200 - PERS				
3201 - Public Employees Retirement System, certificated positions	\$6,305.73	\$7,085.37	(\$779.64)	-11.00%
3202 - Public Employees Retirement System, classified positions	\$86,875.79	\$86,183.86	\$691.93	0.80%
Total - 3200 - PERS	\$93,181.52	\$93,269.23	(\$87.71)	-0.09%
3300 - OASDI-Medicare-Alternative				
3301 - OASDI/Alternative, certificated positions	\$33,512.13	\$43,801.39	(\$10,289.26)	-23.49%
3302 - OASDI/Alternative, classified positions	\$34,187.65	\$47,063.53	(\$12,875.88)	-27.36%
Total - 3300 - OASDI-Medicare-Alternative	\$67,699.78	\$90,864.92	(\$23,165.14)	-25.49%
3400 - Health & Welfare Benefits				
3400 - Health & Welfare Benefits	\$3,434.92	\$4,607.01	(\$1,172.09)	-25.44%
3401 - Health & Welfare Benefits - Certificated Positions	\$525,871.12	\$610,376.44	(\$84,505.32)	-13.84%
3402 - Health and Welfare Benefits - Classified Positions	\$167,437.77	(\$2,997.49)	\$170,435.26	-5,685.93%
Total - 3400 - Health & Welfare Benefits	\$696,743.81	\$611,985.96	\$84,757.85	13.85%
3500 - Unemployment Insurance				
3501 - State Unemploy. Insurance - Certificated Positions	\$0.00	\$24.27	(\$24.27)	-100.00%
3502 - State Unemploy. Insurance - Classified Positions	\$0.00	\$581.20	(\$581.20)	-100.00%
Total - 3500 - Unemployment Insurance	\$0.00	\$605.47	(\$605.47)	-100.00%
3600 - Workers Comp Insurance				
3601 - Worker's Comp Insurance - Certificated Positions	\$0.00	\$55,916.12	(\$55,916.12)	-100.00%
Total - 3600 - Workers Comp Insurance	\$0.00	\$55,916.12	(\$55,916.12)	-100.00%
3700 - Retiree Benefits				
3701 - OPEB, Allocated, Certificated Positions	\$448,752.43	\$370,276.57	\$78,475.86	21.19%
3702 - OPEB, Allocated, Classified Positions	\$90,943.57	\$91,625.27	(\$681.70)	-0.74%
Total - 3700 - Retiree Benefits	\$539,696.00	\$461,901.84	\$77,794.16	16.84%
3900 - Other Employee Benefits				
3901 - Other Benefits - Certificated Positions	\$0.00	\$5,500.00	(\$5,500.00)	-100.00%
3902 - Other Benefits - Classified Positions	\$214.38	\$567.44	(\$353.06)	-62.22%
Total - 3900 - Other Employee Benefits	\$214.38	\$6,067.44	(\$5,853.06)	-96.47%
Total - 3000 - Employee Benefits	\$1,799,923.00	\$1,761,885.51	\$38,037.49	2.16%
4000 - Books & Supplies				
4100 - Approved Textbooks & Core Curricula Materials	\$69,138.41	\$223,085.03	(\$153,946.62)	-69.01%
4200 - Books & Other Reference Materials	\$0.00	\$29,280.78	(\$29,280.78)	-100.00%
4300 - Materials & Supplies				
4300 - Materials & Supplies	\$722.86	\$0.00	\$722.86	0.00%
4325 - Instructional Materials & Supplies	\$59,465.18	\$52,512.94	\$6,952.24	13.24%
4330 - Office Supplies	\$5,744.00	\$17,217.53	(\$11,473.53)	-66.64%
4345 - Non Instructional Student Materials & Supplies	\$74,677.09	\$112,225.45	(\$37,548.36)	-33.46%
Total - 4300 - Materials & Supplies	\$140,609.13	\$181,955.92	(\$41,346.79)	-22.72%
4400 - Noncapitalized Equipment	\$357,550.07	\$151,024.16	\$206,525.91	136.75%
4700 - Food				
4710 - Student Food Services	\$0.00	\$54,759.60	(\$54,759.60)	-100.00%
Total - 4700 - Food	\$0.00	\$54,759.60	(\$54,759.60)	-100.00%
Total - 4000 - Books & Supplies	\$567,297.61	\$640,105.49	(\$72,807.88)	-11.37%
5000 - Services & Other Operating Expenses				
5000 - Services & Other Operating Expenses	\$16,134.61	\$20,215.55	(\$4,080.94)	-20.19%
5200 - Travel & Conferences	\$2,601.16	\$7,958.46	(\$5,357.30)	-67.32%
5300 - Dues & Memberships	\$45,315.73	\$46,339.89	(\$1,024.16)	-2.21%

**El Camino Real Charter High School
Parent Company
Income Statement
Jul 2020, Aug 2020**

Financial Row	2020	2019	\$ Variance	% Variance
5400 - Insurance	\$114,378.83	\$131,412.00	(\$17,033.17)	-12.96%
5500 - Operations & Housekeeping				
5500 - Operations & Housekeeping	\$399,766.49	\$31,463.98	\$368,302.51	1,170.55%
5520 - Security	\$0.00	\$58,204.88	(\$58,204.88)	-100.00%
Total - 5500 - Operations & Housekeeping	\$399,766.49	\$89,668.86	\$310,097.63	345.83%
5600 - Rentals, Leases, & Repairs				
5605 - Equipment Leases	\$10,981.93	\$121,624.62	(\$110,642.69)	-90.97%
5610 - Rent	\$926.81	\$0.00	\$926.81	0.00%
5616 - Repairs and Maintenance - Computers	\$321.53	\$0.00	\$321.53	0.00%
5631 - Other Rentals, Leases and Repairs 1	\$0.00	\$269.00	(\$269.00)	-100.00%
Total - 5600 - Rentals, Leases, & Repairs	\$12,230.27	\$121,893.62	(\$109,663.35)	-89.97%
5800 - Other Services & Operating Expenses				
5800 - Other Services & Operating Expenses	\$6,794.00	\$7,330.00	(\$536.00)	-7.31%
5809 - Banking Fees	\$63,177.84	\$59,497.58	\$3,680.26	6.19%
5815 - Consultants - Instructional	\$22,427.71	\$61,443.76	(\$39,016.05)	-63.50%
5820 - Consultants - Non Instructional - Custom 1	\$60,921.19	\$88,568.24	(\$27,647.05)	-31.22%
5824 - District Oversight Fees	\$20,730.00	\$81,832.09	(\$61,102.09)	-74.67%
5830 - Field Trips Expenses	(\$530.94)	\$21,051.63	(\$21,582.57)	-102.52%
5833 - Fines and Penalties	\$10.00	\$215.31	(\$205.31)	-95.36%
5845 - Legal Fees	\$41,130.49	\$27,116.92	\$14,013.57	51.68%
5848 - Licenses and Other Fees	\$435.00	\$6,511.12	(\$6,076.12)	-93.32%
5851 - Marketing and Student Recruiting	\$1,720.00	\$11,500.00	(\$9,780.00)	-85.04%
5857 - Payroll Fees	\$8,868.46	\$8,399.50	\$468.96	5.58%
5872 - Special Education Encroachment	\$35,008.00	\$31,418.04	\$3,589.96	11.43%
5884 - Substitutes	\$1,792.92	\$204.82	\$1,588.10	775.36%
Total - 5800 - Other Services & Operating Expenses	\$262,484.67	\$405,089.01	(\$142,604.34)	-35.20%
5900 - Communications	\$28,980.19	\$25,232.09	\$3,748.10	14.85%
Total - 5000 - Services & Other Operating Expenses	\$881,891.95	\$847,809.48	\$34,082.47	4.02%
6000 - Capital Outlay				
6900 - Depreciation	\$106,669.14	\$0.00	\$106,669.14	0.00%
Total - 6000 - Capital Outlay	\$106,669.14	\$0.00	\$106,669.14	0.00%
Total - Expense	\$6,288,613.83	\$6,515,005.44	(\$226,391.61)	-3.47%
Net Ordinary Income	(\$730,436.23)	(\$2,382,544.15)	\$1,652,107.92	-69.34%
Net Income	(\$730,436.23)	(\$2,382,544.15)	\$1,652,107.92	-69.34%

**El Camino Real Charter High School
Parent Company
Income Statement
Jul 2020, Aug 2020**

Financial Row	2020	Working Budget	% Variance
Ordinary Income/Expense			
Income			
8000 - Revenue			
8010 - Principal Apportionment			
8011 - Charter Schools General Purpose Entitlement - State Aid	\$1,705,700.00	\$21,389,159.00	7.97%
8012 - Education Protection Account	\$0.00	\$3,360,954.00	0.00%
8019 - State Aid - Prior Years	\$0.00	\$0.00	N/A
8096 - Charter Schools in Lieu of Property Taxes	\$1,777,156.00	\$9,873,090.00	18.00%
Total - 8010 - Principal Apportionment	\$3,482,856.00	\$34,623,203.00	10.06%
8100 - Federal Revenue			
8181 - Special Education - Entitlement	\$126,037.00	\$700,207.00	18.00%
8220 - Child Nutrition Programs	\$0.00	\$273,551.00	0.00%
Total - 8100 - Federal Revenue	\$126,037.00	\$973,758.00	12.94%
8290 - Every Student Succeeds Act			
8291 - Title I	\$0.00	\$365,355.00	0.00%
8292 - Title II	\$0.00	\$74,517.00	0.00%
8293 - Title III	\$0.00	\$7,668.00	0.00%
8294 - Title IV	\$196.00	\$27,386.00	0.72%
8290 - ESSER (CARES)	\$0.00	\$305,978.00	0.00%
8290 - GEER (CARES)	\$0.00	\$151,344.00	0.00%
8290 - CR (CARES)	\$0.00	\$1,375,560.00	0.00%
Total - 8290 - Every Student Succeeds Act	\$196.00	\$2,307,808.00	0.01%
8296 - Other Federal Revenue			
8299 - All Other Federal Revenue	\$23,002.17	\$173,811.00	13.23%
Total - 8296 - Other Federal Revenue	\$23,002.17	\$173,811.00	13.23%
Total - 8100 - Federal Revenue	\$149,235.17	\$3,455,377.00	4.32%
8300 - Other State Revenues			
8380 - Special Ed			
8381 - Special Education - Entitlement (State)	\$399,076.00	\$2,217,091.00	18.00%
Total - 8380 - Special Ed	\$399,076.00	\$2,217,091.00	18.00%
8520 - Child Nutrition - State	\$0.00	\$20,755.00	0.00%
8550 - Mandated Cost Reimbursement	\$0.00	\$158,222.00	0.00%
8560 - State Lottery	\$0.00	\$506,686.00	0.00%
8590 - All Other State Revenue	\$55,308.78	\$723,443.00	7.65%
Total - 8300 - Other State Revenues	\$454,384.78	\$3,626,197.00	12.53%
8600 - Other Local Revenue			
8631 - Sales			
8631 - Sales	\$0.00	\$0.00	N/A
8634 - Food Service Sales	(\$390.50)	\$175,000.00	-0.22%
Total - 8631 - Sales	(\$390.50)	\$175,000.00	-0.22%
8660 - Interest	\$58,280.39	\$100,000.00	58.28%
8662 - Net Increase (Decrease) in the Fair Value of Investments	\$1,538,969.49	\$0.00	N/A
8690 - Other Local Revenue	(\$136,540.50)	\$0.00	N/A
8690 - Other Local Revenue	\$0.00	\$450,000.00	0.00%
8699 - All Other Local Revenue	\$0.00	\$0.00	N/A
Total - 8690 - Other Local Revenue	\$0.00	\$450,000.00	0.00%
Total - 8600 - Other Local Revenue	\$1,460,318.88	\$725,000.00	201.42%
8999 - Uncategorized Revenue	\$0.00	\$0.00	N/A
Total - 8000 - Revenue	\$5,546,794.83	\$42,429,777.00	13.07%
8804 - ASB Revenues	\$11,382.77	\$250,000.00	4.55%
Total - Income	\$5,558,177.60	\$42,679,777.00	13.02%
Gross Profit	\$5,558,177.60	\$42,679,777.00	13.02%
Expense			

**El Camino Real Charter High School
Parent Company
Income Statement
Jul 2020, Aug 2020**

Financial Row	2020	Working Budget	% Variance
1000 - Certificated Salaries			
1100 - Teachers Salaries	\$1,975,259.64	\$12,744,823.00	15.50%
1101 - Teacher - Stipends	\$0.00	\$0.00	N/A
1190 - Teacher - Custom 5	\$1,000.00	\$0.00	N/A
1200 - Certificated Pupil Support Salaries	\$299,398.98	\$1,579,386.00	18.96%
1300 - Certificated Supervisor & Administrator Salaries	\$154,621.62	\$1,036,372.00	14.92%
1900 - Other Certificated Salaries	\$0.00	\$50,964.00	0.00%
Total - 1000 - Certificated Salaries	\$2,430,280.24	\$15,411,545.00	15.77%
2000 - Classified Salaries			N/A
2100 - Classified Instructional Aide Salaries	\$83,766.63	\$962,499.00	8.70%
2200 - Classified Support Salaries	\$200,397.85	\$1,479,165.00	13.55%
2300 - Classified Supervisor & Administrator Salaries	\$93,983.48	\$647,296.00	14.52%
2400 - Classified Clerical & Office Salaries	\$115,896.56	\$885,574.00	13.09%
2900 - Classified Other Salaries	\$8,507.37	\$71,250.00	11.94%
Total - 2000 - Classified Salaries	\$502,551.89	\$4,045,784.00	12.42%
3000 - Employee Benefits			N/A
3100 - STRS			N/A
3101 - State Teachers Retirement System, certificated positions	\$393,118.36	\$2,533,709.00	15.52%
3102 - State Teachers Retirement System, classified positions	\$9,269.15	\$0.00	N/A
Total - 3100 - STRS	\$402,387.51	\$2,533,709.00	15.88%
3200 - PERS			N/A
3201 - Public Employees Retirement System, certificated positions	\$6,305.73	\$0.00	N/A
3202 - Public Employees Retirement System, classified positions	\$86,875.79	\$684,417.00	12.69%
Total - 3200 - PERS	\$93,181.52	\$684,417.00	13.61%
3300 - OASDI-Medicare-Alternative			N/A
3301 - OASDI/Alternative, certificated positions	\$33,512.13	\$223,468.00	15.00%
3302 - OASDI/Alternative, classified positions	\$34,187.65	\$263,861.00	12.96%
Total - 3300 - OASDI-Medicare-Alternative	\$67,699.78	\$487,329.00	13.89%
3400 - Health & Welfare Benefits			N/A
3400 - Health & Welfare Benefits	\$3,434.92	\$0.00	N/A
3401 - Health & Welfare Benefits - Certificated Positions	\$525,871.12	\$2,901,373.00	18.12%
3402 - Health and Welfare Benefits - Classified Positions	\$167,437.77	\$906,752.00	18.47%
Total - 3400 - Health & Welfare Benefits	\$696,743.81	\$3,808,125.00	18.30%
3500 - Unemployment Insurance			N/A
3501 - State Unemploy. Insurance - Certificated Positions	\$0.00	\$7,706.00	0.00%
3502 - State Unemploy. Insurance - Classified Positions	\$0.00	\$1,967.00	0.00%
Total - 3500 - Unemployment Insurance	\$0.00	\$9,673.00	0.00%
3600 - Workers Comp Insurance			N/A
3601 - Worker's Comp Insurance - Certificated Positions	\$0.00	\$188,285.00	0.00%
3602 - Worker's Comp Insurance - Classified Positions	\$0.00	\$48,065.00	0.00%
Total - 3600 - Workers Comp Insurance	\$0.00	\$236,350.00	0.00%
3700 - Retiree Benefits			N/A
3701 - OPEB, Allocated, Certificated Positions	\$448,752.43	\$2,598,387.00	17.27%
3702 - OPEB, Allocated, Classified Positions	\$90,943.57	\$663,315.00	13.71%
Total - 3700 - Retiree Benefits	\$539,696.00	\$3,261,702.00	16.55%
3900 - Other Employee Benefits			N/A
3901 - Other Benefits - Certificated Positions	\$0.00	\$0.00	N/A
3902 - Other Benefits - Classified Positions	\$214.38	\$13,671.00	1.57%
Total - 3900 - Other Employee Benefits	\$214.38	\$13,671.00	1.57%
Total - 3000 - Employee Benefits	\$1,799,923.00	\$11,034,976.00	16.31%
4000 - Books & Supplies			N/A
4100 - Approved Textbooks & Core Curricula Materials	\$69,138.41	\$128,917.00	53.63%
4200 - Books & Other Reference Materials	\$0.00	\$44,966.00	0.00%

**El Camino Real Charter High School
Parent Company
Income Statement
Jul 2020, Aug 2020**

Financial Row	2020	Working Budget	% Variance
4300 - Materials & Supplies			N/A
4300 - Materials & Supplies	\$722.86	\$6,192.00	11.67%
4325 - Instructional Materials & Supplies	\$59,465.18	\$279,540.00	21.27%
4330 - Office Supplies	\$5,744.00	\$82,028.00	7.00%
4345 - Non Instructional Student Materials & Supplies	\$74,677.09	\$586,559.00	12.73%
Total - 4300 - Materials & Supplies	\$140,609.13	\$954,319.00	14.73%
4400 - Noncapitalized Equipment	\$357,550.07	\$1,045,241.00	34.21%
4700 - Food			N/A
4710 - Student Food Services	\$0.00	\$431,055.00	0.00%
Total - 4700 - Food	\$0.00	\$431,055.00	0.00%
Total - 4000 - Books & Supplies	\$567,297.61	\$2,604,498.00	21.78%
5000 - Services & Other Operating Expenses			N/A
5000 - Services & Other Operating Expenses	\$16,134.61	\$0.00	N/A
5100 - Subagreements for Services	\$0.00	\$346,232.00	0.00%
5200 - Travel & Conferences	\$2,601.16	\$25,000.00	10.40%
5300 - Dues & Memberships	\$45,315.73	\$553,315.00	8.19%
5400 - Insurance	\$114,378.83	\$258,886.00	44.18%
5500 - Operations & Housekeeping			N/A
5500 - Operations & Housekeeping	\$399,766.49	\$770,187.00	51.91%
5520 - Security	\$0.00	\$301,877.00	0.00%
Total - 5500 - Operations & Housekeeping	\$399,766.49	\$1,072,064.00	37.29%
5600 - Rentals, Leases, & Repairs			N/A
5605 - Equipment Leases	\$10,981.93	\$696,306.00	1.58%
5610 - Rent	\$926.81	\$11,021.00	8.41%
5616 - Repairs and Maintenance - Computers	\$321.53	\$1,208.00	26.62%
5631 - Other Rentals, Leases and Repairs 1	\$0.00	\$7,094.00	0.00%
Total - 5600 - Rentals, Leases, & Repairs	\$12,230.27	\$715,629.00	1.71%
5800 - Other Services & Operating Expenses			N/A
5800 - Other Services & Operating Expenses	\$6,794.00	\$2,480.00	273.95%
5809 - Banking Fees	\$63,177.84	\$215,278.00	29.35%
5815 - Consultants - Instructional	\$22,427.71	\$1,129,954.00	1.98%
5820 - Consultants - Non Instructional - Custom 1	\$60,921.19	\$439,250.00	13.87%
5824 - District Oversight Fees	\$20,730.00	\$335,096.00	6.19%
5830 - Field Trips Expenses	(\$530.94)	\$262,476.00	-0.20%
5833 - Fines and Penalties	\$10.00	\$2,500.00	0.40%
8540 - Professional Development	\$0.00	\$80,000.00	0.00%
5845 - Legal Fees	\$41,130.49	\$280,676.00	14.65%
5848 - Licenses and Other Fees	\$435.00	\$47,974.00	0.91%
5851 - Marketing and Student Recruiting	\$1,720.00	\$25,000.00	6.88%
5857 - Payroll Fees	\$8,868.46	\$80,232.00	11.05%
5872 - Special Education Encroachment	\$35,008.00	\$649,907.00	5.39%
5884 - Substitutes	\$1,792.92	\$281,587.00	0.64%
Total - 5800 - Other Services & Operating Expenses	\$262,484.67	\$3,832,410.00	6.85%
5900 - Communications	\$28,980.19	\$166,993.00	17.35%
Total - 5000 - Services & Other Operating Expenses	\$881,891.95	\$6,970,529.00	12.65%
6000 - Capital Outlay			N/A
6900 - Depreciation	\$106,669.14	\$550,254.00	19.39%
Total - 6000 - Capital Outlay	\$106,669.14	\$550,254.00	19.39%
7000 - Other			N/A
7438 - Interest Expense	\$0.00	\$31,280.00	0.00%
Total - 7000 - Other	\$0.00	\$31,280.00	0.00%
Total - Expense	\$6,288,613.83	\$40,648,866.00	15.47%
Net Ordinary Income	(\$730,436.23)	\$2,030,911.00	-35.97%

**El Camino Real Charter High School
Parent Company
Income Statement
Jul 2020, Aug 2020**

Financial Row	2020	Working Budget	% Variance
Net Income	(\$730,436.23)	\$2,030,911.00	-35.97%

El Camino Real Charter High School Parent Company Budget Comparison Adopted to Working

Financial Row	Adopted Budget	Working Budget	\$ Variance	% Variance
Ordinary Income/Expense				
Income				
8000 - Revenue				
8010 - Principal Apportionment				
8011 - Charter Schools General Purpose Entitlement - State Aid	\$17,399,489.00	\$21,389,159.00	\$3,989,670.00	22.93%
8012 - Education Protection Account	\$4,800,030.00	\$3,360,954.00	(\$1,439,076.00)	-29.98%
8019 - State Aid - Prior Years	\$0.00	\$0.00	\$0.00	N/A
8096 - Charter Schools in Lieu of Property Taxes	\$8,466,066.00	\$9,873,090.00	\$1,407,024.00	16.62%
Total - 8010 - Principal Apportionment	\$30,665,585.00	\$34,623,203.00	\$3,957,618.00	12.91%
8100 - Federal Revenue				
8181 - Special Education - Entitlement	\$658,690.00	\$700,207.00	\$41,517.00	6.30%
8220 - Child Nutrition Programs	\$263,172.00	\$273,551.00	\$10,379.00	3.94%
Total - 8100 - Federal Revenue	\$921,862.00	\$973,758.00	\$51,896.00	5.63%
8290 - Every Student Succeeds Act				
8291 - Title I	\$289,213.00	\$365,355.00	\$76,142.00	26.33%
8292 - Title II	\$64,992.00	\$74,517.00	\$9,525.00	14.66%
8293 - Title III	\$6,987.00	\$7,668.00	\$681.00	9.75%
8294 - Title IV	\$8,500.00	\$27,386.00	\$18,886.00	222.19%
8290 - ESSER (CARES)	\$305,978.00	\$305,978.00	\$0.00	0.00%
8290 - GEER (CARES)	\$0.00	\$151,344.00	\$151,344.00	N/A
8290 - CR (CARES)	\$0.00	\$1,375,560.00	\$1,375,560.00	N/A
Total - 8290 - Every Student Succeeds Act	\$675,670.00	\$2,307,808.00	\$1,632,138.00	241.56%
8296 - Other Federal Revenue				
8299 - All Other Federal Revenue	\$138,422.00	\$173,811.00	\$35,389.00	25.57%
Total - 8296 - Other Federal Revenue	\$138,422.00	\$173,811.00	\$35,389.00	25.57%
Total - 8100 - Federal Revenue	\$1,735,954.00	\$3,455,377.00	\$1,719,423.00	99.05%
8300 - Other State Revenues				
8380 - Special Ed				
8381 - Special Education - Entitlement (State)	\$1,931,388.00	\$2,217,091.00	\$285,703.00	14.79%
Total - 8380 - Special Ed	\$1,931,388.00	\$2,217,091.00	\$285,703.00	14.79%
8520 - Child Nutrition - State	\$19,968.00	\$20,755.00	\$787.00	3.94%
8550 - Mandated Cost Reimbursement	\$135,031.00	\$158,222.00	\$23,191.00	17.17%
8560 - State Lottery	\$415,946.00	\$506,686.00	\$90,740.00	21.82%
8590 - All Other State Revenue	\$412,697.00	\$723,443.00	\$310,746.00	75.30%
Total - 8300 - Other State Revenues	\$2,915,030.00	\$3,626,197.00	\$711,167.00	24.40%
8600 - Other Local Revenue				
8631 - Sales				
8631 - Sales	\$0.00	\$0.00	\$0.00	N/A
8634 - Food Service Sales	\$150,000.00	\$175,000.00	\$25,000.00	16.67%
Total - 8631 - Sales	\$150,000.00	\$175,000.00	\$25,000.00	16.67%
8660 - Interest	\$65,000.00	\$100,000.00	\$35,000.00	53.85%
8662 - Net Increase (Decrease) in the Fair Value of Investments	\$0.00	\$0.00	\$0.00	N/A
8690 - Other Local Revenue				
8690 - Other Local Revenue	\$600,000.00	\$450,000.00	(\$150,000.00)	-25.00%
8699 - All Other Local Revenue	\$0.00	\$0.00	\$0.00	N/A
Total - 8690 - Other Local Revenue	\$600,000.00	\$450,000.00	(\$150,000.00)	-25.00%
Total - 8600 - Other Local Revenue	\$815,000.00	\$725,000.00	(\$90,000.00)	-11.04%
8999 - Uncategorized Revenue	\$0.00	\$0.00	\$0.00	N/A
Total - 8000 - Revenue	\$36,131,569.00	\$42,429,777.00	\$6,298,208.00	17.43%
8804 - ASB Revenues	\$250,000.00	\$250,000.00	\$0.00	0.00%
Total - Income	\$36,381,569.00	\$42,679,777.00	\$6,298,208.00	17.31%
Gross Profit	\$36,381,569.00	\$42,679,777.00	\$6,298,208.00	17.31%
Expense				
1000 - Certificated Salaries				
1100 - Teachers Salaries	\$12,405,099.00	\$12,744,823.00	\$339,724.00	2.74%
1101 - Teacher - Stipends	\$0.00	\$0.00	\$0.00	N/A
1190 - Teacher - Custom 5	\$0.00	\$0.00	\$0.00	N/A
1200 - Certificated Pupil Support Salaries	\$206,070.00	\$1,579,386.00	\$1,373,316.00	666.43%

El Camino Real Charter High School Parent Company Budget Comparison Adopted to Working

Financial Row	Adopted Budget	Working Budget	\$ Variance	% Variance
1300 - Certificated Supervisor & Administrator Salaries	\$920,630.00	\$1,036,372.00	\$115,742.00	12.57%
1900 - Other Certificated Salaries	\$50,964.00	\$50,964.00	\$0.00	0.00%
Total - 1000 - Certificated Salaries	\$13,582,763.00	\$15,411,545.00	\$1,828,782.00	13.46%
2000 - Classified Salaries			\$0.00	N/A
2100 - Classified Instructional Aide Salaries	\$277,057.00	\$962,499.00	\$685,442.00	247.40%
2200 - Classified Support Salaries	\$2,150,494.00	\$1,479,165.00	(\$671,329.00)	-31.22%
2300 - Classified Supervisor & Administrator Salaries	\$543,627.00	\$647,296.00	\$103,669.00	19.07%
2400 - Classified Clerical & Office Salaries	\$629,178.00	\$885,574.00	\$256,396.00	40.75%
2900 - Classified Other Salaries	\$270,743.00	\$71,250.00	(\$199,493.00)	-73.68%
Total - 2000 - Classified Salaries	\$3,871,099.00	\$4,045,784.00	\$174,685.00	4.51%
3000 - Employee Benefits				
3100 - STRS				
3101 - State Teachers Retirement System, certificated positions	\$2,370,030.00	\$2,533,709.00	\$163,679.00	6.91%
3102 - State Teachers Retirement System, classified positions	\$0.00	\$0.00	\$0.00	N/A
Total - 3100 - STRS	\$2,370,030.00	\$2,533,709.00	\$163,679.00	6.91%
3200 - PERS				
3201 - Public Employees Retirement System, certificated positions	\$0.00	\$0.00	\$0.00	N/A
3202 - Public Employees Retirement System, classified positions	\$611,986.00	\$684,417.00	\$72,431.00	11.84%
Total - 3200 - PERS	\$611,986.00	\$684,417.00	\$72,431.00	11.84%
3300 - OASDI-Medicare-Alternative				
3301 - OASDI/Alternative, certificated positions	\$196,951.00	\$223,468.00	\$26,517.00	13.46%
3302 - OASDI/Alternative, classified positions	\$259,030.00	\$263,861.00	\$4,831.00	1.87%
Total - 3300 - OASDI-Medicare-Alternative	\$455,981.00	\$487,329.00	\$31,348.00	6.87%
3400 - Health & Welfare Benefits				
3400 - Health & Welfare Benefits	\$0.00	\$0.00	\$0.00	N/A
3401 - Health & Welfare Benefits - Certificated Positions	\$1,738,000.00	\$2,901,373.00	\$1,163,373.00	66.94%
3402 - Health and Welfare Benefits - Classified Positions	\$1,034,000.00	\$906,752.00	(\$127,248.00)	-12.31%
Total - 3400 - Health & Welfare Benefits	\$2,772,000.00	\$3,808,125.00	\$1,036,125.00	37.38%
3500 - Unemployment Insurance				
3501 - State Unemploy. Insurance - Certificated Positions	\$6,791.00	\$7,706.00	\$915.00	13.47%
3502 - State Unemploy. Insurance - Classified Positions	\$1,935.00	\$1,967.00	\$32.00	1.65%
Total - 3500 - Unemployment Insurance	\$8,726.00	\$9,673.00	\$947.00	10.85%
3600 - Workers Comp Insurance				
3601 - Worker's Comp Insurance - Certificated Positions	\$160,276.00	\$188,285.00	\$28,009.00	17.48%
3602 - Worker's Comp Insurance - Classified Positions	\$210,156.00	\$48,065.00	(\$162,091.00)	-77.13%
Total - 3600 - Workers Comp Insurance	\$370,432.00	\$236,350.00	(\$134,082.00)	-36.20%
3700 - Retiree Benefits				
3701 - OPEB, Allocated, Certificated Positions	\$2,386,189.00	\$2,598,387.00	\$212,198.00	8.89%
3702 - OPEB, Allocated, Classified Positions	\$640,248.00	\$663,315.00	\$23,067.00	3.60%
Total - 3700 - Retiree Benefits	\$3,026,437.00	\$3,261,702.00	\$235,265.00	7.77%
3900 - Other Employee Benefits				
3901 - Other Benefits - Certificated Positions	\$0.00	\$0.00	\$0.00	N/A
3902 - Other Benefits - Classified Positions	\$13,671.00	\$13,671.00	\$0.00	0.00%
Total - 3900 - Other Employee Benefits	\$13,671.00	\$13,671.00	\$0.00	0.00%
Total - 3000 - Employee Benefits	\$9,629,263.00	\$11,034,976.00	\$1,405,713.00	14.60%
4000 - Books & Supplies				
4100 - Approved Textbooks & Core Curricula Materials	\$128,917.00	\$128,917.00	\$0.00	0.00%
4200 - Books & Other Reference Materials	\$44,966.00	\$44,966.00	\$0.00	0.00%
4300 - Materials & Supplies				
4300 - Materials & Supplies	\$6,192.00	\$6,192.00	\$0.00	0.00%
4325 - Instructional Materials & Supplies	\$249,540.00	\$279,540.00	\$30,000.00	12.02%
4330 - Office Supplies	\$82,028.00	\$82,028.00	\$0.00	0.00%
4345 - Non Instructional Student Materials & Supplies	\$586,559.00	\$586,559.00	\$0.00	0.00%
Total - 4300 - Materials & Supplies	\$924,319.00	\$954,319.00	\$30,000.00	3.25%
4400 - Noncapitalized Equipment	\$945,241.00	\$1,045,241.00	\$100,000.00	10.58%
4700 - Food				
4710 - Student Food Services	\$631,055.00	\$431,055.00	(\$200,000.00)	-31.69%
Total - 4700 - Food	\$631,055.00	\$431,055.00	(\$200,000.00)	-31.69%

**El Camino Real Charter High School
Parent Company
Budget Comparison
Adopted to Working**

Financial Row	Adopted Budget	Working Budget	\$ Variance	% Variance
Total - 4000 - Books & Supplies	\$2,674,498.00	\$2,604,498.00	(\$70,000.00)	-2.62%
5000 - Services & Other Operating Expenses				
5000 - Services & Other Operating Expenses	\$0.00	\$0.00	\$0.00	N/A
5100 - Subagreements for Services	\$306,656.00	\$346,232.00	\$39,576.00	12.91%
5200 - Travel & Conferences	\$25,000.00	\$25,000.00	\$0.00	0.00%
5300 - Dues & Memberships	\$385,848.00	\$553,315.00	\$167,467.00	43.40%
5400 - Insurance	\$228,886.00	\$258,886.00	\$30,000.00	13.11%
5500 - Operations & Housekeeping				
5500 - Operations & Housekeeping	\$670,187.00	\$770,187.00	\$100,000.00	14.92%
5520 - Security	\$338,164.00	\$301,877.00	(\$36,287.00)	-10.73%
Total - 5500 - Operations & Housekeeping	\$1,008,351.00	\$1,072,064.00	\$63,713.00	6.32%
5600 - Rentals, Leases, & Repairs				
5605 - Equipment Leases	\$96,306.00	\$696,306.00	\$600,000.00	623.01%
5610 - Rent	\$11,021.00	\$11,021.00	\$0.00	0.00%
5616 - Repairs and Maintenance - Computers	\$1,208.00	\$1,208.00	\$0.00	0.00%
5631 - Other Rentals, Leases and Repairs 1	\$7,094.00	\$7,094.00	\$0.00	0.00%
Total - 5600 - Rentals, Leases, & Repairs	\$115,629.00	\$715,629.00	\$600,000.00	518.90%
5800 - Other Services & Operating Expenses				
5800 - Other Services & Operating Expenses	\$2,480.00	\$2,480.00	\$0.00	0.00%
5809 - Banking Fees	\$270,777.00	\$215,278.00	(\$55,499.00)	-20.50%
5815 - Consultants - Instructional	\$1,022,883.00	\$1,129,954.00	\$107,071.00	10.47%
5820 - Consultants - Non Instructional - Custom 1	\$394,250.00	\$439,250.00	\$45,000.00	11.41%
5824 - District Oversight Fees	\$0.00	\$335,096.00	\$335,096.00	N/A
5830 - Field Trips Expenses	\$292,476.00	\$262,476.00	(\$30,000.00)	-10.26%
5833 - Fines and Penalties	\$25,000.00	\$2,500.00	(\$22,500.00)	-90.00%
8540 - Professional Development	\$40,000.00	\$80,000.00	\$40,000.00	100.00%
5845 - Legal Fees	\$220,676.00	\$280,676.00	\$60,000.00	27.19%
5848 - Licenses and Other Fees	\$47,974.00	\$47,974.00	\$0.00	0.00%
5851 - Marketing and Student Recruiting	\$75,000.00	\$25,000.00	(\$50,000.00)	-66.67%
5857 - Payroll Fees	\$68,232.00	\$80,232.00	\$12,000.00	17.59%
5872 - Special Education Encroachment	\$649,907.00	\$649,907.00	\$0.00	0.00%
5884 - Substitutes	\$456,587.00	\$281,587.00	(\$175,000.00)	-38.33%
Total - 5800 - Other Services & Operating Expenses	\$3,566,242.00	\$3,832,410.00	\$266,168.00	7.46%
5900 - Communications	\$141,993.00	\$166,993.00	\$25,000.00	17.61%
Total - 5000 - Services & Other Operating Expenses	\$5,778,605.00	\$6,970,529.00	\$1,191,924.00	20.63%
6000 - Capital Outlay				
6900 - Depreciation	\$566,445.00	\$550,254.00	(\$16,191.00)	-2.86%
Total - 6000 - Capital Outlay	\$566,445.00	\$550,254.00	(\$16,191.00)	-2.86%
7000 - Other				
7438 - Interest Expense	\$0.00	\$31,280.00	\$31,280.00	N/A
Total - 7000 - Other	\$0.00	\$31,280.00	\$31,280.00	N/A
Total - Expense	\$36,102,673.00	\$40,648,866.00	\$4,546,193.00	12.59%
Net Ordinary Income	\$278,896.00	\$2,030,911.00	\$1,752,015.00	628.20%
Net Income	\$278,896.00	\$2,030,911.00	\$1,752,015.00	628.20%

**El Camino Real Charter High School
Parent Company
Cash Flow Statement
Jul 2020, Aug 2020**

Financial Row	2020	2019
Operating Activities		
Net Income	(\$730,064.35)	(\$2,382,544.15)
Adjustments to Net Income		
Accounts Receivable	\$84,862.73	(\$708,424.25)
Other Current Asset	(\$717,269.68)	(\$7,130,219.33)
Accounts Payable	(\$62,045.83)	\$1,774,529.50
Other Current Liabilities	(\$1,367,898.45)	\$2,150,296.27
Total Adjustments to Net Income	(\$2,062,351.23)	(\$3,913,817.81)
Total Operating Activities	(\$2,792,415.58)	(\$6,296,361.96)
Investing Activities		
Fixed Asset	\$106,669.14	(\$5,537,400.51)
Total Investing Activities	\$106,669.14	(\$5,537,400.51)
Financing Activities		
Long Term Liabilities	\$3,915,396.00	\$12,822,774.95
Other Equity	\$0.00	\$17,064,262.57
Total Financing Activities	\$3,915,396.00	\$29,887,037.52
Net Change in Cash for Period	\$1,229,649.56	\$18,053,275.05
Cash at Beginning of Period	\$7,222,141.19	(\$12,130,359.05)
Cash at End of Period	\$8,451,790.75	\$5,922,916.00

Coversheet

Discuss and Vote on 3 Year Updated Budget and Cash Flow

Section: III. Financial
Item: B. Discuss and Vote on 3 Year Updated Budget and Cash Flow
Purpose: Vote
Submitted by:
Related Material: FY 2020-2021 3 yr Updated Budget & Cash Flow.pdf
ED Recommendation - Updated Budget & Cash Flow.pdf

EL CAMINO REAL CHARTER HIGH
Multi-Year Projection

This charter school uses the following basis of accounting:

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

Description	Object Code	2020-21	2021-22	2022-23	Notes
A. REVENUES					
1. LCFF Sources					
State Aid - Current Year	8011	21,389,159.00	21,644,000.00	21,644,000.00	
Education Protection Account (EPA) - Current Year	8012	3,360,954.00	3,393,201.00	3,393,201.00	
State Aid - Prior Years	8019	-	-	-	
Transfers to Charter Schools in Lieu of Property Taxes	8096	9,873,090.00	9,967,819.00	9,967,819.00	
Other LCFF Transfers	8091, 8097	-	-	-	
Total, LCFF Sources		34,623,203.00	35,005,020.00	35,005,020.00	
2. Federal Revenues					
Special Education - Federal	8181, 8182	-	-	-	
Child Nutrition - Federal	8220	273,551.00	276,088.00	276,088.00	
Other Federal Revenues		-	-	-	
Title I		365,355.00	368,860.00	368,860.00	
Title II		74,517.00	75,232.00	75,232.00	
Title III - EL		7,668.00	7,741.00	7,741.00	
Title III - Immigrant		-	-	-	
Title IV	8110, 8260-	27,386.00	-	-	
Title V - PCSGP	8299	-	-	-	
ESSER (CARES)		305,978.00	-	-	
GEER (CARES)		151,344.00	-	-	
CR (CARES)		1,375,560.00	-	-	
Interagency Contracts Between LEAs		700,207.00	706,925.00	706,925.00	
Other Federal Revenues		173,811.00	-	-	
Total, Federal Revenues		3,455,377.00	1,434,846.00	1,434,846.00	
3. Other State Revenues					
Special Education - State	8311	-	-	-	
Child Nutrition - State	8520	20,755.00	20,948.00	20,948.00	
State School Facilities Apportionments	8545	-	-	-	
Mandated Cost Reimbursement	8550	158,222.00	158,323.00	159,842.00	
State Lottery Revenue	8560	506,686.00	511,548.00	511,548.00	
ASES	8590	-	-	-	
Charter School Facility Grant	8590	-	-	-	
All Other State Revenues	8590	723,443.00	433,111.00	433,111.00	
Total, Other State Revenues		1,409,106.00	1,123,930.00	1,125,449.00	
4. Other Local Revenues					
Food Service Sales	8634	175,000.00	175,000.00	175,000.00	
All Other Sales	8639	250,000.00	-	-	

Multi-Year Projection

This charter school uses the following basis of accounting:

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

Description	Object Code	2020-21	2021-22	2022-23	Notes
Leases and Rentals	8650	-	-	-	
Interest	8660	100,000.00	100,000.00	100,000.00	
Donations	8682	-	-	-	
All Other Fees and Contracts	8689	2,217,091.00	2,238,364.00	2,238,364.00	
All Other Local Revenues	8699	450,000.00	600,000.00	600,000.00	
Transfers of Apportionments from Districts or Charter Schools	8791	-	-	-	
Total, Local Revenues		3,192,091.00	3,113,364.00	3,113,364.00	
5. TOTAL REVENUES		42,679,777.00	40,677,160.00	40,678,679.00	
B. EXPENDITURES					
1. Certificated Salaries					
Certificated Teachers' Salaries	1100	12,744,823.00	12,514,219.00	12,617,723.00	
Certificated Pupil Support Salaries	1200	1,579,386.00	1,579,386.00	1,579,386.00	
Certificated Supervisors' and Administrators' Salaries	1300	1,036,372.00	1,015,062.00	1,029,270.00	
Other Certificated Salaries	1900	50,964.00	49,893.00	51,936.00	
Total, Certificated Salaries		15,411,545.00	15,158,560.00	15,278,315.00	
2. Non-certificated Salaries					
Non-certificated Instructional Aides' Salaries	2100	962,499.00	877,883.00	905,139.00	
Non-certificated Support Salaries	2200	1,479,165.00	1,470,377.00	1,491,696.00	
Non-certificated Supervisors' and Administrators' Sal.	2300	647,296.00	643,127.00	657,600.00	
Clerical and Office Salaries	2400	885,574.00	897,584.00	910,877.00	
Other Non-certificated Salaries	2900	71,250.00	71,250.00	71,250.00	
Total, Non-certificated Salaries		4,045,784.00	3,960,221.00	4,036,562.00	
3. Employee Benefits					
State Teachers' Retirement System, certificated	3101	2,533,709.00	2,472,546.00	2,815,251.00	
State Teachers' Retirement System, classified	3102	-	-	-	
Public Employees' Retirement System, certificated	3201	-	-	-	
Public Employees' Retirement System, classified	3202	684,417.00	760,006.00	865,929.00	
OASDI/Medicare/Alternative, certificated	3301	223,468.00	219,800.00	221,536.00	
OASDI/Medicare/Alternative, classified	3302	263,861.00	265,918.00	271,293.00	
Health & Welfare Benefits, certificated	3401	2,901,373.00	2,882,176.00	2,882,176.00	
Health & Welfare Benefits, classified	3402	906,752.00	906,752.00	906,752.00	
State Unemployment Insurance, certificated	3501	7,706.00	7,580.00	7,639.00	
State Unemployment Insurance, classified	3502	1,967.00	1,980.00	2,018.00	
Workers' Compensation Insurance, certificated	3601	188,285.00	185,195.00	186,658.00	
Workers' Compensation Insurance, classified	3602	48,065.00	48,383.00	49,315.00	
OPEB, Allocated, certificated	3701	2,598,387.00	2,555,733.00	2,575,925.00	
OPEB, Allocated, classified	3702	663,315.00	667,693.00	680,564.00	

Multi-Year Projection

This charter school uses the following basis of accounting:

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

Description	Object Code	2020-21	2021-22	2022-23	Notes
Other Benefits, certificated	3901	-	-	-	
Other Benefits, classified	3902	13,671.00	13,671.00	13,671.00	
Total, Employee Benefits		11,034,976.00	10,987,433.00	11,478,727.00	
4. Books and Supplies					
Approved Textbooks & Core Curricula Materials	4100	128,917.00	132,785.00	136,769.00	
Books & Other Reference Materials	4200	44,966.00	46,315.00	47,705.00	
Materials & Supplies	4300	6,192.00	6,375.00	6,567.00	
Instructional Materials & Supplies	4325	279,540.00	287,931.00	296,568.00	
Office Supplies	4330	82,028.00	224,456.00	231,193.00	
Non Instructional Student Materials & Supplies	4345	586,559.00	604,163.00	622,283.00	
Noncapitalized Equipment	4400	1,045,241.00	976,600.00	755,900.00	
Student Food Services	4710	383,349.00	394,849.00	406,694.00	
Other Food	4720	47,706.00	49,139.00	50,615.00	
Total, Books and Supplies		2,604,498.00	2,722,613.00	2,554,294.00	
5. Services and Other Operating Expenditures					
Services & Other Operating Expenses	5000	-	-	-	
Subagreements for Services	5100	346,232.00	356,619.00	367,318.00	
Travel & Conferences	5200	25,000.00	25,752.00	26,525.00	
Dues & Memberships	5300	553,315.00	519,918.00	535,516.00	
Insurance	5400	258,886.00	266,653.00	274,653.00	
Operations & Housekeeping	5500	770,187.00	693,293.00	714,094.00	
Security	5520	301,877.00	310,933.00	320,262.00	
Equipment Leases	5605	696,306.00	367,195.00	378,210.00	
Rent	5610	11,021.00	11,352.00	11,690.00	
Repairs and Maintenance - Computers	5616	1,208.00	1,244.00	1,281.00	
Utilities	5620	-	-	-	
Other Rentals, Leases and Repairs 1	5631	7,094.00	7,306.00	7,525.00	
Other Services & Operating Expenses	5800	2,480.00	2,554.00	2,630.00	
Banking Fees	5809	215,278.00	221,734.00	228,385.00	
Business Services	5812	-	-	-	
Consultants - Instructional	5815	1,129,954.00	1,056,781.00	1,088,487.00	
Consultants - Non Instructional - Custom 1	5820	439,250.00	452,426.00	465,999.00	
District Oversight Fees	5824	335,096.00	350,050.00	350,050.00	
Field Trips Expenses	5830	262,476.00	340,359.00	350,575.00	
Fines and Penalties	5833	2,500.00	2,575.00	2,652.00	
Professional Development	5840	80,000.00	2,400.00	2,472.00	
Legal Fees	5845	280,676.00	269,097.00	277,171.00	
Licenses and Other Fees	5848	47,974.00	49,414.00	50,897.00	
Marketing and Student Recruiting	5851	25,000.00	25,750.00	26,522.00	

Multi-Year Projection

This charter school uses the following basis of accounting:

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

Description	Object Code	2020-21	2021-22	2022-23	Notes
Payroll Fees	5857	80,232.00	82,639.00	85,118.00	
Prior Yr Exp (not accrued)	5861	-	-	-	
Special Education Encroachment	5872	649,907.00	669,404.00	689,486.00	
Substitutes	5884	281,587.00	290,035.00	298,736.00	
Bad Debt Expense	5898	-	-	-	
Communications	5900	166,993.00	172,002.00	177,161.00	
Total, Services and Other Operating Expenditures		6,970,529.00	6,547,485.00	6,733,415.00	
6. Capital Outlay					
<i>(Objects 6100-6170, 6200-6500 modified accrual basis only)</i>					
Land and Land Improvements	6100-6170	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	
Equipment	6400	-	-	-	
Equipment Replacement	6500	-	-	-	
<i>Depreciation Expense (for full accrual only)</i>	6900	550,254.00	566,445.00	566,445.00	
Total, Capital Outlay		550,254.00	566,445.00	566,445.00	
7. Other Outgo					
Tuition to Other Schools	7110-7143	-	-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AC	-	-	-	
All Other Transfers	7281-7299	-	-	-	
Debt Service:		-	-	-	
Interest	7438	31,280.00	31,613.00	24,068.00	
Principal	7439	-	-	-	
Other Outgo - Uncategorized Expense	7900	-	-	-	
Total, Other Outgo		31,280.00	31,613.00	24,068.00	
8. TOTAL EXPENDITURES		40,648,866.00	39,974,370.00	40,671,826.00	
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		2,030,911.00	702,790.00	6,853.00	
D. OTHER FINANCING SOURCES / USES					
1. Other Sources	8930-8979	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	

Multi-Year Projection

This charter school uses the following basis of accounting:

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

Description	Object Code	2020-21	2021-22	2022-23	Notes
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		2,030,911.00	702,790.00	6,853.00	
F. FUND BALANCE, RESERVES					
1. Beginning Fund Balance					
a. As of July 1	9791	5,889,209.96	7,920,120.96	8,622,910.96	
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	
c. Adjusted Beginning Balance		5,889,209.96	7,920,120.96	8,622,910.96	
2. Ending Fund Balance, June 30 (E + F.1.c.)		7,920,120.96	8,622,910.96	8,629,763.96	
Components of Ending Fund Balance (Optional):					
Nonspendable Revolving Cash (equals object 9130)	9711	-	-	-	
Nonspendable Stores (equals object 9320)	9712	-	-	-	
Nonspendable Prepaid Expenditures (equals object 9330)	9713	-	-	-	
Nonspendable All Others	9719	-	-	-	
Restricted Fund Balance	9740	-	-	-	
Committed Fund Balance	9750, 9760	-	-	-	
Assigned Fund Balance	9780	-	-	-	
Reserve for Economic Uncertainties	9789	2,032,443.30	1,998,718.50	2,033,591.30	
Undesignated/Unappropriated Amount	9790	5,887,677.66	6,624,192.46	6,596,172.66	

EL CAMINO REAL CHARTER HIGH
Budget Cash Flow

	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance	
2020-2021																	
Beginning Cash Balance	July 1 Cash =	7,222,141	5,566,278	7,437,672	7,755,885	8,449,419	7,852,714	7,414,231	7,946,623	7,287,873	6,205,792	5,344,447	3,354,005				
A. REVENUES																	
1. LCFF Sources																	
State Aid - Current Year	8011	-	1,069,458	1,069,458	1,925,024	1,925,024	1,925,024	1,925,024	1,925,024	904,761	346,504	346,504	346,504	7,680,850	21,389,159	21,389,159	-
Education Protection Account (EPA) - Current Year	8012	-	-	-	840,239	-	-	840,239	-	-	840,239	-	-	840,237	3,360,954	3,360,954	-
State Aid - Prior Years	8019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers to Charter Schools in Lieu of Property Taxes	8096	-	592,385	1,184,771	789,847	789,847	789,847	789,847	789,847	1,036,675	1,036,675	1,036,675	1,036,674	-	9,873,090	9,873,090	-
Other LCFF Transfers	8091, 8097	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total, LCFF Sources		-	1,661,843	2,254,229	3,555,110	2,714,871	2,714,871	3,555,110	2,714,871	1,941,436	2,223,418	1,383,179	1,383,178	8,521,087	34,623,203	34,623,203	-
2. Federal Revenues																	
Special Education - Federal	8181, 8182	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Child Nutrition - Federal	8220	-	-	21,884	21,884	21,884	21,884	21,884	21,884	21,884	21,884	21,884	54,711	273,551	273,551	-	
Other Federal Revenues		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title I		-	-	-	-	-	-	91,339	-	-	91,339	-	91,339	91,338	365,355	365,355	-
Title II		-	-	-	-	-	-	18,629	-	-	18,629	-	18,629	18,630	74,517	74,517	-
Title III - EL		-	-	-	-	-	-	1,917	-	-	1,917	-	-	3,834	7,668	7,668	-
Title III - Immigrant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title IV		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title V - PCSGP		-	-	-	-	-	-	6,847	-	-	6,847	-	-	13,692	27,386	27,386	-
CARES		-	-	-	-	-	-	-	-	-	-	-	-	305,978	305,978	305,978	-
GEER (CARES)		-	-	-	-	-	-	-	-	-	-	-	-	151,344	151,344	151,344	-
CR (CARES)		-	-	1,375,560	-	-	-	-	-	-	-	-	-	1,375,560	1,375,560	1,375,560	-
Interagency Services between LEAs		-	-	-	-	-	-	-	350,104	-	-	-	175,052	175,051	700,207	700,207	-
Other Federal Revenues		-	-	-	-	-	-	43,453	-	-	43,453	-	-	86,905	173,811	173,811	-
Total, Federal Revenues		-	-	1,397,444	21,884	21,884	21,884	184,069	21,884	371,988	184,069	21,884	306,904	901,483	3,455,377	3,455,377	-
3. Other State Revenues																	
Special Education - State	8311	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Child Nutrition - State	8520	-	-	1,660	1,660	1,660	1,660	1,660	1,660	1,660	1,660	1,660	4,155	20,755	20,755	-	
State School Facilities Apportionments	8545	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mandated Cost Reimbursement	8550	-	-	-	-	-	158,222	-	-	-	-	-	-	158,222	158,222	-	
State Lottery Revenue	8560	-	-	-	-	-	-	126,672	-	-	126,672	-	-	253,342	506,686	506,686	-
ASES	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Charter School Facility Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other State Revenues		-	-	-	-	-	-	-	-	-	-	-	-	723,443	723,443	723,443	-
Total, Other State Revenues		-	-	1,660	1,660	1,660	159,882	128,332	1,660	1,660	128,332	1,660	1,660	980,940	1,409,106	1,409,106	-
4. Other Local Revenues																	
Food Service Sales	8634	-	-	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	-	175,000	175,000	-	
All Other Sales	8639	-	-	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	-	250,000	250,000	-	
Leases and Rentals	8650	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	8660	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-	100,000	100,000	-	
Net Increase (Decrease) in FMV of Investments		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interagency Services between LEAs	8677	-	-	221,709	221,709	221,709	221,709	221,709	221,709	221,709	221,709	221,709	-	2,217,091	2,217,091	-	
All Other Local Revenues		-	-	450,000	-	-	-	-	-	-	-	-	-	450,000	450,000	-	
Transfers of Apportionments from Districts or Charter Schools	8791	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total, Local Revenues		-	-	274,209	724,209	274,209	274,209	274,209	274,209	274,209	274,209	274,209	-	3,192,091	3,192,091	-	
5. TOTAL REVENUES		-	1,661,843	3,927,542	4,302,863	3,012,624	3,170,846	4,141,720	3,012,624	2,589,293	2,810,028	1,680,932	1,965,951	10,403,510	42,679,777	42,679,777	-
B. EXPENDITURES																	
1. Certificated Salaries																	
Certificated Teachers' Salaries	1100	1,062,069	1,062,069	1,062,069	1,062,069	1,062,069	1,062,069	1,062,069	1,062,069	1,062,069	1,062,069	1,062,069	1,062,069	-	12,744,823	12,744,823	-
Certificated Pupil Support Salaries	1200	131,616	131,616	131,616	131,616	131,616	131,616	131,616	131,616	131,616	131,616	131,616	131,616	-	1,579,386	1,579,386	-
Certificated Supervisors' and Administrators' Salaries	1300	86,364	86,364	86,364	86,364	86,364	86,364	86,364	86,364	86,364	86,364	86,364	86,368	-	1,036,372	1,036,372	-
Other Certificated Salaries	1900	4,247	4,247	4,247	4,247	4,247	4,247	4,247	4,247	4,247	4,247	4,247	4,247	-	50,964	50,964	-
Total, Certificated Salaries	1000-1999	1,284,296	1,284,296	1,284,296	1,284,296	1,284,296	1,284,296	1,284,296	1,284,296	1,284,296	1,284,296	1,284,296	1,284,289	-	15,411,545	15,411,545	-
2. Non-certificated Salaries																	
Non-certificated Instructional Aides' Salaries	2100	80,208	80,208	80,208	80,208	80,208	80,208	80,208	80,208	80,208	80,208	80,211	-	962,499	962,499	-	
Non-certificated Support Salaries	2200	123,264	123,264	123,264	123,264	123,264	123,264	123,264	123,264	123,264	123,264	123,261	-	1,479,165	1,479,165	-	
Non-certificated Supervisors' and Administrators' Sal.	2300	53,941	53,941	53,941	53,941	53,941	53,941	53,941	53,941	53,941	53,941	53,945	-	647,296	647,296	-	
Clerical and Office Salaries	2400	73,798	73,798	73,798	73,798	73,798	73,798	73,798	73,798	73,798	73,798	73,796	-	885,574	885,574	-	
Other Non-certificated Salaries	2900	5,938	5,938	5,938	5,938	5,938	5,938	5,938	5,938	5,938	5,938	5,932	-	71,250	71,250	-	
Total, Non-certificated Salaries	2000-2999	337,149	337,149	337,149	337,149	337,149	337,149	337,149	337,149	337,149	337,149	337,145	-	4,045,784	4,045,784	-	
3. Employee Benefits																	
State Teachers' Retirement System, certificated	3101	211,142	211,142	211,142	211,142	211,142	211,142	211,142	211,142	211,142	211,142	211,147	-	2,533,709	2,533,709	-	
State Teachers' Retirement System, classified	3102	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Employees' Retirement System, certificated	3201	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Employees' Retirement System, classified	3202	57,035	57,035	57,035	57,035	57,035	57,035	57,035	57,035	57,035	57,035	57,032	-	684,417	684,417	-	
OASDI/Medicare/Alternative, certificated	3301	18,622	18,622	18,622	18,622	18,622	18,622	18,622	18,622	18,622	18,622	18,626	-	223,468	223,468	-	
OASDI/Medicare/Alternative, classified	3302	21,988	21,988	21,988	21,988	21,988	21,988	21,988	21,988	21,988	21,988	21,993	-	263,861	263,861	-	
Health & Welfare Benefits, certificated	3401	241,781	241,781	241,781	241,781	241,781	241,781	241,781	241,781	241,781	241,781	241,782	-	2,901,373	2,901,373	-	

EL CAMINO REAL CHARTER HIGH
Budget Cash Flow

	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance
Health & Welfare Benefits, classified	3402 75,563	75,563	75,563	75,563	75,563	75,563	75,563	75,563	75,563	75,563	75,563	75,559		906,752	906,752	-
State Unemployment Insurance, certified	3501 642	642	642	642	642	642	642	642	642	642	642	644		7,706	7,706	-
State Unemployment Insurance, classified	3502 164	164	164	164	164	164	164	164	164	164	164	163		1,967	1,967	-
Workers' Compensation Insurance, certified	3601 15,690	15,690	15,690	15,690	15,690	15,690	15,690	15,690	15,690	15,690	15,690	15,695		188,285	188,285	-
Workers' Compensation Insurance, classified	3602 4,005	4,005	4,005	4,005	4,005	4,005	4,005	4,005	4,005	4,005	4,005	4,010		48,065	48,065	-
OPEB, Allocated, certified	3701 216,532	216,532	216,532	216,532	216,532	216,532	216,532	216,532	216,532	216,532	216,532	216,535		2,598,387	2,598,387	-
OPEB, Allocated, classified	3702 55,276	55,276	55,276	55,276	55,276	55,276	55,276	55,276	55,276	55,276	55,276	55,279		663,315	663,315	-
Other Benefits, certified	3901 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Other Benefits, classified	3902 1,139	1,139	1,139	1,139	1,139	1,139	1,139	1,139	1,139	1,139	1,139	1,142		13,671	13,671	-
Total, Employee Benefits	3000-3999 919,579	919,579	919,579	919,579	919,579	919,579	919,579	919,579	919,579	919,579	919,579	919,607		11,034,976	11,034,976	-
4. Books and Supplies																
Approved Textbooks & Core Curricula Materials	4100 10,743	10,743	10,743	10,743	10,743	10,743	10,743	10,743	10,743	10,743	10,743	10,744		128,917	128,917	-
Books & Other Reference Materials	4200 3,747	3,747	3,747	3,747	3,747	3,747	3,747	3,747	3,747	3,747	3,747	3,749		44,966	44,966	-
Materials & Supplies	4300 516	516	516	516	516	516	516	516	516	516	516	516		6,192	6,192	-
Instructional Materials & Supplies	4325 23,295	23,295	23,295	23,295	23,295	23,295	23,295	23,295	23,295	23,295	23,295	23,295		279,540	279,540	-
Office Supplies	4330 6,836	6,836	6,836	6,836	6,836	6,836	6,836	6,836	6,836	6,836	6,836	6,832		82,028	82,028	-
Non Instructional Student Materials & Supplies	4345 48,880	48,880	48,880	48,880	48,880	48,880	48,880	48,880	48,880	48,880	48,880	48,879		586,559	586,559	-
Noncapitalized Equipment	4400 87,103	87,103	87,103	87,103	87,103	87,103	87,103	87,103	87,103	87,103	87,103	87,108		1,045,241	1,045,241	-
Student Food Services	4710 31,946	31,946	31,946	31,946	31,946	31,946	31,946	31,946	31,946	31,946	31,946	31,943		383,349	383,349	-
Other Food	4720 3,976	3,976	3,976	3,976	3,976	3,976	3,976	3,976	3,976	3,976	3,976	3,970		47,706	47,706	-
Total, Books and Supplies	4000-4999 217,042	217,042	217,042	217,042	217,042	217,042	217,042	217,042	217,042	217,042	217,042	217,036		2,604,498	2,604,498	-
5. Services and Other Operating Expenditures																
Services & Other Operating Expenses	5000 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Subagreements for Services	5100 28,853	28,853	28,853	28,853	28,853	28,853	28,853	28,853	28,853	28,853	28,853	28,849		346,232	346,232	-
Travel & Conferences	5200 2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,087		25,000	25,000	-
Dues & Memberships	5300 46,110	46,110	46,110	46,110	46,110	46,110	46,110	46,110	46,110	46,110	46,110	46,105		553,315	553,315	-
Insurance	5400 21,574	21,574	21,574	21,574	21,574	21,574	21,574	21,574	21,574	21,574	21,574	21,572		258,886	258,886	-
Operations & Housekeeping	5500 64,182	64,182	64,182	64,182	64,182	64,182	64,182	64,182	64,182	64,182	64,182	64,185		770,187	770,187	-
Security	5520 25,156	25,156	25,156	25,156	25,156	25,156	25,156	25,156	25,156	25,156	25,156	25,161		301,877	301,877	-
Equipment Leases	5605 58,026	58,026	58,026	58,026	58,026	58,026	58,026	58,026	58,026	58,026	58,026	58,020		696,306	696,306	-
Rent	5610 918	918	918	918	918	918	918	918	918	918	918	923		11,021	11,021	-
Repairs and Maintenance - Computers	5616 101	101	101	101	101	101	101	101	101	101	101	97		1,208	1,208	-
Utilities	5620 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Other Rentals, Leases and Repairs 1	5631 591	591	591	591	591	591	591	591	591	591	591	593		7,094	7,094	-
Other Services & Operating Expenses	5800 207	207	207	207	207	207	207	207	207	207	207	203		2,480	2,480	-
Banking Fees	5809 17,940	17,940	17,940	17,940	17,940	17,940	17,940	17,940	17,940	17,940	17,940	17,938		215,278	215,278	-
Business Services	5812 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Consultants - Instructional	5815 94,163	94,163	94,163	94,163	94,163	94,163	94,163	94,163	94,163	94,163	94,163	94,161		1,129,954	1,129,954	-
Consultants - Non Instructional - Custom 1	5820 36,604	36,604	36,604	36,604	36,604	36,604	36,604	36,604	36,604	36,604	36,604	36,606		439,250	439,250	-
District Oversight Fees	5824 27,925	27,925	27,925	27,925	27,925	27,925	27,925	27,925	27,925	27,925	27,925	27,921		335,096	335,096	-
Field Trips Expenses	5830 21,873	21,873	21,873	21,873	21,873	21,873	21,873	21,873	21,873	21,873	21,873	21,873		262,476	262,476	-
Fines and Penalties	5833 208	208	208	208	208	208	208	208	208	208	208	212		2,500	2,500	-
Professional Development	5840 6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,663		80,000	80,000	-
Legal Fees	5845 23,390	23,390	23,390	23,390	23,390	23,390	23,390	23,390	23,390	23,390	23,390	23,386		280,676	280,676	-
Licenses and Other Fees	5848 3,998	3,998	3,998	3,998	3,998	3,998	3,998	3,998	3,998	3,998	3,998	3,996		47,974	47,974	-
Marketing and Student Recruiting	5851 2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,087		25,000	25,000	-
Payroll Fees	5857 6,686	6,686	6,686	6,686	6,686	6,686	6,686	6,686	6,686	6,686	6,686	6,686		80,232	80,232	-
Prior Yr Exp (not accrued)	5861 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Special Education Encroachment	5872 54,159	54,159	54,159	54,159	54,159	54,159	54,159	54,159	54,159	54,159	54,159	54,158		649,907	649,907	-
Substitutes	5884 23,466	23,466	23,466	23,466	23,466	23,466	23,466	23,466	23,466	23,466	23,466	23,461		281,587	281,587	-
Bad Debt Expense	5898 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Communications	5900 13,916	13,916	13,916	13,916	13,916	13,916	13,916	13,916	13,916	13,916	13,916	13,917		166,993	166,993	-
Total, Services and Other Operating Expenditures	5000-5999 580,879	580,879	580,879	580,879	580,879	580,879	580,879	580,879	580,879	580,879	580,879	580,860		6,970,529	6,970,529	-
6. Capital Outlay																
<i>(Objects 6100-6170, 6200-6500 modified accrual basis only)</i>																
Land and Land Improvements	6100-6170 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Buildings and Improvements of Buildings	6200 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Equipment	6400 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Equipment Replacement	6500 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Depreciation Expense (for full accrual only)	6900 47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,200		566,444	566,444	-
Total, Capital Outlay	6000-6599 47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,200		566,444	566,444	-
7. Other Outgo																
Tuition to Other Schools	7110-7143 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Transfers of Pass-through Revenues to Other LEAs	7211-7213 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
All Other Transfers	7281-7299 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Debt Service:																
Interest	7438 -	-	3,180	3,180	3,180	3,180	3,180	3,180	3,128	3,076	3,025	2,971		31,280	31,280	-
Principal	7439 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-
Other Outgo - Uncategorized Expense	7900 -	-	-	-	-	-	-	-	-	-	-	-		-	-	-

EL CAMINO REAL CHARTER HIGH
Budget Cash Flow

		July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance
Total, Other Outgo	7100-7299	-	-	3,180	3,180	3,180	3,180	3,180	3,180	3,128	3,076	3,025	2,971	-	31,280	31,280	-
8. TOTAL EXPENDITURES		3,386,149	3,386,149	3,389,329	3,389,329	3,389,329	3,389,329	3,389,329	3,389,329	3,389,277	3,389,225	3,389,174	3,389,108	-	40,665,056	40,665,056	-
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND.		(3,386,149)	(1,724,306)	538,213	913,534	(376,705)	(218,483)	752,391	(376,705)	(799,984)	(579,197)	(1,708,242)	(1,423,156)	10,403,510	2,014,721	2,014,721	-
D. OTHER FINANCING SOURCES / USES																	
1. Other Sources	8930-8979	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2. Less: Other Uses	7630-7699	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(3,386,149)	(1,724,306)	538,213	913,534	(376,705)	(218,483)	752,391	(376,705)	(799,984)	(579,197)	(1,708,242)	(1,423,156)	10,403,510	2,014,721	2,014,721	-
F. BALANCE SHEET TRANSACTIONS																	
1. ACCOUNTS RECEIVABLE	3,749,169	3,749,169															
2. PREPAID EXPENDITURES	842,971	842,971															
3. ACCOUNTS PAYABLE	2,641,854	2,641,854															
4. LOANS PAYABLE- (PPP Loan proceeds)			(3,815,700)						62,045	62,097	62,148	62,200	62,252				
5. OTHER ADJUSTMENTS (OPEB Funding)		220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000				
NET BALANCE SHEET TRANSACTIONS		1,730,286	3,595,700	(220,000)	(220,000)	(220,000)	(220,000)	(220,000)	(282,045)	(282,097)	(282,148)	(282,200)	(282,252)	-	-	-	-
G. ENDING CASH BALANCE		5,566,278	7,437,672	7,755,885	8,449,419	7,852,714	7,414,231	7,946,623	7,287,873	6,205,792	5,344,447	3,354,005	1,648,596				

Budget Cash Flow - 2021-22

		July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance
Beginning Cash Balance	July 1 Cash =	1,648,596	3,495,632	2,845,379	3,068,295	5,206,558	5,468,764	5,033,777	5,529,612	4,936,304	4,596,779	4,992,936	4,299,947				
A. REVENUES																	
1. LCFF Sources																	
State Aid - Current Year	8011	-	1,082,200	1,082,200	1,947,960	1,947,960	1,947,960	1,947,960	1,947,960	1,947,960	1,947,960	1,947,960	1,947,960	1,947,960	21,644,000	21,644,000	-
Education Protection Account (EPA) - Current Year	8012	-	-	-	848,300	-	-	848,300	-	-	848,300	-	-	848,301	3,393,201	3,393,201	-
State Aid - Prior Years	8019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers to Charter Schools in Lieu of Property Taxes	8096	-	598,069	1,196,138	797,426	797,426	797,426	797,426	797,426	697,747	697,747	697,747	697,747	1,395,494	9,967,819	9,967,819	-
Other LCFF Transfers	8091, 8097	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total, LCFF Sources		-	1,680,269	2,278,338	3,593,686	2,745,386	2,745,386	3,593,686	2,745,386	2,645,707	3,494,007	2,645,707	2,645,707	4,191,755	35,005,020	35,005,020	-
2. Federal Revenues																	
Special Education - Federal	8181, 8182	-	-	-	-	-	-	-	-	-	-	-	-	55,218	276,088	276,088	-
Child Nutrition - Federal	8220	-	-	22,087	22,087	22,087	22,087	22,087	22,087	22,087	22,087	22,087	-	-	-	-	-
Other Federal Revenues																	
Title I		-	-	-	-	-	-	92,215	-	-	92,215	-	92,215	92,215	368,860	368,860	-
Title II		-	-	-	-	-	-	18,808	-	-	18,808	-	18,808	18,808	75,232	75,232	-
Title III - EL		-	-	-	-	-	-	1,935	-	-	1,935	-	1,935	3,871	7,741	7,741	-
Title III - Immigrant	8110, 8260-8299	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title IV		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title V - PCSGP		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CARES		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interagency Services between LEAs		-	-	-	-	-	-	-	-	353,463	-	-	176,731	176,731	706,925	706,925	-
Other Federal Revenues		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total, Federal Revenues		-	-	22,087	22,087	22,087	22,087	135,045	22,087	375,550	135,045	22,087	309,841	346,843	1,434,846	1,434,846	-
3. Other State Revenues																	
Special Education - State	8311	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Child Nutrition - State	8520	-	-	1,676	1,676	1,676	1,676	1,676	1,676	1,676	1,676	1,676	1,676	4,188	20,948	20,948	-
State School Facilities Apportionments	8545	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mandated Cost Reimbursement	8550	-	-	-	-	-	158,323	-	-	-	-	-	-	-	158,323	158,323	-
State Lottery Revenue	8560	-	-	-	-	-	-	127,887	-	-	127,887	-	-	255,774	511,548	511,548	-
ASES	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Charter School Facility Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other State Revenues	8590	-	-	-	-	-	-	-	-	-	-	-	-	433,111	433,111	433,111	-
Total, Other State Revenues		-	-	1,676	1,676	1,676	159,999	129,563	1,676	1,676	129,563	1,676	1,676	693,073	1,123,930	1,123,930	-
4. Other Local Revenues																	
Food Service Sales	8634	-	-	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	-	175,000	175,000	-
All Other Sales	8639	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Leases and Rentals	8650	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	8660	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-	100,000	100,000	-
Net Increase (Decrease) in FMV of Investments	8662	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interagency Services between LEAs	8677	-	-	223,836	223,836	223,836	223,836	223,836	223,836	223,836	223,836	223,836	223,836	-	2,238,364	2,238,364	-
All Other Local Revenues	8699	-	-	-	600,000	-	-	-	-	-	-	-	-	-	600,000	600,000	-

EL CAMINO REAL CHARTER HIGH
Budget Cash Flow

		July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance
Prior Yr Exp (not accrued)	5861	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Education Encroachment	5872	55,784	55,784	55,784	55,784	55,784	55,784	55,784	55,784	55,784	55,784	55,784	55,780	-	669,404	669,404	-
Substitutes	5884	24,170	24,170	24,170	24,170	24,170	24,170	24,170	24,170	24,170	24,170	24,170	24,165	-	290,035	290,035	-
Bad Debt Expense	5898	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Communications	5900	14,334	14,334	14,334	14,334	14,334	14,334	14,334	14,334	14,334	14,334	14,334	14,328	-	172,002	172,002	-
Total, Services and Other Operating Expenditures	5000-5999	545,627	545,627	545,627	545,627	545,627	545,627	545,627	545,627	545,627	545,627	545,627	545,588	-	6,547,485	6,547,485	-
6. Capital Outlay																	
<i>(Objects 6100-6170, 6200-6500 modified accrual basis only)</i>																	
Land and Land Improvements	6100-6170	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Replacement	6500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation Expense (for full accrual only)	6900	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,200	-	566,444	566,444	-
Total, Capital Outlay	6000-6599	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,200	-	566,444	566,444	-
7. Other Outgo																	
Tuition to Other Schools	7110-7143	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other Transfers	7281-7299	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service:																	
Interest	7438	2,921	2,869	2,817	2,765	2,713	2,661	2,609	2,556	2,504	2,452	2,400	2,346	-	31,613	31,613	-
Principal	7439	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Outgo - Uncategorized Expense	7900	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total, Other Outgo	7100-7299	2,921	2,869	2,817	2,765	2,713	2,661	2,609	2,556	2,504	2,452	2,400	2,346	-	31,613	31,613	-
8. TOTAL EXPENDITURES		3,331,491	3,331,439	3,331,387	3,331,335	3,331,283	3,331,231	3,331,179	3,331,126	3,331,074	3,331,022	3,330,970	3,330,832	-	39,974,369	39,974,369	-
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND.		(3,331,491)	(1,651,170)	(777,950)	1,137,450	(310,798)	(152,423)	778,451	(310,641)	(56,805)	678,929	(410,164)	(122,271)	5,231,671	702,791	702,791	-
D. OTHER FINANCING SOURCES / USES																	
1. Other Sources	8930-8979	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2. Less: Other Uses	7630-7699	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(3,331,491)	(1,651,170)	(777,950)	1,137,450	(310,798)	(152,423)	778,451	(310,641)	(56,805)	678,929	(410,164)	(122,271)	5,231,671	702,791	702,791	-
F. BALANCE SHEET TRANSACTIONS																	
1. ACCOUNTS RECEIVABLE	10,403,510	5,460,831	1,283,273	1,283,273	1,283,273	855,515										237,345	
2. PREPAID EXPENDITURES		-	-	-	-	-											
3. ACCOUNTS PAYABLE		-	-	-	-	-											
4. LOANS PAYABLE		62,304	62,356	62,408	62,460	62,512	62,564	62,616	62,668	62,720	62,773	62,825	62,877				
5. OTHER ADJUSTMENTS		220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000				
NET BALANCE SHEET TRANSACTIONS		5,178,527	1,000,917	1,000,865	1,000,813	573,003	(282,564)	(282,616)	(282,668)	(282,720)	(282,773)	(282,825)	(282,877)	-	237,345	-	-
G. ENDING CASH BALANCE		3,495,632	2,845,379	3,068,295	5,206,558	5,468,764	5,033,777	5,529,612	4,936,304	4,596,779	4,992,936	4,299,947	3,894,799				

Budget Cash Flow - 2022-23

		July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance
Beginning Cash Balance	July 1 Cash =	3,894,799	5,026,895	3,034,626	1,915,524	2,711,772	2,059,718	1,567,507	2,004,599	1,352,545	954,277	1,291,690	539,957				
A. REVENUES																	
1. LCFF Sources																	
State Aid - Current Year	8011	-	1,082,200	1,082,200	1,947,960	1,947,960	1,947,960	1,947,960	1,947,960	1,947,960	1,947,960	1,947,960	1,947,960	1,947,960	21,644,000	21,644,000	-
Education Protection Account (EPA) - Current Year	8012	-	-	-	848,300	-	-	848,300	-	-	848,300	-	-	848,301	3,393,201	3,393,201	-
State Aid - Prior Years	8019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers to Charter Schools in Lieu of Property Taxes	8096	-	598,069	1,196,138	797,426	797,426	797,426	797,426	797,426	697,747	697,747	697,747	697,747	1,395,494	9,967,819	9,967,819	-
Other LCFF Transfers	8091, 8097	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total, LCFF Sources		-	1,680,269	2,278,338	3,593,686	2,745,386	2,745,386	3,593,686	2,745,386	2,645,707	3,494,007	2,645,707	2,645,707	4,191,755	35,005,020	35,005,020	-
2. Federal Revenues																	
Special Education - Federal	8181, 8182	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Child Nutrition - Federal	8220	-	-	22,087	22,087	22,087	22,087	22,087	22,087	22,087	22,087	22,087	22,087	55,218	276,088	276,088	-
Other Federal Revenues																	
Title I		-	-	-	-	-	-	92,215	-	-	92,215	-	92,215	92,215	368,860	368,860	-
Title II		-	-	-	-	-	-	18,808	-	-	18,808	-	18,808	18,808	75,232	75,232	-

EL CAMINO REAL CHARTER HIGH
Budget Cash Flow

		July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance	
8110, 8260-8299	Title III - EL	-	-	-	-	-	-	1,935	-	-	1,935	-	-	3,871	7,741	7,741	-	
	Title III - Immigrant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Title IV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Title V - PCSGP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	CARES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Interagency Services between LEAs	-	-	-	-	-	-	-	-	-	353,463	-	-	176,731	176,731	706,925	706,925	-
	Other Federal Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total, Federal Revenues	-	-	22,087	22,087	22,087	22,087	135,045	22,087	375,550	135,045	22,087	309,841	346,843	1,434,846	1,434,846	-	
	3. Other State Revenues																	
	Special Education - State	8311	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Child Nutrition - State	8520	-	-	1,676	1,676	1,676	1,676	1,676	1,676	1,676	1,676	1,676	1,676	4,188	20,948	20,948	-
	State School Facilities Apportionments	8545	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Mandated Cost Reimbursement	8550	-	-	-	-	-	159,842	-	-	-	-	-	-	-	159,842	159,842	-
	State Lottery Revenue	8560	-	-	-	-	-	-	127,887	-	-	127,887	-	-	255,774	511,548	511,548	-
	ASES	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Charter School Facility Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	All Other State Revenues	8590	-	-	-	-	-	-	-	-	-	-	-	-	433,111	433,111	433,111	-
	Total, Other State Revenues		-	-	1,676	1,676	1,676	161,518	129,563	1,676	1,676	129,563	1,676	1,676	693,073	1,125,449	1,125,449	-
	4. Other Local Revenues																	
	Food Service Sales	8634	-	-	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	-	175,000	175,000	-
All Other Sales	8639	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Leases and Rentals	8650	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Interest	8660	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-	100,000	100,000	-	
Net Increase (Decrease) in FMV of Investments	8662	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Interagency Services between LEAs	8677	-	-	223,836	223,836	223,836	223,836	223,836	223,836	223,836	223,836	223,836	223,836	-	2,238,364	2,238,364	-	
All Other Local Revenues	8699	-	-	-	600,000	-	-	-	-	-	-	-	-	-	600,000	600,000	-	
Transfers of Apportionments from Districts or Charter Schools	8791	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total, Local Revenues		-	-	251,336	851,336	251,336	251,336	251,336	251,336	251,336	251,336	251,336	251,336	-	3,113,364	3,113,364	-	
5. TOTAL REVENUES		-	1,680,269	2,553,437	4,468,785	3,020,485	3,180,327	4,109,630	3,020,485	3,274,269	4,009,951	2,920,806	3,208,560	5,231,671	40,678,679	40,678,679	-	
B. EXPENDITURES																		
1. Certificated Salaries																		
Certificated Teachers' Salaries	1100	1,051,477	1,051,477	1,051,477	1,051,477	1,051,477	1,051,477	1,051,477	1,051,477	1,051,477	1,051,477	1,051,477	1,051,476	-	12,617,723	12,617,723	-	
Certificated Pupil Support Salaries	1200	131,616	131,616	131,616	131,616	131,616	131,616	131,616	131,616	131,616	131,616	131,616	131,616	-	1,579,386	1,579,386	-	
Certificated Supervisors' and Administrators' Salaries	1300	85,773	85,773	85,773	85,773	85,773	85,773	85,773	85,773	85,773	85,773	85,773	85,767	-	1,029,270	1,029,270	-	
Other Certificated Salaries	1900	4,328	4,328	4,328	4,328	4,328	4,328	4,328	4,328	4,328	4,328	4,328	4,328	-	51,936	51,936	-	
Total, Certificated Salaries	1000-1999	1,273,194	1,273,194	1,273,194	1,273,194	1,273,194	1,273,194	1,273,194	1,273,194	1,273,194	1,273,194	1,273,194	1,273,181	-	15,278,315	15,278,315	-	
2. Non-certificated Salaries																		
Non-certificated Instructional Aides' Salaries	2100	75,428	75,428	75,428	75,428	75,428	75,428	75,428	75,428	75,428	75,428	75,428	75,431	-	905,139	905,139	-	
Non-certificated Support Salaries	2200	124,308	124,308	124,308	124,308	124,308	124,308	124,308	124,308	124,308	124,308	124,308	124,308	-	1,491,696	1,491,696	-	
Non-certificated Supervisors' and Administrators' Sal.	2300	54,800	54,800	54,800	54,800	54,800	54,800	54,800	54,800	54,800	54,800	54,800	54,800	-	657,600	657,600	-	
Clerical and Office Salaries	2400	75,906	75,906	75,906	75,906	75,906	75,906	75,906	75,906	75,906	75,906	75,906	75,911	-	910,877	910,877	-	
Other Non-certificated Salaries	2900	5,938	5,938	5,938	5,938	5,938	5,938	5,938	5,938	5,938	5,938	5,938	5,932	-	71,250	71,250	-	
Total, Non-certificated Salaries	2000-2999	336,380	336,380	336,380	336,380	336,380	336,380	336,380	336,380	336,380	336,380	336,380	336,382	-	4,036,562	4,036,562	-	
3. Employee Benefits																		
State Teachers' Retirement System, certificated	3101	234,604	234,604	234,604	234,604	234,604	234,604	234,604	234,604	234,604	234,604	234,604	234,607	-	2,815,251	2,815,251	-	
State Teachers' Retirement System, classified	3102	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Public Employees' Retirement System, certificated	3201	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Public Employees' Retirement System, classified	3202	72,161	72,161	72,161	72,161	72,161	72,161	72,161	72,161	72,161	72,161	72,161	72,158	-	865,929	865,929	-	
OASDI/Medicare/Alternative, certificated	3301	18,461	18,461	18,461	18,461	18,461	18,461	18,461	18,461	18,461	18,461	18,461	18,461	-	221,536	221,536	-	
OASDI/Medicare/Alternative, classified	3302	22,608	22,608	22,608	22,608	22,608	22,608	22,608	22,608	22,608	22,608	22,608	22,605	-	271,293	271,293	-	
Health & Welfare Benefits, certificated	3401	240,181	240,181	240,181	240,181	240,181	240,181	240,181	240,181	240,181	240,181	240,181	240,185	-	2,882,176	2,882,176	-	
Health & Welfare Benefits, classified	3402	75,563	75,563	75,563	75,563	75,563	75,563	75,563	75,563	75,563	75,563	75,563	75,559	-	906,752	906,752	-	
State Unemployment Insurance, certificated	3501	637	637	637	637	637	637	637	637	637	637	637	632	-	7,639	7,639	-	
State Unemployment Insurance, classified	3502	168	168	168	168	168	168	168	168	168	168	168	170	-	2,018	2,018	-	
Workers' Compensation Insurance, certificated	3601	15,555	15,555	15,555	15,555	15,555	15,555	15,555	15,555	15,555	15,555	15,555	15,553	-	186,658	186,658	-	
Workers' Compensation Insurance, classified	3602	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,105	-	49,315	49,315	-	
OPEB, Allocated, certificated	3701	214,660	214,660	214,660	214,660	214,660	214,660	214,660	214,660	214,660	214,660	214,660	214,665	-	2,575,925	2,575,925	-	
OPEB, Allocated, classified	3702	56,714	56,714	56,714	56,714	56,714	56,714	56,714	56,714	56,714	56,714	56,714	56,710	-	680,564	680,564	-	
Other Benefits, certificated	3901	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Benefits, classified	3902	1,139	1,139	1,139	1,139	1,139	1,139	1,139	1,139	1,139	1,139	1,139	1,142	-	13,671	13,671	-	
Total, Employee Benefits	3000-3999	956,561	956,561	956,561	956,561	956,561	956,561	956,561	956,561	956,561	956,561	956,561	956,556	-	11,478,727	11,478,727	-	
4. Books and Supplies																		
Approved Textbooks & Core Curricula Materials	4100	11,397	11,397	11,397	11,397	11,397	11,397	11,397	11,397	11,397	11,397	11,397	11,402	-	136,769	136,769	-	
Books & Other Reference Materials	4200	3,975	3,975	3,975	3,975	3,975	3,975	3,975	3,975	3,975	3,975	3,975	3,980	-	47,705	47,705	-	
Materials & Supplies	4300	547	547	547	547	547	547	547	547	547	547	547	550	-	6,567	6,567	-	
Instructional Materials & Supplies	4325	24,714	24,714	24,714	24,714	24,714	24,714	24,714	24,714	24,714	24,714	24,714	24,714	-	296,568	296,568	-	
Office Supplies	4330	19,266	19,266	19,266	19,266	19,266	19,266	19,266	19,266	19,266	19,266	19,266	19,267	-	231,193	231,193	-	
Non Instructional Student Materials & Supplies	4345	51,857	51,857	51,857	51,857	51,857	51,857	51,857	51,857	51,857	51,857	51,857	51,866	-	622,283	622,283	-	
Noncapitalized Equipment	4400	62,992	62,992	62,992	62,992	62,992	62,992	62,992	62,992	62,992	62,992	62,992	62,988	-	755,900	755,900	-	
Student Food Services	4710	33,891	33,891	33,891	33,891	33,891	33,891	33,891	33,891	33,891	33,891	33,891	33,893	-	406,694	406,694	-	

**EL CAMINO REAL CHARTER HIGH
Budget Cash Flow**

		July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance
Other Food	4720	4,218	4,218	4,218	4,218	4,218	4,218	4,218	4,218	4,218	4,218	4,218	4,217	-	50,615	50,615	-
Total, Books and Supplies	4000-4999	212,857	212,857	212,857	212,857	212,857	212,857	212,857	212,857	212,857	212,857	212,857	212,867	-	2,554,294	2,554,294	-
5. Services and Other Operating Expenditures																	
Services & Other Operating Expenses	5000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subagreements for Services	5100	30,610	30,610	30,610	30,610	30,610	30,610	30,610	30,610	30,610	30,610	30,610	30,608	-	367,318	367,318	-
Travel & Conferences	5200	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,215	-	26,525	26,525	-
Dues & Memberships	5300	44,626	44,626	44,626	44,626	44,626	44,626	44,626	44,626	44,626	44,626	44,626	44,630	-	535,516	535,516	-
Insurance	5400	22,888	22,888	22,888	22,888	22,888	22,888	22,888	22,888	22,888	22,888	22,888	22,885	-	274,653	274,653	-
Operations & Housekeeping	5500	59,508	59,508	59,508	59,508	59,508	59,508	59,508	59,508	59,508	59,508	59,508	59,506	-	714,094	714,094	-
Security	5520	26,689	26,689	26,689	26,689	26,689	26,689	26,689	26,689	26,689	26,689	26,689	26,683	-	320,262	320,262	-
Equipment Leases	5605	31,518	31,518	31,518	31,518	31,518	31,518	31,518	31,518	31,518	31,518	31,518	31,512	-	378,210	378,210	-
Rent	5610	974	974	974	974	974	974	974	974	974	974	974	976	-	11,690	11,690	-
Repairs and Maintenance - Computers	5616	107	107	107	107	107	107	107	107	107	107	107	104	-	1,281	1,281	-
Utilities	5620	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Rentals, Leases and Repairs 1	5631	627	627	627	627	627	627	627	627	627	627	627	628	-	7,525	7,525	-
Other Services & Operating Expenses	5800	219	219	219	219	219	219	219	219	219	219	219	221	-	2,630	2,630	-
Banking Fees	5809	19,032	19,032	19,032	19,032	19,032	19,032	19,032	19,032	19,032	19,032	19,032	19,033	-	228,385	228,385	-
Business Services	5812	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Consultants - Instructional	5815	90,707	90,707	90,707	90,707	90,707	90,707	90,707	90,707	90,707	90,707	90,707	90,710	-	1,088,487	1,088,487	-
Consultants - Non Instructional - Custom 1	5820	38,833	38,833	38,833	38,833	38,833	38,833	38,833	38,833	38,833	38,833	38,833	38,836	-	465,999	465,999	-
District Oversight Fees	5824	29,171	29,171	29,171	29,171	29,171	29,171	29,171	29,171	29,171	29,171	29,171	29,169	-	350,050	350,050	-
Field Trips Expenses	5830	29,215	29,215	29,215	29,215	29,215	29,215	29,215	29,215	29,215	29,215	29,215	29,210	-	350,575	350,575	-
Fines and Penalties	5833	221	221	221	221	221	221	221	221	221	221	221	221	-	2,652	2,652	-
Professional Development	5840	206	206	206	206	206	206	206	206	206	206	206	206	-	2,472	2,472	-
Legal Fees	5845	23,098	23,098	23,098	23,098	23,098	23,098	23,098	23,098	23,098	23,098	23,098	23,093	-	277,171	277,171	-
Licenses and Other Fees	5848	4,241	4,241	4,241	4,241	4,241	4,241	4,241	4,241	4,241	4,241	4,241	4,246	-	50,897	50,897	-
Marketing and Student Recruiting	5851	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,212	-	26,522	26,522	-
Payroll Fees	5857	7,093	7,093	7,093	7,093	7,093	7,093	7,093	7,093	7,093	7,093	7,093	7,095	-	85,118	85,118	-
Prior Yr Exp (not accrued)	5861	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Education Encroachment	5872	57,457	57,457	57,457	57,457	57,457	57,457	57,457	57,457	57,457	57,457	57,457	57,459	-	689,486	689,486	-
Substitutes	5884	24,895	24,895	24,895	24,895	24,895	24,895	24,895	24,895	24,895	24,895	24,895	24,891	-	298,736	298,736	-
Bad Debt Expense	5898	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Communications	5900	14,763	14,763	14,763	14,763	14,763	14,763	14,763	14,763	14,763	14,763	14,763	14,768	-	177,161	177,161	-
Total, Services and Other Operating Expenditures	5000-5999	561,118	561,118	561,118	561,118	561,118	561,118	561,118	561,118	561,118	561,118	561,118	561,117	-	6,733,415	6,733,415	-
6. Capital Outlay <i>(Objects 6100-6170, 6200-6500 modified accrual basis only)</i>																	
Land and Land Improvements	6100-6170	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Replacement	6500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation Expense <i>(for full accrual only)</i>	6900	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,200	-	566,444	566,444	-
Total, Capital Outlay	6000-6599	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,204	47,200	-	566,444	566,444	-
7. Other Outgo																	
Tuition to Other Schools	7110-7143	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other Transfers	7281-7299	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service:																	
Interest	7438	2,295	2,242	2,190	2,137	2,085	2,032	1,980	1,927	1,874	1,821	1,769	1,716	-	24,068	24,068	-
Principal	7439	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Outgo - Uncategorized Expense	7900	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total, Other Outgo	7100-7299	2,295	2,242	2,190	2,137	2,085	2,032	1,980	1,927	1,874	1,821	1,769	1,716	-	24,068	24,068	-
8. TOTAL EXPENDITURES		3,389,609	3,389,556	3,389,504	3,389,451	3,389,399	3,389,346	3,389,294	3,389,241	3,389,188	3,389,135	3,389,083	3,389,019	-	40,671,825	40,671,825	-
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND.		(3,389,609)	(1,709,287)	(836,067)	1,079,334	(368,914)	(209,019)	720,336	(368,756)	(114,919)	620,816	(468,277)	(180,458)	5,231,671	6,854	6,854	-
D. OTHER FINANCING SOURCES / USES																	
1. Other Sources	8930-8979	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2. Less: Other Uses	7630-7699	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(3,389,609)	(1,709,287)	(836,067)	1,079,334	(368,914)	(209,019)	720,336	(368,756)	(114,919)	620,816	(468,277)	(180,458)	5,231,671	6,854	6,854	-
F. BALANCE SHEET TRANSACTIONS																	
1. ACCOUNTS RECEIVABLE	5,231,671	4,804,635	-	-	-	-	-	-	-	-	-	-	-	-	427,036	-	-
2. PREPAID EXPENDITURES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3. ACCOUNTS PAYABLE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

EL CAMINO REAL CHARTER HIGH
Budget Cash Flow

	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance
4. LOANS PAYABLE	62,930	62,982	63,035	63,087	63,140	63,192	63,245	63,298	63,350	63,403	63,456	63,509				
5. OTHER ADJUSTMENTS	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000				
NET BALANCE SHEET TRANSACTIONS	4,521,705	(282,982)	(283,035)	(283,087)	(283,140)	(283,192)	(283,245)	(283,298)	(283,350)	(283,403)	(283,456)	(283,509)	-	427,036	-	-
G. ENDING CASH BALANCE	5,026,895	3,034,626	1,915,524	2,711,772	2,059,718	1,567,507	2,004,599	1,352,545	954,277	1,291,690	539,957	75,990				

EL CAMINO REAL ALLIANCE

EXECUTIVE DIRECTOR RECOMMENDATION

BOARD MEETING DATE: September 24, 2020

AGENDA ITEM:

III.B. Discuss and Vote on 3 Year Updated Budget and Cash Flow

BRIEF SUMMARY OF THE ISSUE:

The updated budget has been presented as part of the charter renewal petition, and includes updates based on the Updated 2020-2021 Budget passed by the State of California Legislature, and the Chief Business Officer's work with ICON School Management. This budget includes recent changes to our funding and expenses aligned with these updates.

PERSONNEL INVOLVED:

Chief Business Officer and the Business Office.

FISCAL IMPLICATIONS (IF ANY):

The budget identifies the changes in LCFF funding, Distance Learning & COVID-19 Expenses. The 3 Year cash flow highlights potential Cash issues, including the PPP Loan, that may arise due to the significant cash deferrals from the State which may need to be implemented.

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

A fiscally sound budget is crucial to ensure that we have the resources needed to continue providing a quality education for our students.

OPTIONS OR SOLUTIONS:

Click or tap here to enter text.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Approve the 3 year updated budget. CBO Greg Wood has worked diligently with ICON to ensure that the budget and related Cash Flow are fiscally responsible and sound, and takes into account the changes to our funding based on the revised LCFF funding, COVID-19 related and updated expenses, the PPP loan proceeds received in August, and the expected deferrals in funding which will be experienced this school year and potentially the following school year(s) as well.

PROPOSED MOTION:

Motion to approve the 3 year updated budget.

Coversheet

Discuss and Vote on Learning Continuity and Attendance Plan

Section: IV. School Business
Item: A. Discuss and Vote on Learning Continuity and Attendance Plan
Purpose: Vote
Submitted by:
Related Material: 2020-21 Learning Continuity and Attendance Plan.pdf
ED Recommendation - LCP.pdf

California Department of Education, July 2020

Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
El Camino Real Charter High School	David Hussey - Executive Director/Principal Minita Clark - Assistant Principal, Curriculum	d.hussey@ecrchs.net m.clark@ecrchs.net

General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

ECR recognizes that students' lives have been greatly impacted socially and emotionally due to COVID-19. Students have experienced greater insecurity and anxiety, food shortage issues, family issues (including loss of jobs, divorce, relocation, etc.), as well as internet connectivity issues. We further realize that parents have had to take on support teaching roles in the home as a result of the pandemic and acknowledge that many may not know how to help students. In this regard, we have multiple measures in place to assist such as counselors who reach out to students daily, Interventionist who support students who are underserved and underrepresented, Deans who monitor student attendance and reach out families to find out what help is needed, and administrators who field hundreds of phone calls and emails as well create onsite options (when permitted and appropriate) for students who are experiencing difficulties.

The move to distance learning everywhere has been abrupt and unprecedented. Like many other schools, we have transitioned to 100% distance learning a move that was unforeseen and untested. Fortunately, we purchased Canvas Learning Management System in 2017 and had been working on incorporating it into the classroom since that time. This has eased the transition for us tremendously as most of our teachers had already been implementing online instruction to some extent.

Therefore, a Distance Learning plan was created with the following six goals:

1. Access for all students to connectivity and devices
2. Content aligned to grade level standards
3. Academic and other pertinent supports for students who are not performing at grade level or have unique needs
4. Implementation of Special Education supports
5. Designated and Integrated Instruction in English language development for EL learners
6. Daily live interaction with certificated employees and peers

[A description of the efforts made to solicit stakeholder feedback.]

An email explaining the LCP as a new state requirement that would replace LCAP for the 20-21 academic year was sent to all stakeholders on July 27, 2020. ECR solicited feedback from all stakeholder groups including administrators, teachers, staff, board members, and students

via survey also on July 27, 2020. A virtual meeting with remote participation was held July 30, 2020 to discuss the LCP and its contents as well as answer stakeholder questions. An initial review of the LCP with board members was held on August 27, 2020. Public hearing was held on September 16, 2020 and a final board vote was made on September 24, 2020.

Survey responses were as follows:

- 138 parent responses
- 50 teacher responses
- 15 staff responses
- 3 student responses
- 3 administrator responses
- 2 board member responses

[A description of the options provided for remote participation in public meetings and public hearings.]

Remote participation options included a virtual meeting via Microsoft Teams for all stakeholders on July 30, 2020. A board meeting agendized item on August 27, 2020 where the meeting was held via GotoMeeting Webinar. A second Microsoft Teams meeting held on August 28, 2020 via Teams to review the drafted LCP. Per Governor Newsom’s Executive Order N-29-20, all meetings subject to the Brown Act were held remotely with agendas, minutes, and posted digitally (in accordance with Executive Order Number N-29-20)

[A summary of the feedback provided by specific stakeholder groups.]

Administrator feedback regarding:

- Learning loss should be dealt with via tutoring time, essentials classes, and enforcement of high quality instruction
- Providing a full curriculum of substantial quality by teaching key curriculum standards
- Measure student participation via LMS and other digital platforms, teacher input, and Deans/Counselor call logs
- Professional development resources via Distance learning Empathy Training, Remote instructional strategies, Heavy tech support
- Assess student progress through Teams, Online Formative Assessments, Dept/Grade Common Assessments
- New Roles and Responsibilities for Staff providing more direct contact with students and parents
- Additional supports for unique needs office and support time built into the bell schedule

Teachers feedback regarding:

- Learning loss:
 - Remediate classes before school, at 8 am classes, and after school classes

- Additional counselors, social workers, deans and school psychologists to support student academic and emotional well being
- Instructional time at the beginning of the year reviewing concepts/skills students 'should' know

- Providing a full curriculum of substantial quality

- Live teaching can go a long way in ensuring that they have a similar quality learning experience
- Teachers will be available during the support and intervention periods to assist students or possibly even do extended sessions with groups
- Provide stipends and other support materials for teachers to create their home offices
- Hold teachers accountable - admin should visit classes to ensure goals are being met; All lessons/agendas should be in Canvas. This will show preparation and delivery
- Aeries can be used for grades (one measurement of progress)
- Adoption of guidelines that are consistent throughout all departments that address such issues as make-up work and grade % breakdown. Also develop plans that teachers follow in case of internet issues and the like

- Measure student participation

- Through discussion, assignments, tests and quizzes
- By looking at when and how long a student is in Teams meetings; when, and how much interaction a student has with Canvas, the work a student submits, relevant participation in chats in Teams, looking at formative assessments (via Pear Deck, EdPuzzle, Google Forms, etc.)
- Counselors should have a specific number of students they 'check in on,' daily (perhaps not during super busy times like programming, etc.), looking at the previously stated goals, as well as the student's grade in Aeries

- Professional development resources via Distance learning

- Virtual pedagogy, strategies for building community
- The school needs to be flexible and responsive about what works and what does not work. For example, Zoom is easier to use than Loom. Can tech make the switch? More support with the Microsoft Teams platform as this seems to be the program we are solely using to deliver instruction and to count student attendance for ADA

- Assess student progress

- Formative and summative assessments of learning. Fulfilling requirements of each assignment. Using their full potential and creativity
- Turning in a completed assignment - not just partial
- Assessment should be comparable to in-person classes. During class, teachers should check for understanding and provide enough time to answer all students' questions. Quizzes, tests, essays and projects should be used to track progress
- Free response and reflective assignments and projects can be used as alternative methods to assess student progress

- **New Roles and Responsibilities for Staff**

- Teachers, with the help of Counselors, increase one-on-one communication with students. If a student is not in attendance for 3 days, it is imperative for teachers, with the support of deans and other out of classroom personnel, to contact counselors to follow up on attendance immediately
- Having the attendance office and counseling office follow up on absences and students who are not doing the class work or not submitting each week
- Deans and Counselors need to call students who are not attending or are logging in and not participating

- **Additional supports for unique needs**

- There needs to be more communication with parents/guardians (possibly in the form of virtual professional development sessions)
- Additional counseling would also be of great assistance for the students to help them cope; giving them longer due dates. Maintaining students with the Special Ed teachers only. Do not have students in the regular classes during long distance learning
- Foster and homeless - make sure we make physical contact with them (at a distance); Dean's and other personnel can go to the home and check on the student. The school can ensure that we have food available for those in need to pick up or be delivered or find out what else they might need

Parents feedback regarding:

- **Learning loss**

One idea is to have students do additional independent reading and writing. Giving more live revision classes to students and giving live coaching. The online format is efficient, but students should have access to tutoring or teacher assistance. Tutorials or videos should also be available to further help the students grasp information taught online if need be.

- **Providing a full curriculum of substantial quality**

The school can provide a forum under which the students can post their learning/thoughts regarding something they were learning about. Students should be required to give feedback in a way that showed learning occurred; All remote learning opportunities should have the capability to provide real-time feedback to the instructor. Student quizzes/check-ins should be built into remote instructions and these should be reviewed by ECR administrators to ensure the highest standard of instructional delivery.

- **Measure student participation**

Make all classes live and not recorded where roll call is taken; Students should sign on when a lecture or class in session & that should be sufficient as participation in class; In class contributions, participation in class chats, submitting homework and assignments on time.

- Professional development resources via Distance learning

Consolidate multiple applications to ONE area to avoid students login to multiple systems, record daily classroom sessions for future reference for those who believe to have either missed it partially participated due to unforeseen distractions; Additional tech support for students and teachers, perhaps an online text chat.

- Assess student progress

Progress should be assessed through quizzes or tests. It should be timed to ensure that it is their own work because that will make it harder to cheat. Students are there, with video on, actively participating - small group breakouts with teacher for discussions to check for learning.

- New Roles and Responsibilities for Staff

Classified staff should be added/reassigned & trained to help in the nurse's office to do contact tracing in the event that students are allowed back on campus. Online curriculum development and tech support for teachers. Awards should be given to instructors who can effectively transition material in new and innovative ways. Sports coaches can still have their prior teams in a "class" to build a "team" community. Students have lost so much during this time. Coaches can still coach.

- Additional supports for unique needs

Staff should be available for counseling and consultation by each of these disadvantaged situations on a case to case basis: For language learners, they should have the information for parents in the language spoken in the home. Parents need to know what is expected of their child so that they can give the child the help they need; Special Education students should have the same resources given at school through telecommunications. They should be able to receive the services they need, OT, speech etc.; Foster families are mandated to keep child learning and growing, and the school should keep tabs to see if that is happening. It will be easy to monitor the child's progress throughout the weeks and communication with family. Therapy might be essential with foster children; Homeless students need to have therapy available and a location where the students can go to for them to get the learning they need throughout the day. Food should be provided.

Students feedback regarding:

- Learning loss

A thorough review of the second half of the year should be performed for the grade level, to make sure that students are up to speed. Last year, it seemed to some that teachers stopped putting in effort by the time of online learning due to the very low number of students on live sessions. ECR should make sure that everyone is on and every teacher is still going live (delivering live synchronized instruction). There should be accountability if not.

- Providing a full curriculum of substantial quality

Offer the technology that has been provided and make sure all students have what they need and are accessing it. Ideally allow students to go to school in a socially distanced manner. The teachers should be easy to access and thoroughly explain everything. They should meet and make sure everyone is on the same page.

- Measure student participation

Check before and after class that all students have been on the entire class period; With an attendance system, you could do it where teachers need to take attendance and the students need to clock in with a pin of when they log on

- Professional development resources via Distance learning

We need lots of teacher support and tech help so we get the instruction we need.

- Assess student progress

Assess student progress through projects and less testing; by grading normal and doing basic checks for understanding

- New Roles and Responsibilities for Staff

Creating social media presences. Teachers should teach the very same and not teach less than what they used to do.

- Additional supports for unique needs

Access to social worker 24/7

Staff feedback regarding:

- Learning loss

A multi prong approach that incorporates additional hours of instructional support; such as tutoring hrs., homework hotline, study groups, coffee with teacher, also mentoring models w/ older young adults that can share different ideas on remote distance learning using a "big brother/ big sister model". Volunteers from local post-high school institutions can sign up. Maybe provide incentives for improvement in areas where loss has occurred other than good grades such as goodie bags by mail that include teenage cherished snacks, school materials like cool pens/ journals, art materials, photo supplies etc.

- Providing a full curriculum of substantial quality

Must offer live online learning. With time set aside for questions with the teacher or tutor; we already do a pretty good job of ensuring students have access to equipment/ materials needed and technical support which increases opportunities for students to receive as full a curriculum. Of course, distance learning improvements can always be made but we seem to be ahead. A focus on absenteeism and missing assignments could signal that the student is not receiving the fullest curriculum possible.

- Measure student participation

By measuring attendance, completion of assignments, having group projects/ assignments. having students actively learning during online class time. Also providing opportunities for student leadership within a class, measuring communication such as how often a student emails a teacher, participates in tutoring hrs., or reaches out to peers for feedback, or offers help to other students.

- Professional development resources via Distance learning

A deep knowledge and understanding of tech and software being used for distance learning. Equipment and extras area needed of course. Expanding staff exposure to recognizing student emotional health and wellbeing, cultural competency. Resources on how to cope with professional stress and balancing roles and responsibilities. resources on improving communication remotely.

- Assess student progress

Some ways to assess progress are finding out Does the student have a good grasp of concepts/ objectives in what is being covered? Is the student able to build upon what they have learned? Are they able to draw their own sound conclusions? Is the student able to ask questions that identify problems and lead to clarification? Do results from assessments reflect what the student has learned or are results in line with the work the student has turned in throughout their coursework and does the student demonstrate this through their participation during lessons?

- New Roles and Responsibilities for Staff

The roles should be using security and admins to help keep everyone safe during school time, make students wear their masks, keep hand sanitizer available for students and staff in each class and practice 6 feet distancing. ECR staff responsibilities are going to be focused on our students' protections through COVID-19. Employees should receive a stipend for home office equipment and supplies.

- Additional supports for unique needs

Weekly reports of each students to see how they are doing by end of month; fun group zoom time, group chats with counselors or our school psychiatric social worker or school psychologist.

Board Members feedback regarding:

- Learning loss

Possibly utilizing more third-party self-guided learning tools or creating student study groups or study pods, but it's incredibly challenging.

- Providing a full curriculum of substantial quality

We may need additional counselor/advisor help to assist more students through this issue.

- Measure student participation

Give quick one or two question surveys (quiz) that they can do throughout the class that demonstrate participation (and reinforce learning)

- Professional development resources via Distance learning

N/A

- Assess student progress

N/A

- New Roles and Responsibilities for Staff

We need a medical advisor and we need additional cleaning assistance.

- Additional supports for unique needs

Additional bodies given the challenges of EL, Homeless, Foster, and Special Education during this time.

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

The Learning Continuity and Attendance Plan, in its entirety, was influenced by stakeholder input. In terms of specifics:

1. Learning Loss strategies were influenced heavily by administrators, teachers and parents. Additionally, departments have decided to create and provide their own tutoring programs. This will be new for ECR. MAP testing will be used to gauge where students are upon return in August 2020 and again for progress in Spring 2021.
2. Unique Learning needs strategies were heavily influenced by Student Support Services Administration and department members as well as the EL Coordinator. This year, we have increased the number of students being served in Special Education by more than 40 students. Collaborative support provided by Special Education teachers in general education classrooms has been increased to better provide support for students with disabilities as well as to help support teachers during distance learning. This also increases support to all students in these collaborative classes.
3. Extensive and continuous training needed in the use of Canvas (our LMS), Class Policy and other virtual tools needed to ensure high levels of student engagement.

Continuity of Learning

In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

ECR will continue to revisit returning students to in-person instruction based on guidelines set forth by local and state authorities. Because none of us know exactly when schools will be allowed to reopen, it is hard to say what it will look like. Tentative actions ECR will take to offer classroom instruction whenever possible are:

- Engage and encourage everyone in the school and the community to practice preventive behaviors. These are the most important actions that will support schools' safe reopening and will help them stay open.
- Implement multiple SARS-CoV-2 mitigation strategies (e.g., social distancing, cloth face coverings, hand hygiene, and use of daily disinfecting in accordance with public health requirements and guidelines)
- Communicate, educate, and reinforce appropriate hygiene and social distancing practices in ways that are developmentally appropriate for students, teachers, and staff.
- Educate parents and caregivers on the importance of monitoring for and responding to the symptoms of COVID-19 at home.
- Staggered attendance, start and stop times, and possible alternating shifts to enable social distancing
- Implementing block schedules with longer periods of time to minimize movement
- Offer tutoring in small groups of 10 or fewer after school daily
- Offer a built-in enrichment period to offset learning loss particularly of students with unique needs and underrepresented

Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
After School tutoring	\$30,311	Yes
Purchase of COVID-19 hygiene supplies and materials	\$90,987	Yes
Counselor Additional Time - (reference pg 3)	\$6,181	Yes
Classified Additional Time (reference pg 5)	\$1,538	Yes

Distance Learning Program**Continuity of Instruction**

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

ECR is committed to providing continuity of instruction in the 2020-2021 academic year to ensure students have access to a full curriculum that is substantially similar regardless of method of delivery. Our teachers met during designated PD days on August 5th & 6th to receive further training on using Canvas LMS for 100% remote instruction, Microsoft Teams for Live Conferencing, and Class Policy that allows viewing of student screens. August 7th, teachers met in departments to ensure curriculum alignment and Common Formative Assessments were in place. It is very important for us to ensure teachers have time to collaborate and receive training on use of the learning management system and other virtual tools needed for continuity of instruction. Administrator oversight that provides feedback on lesson plans, live classes, and focus on state standards is equally important and requested by many teachers. As indicated above, the major resources needed in this regard are Canvas LMS, Microsoft Teams for Live Conferencing, and Class Policy (allows viewing of student screens). A host of other virtual platforms were offered during PD training as well.

Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

The ECR Technology department ensures that all students and teachers have access to devices and internet connectivity. In fact, all of our students are given a school laptop during textbook and laptop distribution each year. We are fortunate in this regard. Teachers, too, are offered the same (with an option to decline if they have their own). Our students have access to WiFi hotspots if they do not have internet access at home or are in an area where internet connectivity is lacking. Students are offered laptop insurance for \$25 in the event something happens. This fee will cover the replacement of the laptop and students are provided with a new device as soon as the old one is returned. Our Technology department has hotlines as well as specific email addresses where students and teachers can reach out to them throughout each day regarding tech issues. Because of the high level of expertise in the technology department, student issues are handled promptly on the same day. There is also a support form students can complete for Tech support if needed.

Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

California State Department of Education has mandated live conferencing in the remote learning environment. Students receive instruction on a block schedule with anywhere from 2-4 courses per day depending on their grade level. Each class is held for approximately 80 mins. Built into the 80 minutes synchronous schedule is a mixture of breakout learning opportunities to complete additional assignments. All instructional minutes required by the state are being met.

Student progress will be assessed through multiple checkpoints during synchronous instruction. Through Microsoft Teams, students are able to interact with the teacher aloud and on webcam, as well as with their peers in virtual breakout groups. Additionally, student progress can be tracked in Teams via built-in timestamp, Canvas discussion board and assignment participation, submission of assignments, possible points received for relevant responses in chat during class discussion, and formative assessments (via Pear Deck, EdPuzzle, Google Forms, etc.). Other strategies to assess student progress are questions, oral quizzes, thumbs up/thumbs down, whiteboard questions, polls, completing worksheets using One Note, and timed writings.

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

All teachers and staff are required to attend Professional Development that supports the distance learning program. Professional Development was provided on the following topics from August 5th-7th: Virtual Connectedness and Stress Management, Understanding and Uprooting Anti-Blackness in Schools, Exploring Microsoft Teams, Canvas LMS Deep Dive, as well as Albert.IO, NearPod, PearDeck Trainings. These professional development topics will serve as a framework for all professional development opportunities throughout the year. Teachers will have access to modules created by the Tech Committee and Tech team for the duration of the school year.

Staff Roles and Responsibilities

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

ECR has already been meeting guidelines in this area as many teachers and staff members fall into the COVID-19 high risk categories. There are staff members in the 62 and older range who have been working from home in various ways provided by the HR department. Additionally, all returning teachers have been provided the option to either work from home or return to their classrooms and deliver remote instruction via webcam. Paraprofessionals in some instances have also been assigned new roles and/or responsibilities; they are now assisting students remotely, are providing tutoring support during intervention times, and are following up with families following student absences. Substitute teachers, through Kelly Educational Services, are on standby in the event an entire day needs to be covered due to teacher absence(s). Instances where only one or two class periods need to be covered are handled by our out of classroom personnel such as Deans and School Safety Manager. Counselors, School Psychologists, and Deans are also supporting instruction by checking on students daily. Teachers who contract COVID 19 are offered paid COVID leave under the Families First Coronavirus Response Act.

Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

Students with disabilities will continue to receive accommodations and other supports indicated on their IEPs and Section 504 Plans. Case carriers for students with IEPs and case managers for students with 504 Plans will follow up with teachers as needed regarding specific challenges experienced during distance learning and plans will be updated as needed to best meet student needs. Students with IEPs will continue to receive all services indicated on the IEP virtually to the greatest extent possible. RSP services are being provided remotely in the general education classes and have been increased to better support distance learning. Paraprofessionals have also been added to some general education classes with a high percentage of students with disabilities who need additional individualized attention. Each Special Day Class has an assigned paraprofessional to provide additional adult support in the smaller setting. Additional Special Day Classes have been added this year to provide greater individualized support in a smaller setting for both students who are working toward diplomas and for students who are working toward a certificate of completion on an alternate curriculum. Tutoring support is also now being provided by credentialed Special Education teachers and Special Education paraprofessionals four days per week as an additional support in English and in math.

Regarding ELs, ECR will provide a curriculum that is research-based (the same curriculum we use in the classroom) for our everyday lessons online. In addition, the EL Coordinator will meet with students daily and provide consistent instruction (same as in the classroom) - working on the four domains: reading, writing, listening, and speaking. The EL Coordinator will also periodically be on campus to provide any support that students need. Appointments with the EL Coordinator can be made on a one to one basis to cover any issues students may be having with the curriculum or with online learning. English language learners' support will be supplemented via offerings that utilize language support thru resources, as well as inclusion of interpreters when needed.

Students in foster care and those who are homeless have been identified. Most of these students have WiFi access, and the computers have been given to these students. ECR communicates with foster care providers and social workers in partnerships to support students. ECR can provide hotspot WiFi access for students that do not have access to the internet.

Actions Related to the Distance Learning Program [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Professional Development for Distance Learning	\$ 234,049	Yes
Technology support on Saturdays	\$ 7,007	Yes
Technology (teacher computers, hotspots, new apps, laptops, webcams, monitors & headsets)	\$ 368,704	Yes

Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

We recognize that despite even the best distance learning circumstances, learning loss is likely to have occurred. NWEA predicts that students under the current pandemic will have only made 50 to 70 percent of academic progress needed to achieve in a year. In an effort to combat learning loss that resulted from COVID-19 during the 2019-2020 and 2020-2021 school years we have done the following:

ECR will measure learning loss using curriculum embedded assessments such as Common Formative Assessments (CFAs), and Measures of Academic Progress assessments for English, Mathematics, and English language development. Progress will be monitored by individual classroom teachers, Interventionists, and Counselors who will identify targeted intervention strategies that will address the areas of learning. Instructional schedules include “coordinated student support” time, which is dedicated time for teachers and support staff to support students in their areas of need. According to recent reports from the CDE, we will likely be SBAC testing in spring 2021, so this will be an additional measure of learning status in the aforementioned areas.

Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

ECR will implement the following actions and strategies to address learning loss and accelerate the learning progress of students who are English learners, low incomes, foster youth, pupils with exceptional needs, and those who are experiencing homelessness using the following methods:

- Holding virtual summer school from June to July 2020 (**completed**)
- Require Teacher Feedback and communications to Counselors and Interventionists once students fall two assignments behind
- Utilize Interventionists to make contact with students who are in danger of falling behind or have already fallen behind while also establishing new protocols and roles for SSPT meetings
- Create a Saturday virtual tutoring academy for Reading and Writing
- Create a Math hotline for assistance
- Tutoring support for students with disabilities for English and math that is provided by credentialed Special Education teachers and Special Education paraprofessionals
- Increased number of Special Day Classes for students with disabilities to decrease class sizes and increase opportunities for learning in a smaller, more individualized setting

Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

The effectiveness of these services and supports will be measured three ways:

1. Progress on goals set by Counselors and Interventionists
2. Monitoring of Daily Attendance through Aeries and tracked by Administration and attendance support staff.
3. MAP (Measures of Academic Progress) Testing

Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
<ul style="list-style-type: none"> • Create a Saturday virtual tutoring academy for Reading and Writing 	\$7,984	Yes
<ul style="list-style-type: none"> • Create a Math hotline for assistance 	\$15,760	Yes

Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

Counselors are usually the primary point of contact for teachers regarding student intervention. They also make direct contact with students (and their parents) who have been flagged for attendance/behavioral support. There is an intervention form teachers can complete when assistance is needed. Our Psychiatric Social Worker (PSW) provided an excellent training to staff on August 10 on Staying Emotionally Connected in a Virtual World. The PSW will continue to provide support to teachers through monthly professional development. For students, the PSW schedules remote appointments where she continues to meet the needs of those in need of school-based social-emotional support and/or referrals for community supports. For families, PSW will collaborate with community partners to provide workshops on mental health awareness and strategies to support their child(ren).

Students with IEPs whose IEPs indicate counseling services will continue to receive services virtually. The School Psychologists will monitor student progress and well-being and will take appropriate measures to increase services or support when they have determined a student is struggling or is in crisis.

Student Council and Senior Cabinet, or School Leadership groups, will also start Wellness Wednesdays and provide tips and techniques for stress management. In addition, school clubs and activities will be available throughout the year for students to feel and/or stay connected to the school community.

Pupil and Family Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.]

A support period was designated in the 20-21 bell schedule to allow for time to conduct student outreach. This bell schedule actually allows teachers more planning and support time in an effort to meet the needs of student learners. In addition, out of classroom personnel such as counselors, attendance office staff, interventionists, and deans, are daily contacting students to monitor engagement.

Procedures for tiered re engagement are:

- phone calls
- parent contact
- home visits
- wellness checks
- and collaborating with community-based agencies

School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

ECR will provide nutritionally adequate meals for all students, including those students who are eligible for free or reduced price meals, when students are participating in both in-person instruction and distance learning, by creating a flexible serving time and schedule that is supportive to the needs of students and parents. Currently, meals are being served Tuesdays from 7:30 am - 9:30 am and 11:30-1:30 pm only. Any child under the age of 18 may receive weekly boxes containing 5 breakfasts and 5 lunches. This is a drive thru service in the cafeteria parking lot.

When students return to in-person instruction, meals will continue to be distributed using a touchless system overseen by cafeteria staff. ECR does not have an indoor cafeteria, so students daily enjoy lunch outdoors and we will continue in this outdoor seating format once they return. Based on the guidelines at that time, we will ensure students are socially distanced if needed (per local and state mandates).

Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
Additional two days for Mental health	ECRCHS has added two days to the psychiatric social worker	\$55,234	Yes

services	(PSW) to meet with teachers, students, and parents, regarding issues related to mental health		
Food service safety upgrades	Upgrade technological devices to keep students safe and equipment to facilitate expedited food service delivery; Cafeteria scanners and POS stations	\$5,000	Yes
Cafeteria Equipment	Hotboxes, Cambros, Lane lines and other Safety equipment	\$55,000	Yes

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment Based on the Enrollment of Foster Youth, English Learners, and Low-Income students
2.6%	Additional services and costs to realize this increase are included in the other areas noted above. (Our increased apportionment as compared to last year is \$57,553.)

Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

The needs of foster youth, English learners, and low-income students were considered first because ECR realizes that these students, in most instances, have faced much more difficulty during the pandemic than others. Additionally, we realize that the amount of learning loss may be greater and therefore requires the need for increased and/or improved services. The actions detailed below are indicative of the many ways ECR has started and will continue to support its unduplicated students.

These actions are effective in meeting the needs of these and all students because they simply reflect ECR's desire to do what is right for all learners. The actions below were based on an overall assessment by administrators as to what was needed for distance learning to be successful. We recognized that more in-depth PD training would be needed in order to make a smooth transition to 100% online instruction. Additionally, we recognized the need for equitable access to digital and internet resources such as hotspots, ebooks, etc., so we purchased additional instructional materials and technological equipment. Finally, ECR realized that the emotional state of students is likely to have been greatly compromised and increased the provision of mental health services on campus as a result.

Below are some ways ECR has increased or improved services for foster youth, English Learners and low-income students. In most instances, these points also apply to all students.

- Ensured the needs of unduplicated students were met first with regard to internet connectivity, device and textbook pickup or delivery.
- PD trainings provided during the week prior to school openings also met the needs of all students, including unduplicated students.

- Purchase of digital textbooks (ebooks) for all areas allows for continuity of instruction.
- Continuation of summer school allowed students to make up for learning loss, recover credits, and also accelerate if needed.
- Extending PSW services (i.e., time allotted) increases the availability of mental health services to students.
- Renewal of IXL Math enrichment program allows for extra support for students who may be struggling.
- Increased overall PD (particularly related to technology) will enhance teaching practice to meet the needs of all learners.
- 1 to 1 student device access and school provided Hotspots provides digital equity and increased student internet access.
- Diversity training increases awareness of how to teach and reach all learners (and improve staff interactions) with regard to race, religion, gender, sexuality and other related issues.
- Many of our EL students were unable to complete the Summative ELPAC, due to school closure in March. The state has allowed an optional window of opportunity for students to complete the ELPAC assessments (reading, writing, listening, and speaking) remotely. The EL Coordinator has made arrangements with our EL students to begin completing the required assessments so that EL students may demonstrate proficiency, a goal that many students worked diligently toward last school year. For those students who do not pass, additional support will be provided to prepare them for the assessment for this upcoming spring semester.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

In addition to all the services outlined and discussed above, ECR meets the needs of its foster youth, English learners, and low-income students through the following:

- ECR works with the Department of Children and Family Services (DCFS) to ensure the safety and protection of our foster youth, including regularly communicating with DCFS representatives for youth who may be having difficulty in their home environment and who may need counseling or additional support.
- ECR has a full-time certificated staff member as its Foster/Homeless Youth Liaison, to work with ECR's foster and homeless youth students in obtaining the resources and support needed to meet their educational needs and overcome any challenges they may be having.
- ECR provides free bus passes for all qualified students, to meet their transportation needs to and from school and to jobs and/or community resources.
- ECR provides laptops to all students, and free mobile hotspots for those in need of internet connectivity at home, for continuity of learning through distance.
- ECR has extended the number of days the PSW is on campus (from 3 days a week, to 5 days a week). Also, counselors and school psychologists are available for students who are facing emotional or mental health challenges.
- ECR continues to provide free tutoring and peer support for all students in need of additional academic assistance.

EL CAMINO REAL ALLIANCE

EXECUTIVE DIRECTOR RECOMMENDATION

BOARD MEETING DATE: September 24, 2020

AGENDA ITEM:

IV.A. Discuss and Vote on Learning Continuity and Attendance Plan

BRIEF SUMMARY OF THE ISSUE:

In place of the LCAP, this year ECR is required to submit the Learning Continuity and Attendance Plan (“LCP”). The LCP identifies how we will continue to serve our students with the resources provided, to ensure that we are meeting the needs of the students and staff who have all been impacted due to COVID-19.

PERSONNEL INVOLVED:

All staff.

FISCAL IMPLICATIONS (IF ANY):

The LCP identifies how we will use funds to assist students and staff during distance learning.

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

The LCP goes directly to the mission of the school in terms of ensuring that we are mindful of and taking steps to meet the needs of students and staff, and using our resources to ensure that we continue to provide quality education even through distance learning.

OPTIONS OR SOLUTIONS:

Click or tap here to enter text.

EXECUTIVE DIRECTOR’S RECOMMENDATION:

Approve the Learning Continuity and Attendance Plan. The LCP was crafted with input from all stakeholders, including students, parents/guardians, staff, and the Board. It is a comprehensive plan that discusses topics that are crucial to ensuring continuity of learning for our students and staff, and sets forth in detail the actions needed, the resources and strategies to be used, and the role of students and staff during distance learning.

PROPOSED MOTION:

Motion to approve the Learning Continuity and Attendance Plan.

Coversheet

Discuss and Vote on Revised Fiscal Policies and Procedures

Section: IV. School Business
Item: B. Discuss and Vote on Revised Fiscal Policies and Procedures
Purpose: Vote
Submitted by:
Related Material: 200924 ECR Fiscal Policies & Procedures.pdf
ED Recommendation - FPP.pdf



EL CAMINO REAL ALLIANCE

FISCAL POLICIES AND PROCEDURES HANDBOOK

Revision Board Approved: September 24, 2020
Effective: September 24, 2020

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ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

OVERVIEW

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

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

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

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Safeguarding of Financial Assets

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

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

In addition, ECRA/ECRCHS does the following:

1. Presents monthly financial updates at regular Board meetings;
2. Seeks Board approval of check registers and all major financial documents (e.g. interim financials, budget, Local Control and Accountability Plan ("LCAP"), etc.);
3. Provides financial information to the staff through presentations;
4. Posts major Board approved financial documents on ECRA's website, including Approved Budget, Interim Reports, Tax Returns, and Annual Audit; and
5. Has written policies identifying its investment policies and strategies. The written policies, titled Investment Policy Statement ("IPS"), applies to both the retirement healthcare benefits trust and the general account, and are reviewed and adopted by the Board (including any revisions or amendments thereto). The IPS identifies that all investments with ECRA assets should be reasonably and prudently invested, and also notes the scope and types of permitted investments in which the School may engage as well as guidelines for the composition of the investment portfolio. The IPS for both the lifetime healthcare benefits trust and the School's general account shall be posted on the School's website.

Annual Financial Audit

1. ECRA will select an independent auditor to conduct an independent audit of ECRA's finances. The independent auditor will be selected by the Board on or before the March Board meeting in those years when a new auditor is to be selected. The Board will appoint an Audit Committee no later than the January board meeting for those years when an auditor is to be selected.
2. Audit Committee members, like all ECRA Directors, must be fiscally independent of ECRA.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

3. The CBO and other necessary staff will assist Audit Committee members.
4. ECRA will select a new auditor at least every three (3) years; however, the same auditing firm may be retained as long as a different auditor within that firm is retained.
5. The audit shall include, but will not be limited to:
 - a. An audit of the accuracy of the financial statements;
 - b. An audit of the attendance accounting and revenue accuracy practices; and
 - c. An audit of the internal control practices.

Key Personnel Financial Responsibilities

Approve Contracts

- Executive Director
- CBO
- Board

Approve Purchases for Payment – Including Purchase Orders and Reimbursement Requests

- Executive Director
- CBO
- Program Director
- Program Manager

Check Signers

- Executive Director
- CBO
- Two Designated Assistant Principals

Record Transactions

- Accounting staff (non-senior)
- Analysts

Reconcile Transactions

- Back-office Services Provider

Role of Key Financial Staff (Segregation of Duties)

- Executive Director - Authorizing
- CBO – Authorizing, Reporting and Analysis, Compliance
- Chief Compliance Officer – Compliance
- Back-office Services Provider - Recording, Reconciling and Reporting
- Program Director – Purchase Approver, Reviewing Budgets

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

- Accounting Manager/Controller - Authorizing and Reconciling (of cash receipts, bank accounts)
- Program Managers – Purchase Approver, Reviewing
- Analysts - Recording and Analysis
- Accountants - Recording, Purchasing and Custody

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Financial Instruments

Debit Cards

- Use is not permitted.

Credit and Charge Cards

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

Bank Check Signing Authority

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

Check Stock

- Held in student store.

Prohibition on Purchase of Alcohol and Cannabis

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

**ECRAA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

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

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

PAYMENT / REIMBURSEMENT POLICIES

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

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

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

- Staff members should not spend significant time to save the Charter School a de minimis amount. For example, s/he should not incur reimbursable mileage expenses from driving around to different stores to save the Charter School a few dollars on school supplies.
- Staff should look beyond quantitative factors, such as cost, and evaluate the qualitative factors such as reliability, warranty, reputation, durability, environmental impact, maintenance costs, etc. For example, LED products may be more expensive initially, but they require less maintenance, use less energy and have a lower environmental impact.
- Staff should look at total services provided, not just the product price. For example, some vendors will also assist with design and planning. This can save the Charter School additional time and money spent doing such work itself, or from making costly mistakes.
- Technology equipment being considered for purchase should be reviewed by, or consulted with, the Technology Department, as some devices or equipment being considered may not fit the Charter School's platform or technology plan.
- All purchases must have a legitimate business purpose and must be for the benefit of and use by the Charter School. Purchases for personal use are strictly prohibited.
- Staff must avoid conflicts of interests at all times. A conflict of interest arises when an employee, officer, agent, or any relative, a partner, or an organization that employs or is about to employ a relative, has a financial or other interest in, or would gain a tangible personal benefit from, a firm considered for a contract. Should a potential conflict of interest arise or exist, staff must disclose the conflict, in writing, to the Executive Director and the CBO. As used herein, "relative" means spouses/domestic partners, children (including adopted children), parents, siblings, grandparents, uncles, aunts, cousins, nieces, nephews, step relatives, brother- and sister-in-law, mother- and father-in-law, and relatives of domestic partners. This provision shall not include interest in a publicly-traded company in which the employee or relative does not have a controlling interest.

**ECRAA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

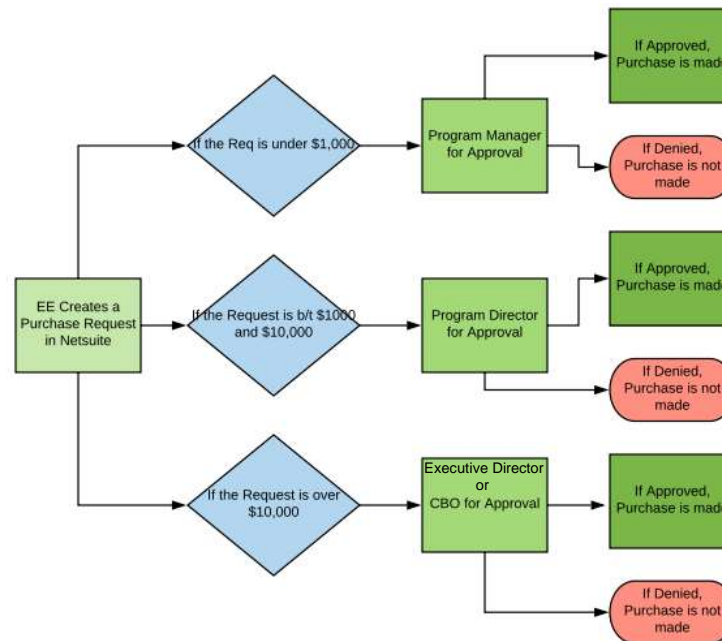
Failure to comply with the policies and procedures as described herein, may result in a delay in reimbursement being paid to the employee or, in some instances, a denial of a reimbursement request in whole or in part.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Purchasing Flow Charts

Regular Purchases

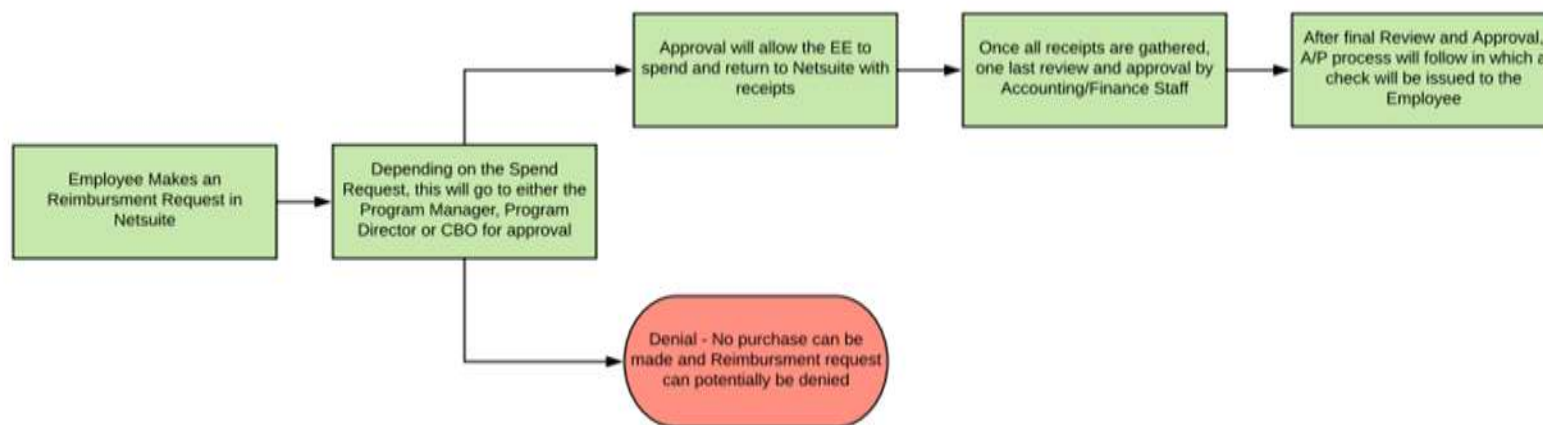
- Purchases done through NetSuite involve different approvers depending on the spend amount.
 - Under \$1,000, these will go to a Program Manager for approval.
 - Spend requests between \$1,000 and \$10,000 will go to Program Directors.
 - Anything over \$10,000 will go directly to the CBO or Executive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



ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

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

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



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

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

Employee Receipts/Substantiation

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

Employee Lost Receipts

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

Gratuity

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

Employee Reimbursements and Expense Reports

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

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

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

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

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

1. Employees will be reimbursed for expenditures within fifteen (15) days after the submission of all required documentation.
 - a. Whenever possible, original, itemized receipts must be provided. (See “Employee Receipts/Substantiation” above.)
 - b. Electronic receipts are considered original, itemized receipts.
 - c. In certain cases, supporting documentation such as email confirmations may be accepted as a receipt.
 - d. To be reimbursable, purchases of tangible products (as opposed to items such as subscriptions) must be delivered to the Charter School’s address, not a personal address.
2. Employees must submit all expense reports before June 30th of the school (fiscal) year in which the expenditure was made to the Business Office.
3. Receipts or other appropriate documentation will be required for the reimbursement of all expenses (see “Employee Receipts/Substantiation” above).
4. Employees shall submit, for each reimbursement request, a signed copy of an Expense Report substantiating:
 - a. Who the expenditure was for;
 - b. What the expenditure was for;
 - c. Where the expenditure was made;
 - d. Why the expenditure was made; and
 - e. When the expenditure was made.

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

5. The employee must sign expense report to certify the expenditures.
6. Authorizing personnel must sign expense report for reimbursement.

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

8. **Non-reimbursable Expenses**

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

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

Reimbursements – Digital Payments

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

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

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

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

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

Personal Use of School Items

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

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

Supplies

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

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

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

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

Meals

1. Except in connection with out of town travel or Charter School-approved events where students are present, meals chargeable to or reimbursable by ECRA may not occur outside of the ECRCHS campus.
2. School-related meals occur on a regular basis. If the meal is not pre-approved, the employee runs the risk of bearing the full cost of the meal if it is ultimately denied. For

meals to be charged to ECRA or reimbursable to an employee, the ECRA employee must provide the following information:

- a. Purpose of the meeting or agenda;
 - b. Itemized and detailed receipt(s);
 - c. Number of individuals in the party; and
 - d. Names of all attendees or a sign-in sheet.
3. On professional development, non-school days, ECRA may purchase meals for staff for meetings lasting three or more hours.
 4. Each department has a budget of \$50/employee/year for meals for team building and morale that is related to Charter School activities.
 5. The Charter School may cater in food and snacks for ECRA Board meetings, community meetings, staff meetings, etc., but they require pre-approval by the Executive Director, CBO or Assistant Principal through the NetSuite system.

Mileage

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

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

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

Travel

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

1. Travel must receive the following approvals:
 - a. Employees requesting in-state travel must receive approval from the designated authorizing personnel (i.e., an administrator, CBO and/or Executive

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

b. Employees requesting out-of-state travel must also present the ECRA Board Travel Committee, which consists of three (3) ECRA Board members, with a summary of the purpose of travel, educational or professional benefit, number of employees attending, and estimated cost.

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

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

4. ECRA does not allow daily per diem rates.

5. Chargeable and Reimbursable Expenditures:

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

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

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

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

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

physician only needs to state the medical necessity for an accommodation and if the travel accommodation will need to be temporary or permanent.

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

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

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

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

ii. Hotels should be chosen for the following reasons:

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

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

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

iv. Employees must provide an itemized receipt from the hotel that details all charges and dates, and clearly indicates for whom the lodging was provided.

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

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

Governing Board Expenses

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

will follow the same workflow as other Purchase Orders. The approved expense report will then be submitted to the Business Office for payment.

Tuition Costs for Non-Teaching Staff

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

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

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

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

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

Tuition Costs for Teacher Induction

ECRA provides Teacher Induction through Ventura County Department of Education. For those employees who would like to complete their Teacher Induction elsewhere, ECRA will reimburse up to \$4,000 upon submission of evidence of completion of the Teacher Induction coursework. Employee will be required to do the following:

1. Employee must notify an administrator that Teacher Induction courses are being completed elsewhere.
2. Upon completion of Teacher Induction coursework, employee must go through the reimbursement process (i.e. expense report).
 - a. Substantiation must include the copy of tuition paid since ECRA will only reimburse up to \$4,000/employee.
 - b. If the Teacher Induction coursework is not completed, ECRA will not provide reimbursement.

Professional Dues and Costs

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

Student Awards

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

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

Policy for Use of Credit Cards

1. Credit cards are held by Board-approved personnel only. Only one general card account in the name of ECRA is authorized by the Board. There are two cards that are issued in the name of the CBO and the Executive Director. These credit cards will be kept in the custody of the CBO and Executive Director.
2. The Executive Director's and CBO's credit or card privileges may be revoked by the Board.

3. Purchases made using a credit card are subject to the same criteria and requirements as all other purchases.
4. Prior to issuance of a credit card to an employee, the employee shall review and sign the “Credit Card Responsible Use Form.” (Appendix II.)
5. All cardholders should report the loss or theft of the school credit card immediately to the credit card company and the CBO, even if the loss or theft occurs on a weekend or holiday. If a credit card is stolen, the cardholder should file a police report, and a copy of the report should be maintained for insurance purposes.
6. The credit card and vendor-specific charge cards must be board approved before being issued to an employee. Below is a list of outstanding credit and store charge cards, by departments, as of September 15, 2020:
 - a. Home Depot for Woodshop and Drama
 - b. Smart and Final for Family and Consumer Studies
 - c. American Express
 - d. Visa/Mastercard (pending Board approval)
7. The Board shall review a list of all credit card Charter School-authorized users and associated expenditures monthly.
8. Cardholders should be made personally liable for all inappropriate charges and personally responsible for settling any dispute over any purchase from a vendor.
9. Any charter school credit card holder may have their card revoked for violation of the preapproval process if it is determined there was enough time to request and receive approval for a purchase order using normal purchasing procedures.
10. Board-approved spending limits are currently, \$100,000 within a monthly statement period (textbook purchases are exempt from this limit, and shall not exceed \$250,000 within a monthly statement period) for American Express, \$500 for Home Depot, and \$1,000 for Smart and Final). The Charter School-authorized user shall be responsible for verifying that limits are not exceeded.
11. ECRA uses American Express as its credit card vendor. Credit card charges in excess of \$50,000 require approval of the expense by two Board members. Such approval is required as part of the supporting documentation prior to payment processing.
12. Threshold amounts include: \$.99 (online subscriptions).
13. The types of transactions to be charged on the credit card include: advance purchase or arrangement of approved employee travel and accommodations, school supplies, instructional materials, pupil transportation, technology, assistive technology, furniture, athletic equipment, school food, dues, subscriptions, and other items related to Charter

School operations. Authorized expenses that do not fall under this Credit Card Use Policy shall be submitted and paid through the check disbursement process.

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

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

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

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

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

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

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

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

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

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

ACCOUNTING

Key Accounting Thresholds

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

Purchasing in the Enterprise Resource Planning System (ERP)

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

effort to secure the lowest possible expected cost¹ for comparable goods or services. If the purchase does not represent the lowest cost option, a business purpose must be provided.

5. If the purchase order is approved, the purchase can be made by the employee through the reimbursement process or by the Charter School on behalf of the employee.
6. When the supplier/vendor submits to ECRA the final invoice, or when an employee submits an expense report, the Charter School will make the payment by requesting a check or by paying by credit card.
7. Since goods and services are sometimes received after payment, the employee making the purchase or shipping and receiving staff must certify that the product has been received, or that service has been provided, before closing the purchase in the Approved ERP software (NetSuite).

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

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

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

9. The Board approved credit card holders may authorize an individual to use the school credit card to make an authorized purchase on behalf of the Charter School, consistent with guidance provided by the FPP.
 - a. The Charter School Credit Cards are in the custody of the CBO and Executive Director. Any authorized person who uses this card must return it within three (3) hours of use, unless authorized otherwise by the card holder.
 - b. The other school vendor-specific charge cards will be kept under supervision of the board approved card holders
 - c. If receipts are not available or are "missing", the individual making the charge will be held responsible for payment.
 - d. Credit and vendor-specific charge cards will bear the names of both El Camino Real Alliance and the board approved card holder(s).

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

Petty Cash

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

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

Cash Boxes

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

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

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

No funds will be left in the cash box.

Alternative Payment Methods – Third-Party Processors

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

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

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

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

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

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

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

- a. An invoice or estimate prepared by the vendor, but which has not yet been processed for sale by the vendor.
- b. Sales quotation provided by the vendor for use by the employee to assist in decision making and subsequent creation of a purchase requisition in the ERP system.

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

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

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

Contracts

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

- Authorizing Personnel

The Board must also approve the following contracts:

- Non-Public Contracts - \$50,000 or more for construction, equipment, materials, supplies, non-professional services and repairs.
- Public Contracts (i.e. public bonds):
 - Bid limit under Public Contract Code § 20111(a) of \$95,200 or more for equipment, materials, supplies, services and repairs.
 - Bid limit under Public Contract Code § 20111(b) of \$15,000 or more for construction contracts.

2. Consideration will be made of in-house capabilities before contracting for outside services. Below are considerations:

- a. Whether the services needed is for a limited time period.
- b. Whether the contract service provider has expertise not otherwise available to the Charter School.
- c. Whether the current staff has capacity to do the work.
- d. Whether the contract service provider's core competency would lead to long-term savings.
- e. Whether the utilization of the contract service provider would cost less than a comparable employee with benefits.

3. The Business Office will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$100,000.

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

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

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

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

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

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

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

Deliverables / Data / Proprietary Rights

It is important to include where applicable data or proprietary rights will be stored. For example: “Contractor in performance of its duties described within the scope of services agreed upon between the school or office and the contractor, acknowledges that the school holds all exclusive and proprietary rights to the deliverables produced under the referenced agreement (contract or purchase order). i.e., photographs taken as part of the scope of work; programs, software, lines of code written for a specific development project; intellectual properties developed as a part of a school paid/funded contract or project; documents written as a deliverable under an agreed upon project; etc.” “Contractor acknowledges that the school has exclusive and unlimited rights to such deliverables, which the contractor shall not have any rights to use, reuse, sell, resell, re-engineer, reverse engineer, provide to

others, or maintains copies for work or archival purposes. Upon completion of the contract and within thirty (30) days from acceptance of final deliverables by the school, contractor shall provide written certification that it has purged and destroyed all copies of the deliverables (hard and electronic copies) from their possession, including subcontractors and those affiliated with the performance of duties under the agreement.”

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

4. If the contract service provider is a sole proprietor or a partnership (including limited partnerships or limited liability partnerships), the Business Office must obtain or receive a W-9 (or foreign equivalent) from the contract service provider prior to submitting any requests for payment.

5. The Executive Director or CBO will approve proposed contracts and modifications in writing.

6. Contract service providers will be paid in accordance with approved contracts as work is performed.

7. The CBO and Executive Director will be responsible for ensuring the terms of the contracts are fulfilled.

8. Potential conflicts of interest will be disclosed upfront, and the Executive Director, CBO, CCO, Assistant Principal(s), and/or Member(s) of the Board with the conflict will not participate in any manner in the preliminary discussions, negotiations, compromises, reasoning, planning and solicitation for applications for the contracts. If an ECRA Board member is financially interested in a contract, the entire Board is prohibited from voting on the contract. Financially interested employees shall disclose the conflict in writing and are prohibited from participating in, influencing, or attempting to influence the making of the contract.

9. ECRA may not recognize “After the Fact” contracts which occur when a contractor is authorized to commence services or ship products prior to a valid, fully executed contract or Purchase Order having been submitted and approved prior to commencement of the work or products being purchased.

10. Contractors who provide services or goods without a fully executed contract or Purchase Order may not be paid. In the event an invoice is submitted for payment without a pre-approved Purchase Order, such an invoice will only be paid upon confirmation of the work done and prior authorization by the Executive Director or CBO.

11. For recurring payments or recurring services, an initial Purchase Order confirming the recurring monthly amounts for the school year shall be created and approved.

12. Splitting contracts to avoid a stated accounting threshold is strictly prohibited. According to the California Public Contract Code, “It shall be unlawful to split or separate into smaller work orders or projects any work, project, service, or purchase for the purpose of evading the provisions of this article requiring contracting after competitive bidding.”

13. An employee cannot issue multiple contract requests (or low-dollar Purchase Orders) for smaller sections of the total requirement to avoid going thru the competitive process, or to avoid obtaining the required approvals.

Donations and Fundraising

ECRCHS may receive donations of cash, supplies or equipment. Donations will be deposited into a separate Charter School bank account. Donations of \$1,000 or more will be reported to the Board. Donations are for the exclusive use of the Charter School, and may not be used to influence any person or decision made at the school.

A donor can choose to state a specific purpose for which the funds (or other) are being donated. If a donation is given for a specifically stated purpose, the donated funds may be used only for that purpose. When supplies or equipment are purchased using donated funds, the supplies or equipment become the property of the charter school. All equipment and supplies purchased by a donor for the school must be shipped to the charter school’s address. The donor’s address may not be used for purchases made for the charter school using donated funds.

Supplies

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

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

Professional Development

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

Professional development opportunities include seminars, educational courses and degree programs that will help an employee perform their essential job functions and increase the employee’s contribution to the charter school. Other professional development expenses that can

be reimbursed under this policy are membership fees to professional organizations; registration fees for meetings, conferences, workshops and seminars; and fees and subscriptions for scholarly journals, books, and computer-based resources.

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

ACCOUNTS PAYABLE

Bank Check Authorization

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

Bank Checks

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

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

Bank Reconciliation

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

Timely Payment of Credit and Store Charge Card Statements

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

that employee will set up an email forwarding rule to automatically copy another key employee on the statement.

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

ACCOUNTS RECEIVABLE

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

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

Cash Receipts (Cash and Checks)

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

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

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

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

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

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

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

Returned Checks and Improper Checks

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

The school will not cash personal checks.

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

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

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

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

PAYROLL

Personnel Information

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

Stipend Volunteers

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

Electronic Timesheets

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

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

Overtime

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

Payroll Processing

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

Payroll Taxes and Filings

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

Record Keeping

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

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

FINANCE/RESERVES/INSURANCE/LIABILITIES/ASSETS

Financial Reporting

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

Financial Institutions

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

Loans

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

Retention of Records

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

Cash Balance Reserve

1. The following minimum cash balance reserve must be maintained:

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

Insurance

1. The Business Staff and the CCO will maintain the files of insurance policies, certificates of insurance, insurance policies and procedures, and related claim forms.
2. The CCO, CBO, and Executive Director will carefully review insurance policies on an annual basis, prior to renewal. A request for proposal must be done at least every five years.
3. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the Charter School's approved charter petition. Insurance will be through an insurer that is rated "A" or better and a financial rating of "10" or better by AM Best Company.

Asset Inventory

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

6. The Assistant Principal(s) will submit to Reconciling Personnel written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

Parking Lot Liability

1. Parking lot related incidences are not covered under any insurance policy unless there is a witness. The Charter School assumes no liability for damage to cars:
 - a. Parked in the parking lot during school hours;
 - b. Parked in the parking lot before and after school hours.

2. Otherwise, liability is as follows:
 - a. If a student willfully causes damage (i.e., not in an accidental manner), the student's parent or guardian is responsible.
 - b. If a parent or other visitor causes damage, that individual is responsible for the damage.
 - c. If an employee causes damage, the employee is responsible for the damage.
 - d. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.

APPENDIX I – STUDENT GIFT ACKNOWLEDGMENT

Student Gift Acknowledgement and Release of Liability

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

Student Agreement

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

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

_____ I intend to use the reward for educational purposes.

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

Parent/Legal Guardian Agreement

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

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

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

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

Reward Recipient Name: _____

Purpose of Reward: _____

Reward Description and Amount: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

ECRCHS Representative Signature: _____ Date: _____

APPENDIX II – CREDIT CARD RESPONSIBLE USE FORM

ECRA SCHOOL'S CREDIT CARD RESPONSIBLE USE FORM

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

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

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

Employee Signature

Employee Name

Executive Director's Signature

Executive Director's Name

APPENDIX III – EXPENSE REQUEST FORM



EL CAMINO REAL CHARTER HIGH SCHOOL *Expense Request Form*

Expense Request Information

ER# (From Netsuite): _____

Your Name: _____

Vendor(s) Name: _____

Department: _____

Program: _____

Conference Name: _____

(If applicable) _____

Date(s) of Conference: _____

(If applicable) _____

Reason/Description for request: _____

What is the Purpose of your attendance of the Conference?

What is the benefit to the school?

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

Employee Signature Date

Manager/Director - Initial Approval

Approved Comments:

Rejected

Manager Signature Date

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

Approved Comments:

Rejected

CBO Signature Date

APPENDIX IV – PURCHASE REQUEST FORM



EL CAMINO REAL CHARTER HIGH SCHOOL

Purchase Request Form

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

Purchase Request Information

PO# (from Netsuite): _____

Your Name: _____

Vendor Name: _____

Department: _____

Program: _____

Reason/Description for the Purchase: _____

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

Signature

Date

Please check in Netsuite for approval/rejection of your request

Program Manager/Director Approval

Approved

Rejected

Comments: _____

Manager Signature

Date

PRINT MANAGER NAME: _____ TITLE: _____

EL CAMINO REAL ALLIANCE

EXECUTIVE DIRECTOR RECOMMENDATION

BOARD MEETING DATE: September 24, 2020

AGENDA ITEM:

IV.B. Discuss and Vote on revised Fiscal Policies and Procedures

BRIEF SUMMARY OF THE ISSUE:

The Fiscal Policies and Procedures has been updated and revised to reflect changes and suggestions from LAUSD, as well as input from and suggested edits by the Chief Business Officer.

PERSONNEL INVOLVED:

Executive Director, Chief Business Officer and the Business Office; Chief Compliance Officer to ensure compliance with the policies and procedures set forth; all staff who seek reimbursement or need to make purchases.

FISCAL IMPLICATIONS (IF ANY):

N/A

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

Following the Fiscal Policies and Procedures is important to ensure that ECR is properly using funds for the benefit of the school and its students and staff.

OPTIONS OR SOLUTIONS:

Click or tap here to enter text.

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Approve the revised Fiscal Policies and Procedures. As identified above, the revisions were made at the suggestion of LAUSD, as well as the input of CBO Greg Wood. The appropriate segregation of duties and checks and balances have been updated. The revised FPP was reviewed by the Finance Committee during the Finance Committee meeting of September 17, 2020, and additional updates and revisions were made.

PROPOSED MOTION:

Motion to approve the revised Fiscal Policies and Procedures.

Coversheet

Discuss 2019-2020 Charter School Oversight Report

Section: IV. School Business
Item: C. Discuss 2019-2020 Charter School Oversight Report
Purpose: Discuss
Submitted by:
Related Material: 200629 ELCMNO 8617 Oversight Report.pdf



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

ANNUAL PERFORMANCE-BASED OVERSIGHT VISIT REPORT* **2019-2020 SCHOOL YEAR (REMOTE VERSION)****

FOR

EL CAMINO REAL CHARTER HIGH – LOC CODE - 8617

Name and Location Code of Charter School

LAUSD Vision

Every student will receive a quality education in a safe, caring environment, and will be college-prepared and career-ready.

CSD Mission

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

CSD Core Values

We believe that our success depends on:

- Making decisions that put the interests of students first.
- Serving with high expectations, integrity, professionalism, and commitment.
- Employing authentic, responsive, and effective leadership and teamwork.
- Continuously learning as a dynamic organization.
- Building and sustaining a healthy workplace culture where high performance, diversity, and creativity thrive.
- Developing productive relationships with our charter schools and all stakeholders.

* Charter School shall comply in a timely manner with all applicable federal and state laws and regulations, as they may change from time to time, including but not limited to matters related to the school's governance, programs, facilities, operations, and/or fiscal management.

**** In light of the COVID-19 outbreak, this oversight report was developed and finalized as part of a remote oversight process. The remote oversight process included the following: review of the Office of Data and Accountability (ODA) data set, review of previous years' oversight reports, review of any tiered intervention notices, discussions with school leaders, and review of documentation placed in an electronic document system.**



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: June 18, 2020

Charter School Name:		El Camino Real Charter High (ECRCH)			Location Code:	8617
Current Address:		City:	ZIP Code:	Phone:	Fax:	
5440 Valley Circle Blvd.		Woodland Hills	91367	818-595-7500	818-710-9023	
Current Term of Charter:			LAUSD Board District:	LAUSD District:		
July 1, 2016 through June 30, 2021			3	Northwest		
Number of Students Currently Enrolled:	Enrollment Capacity Per Charter:	Grades Currently Served:		Grades To Be Served Per Charter:		
3536	3800	9-12		9-12		
Total Number of Staff Members:	301	Certificated:	141	Classified:	160	
Charter School's Leadership Team Members:		David Hussey, Executive Director; Daniel Chang, Chief Compliance Officer				
Charter School's Contact for Special Education:		Emily Larew				
CSD Assigned Administrator:	Dr. Aida Tatiossian		CSD Fiscal Services Manager:	Lourdes Echavarria		
Other School/CSD Team Members:		Lillian Lee, CSD Fiscal Oversight Administrator				
REMOTE Oversight Visit Date(s):		June 18, 2020		Fiscal Review Date (if different):		
Is school located on a District facility? If so, please indicate the applicable program (e.g. Prop 39, PSC, conversion, etc.):	Yes; Sole Occupancy Agreement	LAUSD Co-Location Campus(es) (if applicable):		No		
		DATE OF CO-LOCATION MEETING WITH OPERATIONS TEAM:		N/A		

SUMMARY OF RATINGS			
<i>(4)=Accomplished (3)=Proficient (2)=Developing (1)=Unsatisfactory</i>			
Governance	Student Achievement and Educational Performance	Organizational Management, Programs, and Operations	Fiscal Operations
3	3	3	3



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: **June 18, 2020**

CHARTER RENEWAL CRITERIA

In accordance with Education Code §§ 47605 and 47607, in order to renew a charter, the District must determine whether the charter school has met the statutory requirements. Pursuant to the requirements of SB 1290, the District “shall consider increases in pupil academic achievement for all groups of pupils served by the charter school as the most important factor in determining whether to grant a charter renewal.” Ed. Code § 47607(a)(3)(A).

REPORT GUIDE

In conducting oversight as a charter school authorizer, the District places an emphasis on performance and compliance with applicable law, policy, and the approved charter, as well as on the lead fiduciary role of a charter school’s governing board in the overall success of the school for students. Information gathered through oversight serves as part of the school’s ongoing record of performance and provides important data for the CSD, LAUSD Superintendent, and ultimately the LAUSD Board of Education in making informed decisions about charter school authorization. In designing this document, the District has considered California charter school law, as well as the California State Board of Education’s criteria for evaluating charter schools and the National Association of Charter School Authorizers’ *Principles and Standards of Quality Authorizing*. This reporting tool provides guidelines and criteria used by the CSD to observe, record, assess, and reflect with the charter school on school performance as captured during the annual oversight visit process in these four categories:

Governance – demonstrating fulfillment of the governing board’s fiduciary responsibility to effectively direct and provide oversight for the charter public school, including but not limited to enactment and monitoring of policies and procedures to ensure the school’s full compliance with applicable law, policy, and the terms of the charter approved by the LAUSD Board of Education

Student Achievement and Educational Performance – demonstrating academic achievement and growth for all students

Organizational Management, Programs, and Operations – demonstrating effective leadership and implementation of the governing board’s policies and procedures, as well as the school’s educational program and systems and procedures for the day-to-day operations of the school

Fiscal Operations – demonstrating sound fiscal management, appropriate use of public funds, and compliance with regulatory requirements

This report, including the ratings in each category, is based on information and evidence gathered at the time of the annual oversight visit. The CSD considers evidence provided through CSD staff observations, document review, interviews, and discussion with school representatives and stakeholders. All charter schools are expected to prepare for the visit and have available, as applicable, all documentation requested in the *Annual Performance Based Oversight Visit Preparation Guide 2019-2020*. The “Sources of Evidence” sections below identify key information sources generally relevant to their respective indicators; these lists are not exhaustive, however, and some items may not be applicable to the grades served. Schools may present additional evidence as deemed relevant and appropriate. As needed, CSD staff also may request additional information and/or documentation prior to, during, and/or following the visit.

The tool employs the following four-point rubric to rate the school’s performance in each category: (4) *Accomplished*, (3) *Proficient*, (2) *Developing*, and (1) *Unsatisfactory*. In addition, the *Summary of School Performance* section in each category captures key findings under one or more of the following headings: (1) Areas of Demonstrated Strength and/or Progress (Note: potential “promising practices” are identified within this section with an asterisk [*]); (2) Areas Noted for Further Growth and/or Improvement; and, if applicable, (3) Corrective Action Required. Under “Corrective Action Required,” the CSD reports findings of material noncompliance with applicable law, LAUSD charter policy, or the school’s approved charter. **If the report includes any findings under “Corrective Action Required,” the charter school must take immediate and appropriate steps to remedy the identified concern.** In accordance with its “tiered intervention” approach to charter school non-compliance and poor performance, the CSD may also send the school appropriate notices, separate and apart from this report, to provide and document time-specific follow-up as necessary. At the other end of the spectrum of performance, any school that earns a rating of *Accomplished* in any category is encouraged to submit to the CSD a summary of those “promising practices” that the school believes have contributed to its success, in order to support the CSD’s ongoing efforts to promote and facilitate reciprocal sharing of promising practices among education leaders from across the entire portfolio of LAUSD schools.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: June 18, 2020

GOVERNANCE	RATING*
Summary of School Performance	3
<p><u>Areas of Demonstrated Strength and/or Progress</u></p> <p>G1: GOVERNANCE STRUCTURE AND EVALUATION OF SCHOOL LEADER(S): The Governing Board has substantially implemented the organizational structure set forth in approved charter, including any mandated committees/councils, and an adequately developed system for the evaluation of the school leader(s). Based on evidence provided, the charter school follows the organizational chart as stated in Element 4. The organization has divided the function of the Chief Financial Officer (CFO) into two positions for a greater degree of overall checks and balances. The CFO position has been separated into the Chief Compliance Officer (CCO) and Chief Business Officer (CBO) positions. Currently, the CBO position is vacant. The organization is looking for the next CBO of ECRCH.</p> <p>G2: BROWN ACT: The Governing Board complies with most material provisions of the Brown Act. Based on review of board meeting agendas and minutes in the last twelve months, current board members have all been Brown Act trained. Brown Act training took place on July 24, 2019 at a regularly scheduled board meeting. Two Board members were absent from the meeting and a third was not on the Board at the time. Newly elected board members took subsequent Brown Act Training. The Governing Board posts the meeting dates, times, and locations on the charter school’s website, including past agendas and minutes. The Agendas include a time for public comment, discussion, and sufficient description of action items, and a provision that informs the public that reasonable accommodations will be provided, if needed.</p> <p>G4: STAFFING: The Governing Board has established and monitors policies and procedures to ensure staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements</p> <p><u>Areas Noted for Further Growth and/or Improvement</u> None</p> <p><u>Corrective Action Required</u> None noted that require immediate action to remedy concerns indicated in this report.</p> <p>Notes: N/A</p> <p>*NOTE: <i>If the CSD gathers or otherwise receives substantial evidence of actual conflict(s) of interest with respect to a governing board member or person in a school leadership position (e.g. CEO or principal), a charter school shall receive a rating of 1 in this category.</i></p>	



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: June 18, 2020

G1: GOVERNANCE STRUCTURE AND EVALUATION OF SCHOOL LEADER(S) - GOVERNANCE QUALITY INDICATOR #1

The Governing Board has implemented the organizational structure, roles and responsibilities set forth in the approved charter, including:

- Governing Board (composition, structure, roles and responsibilities) committees/councils (for example, SSC and ELAC [including legally required topics] as applicable), including but not limited to those mandated by laws or regulations
- Evaluation of school’s executive level leadership

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The Governing Board has fully implemented the organizational structure set forth in approved charter, including any mandated committees/councils, and a highly developed system for the evaluation of the school leader(s) <input checked="" type="checkbox"/> The Governing Board has substantially implemented the organizational structure set forth in approved charter, including any mandated committees/councils, and an adequately developed system for the evaluation of the school leader(s) <input type="checkbox"/> The Governing Board has partially implemented the organizational structure set forth in approved charter, including any mandated committees/councils, and a partially developed system for the evaluation of the school leader(s) <input type="checkbox"/> The Governing Board has not implemented the organizational structure set forth in approved charter or any mandated committees/councils, and no system for the evaluation of the school leader(s)	<input checked="" type="checkbox"/> Organizational chart (B1.1) <input checked="" type="checkbox"/> Bylaws (B1.2) <input checked="" type="checkbox"/> Board member roster (B1.3) <input checked="" type="checkbox"/> Board meeting agendas, and minutes (B1.4) <input type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Committee/council calendars, agendas, minutes and sign-ins (B1.6) <input checked="" type="checkbox"/> Documentation related to system for evaluation of executive level administrator(s) who reports to the Board. (B1.7) <input checked="" type="checkbox"/> Discussion with leadership <input type="checkbox"/> Other: (Specify)

G2: BROWN ACT - GOVERNANCE QUALITY INDICATOR #2

The Governing Board has a system in place to ensure it is adhering to applicable open meeting requirements, which protect the public interest in transparency and help to ensure that decisions are made without apparent or actual conflicts of interest:

- Governing Board meetings occur regularly, are conducted openly, and provide opportunity for public participation in accordance with the Brown Act
- Governing Board holds its meetings at a location(s) and in a manner that complies with teleconferencing, closed session, and access and Reasonable Accommodation requirements and the public has access to the meetings from a location(s) within the jurisdictional boundaries of LAUSD, as noted in the charter petition
- Governing Board meeting agendas and minutes are posted and maintained, as appropriate, including on the school’s website and in accordance with the Brown Act and with sufficient specificity

Rubric	Sources of Evidence
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Performance	<input type="checkbox"/> The Governing Board complies with all material provisions of the Brown Act <input checked="" type="checkbox"/> The Governing Board complies with most material provisions of the Brown Act <input type="checkbox"/> The Governing Board complies with some material provisions of the Brown Act <input type="checkbox"/> The Governing Board complies with few material provisions of the Brown Act	<input checked="" type="checkbox"/> Board meeting agendas (B1.4) <input checked="" type="checkbox"/> Board meeting calendar (B1.5) <input checked="" type="checkbox"/> Brown Act training documentation (B1.8) <input checked="" type="checkbox"/> Documentation of the school’s agenda posting procedures (B1.9) <input type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify) COVID-19 UPDATE – Board Meetings
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G3: DUE PROCESS - GOVERNANCE QUALITY INDICATOR #3

The Governing Board has systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the school’s charter, and LAUSD charter policy, to honor and protect the rights of students, employees, parents, and the public in the following areas:

- Student discipline
- Employee grievances and discipline
- Parent/stakeholder complaint resolution process
- Uniform Complaint Procedures

	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The Governing Board has highly developed systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input checked="" type="checkbox"/> The Governing Board has well-developed systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input type="checkbox"/> The Governing Board has partially developed systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input type="checkbox"/> The Governing Board has minimal or no systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the charter, and LAUSD charter policy, in for students, employees, parents, and the public	<input checked="" type="checkbox"/> Board meeting agendas and minutes (B1.4) <input checked="" type="checkbox"/> Parent-Student Handbook(s) (B1.10) <input checked="" type="checkbox"/> Uniform Complaint Procedure documentation (B1.11) <input checked="" type="checkbox"/> Stakeholder complaint procedure(s) (B1.12) <input type="checkbox"/> H.R. policies and procedures regarding staff due process (B1.13) <input type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)



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G4: STAFFING - GOVERNANCE QUALITY INDICATOR #4

The Governing Board has a system in place to ensure that appropriate employment and other staffing decisions are made in accordance with applicable law and the terms of its approved charter governing qualifications, clearances and credentialing:

- The Governing Board has established policies and procedures to ensure that faculty, staff, substitute teachers, and other persons providing service in a certificated position, are appropriately credentialed, authorized and/or otherwise qualified for the positions for which they have been employed/contracted and assigned, in accordance with applicable provisions of law and the school’s charter.
- The Governing Board has established policies and procedures to ensure that the school obtains all necessary employee clearances, including criminal background and tuberculosis (TB) clearances, prior to employment, and keeps all clearances current.
- The Governing Board has established policies and procedures to ensure that the school obtains, monitors, and maintains all necessary and appropriate vendor certifications/waivers regarding vendor employee clearances, including criminal background and tuberculosis (TB) clearances.
- The Governing Board has established policies and procedures regarding requirements for school volunteers, including criminal background clearances for all volunteers who perform school site services while not under the direct supervision of a school employee, and tuberculosis (TB) risk assessments/clearances for all volunteers with frequent or prolonged contact with students per AB 1667.
- The Governing Board has established and monitors policies governing whether and under what circumstances the school may consider, for paid and volunteer service, candidates who have criminal records.

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The Governing Board has established and monitors comprehensive policies and procedures to ensure staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements <input checked="" type="checkbox"/> The Governing Board has established and monitors policies and procedures to ensure staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements <input type="checkbox"/> The Governing Board has established some policies and procedures to ensure staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements <input type="checkbox"/> The Governing Board has established few or no policies and procedures to ensure staffing in compliance with applicable law staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements	<input checked="" type="checkbox"/> Parent-Student Handbook(s) (B1.10) <input checked="" type="checkbox"/> H.R. policies and procedures regarding ESSA qualifications, credentialing, and clearance requirements (B1.13) <input checked="" type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Discussion with school leadership <input checked="" type="checkbox"/> ESSA Grid <input type="checkbox"/> Other: (Specify)



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G5: DATA-BASED DECISION-MAKING - GOVERNANCE QUALITY INDICATOR #5

<i>The Governing Board has a system in place to ensure ongoing:</i>		
<ul style="list-style-type: none"> Review and use of academic and other internal school data and information to ensure sound Governing Board decision-making in support of continuous improvement of student achievement, fiscal viability, compliance, and overall public school excellence Monitoring of the school's implementation of its LCAP action plans and progress toward LCAP goals 		
	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The Governing Board regularly monitors school performance and other internal data to inform decision-making <input checked="" type="checkbox"/> The Governing Board monitors school performance and other internal data to inform decision-making <input type="checkbox"/> The Governing Board inconsistently monitors school performance and other internal data to inform decision-making <input type="checkbox"/> The Governing Board seldom monitors school performance and other internal data to inform decision-making	<input type="checkbox"/> Board meeting agendas and minutes with supporting materials and evidence of school performance and other internal data (B1.4) <input type="checkbox"/> Other evidence of a system for Board review and analysis of internal school data to inform decision-making (B1.14) <input type="checkbox"/> Observation of Governing Board meeting <input type="checkbox"/> Discussion with leadership <input type="checkbox"/> Other: (Specify)

G6: FISCAL CONDITION - GOVERNANCE QUALITY INDICATOR #6

<i>The Governing Board has a system in place to ensure fiscal viability:</i>		
<ul style="list-style-type: none"> The school is fiscally strong and net assets are positive in the prior two independent audit reports. 		
	Rubric	Sources of Evidence
Performance	<input checked="" type="checkbox"/> The school is fiscally strong with positive net assets in the prior two independent audit reports <input type="checkbox"/> The school is fiscally stable, with positive net assets in the most current independent audit report <input type="checkbox"/> The school is fiscally weak (e.g., inadequate cash flow, etc.) and/or net assets are negative in the most current independent audit report, or the school does not have an independent audit report on file with the Charter Schools Division <input type="checkbox"/> The school is consistently fiscally weak (e.g., inadequate cash flow, etc.) and/or net assets are negative in the prior two independent audit reports, or the school does not have an independent audit report on file with the Charter Schools Division	<input checked="" type="checkbox"/> Board meeting agendas and minutes (B1.4) <input type="checkbox"/> Other evidence of a system for Board review and monitoring of fiscal policies, procedures, budget, and finances (B1.15) <input checked="" type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Discussion with leadership <input checked="" type="checkbox"/> Independent audit report(s) <input checked="" type="checkbox"/> Other: (see Fiscal Operations section below)



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G7: In light of COVID-19, the school may be unable to provide certain or all documentation to support transactions that were selected for testing for this indicator. If sufficient fiscal documentation is not available, a score will not be earned for this indicator and it will not impact the overall score for the Governance section.

G7: FISCAL MANAGEMENT AND ACCOUNTABILITY - GOVERNANCE QUALITY INDICATOR #7

<p><i>The Governing Board has a system in place to ensure sound fiscal management and accountability:</i></p> <ul style="list-style-type: none"> The school adheres to the Governing Board approved fiscal policies and procedures, and does not have any areas noted for improvement. 		
	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The school adheres to the Governing Board approved fiscal policies and procedures, and does not have any areas noted for improvement <input checked="" type="checkbox"/> The school generally adheres to the Governing Board approved fiscal policies and procedures, but has areas noted for improvement <input type="checkbox"/> The school is not adhering to the Governing Board approved fiscal policies and procedures, and has areas noted for improvement, or has significant fiscal-related issues (e.g., fiscal mismanagement, audit findings, potential conflicts of interest, inadequate cash flow, etc.) <input type="checkbox"/> The school is continuously not adhering to the Governing Board approved fiscal policies and procedures, and has recurring areas noted for improvement, or has significant and recurring fiscal-related issues (e.g., fiscal mismanagement, audit findings, potential conflicts of interest, inadequate cash flow, etc.)	<input checked="" type="checkbox"/> Board meeting agendas and minutes (B1.4) <input type="checkbox"/> Other evidence of a system for Board review and monitoring of fiscal policies, procedures, budget, and finances (B1.15) <input type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Discussion with leadership <input checked="" type="checkbox"/> Independent audit report(s) <input checked="" type="checkbox"/> Other: (see Fiscal Operations section below)

<p>Progress on LAUSD Board of Education and/or MOU Benchmarks related to GOVERNANCE (if applicable):</p> <p>N/A</p>
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STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE	RATING*
Summary of School Performance	3
<p>Is the charter school a state-identified school under the Every Student Succeeds Act (ESSA)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes, what is the school's identification? (See additional information within "Notes" section below)</p> <p><input type="checkbox"/> Comprehensive Support and Improvement (CSI)</p> <p><input type="checkbox"/> Additional Targeted Support and Improvement (ATSI)</p>	
<p><u>Areas of Demonstrated Strength and/or Progress</u></p> <p>A1: SBAC SUBGROUP ELA: The majority of the school's subgroups demonstrated growth in CAASPP ELA performance from 2017-2018 to 2018-2019. The Asian subgroup increased by 2.36 percentage points; the Filipino subgroup increased by 2.11 percentage points; the Latino subgroup increased by 7.88 percentage points; the Socioeconomically Disadvantaged Subgroup increased by 1.45 percentage points; Schoolwide, ELA proficiency on the CAASPP increased 0.59% during the 2018-2019 testing period.</p> <p>A2: SBAC SUBGROUP MATH: Some of the school's subgroups demonstrated growth in CAASPP Math performance from 2017-2018 to 2018-2019. The Filipino subgroup increased by 14.47 percentage points; the Latino subgroup increased by 6.22 percentage points; the Socioeconomically Disadvantaged subgroup increased by 1.81 percentage points.</p> <p>A3: SBAC SCHOOLWIDE ELA: The schoolwide percentage of students who Met and Exceeded Standards in 3rd – 8th, 11th Grade on the SBAC in ELA is at a rate higher than the Resident Schools Median. Schoolwide, ELA proficiency on the CAASPP is 59.46 percentage points. The proficiency rate for the Resident Schools Median is 56.32 percentage points.</p> <p>A4: SBAC SCHOOLWIDE MATH: The schoolwide percentage of students who Met and Exceeded Standards in 3rd – 8th, 11th Grade on the SBAC in Math is at a rate higher than the Resident Schools Median. Schoolwide, Math proficiency on the CAASPP is 41.18 percentage points. The proficiency rate for the Resident Schools Median is 28.79 percentage points.</p> <p>A6: "AT RISK" ENGLISH LEARNERS – (ELEMENTARY AND SECONDARY SCHOOLS): The school's percentage of "At Risk" English Learners is at a rate similar to the Resident Schools Median. Charter School's "At Risk" is 1.7% compared to the Resident Schools Median of 1.7%.</p> <p>A7: LONG TERM ENGLISH LEARNERS (LTELs) - (SECONDARY SCHOOLS): The school's percentage of LTELs is at a rate lower than the Resident Schools Median. Charter School's LTEL percentage rate is 6.8 compared to the Resident Schools Median of 8.5.</p> <p>A8: FOUR-YEAR ADJUSTED COHORT GRADUATION RATE: The school's Four-Year Adjusted Cohort Graduation Rate is at a rate higher than the Resident Schools Median. Charter School's graduation rate is 93.5 compared to the Resident Schools Median of 88.7.</p>	



LAUSD CHARTER SCHOOLS DIVISION

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A1: SBAC SUBGROUP ELA: The majority of the school's subgroups demonstrated growth in CAASPP ELA performance from 2017-2018 to 2018-2019. The African American subgroup decreased by 3.04 percentage points; Students with Disabilities decreased by 1.11 percentage points; Two or More Races decreased by 5.16 percentage points; the White subgroup decreased by 3.21 percentage points.

- According to the school's leadership, during the Fall Semester, all departments received professional development in the Write to Learn program from Growing Educators. The English Department continues their refinement of Curricular Maps and Common Formative Assessments that focus on grade-level horizontal, and year-to-year vertical alignment of practice and assessment.

A2: SBAC SUBGROUP MATH: Some of the school's subgroups demonstrated growth in CAASPP Math performance from 2017-2018 to 2018-2019. The Asian subgroup decreased by 3.24 percentage points; the African-American subgroup decreased by 4.73 percentage points; Students with Disabilities decreased by 0.21 percentage points; Two or More Races decreased by 16.73 percentage points; and the White subgroup decreased by 1.37 percentage points. Schoolwide, Math proficiency on the CAASPP was maintained during the 2018-2019 testing period.

- According to the school's leadership, Math Essentials support classes were added by the department beginning in the fall of 2019. Students enrolled in these classes were identified using multiple factors including their previous semester grades, NWEA Maps scores, and teacher recommendation. The department chairs along with the math instructional coach have structured weekly common planning and professional development to focus on alignment with Common Core and individualized learning techniques. Furthermore, department retreats have been dedicated to vertical alignment of math courses along with the refinement of their common formative assessments.

A5: ENGLISH LEARNER RECLASSIFICATION: The school reclassifies English Learners at a rate lower than the Resident Schools Median. Charter School reclassified at a rate of 6.2, while the Resident Schools Median reclassification rate was 24.8.

- ELD and AVID ELD classes provide targeted instruction in reading, writing, listening, and speaking. Practice assignments are provided similar to those found on the ELPAC assessments so that students are familiar with the expectations on the assessment. Students have completed individual goals sheets which outline their past achievements in meeting reclassification criteria, as well as identifying goals to help increase their ELD levels. The school provides an ELD block where students receive instruction, utilizing National Geographic's Edge Program. Direct instruction for all levels, as well as follow up practice assignments on Canvas, are a part of the daily curriculum/activities.

Corrective Action Required

None noted that require immediate action to remedy concerns indicated in this report.



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Graduation requirements per ECRCH's charter:

To earn a diploma, students must satisfactorily complete the required course of study, earn at least 230 credits, meet the Service Learning and Career Pathway requirements, and pass the California High School Exit Exam (CAHSEE). In addition, all graduation requirements must be met in order to participate in the graduation ceremony.

Students are required to demonstrate mastery of standards in five core academic subject areas: English Language Arts, history/social sciences, mathematics, the natural sciences, and visual and performing arts. All of ECRCHS's courses have been designed in alignment with the state standards including CA CCSS. With the exception of World Languages, graduation requirements have also been designed to meet the UC/CSU A-G requirements, as shown here. To be eligible for graduation from ECRCHS, students must complete all required courses with a grade of D or better. Students are made aware that colleges do not accept D's. This is discussed when counselors meet with students each semester. Teachers, counselors and assistant principals discuss this with parents at parent conferences. In addition, the college office includes this information in their printed materials, and college counselors review college requirements when they make presentations to students and families.

ECRCH has adopted the LAUSD Master Plan.

****NOTE: A charter school cannot receive a rating in this category greater than a 2 if the school has not met the minimum statutory renewal criteria which requires clear and convincing evidence that the academic performance of the charter school is at least equal to the academic performance of the public schools that the charter school pupils would otherwise have been required to attend, as well as the academic performance of the schools in the school district in which the charter school is located, taking into account the composition of the pupil population that is served at the charter school (e.g. Resident Schools) as measured in indicators A3 and A4.***



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A1: SBAC SUBGROUP ELA - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #1

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- Performance of all numerically significant subgroups (30 or more students and 15 or more Foster Youth or Homeless students) on the CAASPP (SBAC) ELA (students with disabilities, English Learners, and socio-economically disadvantaged students, etc.)(CDE)
- In accordance with SB1290, increases in pupil academic achievement for all groups of pupils served by the charter school.

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> All subgroups demonstrated growth in CAASPP ELA performance from 2017-2018 to 2018-2019 <input checked="" type="checkbox"/> The majority of subgroups demonstrated growth in CAASPP ELA performance from 2017-2018 to 2018-2019 <input type="checkbox"/> Some subgroups demonstrated growth in CAASPP ELA performance from 2017-2018 to 2018-2019 <input type="checkbox"/> None of the school's subgroups demonstrated growth in CAASPP ELA performance from 2017-2018 to 2018-2019 <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> SBAC report (CDE) <input checked="" type="checkbox"/> Review of LAUSD Office of Data & Accountability's Data Set (B2.1) <input type="checkbox"/> Other: (Specify)

A2: SBAC SUBGROUP MATH - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #2

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- Performance of all numerically significant subgroups (30 or more students and 15 or more Foster Youth or Homeless students) on the CAASPP (SBAC) Math (students with disabilities, English Learners, and socio-economically disadvantaged students, etc.)(CDE)
- In accordance with SB1290, increases in pupil academic achievement for all groups of pupils served by the charter school,

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> All subgroups demonstrated growth in CAASPP Math performance from 2017-2018 to 2018-2019 <input type="checkbox"/> The majority of subgroups demonstrated growth in CAASPP Math performance from 2017-2018 to 2018-2019 <input checked="" type="checkbox"/> Some subgroups demonstrated growth in CAASPP Math performance from 2017-2018 to 2018-2019 <input type="checkbox"/> None of the school's subgroups demonstrated growth in CAASPP Math performance from 2017-2018 to 2018-2019 <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> SBAC report (CDE) <input checked="" type="checkbox"/> Review of LAUSD Office of Data & Accountability's Data Set (B2.1) <input type="checkbox"/> Other: (Specify)



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A3: SBAC SCHOOLWIDE ELA - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #3

<p><i>The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:</i></p> <ul style="list-style-type: none"> Schoolwide ELA data (CDE) 		
	Rubric	Sources of Evidence
Performance	<input checked="" type="checkbox"/> The schoolwide percentage of students who Met and Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in ELA is at a rate higher than the Resident Schools Median <input type="checkbox"/> The schoolwide percentage of students who Met and Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in ELA is at a rate similar to the Resident Schools Median <input type="checkbox"/> The schoolwide percentage of students who Met and Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in ELA is at a rate lower than the Resident Schools Median <input type="checkbox"/> The schoolwide percentage of students who Met and Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in ELA is substantially lower than the Resident Schools Median <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> SBAC report (CDE) <input checked="" type="checkbox"/> Review of LAUSD Office of Data & Accountability’s Data Set (B2.1) <input type="checkbox"/> Other: (Specify)

A4: SBAC SCHOOLWIDE MATH - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #4

<p><i>The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:</i></p> <ul style="list-style-type: none"> Schoolwide Math data (CDE) 		
	Rubric	Sources of Evidence
Performance	<input checked="" type="checkbox"/> The schoolwide percentage of students who Met and Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in Math is at a rate higher than the Resident Schools Median <input type="checkbox"/> The schoolwide percentage of students who Met or Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in Math is at a rate similar to the Resident Schools Median <input type="checkbox"/> The schoolwide percentage of students who Met or Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in Math is at a rate lower than the Resident Schools Median <input type="checkbox"/> The schoolwide percentage of students who Met or Exceeded Standards in 3 rd – 8 th , 11 th Grade on the SBAC in Math is substantially lower than the Resident Schools Median. <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> SBAC report (CDE) <input checked="" type="checkbox"/> Review of LAUSD Office of Data & Accountability’s Data Set (B2.1) <input type="checkbox"/> Other: (Specify)

A5: ENGLISH LEARNER RECLASSIFICATION - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #5

<p><i>The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:</i></p> <ul style="list-style-type: none"> English Learner reclassification rate for 2018-2019 (CDE)



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Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The school reclassifies English Learners at a rate higher than the Resident Schools Median <input type="checkbox"/> The school reclassifies English Learners at a rate similar to the Resident Schools Median <input checked="" type="checkbox"/> The school reclassifies English Learners at a rate lower than the Resident Schools Median <input type="checkbox"/> The school did not reclassify English Learners <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> Reclassification report (CDE) <input checked="" type="checkbox"/> Review of LAUSD Office of Data & Accountability’s Data Set (B2.1) <input type="checkbox"/> ELPAC Criterion reports (CDE) (B2.3) <input checked="" type="checkbox"/> Reclassification Criteria for all applicable grade levels (within “Notes” section above) (B2.4) <input type="checkbox"/> Other: (Specify)

A6: “AT RISK” ENGLISH LEARNERS – (ELEMENTARY AND SECONDARY SCHOOLS) STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #6

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- Providing supports for At-Risk English Learners 2018-2019 (CDE)

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The school’s percentage of “At Risk” English Learners is at rate lower than the Resident Schools Median <input checked="" type="checkbox"/> The school’s percentage of “At Risk” English Learners is at a rate similar to the Resident Schools Median <input type="checkbox"/> The school’s percentage of “At Risk” English Learners is at a rate higher than the Resident Schools Median <input type="checkbox"/> The school’s percentage of “At Risk” English Learners is at a rate that is substantially higher than the Resident Schools Median <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> “At-Risk” by Grade report (CDE): 2018-2019 <input type="checkbox"/> Review of LAUSD Office of Data & Accountability’s Data Set (B2.1)

A7: LONG TERM ENGLISH LEARNERS (LTELs) - (SECONDARY SCHOOLS) - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #7

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- Providing supports for Long Term English Learners 2018-2019 (CDE)

Rubric		Sources of Evidence
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Performance	<input checked="" type="checkbox"/> The school’s percentage of LTELs is at rate lower than the Resident Schools Median <input type="checkbox"/> The school’s percentage of LTELs is at a rate similar to the Resident Schools Median <input type="checkbox"/> The school’s percentage of LTELs is at a rate higher than the Resident Schools Median <input type="checkbox"/> The school’s percentage of LTELs is at a rate that is substantially higher than the Resident Schools Median <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> Long-Term English Learners (LTEL) by Grade report (CDE): 2018-2019 <input type="checkbox"/> Review of LAUSD Office of Data & Accountability’s Data Set (B2.1)
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A8: FOUR-YEAR ADJUSTED COHORT GRADUATION RATE - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #8

<p><i>The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:</i></p> <ul style="list-style-type: none"> Four-Year Adjusted Cohort Graduation Rate (CDE) (high schools only) 		
	Rubric	Sources of Evidence
Performance	<input checked="" type="checkbox"/> The school’s Four-Year Adjusted Cohort Graduation Rate is at a rate higher than Resident Schools Median <input type="checkbox"/> The school’s Four-Year Adjusted Cohort Graduation Rate is at a rate similar to the Resident Schools Median <input type="checkbox"/> The school’s Four-Year Adjusted Cohort Graduation Rate is at a rate lower than the Resident Schools Median <input type="checkbox"/> The school’s Four-Year Adjusted Cohort Graduation Rate is at a rate substantially lower than the Resident Schools Median <input type="checkbox"/> No assessment of performance for this indicator	<input checked="" type="checkbox"/> Four-Year Adjusted Cohort Graduation Rate (CDE) <input checked="" type="checkbox"/> Review of LAUSD Office of Data & Accountability’s Data Set (B2.1) <input checked="" type="checkbox"/> Graduation Requirements (within “Notes” section above) (B2.5) <input type="checkbox"/> Other: (Specify) <hr/> A-G passing grade requirement (e.g. C or D) (CSD internal use only) D or better

***INDICATOR A9 IS ONLY APPLICABLE TO NEW CHARTER SCHOOLS WHICH DO NOT HAVE CAASPP (SBAC) SCORES AND CHARTER SCHOOLS WHICH SERVE GRADE LEVELS K, 1, 2, 9, AND 10 (THE GRADE LEVELS WHICH ARE NOT ADMINISTERED THE CAASPP). Due to COVID-19, the school may be unable to provide accurate data for this indicator. If no data is available, a score will not be earned for this indicator and it will not impact the overall score for the Student Achievement and Educational Performance section.**



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A9: INTERNAL ASSESSMENT (Grades K, 1, 2, 9, 10 and New Charter Schools) - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #9

The school demonstrates student academic achievement, including progress towards closing the achievement gap, for grades K, 1, 2, 9 and 10 or as a new school with no CAASPP (SBAC) data as measured by:

- The school’s internal assessments (with analysis of results) by subgroups and grade-levels in ELA and Math
- Other academic achievement data gathered or produced by the school, such as Advanced Placement examination participation and passage rates, A-G requirements progress and completion rates, high school graduation rates, and college acceptance rates

NOTE: For purposes of evaluation of school performance for this indicator, the CSD will consider data derived from assessments for which the school can provide evidence of validity/reliability. For commonly used and recognized assessments this would not be necessary (for example, NWEA, DIBELS, Illuminate, or SBA Interim assessments).

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The school has demonstrated accomplished levels of student achievement and progress as measured by school's internal assessments and other school data that are regularly monitored and analyzed and that reflect significant growth in student achievement in ELA and Math for all subgroups in all grade-levels <input type="checkbox"/> The school has demonstrated proficient levels of student achievement and progress as measured by school's internal assessments and other school data that are regularly monitored and analyzed and that reflect moderate growth in student achievement in ELA and Math for the majority of subgroups and grade-levels. <input type="checkbox"/> The school has demonstrated developing levels of student achievement and progress as measured by school's internal assessments and other school data that are regularly monitored and analyzed and that reflect limited growth in student achievement in ELA and Math for some subgroups and grade-levels <input type="checkbox"/> The school has demonstrated unsatisfactory levels of student achievement and progress as measured by school's internal assessments and other school data and that reflect no growth or a decline in student achievement in ELA and Math for the majority of subgroups and grade-levels, or the school has not collected and/or analyzed and monitored internal assessment or other academic achievement data. <input checked="" type="checkbox"/> No assessment of performance for this indicator.	<input checked="" type="checkbox"/> Internal academic performance and progress data and information (B2.2) <input checked="" type="checkbox"/> School Internal Assessment Data Report or equivalent (B2.6) <input type="checkbox"/> Other: (Specify)



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CALIFORNIA SCHOOL DASHBOARD STATE INDICATORS

Summary of School Performance

Indicators A10 – A16 reflect the school’s ratings on the Dashboard. Indicators A10 – A16 will not impact the overall Student Achievement and Educational Performance Rating for 2019-2020 oversight but will provide informational areas of focus.

I. Academic Performance

A10: CAASPP ENGLISH LANGUAGE ARTS - Grades 3-5 Grades 6-8 Grade 11

Performance Level Color: Orange

Change Level: Declined

A11: CAASPP MATHEMATICS - Grades 3-5 Grades 6-8 Grade 11

Performance Level Color: Orange

Change Level: Declined

A12: ENGLISH LEARNER PROGRESS (see below)

Performance Level Color: Choose an item.

Change Level: Choose an item.

A13: COLLEGE/CAREER (high schools only)

Performance Level Color: Orange

Change Level: Maintained

II. Academic Engagement

A14: CHRONIC ABSENTEEISM

Performance Level Color: Not Applicable

Change Level: Not Applicable

A15: GRADUATION RATE

Performance Level Color: Green

Change Level: Increased

III. Conditions and Climate

A16: SUSPENSION RATE

Performance Level Color: Orange

Change Level: Increased



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NOTES:

LEARN MORE
English Learner Progress

All Students State

71.2% making progress towards English language proficiency

Number of EL Students: 59

Progress Levels

- Very High = 65% or higher
- High = 55% to less than 65%
- Medium = 45% to less than 55%
- Low = 35% to less than 45%
- Very Low = Less than 35%

Progress on LAUSD Board of Education and/or MOU Benchmarks related to STUDENT ACHIEVEMENT (if applicable):

N/A



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ORGANIZATIONAL MANAGEMENT, PROGRAMS, AND OPERATIONS	RATING*
Summary of School Performance	3
<p><u>Areas of Demonstrated Strength and/or Progress</u></p>	
<p>O2: HEALTH AND SAFETY: The school has a well-developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety for Certificates of Occupancy, immunization, health screenings and emergency epi-pens. The school has trained staff on Epi-pen use and has an AED.</p>	
<p>O7: SCHOOL CLIMATE AND STUDENT DISCIPLINE: The school has a highly developed school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights. The school’s 2018-2019 suspension rate is 3.2%. The school has a number of incentives that include lunch passes, “Fill the Bucket” encouragement program, Wednesday’s Words of Wisdom, student certificates and gift cards, positive message posters, to name a few. To promote a positive school community ECRCH has two full-time Dean of Students, Attendance Coordinator, Intervention Coordinator, two School Psychologists, Psychiatric Social Worker, student support groups, La Familia, and Black Student Union. Also, there are over 80 campus student clubs.</p>	
<p>O10: STAKEHOLDER COMMUNICATION AND TRANSPARENCY: The school has a well-developed communication system to share information with stakeholders via its documents available both manually, electronically and on its website. In addition to the UCP and internal complaint procedures, the school keeps families informed through the parent portal, flyers, school website, and face-to-face meetings.</p>	
<p><u>Areas Noted for Further Growth and/or Improvement</u></p>	
<p>O4: MEETING THE NEEDS OF ALL STUDENTS; SUBGROUP DATA ANALYSIS, O5: IMPLEMENTATION OF KEY FEATURES OF EDUCATIONAL PROGRAM: The school has substantially implemented and monitors the components of the charter’s instructional program designed to meet the learning needs of all students, including its subgroups, and generally modifies instruction based on data analysis. Some numerically significant subgroups demonstrated increases in CAASPP ELA performance from 2017-2018 to 2018-2019 (The Asian subgroup increased 2.36%; the Filipino subgroup increased 2.11%; the Latino subgroup increased 7.88%; and the Socioeconomically Disadvantaged subgroup increased 1.45%). Conversely, the African American subgroup decreased 3.04%; Students with Disabilities decreased 1.11%; Two or More Races decreased 5.16%; and the White subgroup decreased 3.21%. In Math, some numerically significant subgroups demonstrated increases in CAASPP performance from 2017-2018 to 2018-2019 (The Filipino subgroup increased 14.47%; the Latino subgroup increased 6.22%; the Socioeconomically Disadvantaged subgroup increased 1.81%). Conversely, the Asian subgroup decreased 3.24%; the African American subgroup decreased 4.73%; Students with Disabilities maintained their performance level; Two or More Races decreased 16.73% and the White subgroup decreased 1.37%.</p> <ul style="list-style-type: none"> • ECRCH leadership shared that all departments have received additional professional development in the Write to Learn program from Growing Educators. The English Department continues to refine the Curricular Maps and Common Formative Assessments that focus on grade-level horizontal, and year-to-year vertical alignment of practice as well as assessment. Math Essentials support classes were added by the department beginning in Fall 2019. Students enrolled in these classes were identified using multiple factors including grades, NWEA MAP scores, and teacher recommendation. Furthermore, 	



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leadership shared that the department chairs along with the math instructional coach structured weekly common planning and professional development to focus on alignment with common core and individualized learning techniques.

Corrective Action Required

None noted that require immediate action to remedy concerns indicated in this report.



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ECRCHS remains committed to providing students with disabilities a free appropriate public education (“FAPE”) during this time. ECRCHS is providing educational opportunities through a fully home-based, virtual program. ECRCHS considered the possibility of on-site services, but determined that due to local, State, and Federal guidance, the charter could not risk the health of students and staff by doing so.

Given the circumstances, ECRCHS notified all parents of students 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 will be provided remotely to the greatest extent possible for the duration of the closure. In this letter, which served as a Prior Written Notice (PWN), 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 and they were also provided of copy of their rights.

ECRCHS continues to work with our NPS and NPA partners to provide services to the greatest extent possible. Services/supports being provided remotely include Special Day Class supports, co-teaching supports, RSP, LAS, APE, Counseling, ERICS Counseling, OT, PT, Recreation Therapy, Inclusion for Moderate/Severe, and BID. The support of an adult assistant on campus (BII) has been suspended during the closure due to the nature of the service and will resume immediately upon the school campus reopening to students. Parents of all students with this support listed on the IEP have been notified of this.

Throughout the closure ECRCHS has reminded all teachers that students with disabilities, including both IEPs and 504 Plans, are still entitled to receive all accommodations and that additional flexibility may be needed in order to ensure equity and access for these students. Special Education case carriers and Section 504 case managers have been in communication with students, parents, and teachers to assist with coordinating accommodations, modifications, adaptations, or other supports as needed. Additional mental health supports are also available as needed to all students through our counselors, School Psychologists, and PSW.

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.

****NOTE: A charter school shall receive a rating of 1 in this category for any of the following reasons: (1) Failed to have Health, Safety, and Emergency Plan in place; (2) Failed to conduct child abuse mandated reporter training in accordance with AB 1432; (3) Failed to complete criminal background clearances for all new staff and sole proprietor (as defined on the ESSA Grid) prior to employment; or (4) Failed to obtain DOJ clearance certification, as appropriate, from a vendor. A charter school cannot receive a rating in this category greater than 2 if any teacher of the core instructional program is not appropriately credentialed and assigned per legal requirements and the school’s current approved charter.***



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O1: SCHOOL SAFETY AND OPERATIONS: SCHOOL SAFETY PLAN AND PROCEDURES - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #1

The school has a system in place to ensure that:

- The school has a current site-specific comprehensive Health, Safety, and Emergency Plan
(Note: for co-locations, the charter school adheres and complies with the District school’s Health, Safety and Emergency Plan)
- The school is able and prepared to implement its emergency procedures in the event of a natural disaster or other emergency (includes threat assessment protocol)
- School staff and other mandated reporters working on behalf of the school receive timely training on child abuse awareness and reporting in accordance with the requirements of AB 1432
- School staff receives annual training on the handling of bloodborne pathogens
- The school has a Visitor’s policy and it’s visible in the main office
- A Pupil Suicide Prevention Policy (grades 7-12) is in place, in compliance with AB 2246

	Rubric	Sources of Evidence
Performance	<ul style="list-style-type: none"> <input type="checkbox"/> The school has a highly developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety <input checked="" type="checkbox"/> The school has a well-developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety <input type="checkbox"/> The school has a partially developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety <input type="checkbox"/> The school has a minimal or no system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Parent-Student Handbook(s) (B1.10) <input checked="" type="checkbox"/> Comprehensive Health, Safety, and Emergency Plan (B3.1b) <input checked="" type="checkbox"/> Evacuation route maps (B3.1b) <input checked="" type="checkbox"/> Documentation of emergency drills and training (B3.1c) <input checked="" type="checkbox"/> Evidence of provision and location of onsite emergency supplies (B3.1b) <input checked="" type="checkbox"/> Evidence of AB 2246 implementation (grades 7-12) (B3.1f) <input checked="" type="checkbox"/> Child abuse mandated reporter training documentation (B3.1d and B3A.4) <input checked="" type="checkbox"/> Bloodborne pathogens training documentation (B3.1e and B3A.4) <input checked="" type="checkbox"/> <i>Certification of Clearances, Credentialing, and Mandated Reporter Training 2019-2020</i> (“ESSA Grid”) (B3A.1) <input type="checkbox"/> Site/classroom observation <input checked="" type="checkbox"/> Visitor’s Policy (B3.1a) <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)



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O2: HEALTH AND SAFETY - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #2

The school has a system in place to ensure that:

- For each school site, the school has a current site-specific Certificate of Occupancy or equivalent that authorizes the current use of the site
- School provides documentation of student immunization and
- School provides documentation of health screening per applicable law and terms of the charter (vision screenings upon school entry and every third year thereafter through grade 8 and hearing screenings are mandated in kindergarten/first grade and in second, fifth, eighth, tenth/eleventh grade and upon first school entry)
- School maintains an emergency epinephrine auto-injectors (“epi-pen”) onsite and has provided training to volunteer staff member(s) in the storage and emergency use of the epi-pen
- Per AB 1871, charter schools are required to provide needy students with one nutritionally adequate free or reduced priced meal each day
- Per AB 2009, any charter school that offers an interscholastic athletic program is required to have at least one automated external defibrillator (AED)

	Rubric	Sources of Evidence
Performance	<ul style="list-style-type: none"> <input type="checkbox"/> The school has a highly developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety for Certificates of Occupancy, immunization, health screenings and emergency epi-pens <input checked="" type="checkbox"/> The school has a well-developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety for Certificates of Occupancy, immunization, health screenings and emergency epi-pens <input type="checkbox"/> The school has a partially developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety for Certificates of Occupancy, immunization, health screenings and emergency epi-pens <input type="checkbox"/> The school has a minimal or no system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety for Certificates of Occupancy, immunization, health screenings and emergency epi-pens 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Parent-Student Handbook(s) (B1.10) <input checked="" type="checkbox"/> Certificate of Occupancy or equivalent (B3.2a) <input checked="" type="checkbox"/> Evidence of student immunization (B3.2b) <input checked="" type="checkbox"/> Evidence of health screening (B3.2b) <input checked="" type="checkbox"/> Evidence of Epi-pen (B3.2c) <input checked="" type="checkbox"/> AED (schools with an interscholastic athletic program) (B3.2e) <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)



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O3: STANDARDS-BASED INSTRUCTION - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #3

<p><i>The school has:</i></p> <ul style="list-style-type: none"> Implemented standards-based instruction schoolwide in accordance with the California academic content standards, including the California Common Core State Standards (CA CCSS), and the California Next Generation Science Standards (CA NGSS) that are applicable to the grade levels served Obtained WASC accreditation (high schools only) Implemented a system to monitor student progress toward and completion of graduation and A-G requirements (high schools only) Received UC/CSU approval of courses (UC Doorways) (high schools only) 	
Rubric	Sources of Evidence
<p>Performance</p> <ul style="list-style-type: none"> <input type="checkbox"/> The school has fully-implemented grade-level-appropriate standards-based instruction in accordance with the California academic content standards, including the CA CCSS & CA NGSS <input checked="" type="checkbox"/> The school has substantially implemented grade-level-appropriate standards-based instruction in accordance with the California academic content standards, including the CA CCSS & CA NGSS <input type="checkbox"/> The school has partially implemented grade-level-appropriate standards-based instruction in accordance with the California academic content standards, including the CA CCSS & CA NGSS <input type="checkbox"/> The school has minimally implemented, or not at all, grade-level-appropriate standards-based instruction in accordance with the California academic content standards, including the CA CCSS & CA NGSS 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Evidence of standards-based instructional program (B3.3a) <input checked="" type="checkbox"/> Evidence of implementation of CA NGSS (B3.3a) <input checked="" type="checkbox"/> LCAP (B3.3b) <input checked="" type="checkbox"/> Evidence of technology readiness to administer CAASPP assessments (B3.3c) <i>*new schools only</i> <input checked="" type="checkbox"/> WASC documentation (B3.3d) <input checked="" type="checkbox"/> UC Doorways course approval documentation (B3.3e) <input checked="" type="checkbox"/> Evidence of implementation of Transitional Kindergarten (B3.3i) <input checked="" type="checkbox"/> Professional development documentation (B3.4b) <input type="checkbox"/> Classroom observation <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)

O4: MEETING THE NEEDS OF ALL STUDENTS; SUBGROUP DATA ANALYSIS - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #4

<p><i>The school:</i></p> <ul style="list-style-type: none"> Implements the differentiation, intervention, and other instructional strategies and approaches described in the charter designed to meet the learning needs of all students, including all subgroups identified in the school’s LCAP and by CDE Disaggregates and analyzes data on a regular basis to address individual student needs Implements, monitors, and modifies, as appropriate, its Master Plan for English Learners (EL identification, designated and integrated ELD standards-based instruction, progress monitoring, assessment, and reclassification) Has appointed a designee to assist and support foster youth 	
Rubric	Sources of Evidence



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Performance	<input type="checkbox"/> The school has fully implemented and monitors the components of the charter's instructional program designed to meet the learning needs of all students, including its subgroups, and modifies instruction based on data analysis <input checked="" type="checkbox"/> The school has substantially implemented and monitors the components of the charter's instructional program designed to meet the learning needs of all students, including its subgroups, and generally modifies instruction based on data analysis <input type="checkbox"/> The school has partially implemented the components of the charter's instructional program designed to meet the learning needs of all students, including its subgroups, and partially modifies instruction based on data analysis <input type="checkbox"/> The school has minimally implemented, or not at all, the components of the charter's instructional program designed to meet the learning needs of all students, including its subgroups, and does not consistently modify instruction based on data analysis	<input checked="" type="checkbox"/> Evidence of standards-based instructional program (B3.3a) <input checked="" type="checkbox"/> LCAP (B3.3b) <input checked="" type="checkbox"/> Professional development documentation (B3.4b) <input checked="" type="checkbox"/> Evidence of intervention and support for all students, including but not limited to foster youth, at-risk students, and high performing students (B3.3j) <input checked="" type="checkbox"/> Implementation of the school's English Learner Master Plan (B3.3j) <input checked="" type="checkbox"/> Evidence of implementation of a data analysis system (B2.1 and B2.6) <input checked="" type="checkbox"/> School Internal Assessment Data Report, or equivalent (B2.6) <input type="checkbox"/> Classroom observation <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify) COVID-19 UPDATE – Distance Learning
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O5: IMPLEMENTATION OF KEY FEATURES OF EDUCATIONAL PROGRAM - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #5

<i>The school has implemented the key features components of the educational program described in the school's charter</i>		
Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The school has fully implemented the key features of the educational program described in the charter <input checked="" type="checkbox"/> The school has substantially implemented the key features of the educational program described in the charter <input type="checkbox"/> The school has partially implemented the key features of the educational program described in the charter <input type="checkbox"/> The school has minimally implemented, or not at all, the key features of the educational program described in the charter	<input checked="" type="checkbox"/> Professional development documentation (B3.4b) <input checked="" type="checkbox"/> Evidence of implementation of key features of educational program (B3.3k) <input checked="" type="checkbox"/> Classroom observation <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)



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O6: SPECIAL EDUCATION - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #6

Due to COVID-19, information regarding the Special Education program will be documented in the Notes section.

<p><i>The school has a system in place to ensure that the school:</i></p> <ul style="list-style-type: none"> ● Provides special education programs and services in accordance with students' IEPs and the terms of the Modified Consent Decree ● Provides special education training for staff in accordance with requirements of the Modified Consent Decree ● Conducts a special education self-review annually, using the Special Education Self-Review Checklist ● Maintains timely IEP timeline records and accurate service provision records in Welligent 		
Performance	Rubric	Sources of Evidence
Performance	<ul style="list-style-type: none"> <input type="checkbox"/> The school has a highly developed system in place for full implementation and monitoring of its special education processes and program in compliance with all requirements, including the Modified Consent Decree <input type="checkbox"/> The school has a well developed system in place for full implementation and monitoring of its special education processes and program in compliance with all requirements, including the Modified Consent Decree <input type="checkbox"/> The school has a partially developed system in place for full implementation and monitoring of its special education processes and program in compliance with all requirements, including the Modified Consent Decree <input type="checkbox"/> The school has a minimal or no system in place for full implementation and monitoring of its special education processes and program in compliance with all requirements, including the Modified Consent Decree 	<ul style="list-style-type: none"> <input type="checkbox"/> Parent Student Handbook(s) (B1.10) <input type="checkbox"/> Professional development documentation (B3.4b) <input type="checkbox"/> Evidence of intervention and support for students with disabilities (B3.3j) <input type="checkbox"/> Self-Review Checklist (B3.4a) <input type="checkbox"/> Other special education documentation (B3.4a) <input type="checkbox"/> Consultation with Charter Operated Programs office <input type="checkbox"/> Welligent reports and/or other MCD documentation, including from the Division of Special Education (B3.4a) <input type="checkbox"/> Classroom observation <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)

O7: SCHOOL CLIMATE AND STUDENT DISCIPLINE - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #7

<p><i>The school has a school climate and schoolwide student discipline system in place to ensure that the school's practices:</i></p> <ul style="list-style-type: none"> ● Align with the principles of the District's Discipline Foundation Policy and School Climate Bill of Rights Resolution, including but not limited to, tiered behavior intervention, alternatives to suspension, and schoolwide positive behavior support, data monitoring and, includes a discipline system complaint process ● Provide positive opportunities for student wellness, growth and success, aimed at making the school safe, welcoming, supportive and inclusive ● Minimize discretionary suspensions and expulsions ● Reduce or eliminate suspension disproportionality for student subgroups ● Per AB 2291, adopt on or before December 31, 2019, procedures for preventing acts of bullying, including cyberbullying 	
Rubric	Sources of Evidence



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Performance	<input checked="" type="checkbox"/> The school has a highly developed school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights <input type="checkbox"/> The school has a well-developed school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights <input type="checkbox"/> The school has a partially developed school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights <input type="checkbox"/> The school has a minimally developed or no school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights	<input checked="" type="checkbox"/> Parent-Student Handbook(s) (B1.10) <input checked="" type="checkbox"/> LCAP (B3.3b) <input checked="" type="checkbox"/> Professional development documentation (B3.4b) <input checked="" type="checkbox"/> Evidence of implementation of school climate and student discipline system that aligns with Discipline Foundation Policy and School Climate Bill of Rights principles (B3.4c) <input checked="" type="checkbox"/> Evidence of implementation of tiered behavior intervention, such as SST/COST (B3.4c) <input checked="" type="checkbox"/> Evidence of implementation of alternatives to suspension (B3.4c) <input checked="" type="checkbox"/> Evidence of implementation of schoolwide positive behavior support system (B3.4c) <input checked="" type="checkbox"/> Evidence of data monitoring (B3.4c) <input checked="" type="checkbox"/> Review of LAUSD Office of Data & Accountability's Data Set for suspension, expulsion, and disproportionality (B2.1) <input checked="" type="checkbox"/> Suspension rates, and disproportionality rates <input checked="" type="checkbox"/> Evidence of implementation of AB 2291 (B3.4c) <input type="checkbox"/> Interview of stakeholders <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
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O8: PROFESSIONAL DEVELOPMENT - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #8

<p><i>The school:</i></p> <ul style="list-style-type: none"> • Has a schoolwide professional development plan for teachers and other staff that supports the educational program set forth in the charter and targets identified needs • Provides faculty and other instructional staff with professional development opportunities to improve instructional practice • Provides opportunities for teachers to collaborate regularly for the purpose of planning and improving curriculum and instruction 	
Rubric	Sources of Evidence



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Performance	<input type="checkbox"/> The school has fully implemented a professional development plan for teachers and other staff that supports instructional practices, targets identified needs, and aligns with the education program set forth in the charter <input checked="" type="checkbox"/> The school has implemented a professional development plan for teachers and other staff that supports instructional practices, targets identified needs, and aligns with the education program set forth in the charter <input type="checkbox"/> The school has partially implemented a professional development plan for teachers and other staff that supports instructional practices, targets identified needs, and aligns with the education program set forth in the charter <input type="checkbox"/> The school has not implemented a professional development plan for teachers and other staff that supports instructional practices, targets identified needs, and aligns with the education program set forth in the charter	<input checked="" type="checkbox"/> LCAP (B3.3b) <input checked="" type="checkbox"/> Professional development documentation (e.g. professional development calendar, agendas and sign-ins) (B3.4b) <input type="checkbox"/> Interview of teachers and/or other staff <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
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O9: STAKEHOLDER COMMUNICATION AND INVOLVEMENT - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #9

The school has a stakeholder communication system for gathering input, facilitating and encouraging involvement, sharing information, and resolving concerns, which:

- Engages in communication that notifies parents, teachers, pupils and other stakeholders of the process for resolving concerns, including how they may contact board members, and supports students, families, and other stakeholders in effectively resolving concerns
- Provides all stakeholders with appropriate, accessible and relevant information about individual student and schoolwide academic progress and performance
- Informs parents of high school students about transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements **(high schools only)**
- Provides parents, teachers, and students with meaningful opportunities for involvement and engagement that meet the requirements and goals of applicable federal and state law, the school’s charter, and the school LCAP
- Per AB 1104, schools that maintain any of grades 6-12, inclusive, to identify the most appropriate methods of informing parents and guardians of pupils in those grades of human trafficking prevention resources and to implement the identified methods by January 1, 2020

Rubric	Sources of Evidence
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LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

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DATE OF VISIT: **June 18, 2020**

Performance	<input type="checkbox"/> The school has a highly developed stakeholder communication system for gathering input, encouraging involvement, sharing information, and resolving concerns <input checked="" type="checkbox"/> The school has a well-developed stakeholder communication system for gathering input, encouraging involvement, sharing information, and resolving concerns <input type="checkbox"/> The school has a partially developed stakeholder communication system for gathering input, encouraging involvement, sharing information, and resolving concerns <input type="checkbox"/> The school has a minimal or no stakeholder communication system for gathering input, encouraging involvement, sharing information, and resolving concerns	<input checked="" type="checkbox"/> Parent-Student Handbook (B1.10) <input checked="" type="checkbox"/> LCAP (B3.3b) <input checked="" type="checkbox"/> Evidence of stakeholder consultation (B3.4d) <input checked="" type="checkbox"/> Evidence of parent/stakeholder involvement and engagement (B3.4d) <input checked="" type="checkbox"/> Evidence of sharing accessible and relevant information about individual student and schoolwide academic progress and performance with all stakeholders as appropriate (B3.4d) <input checked="" type="checkbox"/> Evidence that parents are informed about transferability of courses/course credit and eligibility to meet A-G requirements (B3.4d) <input checked="" type="checkbox"/> Evidence of provision of stakeholder access to school's approved charter (B3.4d) <input checked="" type="checkbox"/> Evidence of communication to parents and other stakeholders of complaint resolution process(es) (B3.4d) <input checked="" type="checkbox"/> Evidence of informing parents/guardians of human trafficking prevention resources (January 1, 2020) grades 6-12 (B3.4d) <input type="checkbox"/> Interview of stakeholders <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
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O10: STAKEHOLDER COMMUNICATION AND TRANSPARENCY- ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #10

The school's documents that are available both manually and electronically (website preferred) serve as a vehicle for transparency through its displays and provision of information.

- Information is easily accessible to the public and school stakeholders
- UCP and all complaint procedures
- Title IX information in accordance with SB 1375**
- AB 2246 Suicide Prevention applicable posting (Gr 7-12)



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- Applicable categories described in Charter School Transparency Resolution
- Per AB 2022, notification requirements to pupils and parents or guardians of pupils on how to initiate access to available pupil mental health services on campus, in the community, or both no less than twice during the school year

**required on website

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The school has a highly developed communication system to share information with stakeholders, that is easily accessible via its documents available both manually, electronically and on its website <input checked="" type="checkbox"/> The school has a well-developed communication system to share information with stakeholders via its documents available both manually, electronically and on its website <input type="checkbox"/> The school has a partially developed communication system to share information with stakeholders via its documents available manually/electronically or on its website <input type="checkbox"/> The school has a minimally developed communication system to share information with stakeholders with limited to no availability of documents manually/electronically or on its website	<input checked="" type="checkbox"/> Review of the availability of information to the public/stakeholders (B3.4e) for: <ul style="list-style-type: none"> • UCP Procedure and Forms • Complaint Forms • SB 1375 Information • AB 2246 (grades 7-12) • LCAP • Financial Audit • Student Demographics • Student Achievement Information <input checked="" type="checkbox"/> Evidence of implementation of AB 2022 (B3.4e) <input type="checkbox"/> Other: (Specify)

O11: EVALUATION OF SCHOOL STAFF - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #11

The school has a system in place for the evaluation of school staff designed to ensure that:

- the school's educational program yields high student achievement
- the school complies with all applicable legal requirements

Rubric	Sources of Evidence
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LAUSD CHARTER SCHOOLS DIVISION

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DATE OF VISIT: **June 18, 2020**

Performance	<input type="checkbox"/> The school has a highly developed system in place for the evaluation of school staff designed to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements <input checked="" type="checkbox"/> The school has a well-developed system in place for the evaluation of school staff designed to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements <input type="checkbox"/> The school has a partially developed system in place for the evaluation of school staff designed to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements <input type="checkbox"/> The school has a minimal or no system in place for the evaluation of school staff designed to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements	<input checked="" type="checkbox"/> Documentation related to a system for evaluation of staff and administrator(s) (B3.4f) <input checked="" type="checkbox"/> Discussion with school leadership <input checked="" type="checkbox"/> Other: (Specify)
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O12: CLEARANCES AND CREDENTIALING COMPLIANCE - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #12

<p><i>The school is in compliance with applicable law and the terms of its approved charter regarding clearances and credentialing:</i></p> <ul style="list-style-type: none"> • All certificated staff are fully credentialed, including EL authorizations, and appropriately assigned as authorized by their credentials at all times • The school has obtained all necessary employee clearances, including criminal background and tuberculosis (TB) risk assessments/clearances, prior to employment, and keeps all clearances current • The school has obtained all necessary vendor clearances, including criminal background and tuberculosis (TB) risk assessments/clearances, prior to the provision of service, and keeps all clearances current • The school has conducted volunteer clearances in accordance with applicable law and policy, including criminal background clearances for all volunteers who perform schoolsite services while not under the direct supervision of a school employee, and tuberculosis (TB) risk assessments/clearances for all volunteers with frequent or prolonged contact with students 	
Rubric	Sources of Evidence



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Performance	<ul style="list-style-type: none"> <input type="checkbox"/> The school has fully implemented and continually monitors systems and procedures that maintain 100% compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements at all times <input checked="" type="checkbox"/> The school has implemented and monitors systems and procedures that maintain substantial compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements <input type="checkbox"/> The school has partially implemented and intermittently monitors systems and procedures to maintain compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements <input type="checkbox"/> The school has not implemented and/or does not monitor systems and procedures to maintain compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <i>Certification of Clearances, Credentialing, and Mandated Reporter Training 2019-2020 form (“ESSA Grid”)</i> (B3A.1a) <input checked="" type="checkbox"/> Staff rosters and school master schedule (B3A.1b and B3A.1c) <input checked="" type="checkbox"/> Custodian(s) of Records documentation (B3A.1d) <input checked="" type="checkbox"/> Criminal Background Clearance Certifications (B3A.2a and B3A.3a) <input checked="" type="checkbox"/> Teaching credential/authorization documentation (B3A.2b) <input checked="" type="checkbox"/> Vendor certifications (B3A.5) <input checked="" type="checkbox"/> Volunteer (TB) risk assessment/clearance certification (B3A.6) <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
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Progress on LAUSD Board of Education and/or MOU Benchmarks related to ORGANIZATIONAL MANAGEMENT (if applicable):
N/A



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8617	2016-2017					2017-2018					2018-2019				
	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials
El Camino Real Charter High															
Cash and Cash Equivalents		8,494,968	8,790,721	11,084,195	17,050,166		4,766,573	5,132,306	15,493,140	15,493,140		0	5,937,923	11,855,284	11,855,286
Current Assets		18,606,931	18,838,300	19,101,620	19,392,788		15,550,545	16,016,709	16,854,572	16,854,572		0	9,693,992	16,371,596	16,371,598
Fixed and Other Assets		3,940,567	4,061,608	4,504,739	4,504,739		7,286,213	7,497,859	6,875,226	6,875,225		0	13,930,645	7,174,263	7,174,262
Total Assets		22,547,497	22,899,908	23,606,359	23,897,527		22,836,759	23,514,568	23,729,798	23,729,797		0	23,624,637	23,545,859	23,545,860
Deferred Outflow		0	0	0	0		0	0	0	0		0	0	0	0
Current Liabilities		2,317,170	1,871,956	2,487,203	2,487,206		1,331,418	1,331,418	2,767,197	2,767,197		0	2,396,323	3,123,519	3,126,484
Other Long Term Liabilities		0	0	0	0		0	0	0	0		0	0	0	0
Unfunded OPEB Liabilities/Deferred Inflow		0	0	24,320,174	24,320,174		25,423,800	25,423,800	8,995,650	8,995,650		0	8,995,650	12,696,714	12,696,714
Total Liabilities		2,317,170	1,871,956	26,807,377	26,807,380		26,755,218	26,755,218	11,762,847	11,762,847		0	11,391,973	15,820,233	15,823,198
Net Assets		20,230,327	21,027,952	(3,201,018)	(2,909,853)		(3,918,460)	(3,240,650)	11,966,951	11,966,950		12,668,620	12,232,664	7,725,626	7,722,662
Total Revenues	36,009,170	36,897,057	36,795,141	37,405,481	37,405,478	37,414,568	38,406,322	38,573,287	38,574,376	38,574,376	40,095,918	39,996,880	39,854,880	41,020,721	41,020,640
Total Expenditures	35,018,251	33,861,716	33,924,552	34,650,874	34,359,706	35,936,620	39,123,764	38,904,084	39,894,357	39,894,354	39,943,857	39,295,212	39,589,168	40,078,285	40,081,168
Net Income / (Loss)		990,919	3,035,341	2,870,589	3,045,772	1,477,948	(717,442)	(330,797)	(1,319,981)	(1,319,978)	152,061	701,668	265,712	942,436	939,472
Operating Transfers In (Out) and Sources / Uses	0	0	0	0	0	0	0	0	0	0	0	0	0	(5,183,762)	0
Extraordinary Item - Transfer of Net Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Inc / (Dec) in Net Assets	990,919	3,035,341	2,870,589	2,754,608	3,045,772	1,477,948	(717,442)	(330,797)	(1,319,981)	(1,319,978)	152,061	701,668	265,712	(4,241,326)	939,472
Net Assets, Beginning	16,727,526	17,194,987	17,194,987	17,194,987	18,157,363	21,027,952	(3,201,018)	(3,201,018)	(3,201,018)	(2,909,853)	(3,240,650)	11,966,952	11,966,952	11,966,952	11,966,950
Adj. for restatement / Prior Yr Adj	0	0	962,376	(23,150,612)	(24,112,988)	0	0	291,165	16,487,950	16,196,781	0	0	0	0	(5,183,760)
Net Assets, Beginning, Adjusted	16,727,526	17,194,987	18,157,363	(5,955,625)	(5,955,625)	21,027,952	(3,201,018)	(2,909,853)	13,286,932	13,286,928	(3,240,650)	11,966,952	11,966,952	11,966,952	6,783,190
Net Assets, End	17,718,445	20,230,327	21,027,952	(3,201,018)	(2,909,853)	22,505,900	(3,918,460)	(3,240,650)	11,966,951	11,966,950	(3,088,590)	12,668,620	12,232,664	7,725,626	7,722,662

8617	Audited Financials					2019-2020				
	2015-16	2016-17	2017-18	2018-19	2019-20	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials
El Camino Real Charter High										
Cash and Cash Equivalents	12,676,677	17,050,166	15,493,140	11,855,286	0		12,528,799	12,729,061	0	0
Current Assets	16,354,173	19,392,788	16,854,572	16,371,598	0		15,972,807	16,173,069	0	0
Fixed and Other Assets	4,061,608	4,504,739	6,875,225	7,174,262	0		7,171,062	7,171,062	0	0
Total Assets	20,415,781	23,897,527	23,729,797	23,545,860	0		23,143,869	23,344,131	0	0
Deferred Outflow	0	0	0	0	0		0	0	0	0
Current Liabilities	2,258,418	2,487,206	2,767,197	3,126,484	0		2,430,130	2,430,130	0	0
Other Long Term Liabilities	0	0	0	0	0		0	0	0	0
Unfunded OPEB Liabilities/Deferred Inflow	0	24,320,174	8,995,650	12,696,714	0		12,535,595	12,535,595	0	0
Total Liabilities	2,258,418	26,807,380	11,762,847	15,823,198	0		14,965,725	14,965,725	0	0
Net Assets	18,157,363	(2,909,853)	11,966,950	7,722,662	0		8,178,144	8,378,406	0	0
Total Revenues	39,673,203	37,405,478	38,574,376	41,020,640	0	40,240,990	40,675,142	41,199,091	0	0
Total Expenditures	35,873,516	34,359,706	39,894,354	40,081,168	0	40,053,513	40,222,624	40,543,347	0	0
Net Income / (Loss)	3,799,687	3,045,772	(1,319,978)	939,472	0	187,477	452,518	655,744	0	0
Operating Transfers In (Out) and Sources / Uses	0	0	0	0	0	0	0	0	0	0
Extraordinary Item - Transfer of Net Assets	0	0	0	0	0	0	0	0	0	0
Inc / (Dec) in Net Assets	3,799,687	3,045,772	(1,319,978)	939,472	0	187,477	452,518	655,744	0	0
Net Assets, Beginning	14,357,676	18,157,363	(2,909,853)	11,966,950	0	12,232,664	7,725,626	7,725,626	0	0
Adj. for restatement / Prior Yr Adj	0	(24,112,988)	16,196,781	(5,183,760)	0	0	0	(2,964)	0	0
Net Assets, Beginning, Adjusted	14,357,676	(5,955,625)	13,286,928	6,783,190	0	12,232,664	7,725,626	7,722,662	0	0
Net Assets, End	18,157,363	(2,909,853)	11,966,950	7,722,662	0	12,420,141	8,178,144	8,378,406	0	0



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FISCAL OPERATIONS		RATING																														
<p>You have been assessed by the Fiscal Oversight team and you are receiving the rating of 3, Proficient.</p> <p>Other circumstances and information could influence the rating and are noted in this evaluation.</p> <p>ECRCH's fiscal condition is positive and the school has had positive operational net assets since the 2015-2016 fiscal year. According to the 2018-2019 independent audit report, the school had positive net assets of \$7,722,662 and net income of \$939,472 when factoring in the school's obligation for Other Post-Employment Benefits (OPEB) and the related accrued expenses, as required by Accounting Standards Codification 715 (ASC 715). When excluding the school's actuarial OPEB liability and related expenses, the school had positive operational net assets of \$20,419,376* and net income of \$2,112,275*. The 2019-2020 Second Interim projects positive net assets of \$8,378,406 and net income of \$655,744, including the accrued OPEB obligation and related expenses. When excluding the OPEB liability and related expenses, the school projects positive operational net assets of \$20,914,001 and net income of \$3,427,155.</p> <p>Areas of Demonstrated Strength and/or Progress:</p> <p>1. The school's fiscal condition is positive.</p>		3																														
<table border="1"> <thead> <tr> <th></th> <th>2015-2016 (Audited Actuals)</th> <th>2016-2017 (Audited Actuals)</th> <th>2017-2018 (Audited Actuals)</th> <th>2018-2019 (Audited Actuals)</th> <th>2019-2020 (Second Interim)</th> </tr> </thead> <tbody> <tr> <td>Net Assets</td> <td>\$18,157,363</td> <td>\$21,410,321*</td> <td>\$20,962,600*</td> <td>\$20,419,376*</td> <td>\$20,914,001*</td> </tr> <tr> <td>Net Income/Loss</td> <td>\$3,799,687</td> <td>\$5,712,994*</td> <td>\$2,735,461*</td> <td>\$2,112,275*</td> <td>\$3,427,155*</td> </tr> <tr> <td>Transfers In/Out</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Prior Year Adjustment(s)</td> <td>\$0</td> <td>\$0</td> <td>\$16,196,781**</td> <td>(\$5,183,760)***</td> <td>\$0</td> </tr> </tbody> </table> <p>*The Net Asset and Net Income figures represent the school's financial condition excluding its actuarial OPEB liability and related expenses, respectively. According to the latest ASC 715 Report or Actuarial Valuation Report as of June 30, 2019 (issued by a certified actuary on July 20, 2019), and the 2018-2019 independent audit report, as of June 30, 2019, the school's unfunded accumulated post-retirement benefit obligation is estimated at \$12,696,714. Per the Financial Accounting Standards Board (FASB, ASC 715), this long-term obligation is required to be reported as a liability on the school's balance sheet (beginning Fiscal Year 2016-2017). Per ECRCH, the school's accrued OPEB expenses were \$2,307,222, \$4,055,439, and \$1,172,803 for Fiscal Years 2016-2017, 2017-2018, and 2018-2019, respectively.</p>			2015-2016 (Audited Actuals)	2016-2017 (Audited Actuals)	2017-2018 (Audited Actuals)	2018-2019 (Audited Actuals)	2019-2020 (Second Interim)	Net Assets	\$18,157,363	\$21,410,321*	\$20,962,600*	\$20,419,376*	\$20,914,001*	Net Income/Loss	\$3,799,687	\$5,712,994*	\$2,735,461*	\$2,112,275*	\$3,427,155*	Transfers In/Out	\$0	\$0	\$0	\$0	\$0	Prior Year Adjustment(s)	\$0	\$0	\$16,196,781**	(\$5,183,760)***	\$0	
	2015-2016 (Audited Actuals)	2016-2017 (Audited Actuals)	2017-2018 (Audited Actuals)	2018-2019 (Audited Actuals)	2019-2020 (Second Interim)																											
Net Assets	\$18,157,363	\$21,410,321*	\$20,962,600*	\$20,419,376*	\$20,914,001*																											
Net Income/Loss	\$3,799,687	\$5,712,994*	\$2,735,461*	\$2,112,275*	\$3,427,155*																											
Transfers In/Out	\$0	\$0	\$0	\$0	\$0																											
Prior Year Adjustment(s)	\$0	\$0	\$16,196,781**	(\$5,183,760)***	\$0																											



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Per ECRCH, the school made annual contributions to its OPEB in the amounts of \$2,062,769 and \$2,640,000, during Fiscal Years 2017-2018 and 2018-2019, respectively. As of April 30, 2020, the market value of ECRCH’s plan assets pertaining to its OPEB funds on deposit with its third party administrator was reported at \$12.7M, which exceeds the projected post-retirement costs under the school’s OPEB plan over the next 10 years. Based on the June 30, 2019 ASC 715 Report and the 2018-2019 independent audit report, the expected retiree payments (mainly the actual pay-as-you-go costs) were estimated at \$3.0M over the next 10 years (i.e., from June 30, 2020 through June 30, 2029).

Please see Item 27 in the Notes section for further details regarding** and ***.

2. ECRCH and El Camino Real Alliance (ECRA, the charter operator), have made progress to meet the October 2016 LAUSD Board of Education-approved MOU for the school’s 2016-2021 charter term. Please refer to the school’s progress in the “Progress on LAUSD Board of Education and/or MOU Benchmarks related to FISCAL OPERATIONS” section below.

Areas Noted for Further Growth and/or Improvement:

1. Late Fees:

Based on the CSD’s review of the school’s credit card statements and supporting documentation for the period spanning from August 2019 through January 2020, the CSD noted that three credit card statements referenced late fees totaling \$117.00 in the aggregate. These late fees are summarized below.

Item #	Account #	Month	Transaction Date	Late Fees	Transaction Description
1	X1005	August 2019	8/28/2019	\$39.00	Late Fee for 30-Day Past Due Balance
2	X1005	October 2019	10/28/2019	\$39.00	Late Fee for 30-Day Past Due Balance
3	X1005	December 2019	12/28/2019	\$39.00	Late Fee for 30-Day Past Due Balance
			TOTAL	\$117.00	

In response to the CSD’s observations above, ECRCH’s Executive Director (ED) stated: “The Business Office will pull a monthly Accounts Payable report to make sure all invoices are paid in a timely manner. The report will be presented to the Executive Director until the new [Chief Business Officer (CBO)] is in place.”

The CSD recommends that the school implement procedures to track all recurring and non-recurring invoices and billing statements and ensure that all vendors and credit card balances are paid timely, to prevent the school from incurring additional late fees in the future.

2. Lack of Written Guidance Regarding Service Contracts and Recurring Payments (Recurring Issue):



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Based on the CSD's 2018-2019 and 2019-2020 fiscal oversight review, the CSD noted that the school's fiscal policies and procedures lacked written guidelines regarding service contracts and recurring payments without purchase orders (POs). Based on the CSD's review of a sample of the school's checks and supporting documentation, the CSD noted that the school did not prepare POs for some of its service providers and/or its recurring payments (e.g., utility bills, etc.) because the related expenditures were calculated based upon usage, varied from period to period, and were paid as billed. The CSD noted that the school did have service contracts and did utilize recurring payments for several other service providers/vendors and maintained appropriate documentation to support the check disbursements selected by the CSD. However, the school's processes in this area were not addressed within its fiscal policies and procedures.

In response to the CSD's observations above, ECRCH's ED declared: "I am currently working on a policy and will collaborate with the new CBO which should be approved for the 2020-21 school year."

The CSD recommends that ECRA revise its fiscal policies and procedures to include written guidance regarding payments pertaining to contracted services and/or recurring payments without purchase orders, to align with the school's actual practices with its governing board-approved fiscal policies and procedures.

3. Deviation from Requirement for Dual Signatures (Recurring Issue):

Based on the CSD's review of the school's check register for the period spanning from March 2019 through February 2020, a sample of 31 transactions from two of the school's accounts were selected for further review (Operating Account ending in X1796, and ASB Trust Account ending in X1826). The CSD noted two checks with amounts over \$10K that lacked a second signature. Details regarding these checks are summarized below.

Item #	Check #	Check Issuance Date	Payee	Check Amount
1	30473	4/11/2019	Kelly Services, Inc.	\$11,320.22
2	30488	4/17/2019	Jules Seltzer Associates	\$20,745.00
			Total	\$32,065.22

Page 28 of ECRA's Fiscal Policies states: "Two authorized check signers will co-sign checks in excess of \$10,000 for all non-recurring items."



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In response to the CSD’s observations above, ECRCH’s ED stated: “With regards to the two authorized check signers on checks over \$10,000 for all non-recurring items, we have shifted to the use of Book2Bank to monitor this aspect of two authorized check signers. Book2Bank is an automated payment system that our bank uses to pay bills. Book2Bank requires an authorized check signer to electronically approve and sign a check. It has been set up to require two check signers on any checks over \$10,000; Book2Bank will not issue a check that is over \$10,000 without two valid signatures. During the initial setup, there have been some issues with duplicated signatures and a lack of a second signature on checks. City National Bank (CNB) has acknowledged the error on their part. This fiscal year, we have been able to catch the Book2Bank errors and stopped the payment from being processed. The Business Office has been checking for the signatures on checks over \$10,000 to make sure that they follow the [Fiscal Policies & Procedures] guidelines. On a rare occasion, if a check needs to be signed at the school, the Business Office staff is well aware that two signatures are needed for any checks over \$10,000.”

The CSD recommends that ECRCH strictly adhere to its governing board-approved fiscal policies and procedures concerning reviews and approvals of checks for \$10K or more.

4. Bank Reconciliation Reports:

a. Outstanding Checks:

Based on the CSD’s review and analysis of a sample of the school’s Bank Reconciliation Reports for the period from October 2019 through March 2020, the CSD noted 37 checks totaling \$23,242.64 in the aggregate drawn on ECRCH’s Operating Account that, as of March 31, 2020, had been outstanding for 90 days or more. Details regarding these checks are summarized below.

Item #	Check #	Check Issuance Date	Payee	Check Amount	Number of Days Check Outstanding (As of 3/31/2020)	Transaction Description
1	30254	3/8/2019	Interquest Detection Canines	\$350.00	389	1/16/19 & 1/28/19 - Canine Inspection 356-0119
2	11834	3/11/2019	School Employee	\$71.84	386	VAPA Program - Grieb Lighting Equipment
3	11835	3/11/2019	School Employee	\$105.78	386	Paint, Supplies for Drama Dept. General



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4	11924	3/25/2019	Jim Russell	\$126.00	372	3/27/19 JV Ump Var Ref Boys Volleyball vs Cleveland HS
5	30360	3/26/2019	Jules Seltzer Associates	\$174.64	371	133430 TECH DEPT.
6	11943	3/28/2019	Tony Gazzera	\$77.00	369	3/29/19 Var Plate Softball vs Taft HS
7	12040	4/11/2019	School Employee	\$60.00	355	Publicity Shots for Choral Groups
8	12066	4/23/2019	BYU Continuing Education Independent Study	\$180.00	343	First Year French, Part 1:FREN 041 IS Program Alt Ed
9	12102	4/30/2019	School Employee	\$5.22	336	Institute of Educational Development Block Schedule Conference
10	30610	5/15/2019	McCalla Company	\$1,388.68	321	Rhino Extractor
11	12176	5/20/2019	School Employee	\$125.00	316	Boys Volleyball Preseason Tournament
12	12258	6/10/2019	El Camino Real Charter High School	\$110.57	295	General Operation
13	30799A	6/26/2019	Bill Ferrell Co.	\$1,380.20	279	
14	30826	6/27/2019	Matthew Flynn	\$100.00	278	6/18/19 Textbook Refund
15	30805	6/27/2019	Philip Embleton	\$86.00	278	6/18/19 Textbook Refund
16	12325A	6/28/2019	Spectrum	\$78.00	277	(Time Warner Cable)



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17	N/A	6/28/2019	AllSale Electric, Inc.	\$154.55	277	Imported Through CSV-Credit Card
18	12353	7/3/2019	School Employee	\$37.16	272	Learning & the Brain Conference
19	12477	8/22/2019	School Employee	\$31.74	222	Student store receipt rolls
20	30989	9/4/2019	Bolton & Company	\$11,314.80	209	Applied to INV# 80773, payment was then returned
21	12600	9/20/2019	School Employee	\$68.79	193	Senior Picnic Mileage
22	12684	10/7/2019	School Employee	\$1,378.69	176	AP Seminars Silicon Valley Travel Reimbursement
23	12771	10/17/2019	Youna Sapin Leray	\$30.00	166	Refund for Homecoming Dance
24	12767	10/18/2019	NJROTC	\$500.00	165	Football Game Gate Supervision 10/18/19 vs Taft CHS
25	12805	10/29/2019	Chloe Chardron	\$30.00	154	Refund for Homecoming Dance
26	12810	10/30/2019	Amy Cardona	\$35.00	153	Refund for Homecoming Dance
27	12873	11/5/2019	School Employee	\$81.00	147	Boys Water Polo vs Venice HS - 11/6/19 Varsity Game - CIF-LA Playoff Game - RD1 Referee



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28	12904	11/8/2019	California Interscholastic Federation	\$2,858.52	144	Inv# 4429 Annual Dues for 2019-20 Year
29	31319	11/18/2019	Four S Hospitality Group, Inc. (Hilton Garden Inn)	\$1,685.40	134	INV#002 Hotel Rooms 10/25/19
30	N/A	11/21/2019	School Employee	\$118.00	137	Girls Water Polo vs Louisville HS - 11/21/19 Varsity and JV games Ref
31	13095	12/9/2019	AT&T	\$156.42	113	11/7/19-12/06/19 818 347-3635 Alt Ed Line 2
32	13094	12/9/2019	AT&T	\$160.80	113	11/7/19-12/6/19 818 704-5329 Right Side Alarm
33	13093	12/9/2019	AT&T	\$156.42	113	11/7/19-12/6/19 818 716-0428 Left Side Alarm
34	13096	12/9/2019	AT&T	\$156.42	113	11/7/19-12/6/19 818 348-4152 Fire Alarm 2
35	13121	12/11/2019	Steve Hasson	\$165.00	111	Student Withdrawal Refunds - Yearbook, Act. Card, Laptop insurance, Cafe Reimbursement
36	CR29	12/20/2019	Julie Arellano	\$25.00	102	Computer Case Replacement
37	13217	12/23/2019	Deanna Savakova	\$30.00	99	Refund for Homecoming



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			TOTAL	\$23,242.64		
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Page 33 of ECRA’s fiscal policies and procedures states: “Any discrepancies regarding the paid checks or any checks over 90days will be researched and if applicable deleted from the accounting system.”

In response to the CSD’s observations above, ECRCH’s ED stated: “The Business Office will pull weekly reports to see if any checks are getting close to being over 90 days old. The Business Office will reach out to these companies/individuals and keep detailed records of any contracts to try to resolve any issues. The report will be presented to the Executive Director until the new CBO is in place.”

The CSD recommends that the school strictly adhere to its governing board-approved fiscal policies and procedures pertaining to the timely review and resolution of outstanding checks.

b. Lack of Policy (Review and Approval of Bank Reconciliation Reports)

ECRA’s current Fiscal Policies & Procedures Manual is silent regarding the review and approval of the school’s Bank Reconciliation Reports. Based on a sample of the school’s October 2019 through March 2020 Bank Reconciliation Reports prepared by the school’s back office services provider firm (ICON), the CSD noted that these Reports were missing both the review date and the printed name and title of the reviewer.

In response to the CSD’s observations above, ECRCH’s ED stated: “Moving forward, the CBO (or the Executive Director in absence of CBO) [would sign the bank reconciliation reports that] they have reviewed...as this will add another level of internal control to this process.”

The CSD recommends that ECRA revise its current fiscal policies and procedures to include a policy for reviewing and approving the school’s Bank Reconciliation Reports when prepared, and include the appropriate signatures (including the printed names and titles/positions), as well as the preparation and review/approval dates, to validate the review and approval process performed by the back office service provider.

5. Deviation from Governing Board Policy Regarding Use of School Credit Cards:

During the CSD’s review of a sample of the school’s credit card transactions, the CSD noted that the school did not provide a copy of the “Credit Card Responsible Use Form” for the former CBO, as required by ECRA’s fiscal policies and procedures.

Page 21 of ECRA’s fiscal policies and procedures states: “Prior to issuance of a credit card to an employee, the employee shall review and sign the “Credit Card Responsible Use Form.” (Appendix II).

In response to the CSD’s observation above, ECRCH’s ED stated: “As far as the ‘Credit Card Responsible Use Form’ (Appendix II), the Chief Compliance Officer has added this item to his list of compliance documents that need to be executed. We will also embed a



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<p>self-imposed due date to make sure it is completed within the first two weeks of the new school year. We will also provide a copy to the CSD within that time frame.”</p> <p>The CSD recommends that the school strictly adhere to its governing board-approved fiscal policies and procedures pertaining to the use of school credit cards.</p> <p>The governing board and leadership team of the charter school are responsible for managing the operations of the school. Thus, the CSD’s recommendations and the school’s action plans concerning the above-noted findings and observations should be discussed at ECRA’s next governing board meeting, but, in any event, no later than 90 days following the school’s receipt of this report. After the school’s next board meeting, it is the school’s responsibility to provide the CSD with its approved board meeting minutes regarding its action plans/steps, and/or proof of implementation of the mitigating actions taken by the school. The CSD will continue to monitor these issues through oversight.</p>	
<p>Other Observations (Items described in this section, while not addressed in the charter school’s Fiscal Policies and Procedures, are recommended for improvement to align with optimal business practices).</p> <p>NetSuite’s Approval Workflow: Based on documentation furnished by ECRCH’s Business Office in response to the CSD’s segregation of duties follow-up questions, the CSD noted that a “Controller” position was referenced in the school’s NetSuite System workflow regarding approvals of purchases over \$10K and approvals of journal entries (despite there being no such position at the school nor such authority assigned to this position in practice). However, ECRCH’s NetSuite System workflow screenshots furnished to the CSD indicated that this approval authority is also assigned to the school’s Chief Business Officer. Per the CSD’s discussion with ECRCH’s ED and the school’s Project Assistant, the CSD was advised that approvals of purchases over \$10K and approvals of journal entries were indeed performed by ECRCH’s former Chief Business Officer. On April 24, 2020, ECRCH’s ED notified the CSD that, as of April 17, 2002, ERCH’s former CBO was no longer employed by the school, and the CSD was advised that all business-related matters requiring ECRCH’s attention should be addressed to ECRCH’s ED.</p> <p>In response to the CSD’s concerns regarding the proper segregation of duties and checks and balances during the vacancy of the CBO position, ECRCH’s ED explained: “The Program Manager approves purchases from 0-\$999. The Program Director approves purchases from \$1,000-\$9,999. The CBO (now the Executive Director) approves purchases over \$10,000. The person that approves the purchase cannot be the same person signing the check. It is important to note that we only have one level of approval for purchases requisitions (either a Program Manager or Program Director can make the approval). Currently[,] the ED approves [payments] over \$10,000[,] but the two check signers must be different than the ED.” The CSD was further advised that, currently, these two check signers are the two designated Assistant Principals. Additionally, based on the CSD’s review of the school’s check registers and bank statements for the period from March 2020 through May 2020, the school did not purchase any items that cost more than \$10K. All the cash/check disbursements made greater than \$10K pertained to payments to service providers previously approved by the school, employee-related expenses or benefits, utility bills, legal fees, etc. During the March 2020 through May 2020 timeframe, the CSD did note one reimbursement check made payable to ECRCH’s ED (for \$18), one to the organization’s Chief Compliance Officer (for \$25), and a reimbursement to one of the two Assistant Principals currently designated as a check signer (for \$213.10). Finally, on June 26, 2020,</p>	



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<p>the CSD was advised that the ECR governing board has postponed its discussion and vote on the contract for a potential CBO to a future board meeting date (most likely, to its July 2020 board meeting).</p> <p>The CSD recommends that the school review and revise its NetSuite workflow regarding approvals and threshold amounts by each of the positions indicated in the system, and align with the approval authorities/positions in practice with those outlined in the school's governing board-approved fiscal policies and procedures.</p> <p>The CSD will continue to monitor these issues and the NetSuite workflow process status through oversight. The results may be factored into the school's rating for next year.</p>	
<p>Corrective Action Required:</p> <p>None noted that require immediate action to remedy concerns noted in this report.</p>	



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1. Reviewed independent audit report for the fiscal year ended June 30, 2019 and noted the following:
 - a. Audit opinion: Unmodified
 - b. Material weaknesses: None Reported
 - c. Deficiencies/Findings: None Reported
2. Reviewed bank statements and bank reconciliations from October 2019 through March 2020. Selected all six of these months for sample testing. Discrepancies were noted under Areas Noted for Further Growth and/or Improvement above.
 - a. City National Bank Checking Account Ending in X1761 (Main Deposit Account)
 - b. City National Bank Checking Account Ending in X1796 (Operating Account)
 - c. City National Bank Checking Account Ending in X1826 (ASB Trust Account)
3. Reviewed credit card statements from August 2019 through January 2020. Selected the months of August 2019 through January 2020 for sample testing. Discrepancies were noted under Areas Noted for Further Growth and/or Improvement above.
 - a. American Express Credit Card Ending in X1039 (Former Chief Business Officer, pending account closure in June 2020)
 - b. American Express Credit Card Ending in X1005 (Executive Director)
4. Reviewed the following 31 checks and 20 bank transactions (City National Bank Operating Account Ending in X1796 and City National Bank ASB Trust Account Ending in X1826). Discrepancies were noted under Areas Noted for Further Growth and/or Improvement above.
 - a. Check numbers: 1068, 1260, 1297, 1307, 11850, 12001, 12070, 12080, 12116, 12262, 12361, 12395, 12418, 12433, 12472, 12684, 126868, 12903, 13004, 13029, 13137, 13198, 13349, 13493, 13521, 13542, 30473, 30479, 30488, 30767, and SPACH13.
 - b. **Debit/Credit Transactions** [transaction dates and amounts] (City National Bank - Operating Account Ending in X1796 and City National Bank - ASB Trust Account Ending in X1826): (1) 10/1/2019 - \$1,428.00; (2) 10/10/2019 - \$24,193.92; (3) 10/15/2019 - **(\$87.39)**; (4) 10/30/2019 - **(\$5,982.14)**; (5) 11/1/2019 - \$2,206.43; (6) 11/21/2019 - \$51,695.73; (7) 12/3/2019 - \$10,148.94; (8) 12/20/2019 - \$1,420.00; (9) 1/6/2020 - \$37,729.04; (10) 1/8/2020 - **(\$90.00)**; (11) 1/9/2020 - **(\$350.00)**; (12) 1/24/2020 - **(\$35.00)**; (13) 1/28/2020 - \$4,370.00; (14) 2/5/2020 - \$7,319.86; (15) 2/19/2020 - \$788.40; (16) 2/21/2020 - \$2,552.00 (17) 3/10/2020 - \$5,070.00; (18) 3/16/2020 - \$3,919.08; (19) 3/24/2020 - \$0.94; and (20) 3/24/2020 - **(\$22.50)**.
5. Per the 2018-2019 audit report, the school's cash and cash equivalents is \$11,855,286, and total expenditures equal \$40,081,168. Therefore, the school's cash reserve level is 29.58%, which exceeds the recommended 5%.
6. A copy of the charter school's organizational chart, which depicts the current reporting structure of the charter school, including but not limited to, any board member or school employee with responsibilities outlined within the charter school's financial policies and procedures was provided.
7. A Segregation of Duties (SOD) review was conducted at ECRCH. No discrepancies were noted.
8. An itemized accounting regarding total compensation paid to all executives, school leaders, administrators, directors, and non-certificated staff either employed directly by the school or the entity managing the charter school, including the organization's home office, charter management organization, or related entities which may have decision-making authority over the school was provided.
9. ECRCH disclosed that it has a revolving line of credit with a third party lender, City National Bank. According to the school, this credit line allows the school to borrow up to \$5,000,000 [with an index rate equal to the greater of (a) 2.5% per year, or (b) the "Prime Rate" of CNB****], with a maturity date of February 28, 2022. According to ECRCH's ED, this line of credit was obtained for operating purposes. The supporting documentation provided to the CSD consists of: 1) The executed Security Agreement from City National Bank; and 2) The November 19, 2019



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ECRA Board of Directors meeting minutes. The CSD was advised that, as of the date of this report, the school had made no draws against this credit line. *** In this instance, the “Prime Rate” refers to the most recently rate announced by CNB at its principal office in Los Angeles, California.

10. Pursuant to AB 1871, a signed written statement that indicates that ECRCH is providing each needy pupil with one nutritionally adequate free or reduced-price meal during each school day was provided.
11. ECRCH disclosed two pending legal matters:
 - a. A civil suit filed by a former administrator with the Los Angeles County Superior Court on or about November 20, 2019, alleging unlawful discrimination based on race, gender, age, and hostile work environment/harassment. The CSD was advised that a hearing on the demurrer has been scheduled for August 12, 2020. The CSD was further advised that there have been no settlement discussions.
 - b. A civil suit filed by a current certificated staff member with the Los Angeles County Superior Court on or about October 11, 2019, alleging unlawful discrimination based on race, and retaliation. The CSD was advised that ECRCH’s counsel filed a demurrer to this complaint and the Plaintiff filed his/her First Amended Complaint. The CSD was further advised that a Case Management Conference has been scheduled for October 22, 2020.

ECRCH asserted that both matters are covered by ECRCH’s insurance and do not anticipate any significant financial impact to the school.

12. Governing board meeting minutes reflecting the presentation of financial reports, such as balance sheets, income statements, and cash flow statements were provided.
13. Governing board meeting minutes reflecting the adoption of the 2019-2020 budget were provided.
14. Governing board meeting minutes reflecting the receipt, review, and approval of interim financial reports submitted to LAUSD were provided.
15. Governing board meeting minutes reflecting the selection of the current independent auditor were provided.
16. Governing board meeting minutes reflecting the approval of the current fiscal policies and procedures were provided.
17. Governing board meeting minutes reflecting the receipt, review, and discussion of the most current Annual Performance-Based Oversight Visit report were provided.
18. Governing board meeting minutes reflecting the approval of the management fees, licensing fees, or other related party fees were provided.
19. Governing board meeting minutes reflecting the discussion of the most current independent audit report were provided.
20. Evidence of ECRCH offering STRS, PERS, and/or Social Security benefits to its employees and proof of payment was provided.
21. Equipment inventory was provided.
22. The 2019-2020 LCAP was submitted to LAUSD.
23. The most current LCAP is posted on the charter school’s website.
24. The Education Protection Account (EPA) allocation and expenditures are posted on the charter school’s website.
25. The most current Audited Financial Statements are posted on the charter school’s website.
26. The 2018-2019 audited and unaudited actuals nearly mirror each other.
27. Per ECRCH, and per the school’s 2017-2018 independent audit report, the \$16,196,781 prior-year adjustments reflected in the school’s 2017-2018 audit report (** as summarized in the financial table under Areas of Demonstrated Strength and/or Progress above), was primarily due to a significant decrease in the school’s unfunded Other Post-Employment Benefits (OPEB) liability (as a result of Post-65 Retirees being required to enroll in Medicare Advantage, as per the 2017-2018 independent audit report).

Per ECRCH’s actuary, the **(\$5,183,760)** in prior-year adjustments reflected in the school’s 2018-2019 audit report (***) as summarized in the financial table under Areas of Demonstrated Strength and/or Progress above) is primarily due to the increase in the Accumulated Post-Employment Benefit Obligation of \$5,182,848, and the components of the actuarial loss consist of the following factors:



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- Economic conditions that were less favorable than expected on June 30, 2019, leading to a decrease in the discount rate (to 3.65% from 4.1%);
- An increase in the number of retirees receiving benefits and the number of actively-employed participants potentially eligible for future benefits; and
- Updated mortality and trend rates.

Progress on LAUSD Board of Education and/or MOU Benchmarks related to FISCAL OPERATIONS (if applicable):

During the 2015-2016 oversight visit, the CSD noted that the school did not follow all of its board-approved fiscal policies and procedures, and significant discrepancies were noted in the sample of school credit cards and checks reviewed. Various notices were issued by the CSD/LAUSD, including a Notice of Violation in August 2016. On or about October 18, 2016, El Camino Real Charter Alliance entered into a Memorandum of Understanding (MOU) with LAUSD to set aside the revocation proceedings in 2016 and address substantial fiscal and governance issues.

One of the requirements to fulfill the MOU with LAUSD was the requirement for ECRCH to enter into a new Study Agreement with FCMAT, to review ECRCH's operations and procedures. FCMAT's Study Agreement indicated that it would provide follow-up technical assistance by meeting with the school quarterly through June 2018. Following the final visit, FCMAT would provide a management letter documenting that the requested services were completed. FCMAT performed its final visit on June 29, 2018. FCMAT issued three management letters to the school, which were dated October 2, 2017, February 14, 2018, and September 17, 2018 (the Final Management Letter), respectively, referencing FCMAT's findings and recommendations. FCMAT's Final Management Letter referenced the school's implementation of many of its prior recommendations.

The school has sufficiently addressed all items in the MOU, including, but not limited to, the following:

- The removal of the former Executive Director (effective October 26, 2016);
- Completion of the employment contract for the new Executive Director of ECRCH (effective 10-26-16 through 06-30-17, which was further renewed through 06-30-20);
- The removal of the former Chief Business Officer (CBO) (effective December 31, 2016);
- The removal of certain former governing board members and the installation of new board members, including an LAUSD-appointed representative;
- Significant changes to ECRCH's bank and investment accounts;
- Appropriate changes to the school's fiscal policies and procedures, which were adopted by the school's governing board on December 14, 2016 (and other subsequent dates);
- Training on the revised Fiscal Policies and Procedures for both existing and new governing board members on December 14, 2016 (and other subsequent dates);
- The hiring of a new Chief Compliance Officer (effective February 1, 2017);
- The hiring of a new CBO (effective April 25, 2017- see the latest status regarding the organization's CBO in the Other Observations section above);
- A new Study Agreement between ECRCH and FCMAT (entered into on July 6, 2017) for FCMAT to review the charter school's operations and procedures; and
- The completion of FCMAT's final visit in June 2018, followed by FCMAT's final management letter referencing the school's implementation of many of FCMAT's prior recommendations.



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In summary, ECRCH continues to make progress toward its implementation of all actions required by the aforementioned MOU. The CSD will continue to monitor the school's progress and compliance with these MOU provisions above through the remainder of the school's 2016-2021 charter term.



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Fiscal Operations Rubrics

Existing School – a charter school that has at least one annual independent audit on file with the Charter Schools Division [Possible Rating 1-4]

New School – a charter school that does not have an independent audit on file with the Charter Schools Division [Possible Rating 1-2]

<p><i>An existing school that meets all of the required criteria and four of the Supplemental Criteria listed below would be assessed eligible to be considered as Accomplished.</i></p>	<p><i>An existing school that meets all of the required criteria and three of the Supplemental Criteria listed below would be assessed eligible to be considered as Proficient.</i></p>
<p><u>Existing Schools (based on the most current annual audit):</u> An existing school is one that has at least one annual independent audit on file with the Charter Schools Division</p> <p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. Net Assets are positive in the prior two audits; 2. The cash balance at the beginning of the school year is positive; 3. The two most current audits show no material weaknesses, deficiencies and/or findings; 4. All vendors and staff are paid in a timely manner; 5. Governing board approves Fiscal Policies and Procedures, at a minimum, every five years to correspond to the charter term; 6. Charter school adheres to the governing board approved Fiscal Policies and Procedures; 7. Governing board adopts the annual budget; 8. Governing board receives and reviews reports (e.g., preliminary budget, first interim, second interim, unaudited actuals, audited actuals, etc.) submitted to LAUSD; 9. Governing board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD; 10. There is no apparent conflict of interest; 11. A signed written statement which indicates that the charter school is providing each needy pupil with one nutritionally adequate free or reduced-price meal during each schoolday (except as provided for a charter school that offers nonclassroom-based instruction) is provided (pursuant to AB 1871); 12. The EPA allocation and expenditures, the most current Audited Financial Statements, and the most current governing board-approved LCAP are posted on the charter school’s website; 13. The LCAP is submitted to the appropriate agencies; 	<p><u>Existing Schools (based on the most current annual audit):</u> An existing school is one that has at least one annual independent audit on file with the Charter Schools Division</p> <p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. Net Assets are positive in the most current audit; 2. The cash balance at the beginning of the school year is positive; 3. The most current audit shows no material weaknesses, deficiencies and/or findings; 4. Vendors and staff are paid in a timely manner; 5. Governing board approves Fiscal Policies and Procedures, at a minimum, every five years to correspond to the charter term; 6. Charter school generally adheres to the governing board-approved Fiscal Policies and Procedures; 7. Governing board adopts the annual budget; 8. Governing board receives and reviews reports (e.g., preliminary budget, first interim, second interim, unaudited actuals, audited actuals, etc.) submitted to LAUSD; 9. Governing board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD; 10. There is no apparent conflict of interest; 11. A signed written statement which indicates that the charter school is providing each needy pupil with one nutritionally adequate free or reduced-price meal during each schoolday (except as provided for a charter school that offers nonclassroom-based instruction) is provided (pursuant to AB 1871); 12. The EPA allocation and expenditures, the most current Audited Financial Statements, and the most current governing board-approved LCAP are posted on the charter school’s website; 13. The LCAP is submitted to the appropriate agencies;



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DATE OF VISIT: **June 18, 2020**

<p><i>An existing school that meets all of the required criteria and four of the Supplemental Criteria listed below would be assessed eligible to be considered as Accomplished.</i></p>	<p><i>An existing school that meets all of the required criteria and three of the Supplemental Criteria listed below would be assessed eligible to be considered as Proficient.</i></p>
<ul style="list-style-type: none"> 14. The charter school has knowledge of any material differences amongst the preliminary budget, first interim, second interim, unaudited actuals, and audited actuals; 15. Requests for information made by the Charter Schools Division and LAUSD are processed by the charter school in a timely manner; 16. There are no discrepancies cited in the Areas Noted for Further Growth and/or Improvement; 17. Audited and unaudited actuals nearly mirror each other; 18. Proper segregations of duties are in place; and 19. If applicable, all LAUSD Board of Education-approved fiscal benchmark(s) are met based on the required deadline(s). 	<ul style="list-style-type: none"> 14. The charter school has knowledge of any material differences amongst the preliminary budget, first interim, second interim, unaudited actuals, and audited actuals; 15. Requests for information made by the Charter Schools Division and LAUSD are processed by the charter school in a timely manner; 16. There are no significant recurring issues; and 17. Audited and unaudited actuals nearly mirror each other.
<p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>	<p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>
<p style="text-align: center;"><u>SUPPLEMENTAL CRITERIA</u></p> <ul style="list-style-type: none"> 1. Positive Net Assets exceed 4% of prior year expenditures; 2. The cash balance at the beginning of the school year is at least 5% of the prior year expenses; 3. A comprehensive website that provides at a minimum six of the following fiscal items: <ul style="list-style-type: none"> ○ Most current financial reports presented to the governing board ○ Employee handbook ○ Student handbook ○ Salary schedules/benefits/information ○ Budget development process ○ Governing board member information (e.g., name, contact information, position on the governing board, term expiration) and meeting dates, time, and location ○ The most current approved petition ○ Administration/school contact ○ School calendar ○ Enrollment policies and procedures ○ Fiscal policies and procedures manual 	<p style="text-align: center;"><u>SUPPLEMENTAL CRITERIA</u></p> <ul style="list-style-type: none"> 1. Positive Net Assets exceed 3% of prior year expenditures; 2. The cash balance at the beginning of the school year is at least 4% of the prior year expenses; 3. A comprehensive website that provides at a minimum six of the following fiscal items: <ul style="list-style-type: none"> ○ Most current financial reports presented to the governing board ○ Employee handbook ○ Student handbook ○ Salaries schedule/benefits/information ○ Budget development process ○ Governing board member information (e.g., name, contact information, position on the governing board, term expiration) and meeting dates, time, and location ○ The most current approved petition ○ Administration/school contact ○ School calendar ○ Enrollment policies and procedures ○ Fiscal policies and procedures manual



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **June 18, 2020**

<p><i>An existing school that meets all of the required criteria and four of the Supplemental Criteria listed below would be assessed eligible to be considered as Accomplished.</i></p>	<p><i>An existing school that meets all of the required criteria and three of the Supplemental Criteria listed below would be assessed eligible to be considered as Proficient.</i></p>
<p>4. Governing board selects independent audit firm, acceptable if the independent audit firm is under a multi-year contract; and</p> <p>5. Fiscal reports (e.g., balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at each regular governing board meeting.</p> <p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>	<p>4. Governing board selects independent audit firm, acceptable if the independent audit firm is under a multi-year contract; and</p> <p>5. Fiscal reports (e.g., balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at each regular governing board meeting.</p> <p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>



LAUSD CHARTER SCHOOLS DIVISION

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Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **June 18, 2020**

<p><i>An existing school that meets all of the Required criteria and six of the supplemental criteria listed below would be assessed eligible to be considered as Developing.</i></p>	<p><i>An existing school would be assessed as Unsatisfactory based on the statements below:</i></p>
<p><u>Existing Schools (based on the most current audit):</u> An existing school is one that has at least one annual independent audit on file with the Charter Schools Division</p> <p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. Net Assets are positive, or net assets are negative with strong trend toward positive (be positive at the end of the third year, per applicable audit, and beyond); 2. The cash balance at the beginning of the school year is positive; 3. Vendors and staff are paid in a timely manner; 4. Governing board approves Fiscal Policies and Procedures, at a minimum, every five years to correspond to the charter term; 5. Governing board adopts the annual budget; 6. A signed written statement which indicates that the charter school is providing each needy pupil with one nutritionally adequate free or reduced-price meal during each schoolday (except as provided for a charter school that offers nonclassroom-based instruction is provided (pursuant to AB 1871)); 7. The EPA allocation and expenditures, the most current Audited Financial Statements, and the most current governing board-approved LCAP are posted on the charter school’s website; 8. The LCAP is submitted to the appropriate agencies; 9. Have an audit conducted annually by an independent auditing firm; and 10. Governing board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD. <p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p> <p style="text-align: center;"><u>SUPPLEMENTAL CRITERIA</u></p> <ol style="list-style-type: none"> 1. Enrollment is stable or changing at a manageable rate (Enrollment changes are reflected in annual budget and facilities); 	<p><u>Existing Schools (based on the most current audit):</u> An existing school is one that has at least one annual independent audit on file with the Charter Schools Division</p> <p>A charter school is assessed as Unsatisfactory if the charter school does not meet the criteria for Developing. The charter school was given a certain period of time to address the fiscal concerns of LAUSD, but failed to provide a satisfactory response. Continued operation of a charter school that is assessed as Unsatisfactory may result to non-implementation of instructional programs as provided in the petition. The charter school also has shown no immediate source of revenue to maintain a viable budget, nor has provided a feasible financial plan to mitigate the negative fiscal condition. The charter school’s governing board members lack fiscal capacity.</p>



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **June 18, 2020**

<p><i>An existing school that meets all of the Required criteria and six of the supplemental criteria listed below would be assessed eligible to be considered as Developing.</i></p>	<p><i>An existing school would be assessed as Unsatisfactory based on the statements below:</i></p>
<ol style="list-style-type: none"> 2. Governing board selects independent audit firm, acceptable if the independent audit firm is under a multi-year contract; 3. Fiscal reports (e.g., balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at each regular governing board meeting; 4. Governing board receives and reviews reports (e.g., preliminary budget, first interim, second interim, unaudited actuals, audited actuals, etc.) submitted to LAUSD; 5. Current audit shows no material weaknesses, deficiencies and/or findings; 6. Charter school adheres to the governing board approved Fiscal Policies and Procedures; 7. There is no apparent conflict of interest; and 8. Governing board approves any amendment(s) to the charter school's budget. <p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>	<p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **June 18, 2020**

<p><i>A new school that meets all of the Required criteria listed below would be assessed eligible to be considered as Developing.</i></p>	<p><i>A new school would be assessed as Unsatisfactory based on the statements below:</i></p>
<p><u>New Schools:</u></p> <p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. A new school is one that does not have an independent audit on file with the Charter Schools Division; 2. The cash balance at the beginning of the school year is positive; 3. If enrollment is below the funding survey, the charter school has made significant adjustments in their operations to allow for the reduced income, and submitted a revised three-year budget and three-year cash flow statement; 4. Projected debt is managed efficiently and will not cause the charter school to end the fiscal year with negative net assets. The non-profit organization is financially viable to support the charter school; 5. Interim reports and unaudited actuals project: <ol style="list-style-type: none"> a. Positive net assets b. Expenses less than revenues c. Projected expenses and revenues have no significant variance from budget 6. As a practice, the governing board receives and reviews the charter school's financial reports as evidenced by the governing board meeting minutes; 7. A signed written statement which indicates that the charter school is providing each needy pupil with one nutritionally adequate free or reduced-price meal during each schoolday (except as provided for a charter school that offers nonclassroom-based instruction) is provided (pursuant to AB 1871); 8. The most current governing board-approved LCAP are posted on the charter school's website; and 9. The LCAP is submitted to the appropriate agencies. <p><u>Note:</u> A new school is one that does not have an independent audit on file with the Charter Schools Division. New schools are evaluated based on current year information. New schools receive a rating of 1 or 2.</p> <p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>	<p><u>New Schools:</u></p> <p>A charter school is assessed as Unsatisfactory if the charter school does not meet the criteria for Developing. A charter school was given a certain period of time to address the fiscal concerns of LAUSD, but failed to provide satisfactory response. Continued operation of a charter school that is assessed as Unsatisfactory may result to non-implementation of instructional programs as provided in the petition. The charter school also has shown no immediate source of revenue to maintain a viable budget, nor has provided a feasible financial plan to mitigate the negative fiscal condition. The charter school's governing board members lack fiscal capacity.</p> <p><u>Note:</u> A new school is one that does not have an independent audit on file with the Charter Schools Division. New schools are evaluated based on current year information. New schools receive a rating of 1 or 2.</p> <p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>

Coversheet

UTLA Initial Proposal

Section: IV. School Business
Item: E. UTLA Initial Proposal
Purpose:
Submitted by:
Related Material: ELCO 2020-21 SUNSHINE LETTER 092120.pdf



September 21, 2020

Mr. Hussey, Executive Director
El Camino Real Charter High School
5440 Valley Cir Blvd.
Woodland Hills, CA 91367

VIA: EMAIL
d.hussey@ecrchs.net

Dear Mr. Hussey:

United Teachers Los Angeles (UTLA) submits this description of topics we wish to negotiate, fulfilling the requirements of the sunshining provisions of the Educational Employment Relations Act (EERA) (California Government Code, Sections 3540 et. seq.) and initiating negotiations of a successor agreement to the current collective bargaining agreement between El Camino Real Alliance (ECRA) and UTLA, which expires June 30, 2021.

It is the intent of UTLA to negotiate an agreement that will continue to serve the best interests all ECRA students, parents, the community, and the dedicated educators and professional staff of ECRA.

To that end, UTLA opens the entire collective bargaining agreement, with the possible inclusion of new Articles, for negotiations. The topics that UTLA intends to negotiate include but are not limited to, compensation, benefits, employee assignments, jobs duties and obligations, leaves of absence, evaluations, disciplinary procedure, assignments, workplace safety and environment, professional autonomy, union rights, professional development, special education, and shared governance.

Sincerely,

Hong Bui
Area Representative, Charter Schools
United Teachers Los Angeles
Cell Phone: 213-713-8652
hbui@utla.net

OFFICERS

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