



# El Camino Charter High School

## Regular Board Meeting

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### **Date and Time**

Thursday December 16, 2021 at 4:30 PM PST

### **Location**

Virtual Meeting

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### **REGULAR BOARD MEETING**

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

### **VIRTUAL BOARD MEETING**

The meeting of the Board of Directors will take place via a virtual/teleconferencing environment based on the following:

1. California Assembly Bill 361, signed into law on September 16, 2021;
2. Governor Newsom's State of Emergency Declaration issued on March 4, 2020; and
3. County of Los Angeles Department of Public Health's recommendation that social distancing be maintained in schools.

To join the virtual Board meeting, please register through GoToWebinar at:

<https://attendee.gotowebinar.com/register/4642363911897621519>

Webinar ID: 971-347-275

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 public 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](mailto:comment@ecrchs.net) and your comment will be read on the record.

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**IMPORTANT NOTE REGARDING SENDING IN A WRITTEN COMMENT:**

For anyone who wishes to send in a written comment to be read during Public Comments, you are strongly encouraged to email your comment to the aforementioned email address at least one (1) hour prior to the Official Board Meeting start time (e.g., by no later than 3:30 p.m. for a 4:30 p.m. Board Meeting start time). Otherwise, there is no guarantee that your comment will be viewed and read during Public Comments. If your written comment is received and is to be read on the record, your name and title/role will also be read on the record. If you wish to not have your name read on the record, please indicate so in your email.

In order to conduct an orderly meeting, all members of the public will be placed on mute during the Board meeting, except when making a public comment. Please also note that those who elect to participate in the meeting through the call-in number will not have the option of being unmuted to speak during the public comments portion of 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 David Hussey, in person, by email at [comment@ecrchs.net](mailto:comment@ecrchs.net), or by calling (818) 595-7500.*

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
Opening Items			
<b>A.</b> Call the Meeting to Order		Brad Wright	1 m
<b>B.</b> Record Attendance and Guests		Kurt Lowry	1 m
<b>C.</b> Pledge of Allegiance		David Hussey	3 m
<b>D.</b> Public Comments		Public	30 m
<b>E.</b> AB 361 Vote on Virtual Board Meetings	Vote	Brad Wright	5 m

	Purpose	Presenter	Time
The Board will vote on whether or not to continue having Board Meetings virtually as outlined in AB 361.			
<b>F. UTLA Update</b>		UTLA Representative	15 m
<b>G. Executive Director Update</b>		David Hussey	15 m
<b>H. Chief Business Officer Update</b>		Gregory Wood	15 m
<b>I. Committee Updates</b>	Discuss	Brad Wright	5 m
<b>J. Board Chair Report</b>		Brad Wright	15 m
<b>II. Consent</b>			<b>6:15 PM</b>
<b>A. Approve Minutes of November 18, 2021 Regular Board Meeting</b>	Approve Minutes	Brad Wright	1 m
<b>B. Approve Minutes of December 9th, 2021 Special Board Meeting</b>	Approve Minutes	Brad Wright	1 m
<b>III. Financial</b>			<b>6:17 PM</b>
<b>A. Review and Vote on November 2021 Check Registers</b>	Vote	Gregory Wood	5 m
ACTION ITEM: motion to approve the November 2021 check registers.			
<b>B. Review and Vote on November 2021 Credit Card Charges</b>	Vote	Gregory Wood	5 m
ACTION ITEM: motion to approve the November 2021 Credit Card charges.			
<b>C. November 2021 Financial Update</b>	Discuss	Gregory Wood	10 m
The Board will review the November 2021 Financial Update.			
<b>IV. School Business</b>			<b>6:37 PM</b>
<b>A. Discuss and Vote on Proposed Revision(s) to UnHoused/Homeless Student Policy and Foster Youth Policy.</b>	Vote	David Hussey	10 m
The Board will discuss and vote on whether or not to approve proposed revision(s) to the Unhoused/Homeless Student Policy and Foster Youth Policy.			
<b>B. Discuss and Vote on Revised ECRCHS Parent/Student Handbook for 2021-2022.</b>	Vote	David Hussey	5 m
The Board will discuss and vote on whether or not to approve the Revised ECRCHS Parent/Student Handbook for 2021-2022.			
<b>C. Discussion and Vote on Compliance Monitoring and Certification of Board Compliance Review 2021-2022</b>	Vote	Kurt Lowry	10 m
The Board will discuss and vote on Compliance Monitoring and Certification of Board Compliance Review 2021-2022.			
<b>D. Discuss and Vote on the Educator Effectiveness Block Grant (EEBG)</b>	Discuss	Minita Clark	15 m

	Purpose	Presenter	Time
The Board will discuss and vote on whether or not to approve proposed revision(s) to the Educator Effectiveness Block Grant (EEBG).			

<b>E. Discuss and Vote on the School Plan for Student Achievement (SPSA)</b>	Vote	Minita Clark	15 m
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The Board will discuss and vote on whether or not to approve proposed revision(s) to the School Plan for Student Achievement (SPSA).

**V. Closed Session 7:32 PM**

<b>A. Conference with Labor Negotiators</b>	Discuss	Brad Wright	10 m
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Conference with labor negotiators pursuant to subdivision (a) of Government Code Section 54957.6.

Agency Designated Representatives: Executive Director David Hussey; Chief Business Officer Gregory Wood; HR Director/Acting Chief Compliance Officer Kurt Lowry; Legal Counsel Roger Scott.

Employee Organization: United Teachers Los Angeles.

<b>B. Conference with Labor Negotiators</b>	FYI	Brad Wright	10 m
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Conference with labor negotiators pursuant to subdivision (a) of Government Code Section 54957.6.

Agency Designated Representatives: Executive Director David Hussey; Chief Business Officer Gregory Wood; HR Director/Acting Chief Compliance Officer Kurt Lowry; Legal Counsel Roger Scott.

Employee Organization: American Federation of Federal, State, and Municipal Employees (AFSCME)

<b>C. Conference with Labor Negotiators</b>	Discuss	Brad Wright	10 m
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Conference with labor negotiators pursuant to subdivision (a) of Government Code Section 54957.6.

Agency Designated Representatives: Executive Director David Hussey; Chief Business Officer Gregory Wood; HR Director/Acting Chief Compliance Officer Kurt Lowry; Legal Counsel Roger Scott.

Employee Organization: Unrepresented Employees

<b>D. Conference with Labor Negotiators</b>	Discuss	Brad Wright	10 m
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Conference with labor negotiators pursuant to subdivision (a) of Government Code Section 54957.6.

Agency Designated Representatives: Legal Counsel Roger Scott.

Employee Organization: Executive Director, Chief Business Official

**VI. Reconvene to Open Session 8:12 PM**

<b>A. Report on Actions Taken in Closed Session, If Any</b>	Discuss	Brad Wright	1 m
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	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>B.</b> Possible Board Approval Vote on ECRA UTLA Collective Bargaining Agreement 2021-2024	Vote	Brad Wright	5 m
<b>C.</b> Possible Board Approval Vote on AFSCME Compensation	Vote	Brad Wright	5 m
<b>D.</b> Possible Board Approval Vote on Unrepresented Employees' Compensation	Vote	Brad Wright	5 m
<b>E.</b> Possible Board Approval Vote on Executive Director, Chief Business Official	Vote	Brad Wright	5 m
<b>VII. Closing Items</b>			<b>8:33 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Brad Wright	1 m

# Coversheet

## Chief Business Officer Update

**Section:** I. Opening Items  
**Item:** H. Chief Business Officer Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** CBO Report Investment Update November 2021.pdf  
Agenda Item I.G -CBO Report Cafeteria 12.16.21.pdf  
Agenda Item I.G -CBO Report ADA 12.16.21.pdf



**ECRCHS Cafeteria  
Financial Summary  
SY 2022**

	<b>21</b>	<b>17</b>	<b>18</b>	<b>21</b>	<b>16</b>	<b>93</b>
<b># of Serving Days</b>	<b>21</b>	<b>17</b>	<b>18</b>	<b>21</b>	<b>16</b>	<b>93</b>
<b># of Instructional Days</b>	<b>21</b>	<b>17</b>	<b>18</b>	<b>21</b>	<b>16</b>	<b>93</b>
<b>Month</b>	<b>July-2021 *</b>	<b>August-21</b>	<b>September-21</b>	<b>October-21</b>	<b>November-21</b>	<b>FY 2022</b>
Students Approved for FRPM	974	1,142	1,241	1,190	1,212	
Breakfast Count	2,337	5,492	9,278	13,881	11,818	42,806
Lunch Count	2,337	10,026	12,932	17,507	14,824	57,626
<b>Total Meals Served</b>	<b>4,674</b>	<b>15,518</b>	<b>22,210</b>	<b>31,388</b>	<b>26,642</b>	<b>100,432</b>
<b>Ave. Meals /Day</b>	<b>223</b>	<b>913</b>	<b>1,234</b>	<b>1,495</b>	<b>1,665</b>	<b>1,080</b>
<b>REVENUE:</b>						
Federal Reimbursement	\$ 15,845	\$ 56,811	\$ 78,681	\$ 109,768	\$ 93,104	\$ 354,210
State Reimbursement	\$ 1,162	\$ 3,859	\$ 5,524	\$ 7,806	\$ 6,626	\$ 24,977
CNIPS Claim	\$ 17,007	\$ 60,671	\$ 84,205	\$ 117,575	\$ 99,730	\$ 379,187
CNIPS (COVID rate increase)						
Snacks/Seconds	\$ -	\$ 5,480	\$ 6,926	\$ 7,444	\$ 5,096	
Adult/non-reimbursable	\$ -	\$ -	\$ -	\$ 696	\$ 1,979	
Other Revenue	\$ -	\$ 5,480	\$ 6,926	\$ 8,141	\$ 7,075	\$ 27,622
<b>Total Revenue</b>	<b>\$ 17,007</b>	<b>\$ 66,151</b>	<b>\$ 91,131</b>	<b>\$ 125,715</b>	<b>\$ 106,805</b>	<b>\$ 406,809</b>
<b>EXPENSES:</b>						
Chartwells - Food Cost	\$ 6,569	\$ 25,858	\$ 35,676	\$ 48,224	\$ 41,124	\$ 157,451
Chartwells - Labor Cost	\$ 8,708	\$ 34,277	\$ 47,292	\$ 63,846	\$ 54,513	\$ 208,635
Chartwells Invoice- <b>Gross</b>	\$ 15,277	\$ 60,134	\$ 82,968	\$ 112,070	\$ 95,637	\$ 366,086
Commodities Credit	\$ -	\$ (6,993)	\$ (1,578)	\$ (6,678)	\$ -	\$ (15,249)
Chartwells Invoice- <b>NET</b>	\$ 15,277	\$ 53,142	\$ 81,390	\$ 105,391	\$ 95,637	\$ 350,837
FDP/USDA - Food Shipping Invoice	\$ -	\$ -	\$ 835			\$ 835
<b>Total Expense</b>	<b>\$ 15,277</b>	<b>\$ 53,142</b>	<b>\$ 82,225</b>	<b>\$ 105,391</b>	<b>\$ 95,637</b>	<b>\$ 351,672</b>
<b>Net Gain/Loss - (Learning Loss)</b>	<b>\$ 1,730</b>	<b>\$ 13,009</b>	<b>\$ 8,906</b>	<b>\$ 20,324</b>	<b>\$ 11,168</b>	<b>\$ 55,136</b>
<b>Net Per Meal</b>	<b>\$ 0.37</b>	<b>\$ 0.84</b>	<b>\$ 0.40</b>	<b>\$ 0.65</b>	<b>\$ 0.42</b>	<b>\$ 0.55</b>

## ECRCHS ENROLLMENT and ADA for 2021-2022

<b>2021-2022</b>					
Instructional Days	2019-2020	18	19	17	14
	2020-2021	19	18	20	14
	2021-2022	20	16	20	14
		Month 1	Month 2	Month 3	Month 4

### Enrollment

Regular

3,562      3,550      -      -

BUDGET

Current Year	3,555	3,550	3,541	3,536
Prior Year	3,644	3,653	3,645	3,640
Budget	3,604	3,604	3,604	3,604

### ADA

Current Year	66,128	54,293	66,034	45,937	3,383.95
Prior Year	66,717	64,689	57,132	47,156	1,835.32

ADA (per month)

3,306.40    3,393.31    3,301.70    3,281.21    YTD ADA %

ADA %

93.0%    95.6%    93.2%    92.8%    93.6%

Budget-2021-2022

3,427.60    3,427.60    3,427.60    3,427.60

ADA (vs.20/21)

By Grade Level 2021-2022	9th	838	838	834	835
	10th	886	882	874	870
	11th	923	916	919	919
	12th	908	914	914	912
	<b>Enrollment</b>	<b>3,555</b>	<b>3,550</b>	<b>3,541</b>	<b>3,536</b>

By Grade Level 2020-2021	9th	910	916	913	913
	10th	941	942	941	941
	11th	909	910	904	904
	12th	884	885	883	882
	<b>Enrollment</b>	<b>3,644</b>	<b>3,653</b>	<b>3,641</b>	<b>3,640</b>

Enrollment Loss

9th            -72            -78            -79            -78  
 10th          -55            -60            -67            -71  
 11th          14            6            15            15  
 12th          24            29            31            30  
**Total**      **-89**        **-103**        **-100**        **-104**

<b>P-1</b>		
	2020-21 Mo 9 YTD ADA	Prior Yr ADA
Total	70	180
	232,392	609,111
	3,319.89	3,383.95
	3,427.60	3,377.91

**(107.71)** ADA Below Current Budget

**\$ (1,141,771)** Potential ADA Reduction

# Coversheet

## Committee Updates

**Section:** I. Opening Items  
**Item:** I. Committee Updates  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** ECRA General Investment Policy FINAL 5.25.21.pdf  
ECRA OPEB Investment Policy Final 5.25.21.pdf

# EL CAMINO REAL CHARTER HIGH SCHOOL GENERAL ACCOUNT

## INVESTMENT POLICY STATEMENT

### Table of Contents

- A. Definitions
- B. Scope
- C. Structure
- D. Investment Objectives
- E. Performance Measurements
- F. Investment and Fiduciary Standards
- G. Permitted Investments
- H. Maturity and Liquidity
- I. Portfolio Composition
- J. Risk and Diversification
- K. Security Turnover
- L. Internal Controls
- M. Reporting

### A. DEFINITIONS

Asset Allocation – The division of the total portfolio into different percentages by asset class.

Asset Manager – Any banking or financial institution engaged by the Trust for the purpose of managing the investment, sale and liquidation of assets of the general account.

Authorized Officer – As to ECRA, the Chief Business Officer of ECRA or any designee of the Chief Business Officer of ECRA. As to the Trust, the Executive Director of the Trust or any designee of the Executive Director.

Board – Board of Directors of ECRA.

Custodian – A financial institution that provides safekeeping of securities, transaction processing, and/or portfolio reporting services.

ECRA – El Camino Real Alliance, a California nonprofit public benefit corporation that commenced operation in August 2011 of El Camino Real Charter High School.

Executive Director – Chief Executive Officer of ECRA or any designee of the Chief Executive Officer of ECRA.

Fixed Income Securities – Investment instruments that promise to pay a future return set in advance, including bonds (which usually pay a fixed coupon interest rate every six months), mortgage securities, and guaranteed investment contracts (GICs).

Investment Consultant – Assists in developing an investment policy, asset allocation strategy and investment manager structure. The Investment Consultant will act as a fiduciary with regard to oversight of the general account and will maintain investment discretion within the guidelines of this Policy.

School – El Camino Real Charter High School, a California public charter school under a conversion charter approved by Los Angeles Unified School District.

Trust – El Camino Real Charter High School General Account Trust as a common law trust for the purpose of holding assets solely for the general purposes of the School according to the Trust Agreement dated June 1, 2015.

## B. SCOPE

This Investment Policy Statement (“IPS” or “Policy”) applies to the investment activities of ECRA in carrying out the investment programs of the general account of the School. Its purpose is to provide a clear understanding of the objectives, goals, risk tolerance, and investment guidelines established for the portfolio and the Trust.

## C. STRUCTURE

The Board is responsible for creation of, approval of, and updates to the Investment Policy Statement.

The Chief Business Officer is designated to advise the Board on issues related to the IPS including responsibility to review the Policy annually for appropriateness and completeness while ascertaining the need for updates and monitoring the Trust for compliance with the Policy.

A copy of this Investment Policy Statement shall be given to each firm retained to provide investment services to the Trust, and each such firm shall acknowledge in writing receipt of the document and acceptance of its content.

## D. INVESTMENT OBJECTIVES

The long-term investment objective of the Trust is to serve the operational needs of the School. The goal of the Trust is to use both active and passive management strategies to invest in funds and individual securities.

The Trust will seek to achieve a balance between income and growth while preserving capital. Each investment transaction shall seek to avoid losses from securities defaults or erosion of market value. Fixed income securities will be primary in providing income while mitigating risk. Duration and credit risk will be monitored amongst fixed income investments. Equity and alternative investments will provide opportunity for income enhancement and growth.

Liquidity concerns will be addressed such that the investment portfolio shall maintain sufficient liquidity to meet all cash requirements reasonably anticipated over a 36 month period.



The portfolio shall be designed to provide an appropriate level of income and growth given the economic environment and anticipated liquidity needs when each investment is made. Fixed income asset classes under consideration are stable value, investment grade and U.S. Treasury bonds, high quality core bond, and structured credit. Equity of a defensive or value style orientation can provide an illiquidity premium over the fixed income investments. Alternative investments that provide alpha over short duration Treasuries may be included. Overall the Trust portfolio is expected to have a level of risk on par with a balanced fund of high-quality bonds and defensive equities. The portfolio will consider the Trust's investment risk and liquidity needs and costs. Recognizing that occasional losses due to market volatility are inevitable, each investment must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been achieved.

#### E. PERFORMANCE MEASUREMENTS

Performance measures comparing investments in various asset classes to their relevant benchmark should be provided at regular intervals. The Chief Business Officer shall review the specific benchmarks relative to the asset classes and asset allocation at least annually but preferably quarterly and revise as needed. The fund's annualized returns will be reviewed quarterly and compared to established and appropriate benchmarks. In consideration of overall long-term performance targets, any significant variances between benchmarks and actual manager or asset class performance will be assessed. Appropriate modifications to specific investments will be executed as deemed necessary.

#### F. INVESTMENT AND FIDUCIARY STANDARDS

A prudent expert standard requires the assessment of prudence expected from a professional investment manager to an individual investment with reference solely to its own characteristics rather than to its relationship to the entire portfolio. This standard shall be applied by the Chief Business Officer and in the contexts of oversight and administration of the overall portfolio.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

Any person or firm retained for purposes of investing or making recommendations for the investment or monitoring of the Trust's assets will be held to the higher standard of a prudent expert. Such person or firm will exercise the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims.

Pursuant to this investment policy, the Chief Business Officer shall refrain from personal business activities that conflict with proper execution of the investment program or impairs the Chief Business Officer's ability to make impartial investment decisions. Any material financial interests that may be related to the performance of the Trust's investment portfolio shall be disclosed promptly to the Board. Any revenue sharing or commissions between the aforementioned are prohibited.

The Chief Business Officer may choose to utilize an Investment Consultant other than the Asset Manager to assist in strategic investment planning of the Trust. This includes providing assistance in maintaining the investment policy, asset allocation strategy and Investment Manager structure. The Investment Consultant will act as a fiduciary with regard to the oversight of Trust assets and will maintain investment discretion as to asset allocation and manager selection within the guidelines of this Policy. The Chief Business Officer may utilize an Asset Manager to invest the assets of the Trust. The Asset Manager should feel free to recommend appropriate changes to the investment policy to the Chief Business Officer and/or Investment Consultant for further consideration. The Asset Manager will act as a fiduciary with regard to the management of the Trust assets.

To the extent reasonably feasible, the following are general guidelines the Chief Business Officer will follow for the selection of the Asset Manager: 1. Utilize a competitive process for selection when feasible. 2. State the expected responsibilities of the Asset Manager in writing. 3. Determine the criteria to be used for the selection process. Chief Business Officer may select a discretionary Investment Consultant to execute the Asset Manager due diligence and selection process.

The Chief Business Officer (or Investment Consultant) may terminate an Asset Manager at any time for any reason, including, but not limited to, the following: 1. Qualitative changes – personnel changes or other organizational issues of the firm; 2. Quantitative changes – underperformance relative to investment objectives and style deviations; 3. Policy issues – violation of investment policies or legal issues; and 4. Communication – failure to adhere to reporting requirements.

The Chief Business Officer, Investment Consultant and Asset Manager, in performing their investment duties, shall comply with fiduciary standards. In case of conflict with any law authorizing investments, investment and fiduciary standards, the law shall prevail.

Such investment duties shall be discharged with respect to the Trust solely in the interests of the School. The investment process shall be mindful of defraying reasonable expenses of administering the Trust. By adhering to the Prudent Expert standard, attention will be made to diversification of Trust assets so as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.

## G. PERMITTED INVESTMENTS

The Chief Business Officer shall be authorized to invest and reinvest Trust assets in any Permitted Investment provided by the Trust Agreement, provided such investments are consistent with this policy. If the Trust has investments that either exceed the applicable limit or do not satisfy the applicable investment standard, such excess or investment not in compliance with the policy may be continued until such time as it is economically feasible to dispose of such investment. However, no additional investment may be made in the investment category which exceeds the applicable limit.

Listed below are investments authorized by the Chief Business Officer and Asset Managers:

- Cash and Cash Equivalents (including all money market instruments with a maturity of one year or less)
- Treasury Securities, Agencies, Mortgage-Backed Securities, Asset Backed Securities,
- Mutual Funds,

- Exchange Traded Funds,
- Interval Funds,
- Equity Investments, and
- Corporate Bonds (predominately investment grade rated securities with an overall average credit rating of BBB- or better).

#### H. MATURITY AND LIQUIDITY

The investment portfolio shall be constructed to provide adequate liquidity and preservation of capital with a conservative level of return for payment of general obligations of the School as they come due. Anticipated cash flow requirements shall be determined by the Board on a periodic basis.

#### I. PORTFOLIO COMPOSITION

The Asset Manager will utilize the following investment guidelines and limits on security issues, issuers, and maturities. The purpose of strategic asset allocation is to provide an optimal mix of investments that has the potential to produce desired returns, at appropriate levels of risk, with reasonable costs, such that asset cash flows will adequately meet current and future liabilities. Recommended target allocations for each asset class (within appropriate allocation ranges for each class of investment) are as follows:

Asset Class	Target	Allowable Range
U.S. Equity	20	10-30
Non-U.S. Equity	5	0-15
Fixed Income	70	50-90
Alternatives	5	0-15
Cash	0	0-20

Equities –These investments are the main drivers of growth and return in the portfolio. Diversification among stock investments should be achieved globally (US and international), across capitalization levels (large, mid, small), through investment styles (value and growth), and amongst managers.

Fixed Income –

Fixed income investments will seek a high current income consistent with the preservation of capital. It will target this through a diversified core bond portfolio of high-quality securities. Allocations are primarily earmarked for core bond sectors (U.S. Treasuries, investment-grade corporate credit and securitized debt). However, the Asset Manager is allowed the flexibility to invest in non-core bond sectors such as high yield corporate credit, bank loans, emerging market debt, and Treasury Inflation-Protected Securities (TIPS).

Alternative Investments –These investments should afford volatility dampening and diversification in the overall portfolio, while providing the opportunity for uncorrelated returns. Alternative investment strategies include, but are not limited to, investment vehicles with the following objectives: market-neutral, absolute return, global macro, long/short, commodities, managed futures, arbitrage, REITS, and credit funds.

Cash and Cash Equivalents – Cash is maintained to provide liquidity for periodic planned expenditures of the School. It will not be held as a strategic investment but will be allowed to build up within the asset classes the Asset Manager normally invests. Generally, levels of cash will be held at the discretion of the Asset Manager during times of market uncertainty.

Once a target asset allocation has been established, the Chief Business Officer will review the portfolio's asset allocations at least annually to ensure the average allocation over time is within the target allocation limits established. The review will assess the need for revisions to the allocations, or whether a rebalance back to the target allocation is necessary. Chief Business Officer may allow Investment Consultant to maintain discretion for rebalancing within the allowable guidelines.

## J. RISK AND DIVERSIFICATION

Acceptable risk levels shall be consistent with investment return objectives for the Trust. The Chief Business Officer has determined that risk tolerance shall be based on long-term horizons covering a full “market cycle” (120 months). Prevailing theory and historical data indicate the positive relationship between the level of risk assumed and the level of return that can be expected in an investment program. Decisions relating to the acceptable risk exposures of the Trust portfolio will not be made without consideration of the intended purpose for the Trust assets. Factors to be considered include historic and forecasted capital market assumptions, ECRA's evolving tolerance for risk, time horizons and the liquidity requirements of the Trust.

Investment guidelines and regular monitoring provide controls for identifying and limiting risk of loss from concentration of assets invested in a single issuer or highly correlated asset classes. Risk and diversification strategies shall be reviewed and revised, if necessary, on a regular periodic basis, not less than annually. This review will be within the context of prevailing and projected market conditions, as well as evolving needs of the Trust. In order to improve the long-term return potential, assets in the Trust shall be diversified among equities, fixed income, alternatives and other securities to minimize overall portfolio risk within a level consistent with the target expected return.

## K. SECURITY TURNOVER

Recognizing the importance of providing flexibility to the Asset Manager to adjust the asset mix in changing market conditions, there shall be no specific limitation regarding asset turnover. However, efforts to minimize turnover shall be made in order to control costs consistent with risk parameters.

## L. INTERNAL CONTROLS

The Chief Business Officer shall establish and monitor a set of written internal controls designed to protect Trust assets and ensure proper accounting and reporting of the securities transactions. The controls shall be reviewed by independent certified public accountants as part of any financial audit periodically required. The internal controls should be designed to prevent losses of funds which might arise from fraud, error, misrepresentation by third parties, or imprudent actions by ECRA administrators or employees.

## M. REPORTING

The custodian shall provide the Chief Business Officer monthly statements that include a detailed description of:

- a. Holdings by asset class (valued at both market and cost);
- b. Individual asset holdings (valued at both market and cost);
- c. Asset purchases and divestments;
- d. Investment income (gross and net of fees);
- e. Trust deposits and withdrawals;
- f. Expenses paid on behalf of the Trust; and,
- g. Commission expenses incurred, listed by broker.

The Investment Consultant may provide a quarterly performance review that will include aggregate holdings in each asset class, time-weighted returns and investment performance compared to appropriate benchmarks.

The Chief Business Officer may meet at least quarterly with the Investment Consultant to review the investment performance of the Trust.

The Asset Manager shall keep the Chief Business Officer and the Investment Consultant apprised of any material changes including, but not limited to, the following areas: ownership, organizational structure, financial condition, senior staffing changes, investment outlook, and investment strategy and asset allocation.

# EL CAMINO REAL ALLIANCE PUBLIC SCHOOL EMPLOYEE RETIREMENT HEALTHCARE BENEFITS TRUST

## INVESTMENT POLICY STATEMENT

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- B. Scope
- C. Structure
- D. Investment Objectives
- E. Performance Measurements
- F. Investment and Fiduciary Standards
- G. Permitted Investments
- H. Maturity and Liquidity
- I. Portfolio Composition
- J. Risk and Diversification
- K. Security Turnover
- L. Internal Controls
- M. Reporting

### A. DEFINITIONS

Actuary – Business professional that assembles facts and analyzes the consequences of risks and returns to make planning decisions relating to the financial reporting and funding requirements of the retirement healthcare benefit plans and related trust.

Asset Allocation – The division of the total portfolio into different percentages by asset class.

Asset Manager – Any banking or financial institution engaged by the Trust for the purpose of managing the investment, sale and liquidation of assets of the retirement healthcare benefits trust.

Authorized Officer – As to ECRA, the Chief Business Officer of ECRA or any designee of the Chief Business Officer of ECRA. As to the Trust, the Executive Director of the Trust or any designee of the Executive Director.

Board – Board of Directors of ECRA.

Custodian – A financial institution that provides safekeeping of securities, transaction processing, and/or portfolio reporting services.

ECRA – El Camino Real Alliance, a California nonprofit public benefit corporation that commenced operation in August 2011 of El Camino Real Charter High School.

Executive Director – President of ECRA or any designee of the President of ECRA.

Fixed Income Securities – Investment instruments that promise to pay a future return set in advance, including bonds (which usually pay a fixed coupon interest rate every six months), mortgage securities, and guaranteed investment contracts (GICs).

Investment Consultant – Assists in developing an investment policy, asset allocation strategy and investment manager structure. The Investment Consultant will act as a fiduciary with regard to oversight of the retirement healthcare benefits trust and will act with investment discretion within the guidelines of this policy.

OPEB – Related to ECRA retirement healthcare benefits, any post-employment benefit other than pension plan benefits, including but not limited to medical, prescription drug, dental, and vision insurance.

Plan Benefit Services Agreement – The agreement between ECRA and the Trust pursuant to which ECRA agrees to make payments to the Trust as consideration solely for Plan Benefits and related services to be procured or provided by the Trust to or for the benefit of the Plans and Plan Beneficiaries.

School – El Camino Real Charter High School, a California public charter school under a conversion charter approved by Los Angeles Unified School District.

Trust – El Camino Real Alliance Public School Employee Retirement Healthcare Benefits Trust as a common law trust for the purpose of holding assets solely for the benefit of one or more specified retirement healthcare benefit plans sponsored and provided to qualified public school employees and beneficiaries by ECRA according to the Trust Agreement dated June 1, 2015.

## B. SCOPE

This Investment Policy Statement (“IPS” or “Policy”) applies to the investment activities of ECRA in carrying out the investment programs of the retirement healthcare benefit plans of the School. Its purpose is to provide a clear understanding of the objectives, goals, risk tolerance, and investment guidelines established for the portfolio and the Trust.

## C. STRUCTURE

The Board is responsible for creation of, approval of, and updates to the Investment Policy Statement.

The Chief Business Officer is designated to advise the Board on issues related to the IPS including responsibility to review the Policy annually for appropriateness and completeness while ascertaining the need for updates and monitoring the Trust for compliance with the Policy.

A copy of this Investment Policy Statement shall be given to each firm retained to provide investment services to the Trust, and each such firm shall acknowledge in writing receipt of the document and acceptance of its content.



## D. INVESTMENT OBJECTIVES

The long-term investment objective of the Trust is to serve participants in providing for their retirement healthcare benefit needs. The goal of the Trust is to use both active and passive management strategies to invest in funds and individual securities.

The Trust will seek to achieve growth equal to the actuarial return on assets assumption while preserving capital. Each investment transaction shall seek to avoid losses from securities defaults or erosion of market value. Fixed income securities will be utilized to assist in mitigating sequence of return risk of equities. Duration and credit risk will be monitored amongst fixed income investments.

Liquidity concerns will be addressed such that the investment portfolio shall maintain sufficient liquidity to meet all cash requirements reasonably anticipated over the upcoming 12 months.

The investment portfolio shall be designed to attain the assumed actuarial rate of return over a full market cycle (120 months). The portfolio will consider the Trust's investment risk, liquidity needs and costs. Recognizing that occasional losses due to market volatility are inevitable, each investment must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been achieved.

## E. PERFORMANCE MEASUREMENTS

Performance measures comparing investments in various asset classes to their relevant benchmark should be provided at regular intervals. The Chief Business Officer shall review the specific benchmarks relative to the asset classes and asset allocation at least annually but preferably quarterly and revise as needed. The fund's annualized returns will be reviewed quarterly and compared to established and appropriate benchmarks. In consideration of overall long-term performance targets, any significant variances between benchmarks and actual manager or asset class performance will be assessed. Appropriate modifications to specific investments will be executed as deemed necessary.

## F. INVESTMENT AND FIDUCIARY STANDARDS

The Employee Retirement Income Security Act of 1974 (ERISA) sets minimum standards for voluntarily established retirement and healthcare plans to provide protection for participants. ERISA prescribes a "prudent expert" standard based on the prudence expected from a professional investment manager. The prudent expert standard requires the assessment of prudence to an individual investment with reference solely to its own characteristics rather than to its relationship to the entire portfolio. This standard shall be applied by the Chief Business Officer and in the contexts of oversight and administration of the overall portfolio.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

Any person or firm retained for purposes of investing or making recommendations for the investment or monitoring of the Trust's assets will be held to the higher standard of a prudent expert. Such person



or firm will exercise the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims.

Pursuant to this investment policy, the Chief Business Officer shall refrain from personal business activities that conflict with proper execution of the investment program or impairs the Chief Business Officer's ability to make impartial investment decisions. Any material financial interests that may be related to the performance of the Trust's investment portfolio shall be disclosed promptly to the Board. Any revenue sharing or commissions between the aforementioned are prohibited.

The Chief Business Officer may choose to utilize an Investment Consultant other than the Asset Manager to assist in strategic investment planning of the Trust. This includes providing assistance in maintaining the investment policy, asset allocation strategy and Investment Manager structure. The Investment Consultant will act as a fiduciary with regard to the oversight of Trust assets and will maintain investment discretion as to asset allocation and manager selection within the guidelines of this Policy. The Chief Business Officer may utilize an Asset Manager to invest the assets of the Trust. The Asset Manager should feel free to recommend appropriate changes to the investment policy to the Chief Business Officer and/or Investment Consultant for further consideration. The Asset Manager will act as a fiduciary with regard to the management of the Trust assets.

To the extent reasonably feasible, the following are general guidelines the Chief Business Officer will follow for the selection of the Asset Manager: 1. Utilize a competitive process for selection when feasible. 2. State the expected responsibilities of the Asset Manager in writing. 3. Determine the criteria to be used for the selection process. Chief Business Officer may select a discretionary Investment Consultant to execute the Asset Manager due diligence and selection process.

The Chief Business Officer (or Investment Consultant) may terminate an Asset Manager at any time for any reason, including, but not limited to, the following: 1. Qualitative changes – personnel changes or other organizational issues of the firm; 2. Quantitative changes – underperformance relative to investment objectives and style deviations; 3. Policy issues – violation of investment policies or legal issues; and 4. Communication – failure to adhere to reporting requirements.

The Chief Business Officer, Investment Consultant and Asset Manager, in performing their investment duties, shall comply with fiduciary standards. In case of conflict with any law authorizing investments, investment and fiduciary standards, the law shall prevail.

Such investment duties shall be discharged with respect to the Trust solely in the interests of the participants and beneficiaries, for the exclusive purpose of providing benefits to participants and beneficiaries of the plans. The investment process shall be mindful of defraying reasonable expenses of administering the Trust. By adhering to the Prudent Expert standard, attention will be made to diversification of Trust assets so as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.

## G. PERMITTED INVESTMENTS

The Chief Business Officer shall be authorized to invest and reinvest Trust assets in any Permitted Investment provided by the Trust Agreement, provided such investments are consistent with this

policy. If the Trust has investments that either exceed the applicable limit or do not satisfy the applicable investment standard, such excess or investment not in compliance with the policy may be continued until such time as it is economically feasible to dispose of such investment. However, no additional investment may be made in the investment category which exceeds the applicable limit.

Listed below are investments authorized by the Chief Business Officer and Asset Managers:

- Cash and Cash Equivalents (including all money market instruments with a maturity of one year or less)
- Treasury Securities, Agencies, Mortgage-Backed Securities, Asset Backed Securities,
- Mutual Funds,
- Exchange Traded Funds,
- Equity Investments, and
- Corporate Bonds (predominately investment grade rated securities with an overall average credit rating of BBB- or better).

#### H. MATURITY AND LIQUIDITY

The investment portfolio shall be constructed to provide adequate liquidity for payment of plan obligations as they come due. Anticipated cash flow requirements shall be determined by expected benefit payments from the actuarial valuation.

#### I. PORTFOLIO COMPOSITION

The Asset Manager will utilize the following investment guidelines and limits on security issues, issuers, and maturities. The purpose of strategic asset allocation is to provide an optimal mix of investments that has the potential to produce desired returns, at appropriate levels of risk, with reasonable costs, such that asset cash flows will adequately meet current and future liabilities. Recommended target allocations for each asset class (within appropriate allocation ranges for each class of investment) are as follows:

Asset Class	Target	Allowable Range
U.S. Equity	35	20-50
Non-U.S. Equity	20	10-30
Fixed Income	30	20-50
Alternatives	15	0-25
Cash	0	0-10

Equities –These investments are the main drivers of growth and return in the portfolio. Diversification among stock investments should be achieved globally (US and international), across capitalization levels (large, mid, small), through investment styles (value and growth), and amongst managers.

Fixed Income –These investments provide steady income and diversification while mitigating volatility of the equity portion of the portfolio. Strategies employed in various fixed income vehicles could offer lower correlation to equity investments, safety, stability, more predictability, or some combination of these factors. To minimize default risk, the Trust should be invested in primarily high-quality taxable bonds.

Alternative Investments –These investments should afford volatility dampening and diversification in the overall portfolio, while providing the opportunity for uncorrelated returns. Alternative investment strategies include, but are not limited to, investment vehicles with the following objectives: market-neutral, absolute return, global macro, long/short, commodities, managed futures, arbitrage, real estate, and credit.

Cash and Cash Equivalents –cash is maintained to provide liquidity for periodic benefit distributions. It will not be held as a strategic investment but will be allowed to build up within the asset classes the Asset Manager normally invests. Generally, levels of cash will be held at the discretion of the Asset Manager during times of market uncertainty.

Once a target asset allocation has been established, the Chief Business Officer will review the portfolio’s asset allocations at least annually to ensure the average allocation over time is within the target allocation limits established. The review will assess the need for revisions to the allocations, or whether a rebalance back to the target allocation is necessary. Chief Business Officer may allow Investment Consultant to maintain discretion for rebalancing within the allowable guidelines.

## J. RISK AND DIVERSIFICATION

Acceptable risk levels shall be consistent with investment return objectives (according to actuarial funding valuation) for the Plans and the Trust. The Chief Business Officer has determined that risk tolerance shall be based on long-term horizons covering a full “market cycle” (120 months). Prevailing theory and historical data indicate the positive relationship between the level of risk assumed and the level of return that can be expected in an investment program. The same risk and return variables that influence investment returns will also impact the funded status of the retirement healthcare plans. Decisions relating to the acceptable risk exposures of the Trust portfolio will not be made without consideration of the OPEB liabilities. Factors to be considered include historic and forecasted capital market assumptions, ECRA’s evolving tolerance for risk, time horizons and the funded status of the Plan.

Investment guidelines and regular monitoring provide controls for identifying and limiting risk of loss from concentration of assets invested in a single issuer or highly correlated asset classes. Risk and diversification strategies shall be reviewed and revised, if necessary, on a regular periodic basis, not less than annually. This review will be within the context of prevailing and projected market conditions, as well as evolving needs of the Trust. In order to improve the long-term return potential, assets in the Trust shall be diversified among equities, fixed income, alternatives and other securities to minimize overall portfolio risk within a level consistent with the target expected return.

## K. SECURITY TURNOVER

Recognizing the importance of providing flexibility to the Asset Manager to adjust the asset mix in changing market conditions, there shall be no specific limitation regarding asset turnover. However, efforts to minimize turnover shall be made in order to control costs consistent with risk parameters.

## L. INTERNAL CONTROLS

The Chief Business Officer shall establish and monitor a set of written internal controls designed to protect Trust assets and ensure proper accounting and reporting of the securities transactions. The controls shall be reviewed by independent certified public accountants as part of any financial audit periodically required. The internal controls should be designed to prevent losses of funds which might arise from fraud, error, misrepresentation by third parties, or imprudent actions by plan administrators or employees.

## M. REPORTING

The custodian shall provide the Chief Business Officer monthly statements that include a detailed description of:

- a. Holdings by asset class (valued at both market and cost);
- b. Individual asset holdings (valued at both market and cost);
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- f. Expenses paid on behalf of the Trust; and,
- g. Commission expenses incurred, listed by broker.

The Investment Consultant may provide a quarterly performance review that will include aggregate holdings in each asset class, time-weighted returns and investment performance compared to appropriate benchmarks.

The Chief Business Officer may meet at least quarterly with the Investment Consultant to review the investment performance of the Trust.

The Asset Manager shall keep the Chief Business Officer and the Investment Consultant apprised of any material changes including, but not limited to, the following areas: ownership, organizational structure, financial condition, senior staffing changes, investment outlook, and investment strategy and asset allocation.

The Chief Business Officer shall meet at least annually with the Actuary to review the annual actuarial report. The Actuary will provide information which will enable the Chief Business Officer to review, monitor, and select appropriate actuarial assumptions as required under the actuarial standards of practice.

# Coversheet

## Approve Minutes of November 18, 2021 Regular Board Meeting

**Section:** II. Consent  
**Item:** A. Approve Minutes of November 18, 2021 Regular Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on November 18, 2021

APPROVED



# El Camino Real Charter High School

## Minutes

### Regular Board Meeting

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#### Date and Time

Thursday November 18, 2021 at 5:00 PM

#### Location

Virtual Board Meeting

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#### REGULAR BOARD MEETING

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

#### VIRTUAL BOARD MEETING

The meeting of the Board of Directors will take place via a virtual/teleconferencing environment based on the following:

1. California Assembly Bill 361, signed into law on September 16, 2021;
2. Governor Newsom's State of Emergency Declaration issued on March 4, 2020; and
3. County of Los Angeles Department of Public Health's recommendation that social distancing be maintained in schools.

To join the virtual Board meeting, please register through GoToWebinar at:

<https://attendee.gotowebinar.com/register/5579303948856689422>

Webinar ID: 144-715-331

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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*** prior to the board meeting and it will be read on the record.

**Please note:** Please make every effort to submit any written comment at least one (1) hour prior the start of the board meeting. Your name will be read on the record along with your comment. If you do not wish to have your name read, please indicate so on your email.

In order to conduct an orderly meeting, all members of the public will be placed on mute during the Board meeting, except when making a public comment. Please also note that those who elect to participate in the meeting through the call-in number will not have the option of being unmuted to speak during the public comments portion of 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 David Hussey, in person, by email at [comment@ecrchs.net](mailto:comment@ecrchs.net), or by calling (818) 595-7500.*

**Directors Present**

Brad Wright (remote), Daniela Lopez-Vargas (remote), Danielle Malconian (remote), John Perez (remote), Linda Ibach (remote), Steven Kofahl (remote)

**Directors Absent**

*None*

**Directors who arrived after the meeting opened**

John Perez

**Directors who left before the meeting adjourned**

Brad Wright, John Perez

**Guests Present**

Alexandra Ramirez (remote), David Hussey (remote), Gregory Wood (remote), Kurt Lowry (remote)

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**I. Opening Items**

**A. Call the Meeting to Order**

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Nov 18, 2021 at 5:01 PM.

**B. Record Attendance and Guests**

John Perez arrived.

NOTE: At the time of Roll Call, Ms. Alexandra Ramirez had been an invited guest as she was a finalist for the then vacant Community Representative Board position.

Immediately following the Pledge of Allegiance, Item I. had been moved up on the Board Agenda to be addressed.

Accordingly, Ms. Ramirez's recommended selection by the selection committee had been voted on and approved by the full board, and she thus assumed her position as a voting member of the ECRA Board immediately after the vote and just prior to Public Comments. See below.

**C. Pledge of Allegiance**

Executive Director Hussey led the Pledge of Allegiance.

**D. Public Comments**

Parent Alpa Patel - Spoke in favor of COVID Vaccine Mandate.



Student Aram D. - Spoke against COVID Vaccine Mandate.

Parent Claudia V. - Spoke against COVID Vaccine Mandate.

Parent Jang Kim - Spoke against COVID Vaccine Mandate.

Parent Jason Wang - Spoke against COVID Vaccine Mandate.

Parent Leeron Ozeri - Spoke against COVID Vaccine Mandate.

Teacher Lisa Huffaker - Spoke in favor of COVID Vaccine Mandate and for a fair teacher contract.

Parent Margo Cocea - Spoke against COVID Vaccine Mandate.

Parent Neta Markusfeld - Spoke against COVID Vaccine Mandate.

Patrick Eck - Spoke in Support of Teacher pay increase.

Parent Piruz Pirumyan - Spoke against COVID Vaccine Mandate (Read Letter to Teachers from Holocaust Survivor)

Parent Rose Garcia - Spoke in support of teacher pay increase.

Student Ryan Kassarian - Spoke against COVID Vaccine Mandate.

Parent Sara Cohen - Spoke against COVID Vaccine Mandate ("Just continue what you're doing.")

Stacey Moseley - Spoke in favor of teacher pay increase and in favor of COVID Vaccine Mandate.

Parent Teri Landy - Spoke in favor of COVID Vaccine Mandate.

Parent Vanessa Cox - Spoke against COVID Vaccine Mandate.

Teacher Yasmine Pomeroy - Spoke in favor of COVID Vaccine Mandate.

Parent Tony Baraz - Supportive of teachers. For COVID Vaccine Mandate. Spoke in favor of teacher pay increase.

Student Kfeer - Spoke against COVID Vaccine Mandate. Stated has had COVID twice. People should have choice.

Student Josh Rice - Spoke against COVID Vaccine Mandate. I don't want my freedoms taken away.

Parent Harry Incs - Spoke against vaccination. Get rid of masks, too.

Parent Holly Allen - Healthcare industry worker. Spoke against COVID Vaccine Mandate. Parents should decide, not the government. This is not FDA approved.

Parent Christopher Stone - Spoke against COVID Vaccine Mandate. Cited adverse events in response to getting the vaccine.

Parent Frederick Babikyan - I'm vaccinated but the stress this is causing my kids is unbelievable. Spoke against COVID Vaccine Mandate. His family is considering moving out of State.

Alpa Patel - Pfizer vaccine is rebranded and has full FDA approval.

Dr. Lowry read the following emailed/received comments:

Teacher Glenn Short Statement - In favor of COVID Vaccine Mandate for students. Cited LA Times Article.

Parent Shlomit Ber - Opposed to LAUSD COVID Vaccine Mandate. Vote NO on vaccine mandate.

Parent R. Karpman - Opposed to COVID Vaccine Mandate.

Parents R. and H. Noradoukian - Opposed to COVID Vaccine Mandate.

Teacher Susan Niven - In Favor of COVID Vaccine Mandate. Supports parents' choices. Cited administrative and staff inconsistency in implementing COVID protocols.

Teacher Melissa Gregorio - In favor of COVID Vaccine Mandate and teacher pay increase. Cited numerous instances of anxiety and uncertainty.

Teacher Barbara Stanoff - In favor of teacher pay increase. We want pay that represents our worth.

Teacher Stacey Meltzer - In favor of teacher pay increase. Believes individuals should not have to pay composite rate for PPO.

Danielle Malconian made a motion to Limit the amount of time for each Public Comment from three (3) minutes to two (2) minutes to allow more people to speak.

Steven Kofahl seconded the motion.

Newly installed Community Representative Board Member Alexandra Ramirez also cast an "Aye" vote on this matter.

The motion passed 6-0 with one (Perez) absent.

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

**Roll Call**

Daniela Lopez-Vargas	Aye
Steven Kofahl	Aye
Linda Ibach	Aye
Danielle Malconian	Aye
Brad Wright	Aye
John Perez	Absent

**E. AB 361 Vote on Virtual Board Meetings**

Daniela Lopez-Vargas made a motion to continue to convened Board Meetings in a virtual format as outlined in AB 361.

Brad Wright seconded the motion.

Newly installed Community Representative Board Member Alexandra Ramirez also cast an "Aye" vote on this matter.

This motion passed 7-0.

Note: Board Member Perez had joined the meeting by this time to cast his vote.

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

**Roll Call**

Linda Ibach	Aye
Brad Wright	Aye
Daniela Lopez-Vargas	Aye
Steven Kofahl	Aye
Danielle Malconian	Aye
John Perez	Aye

**F. UTLA Update**

UTLA Co-Chair Mr. Monroy provided the UTLA update:

1. We stand in solidarity with Birmingham Charter HS Teachers who have authorized a strike vote.
2. Educators don't feel valued.
3. We are working without a contract.
4. We have mobilized a "Red for Ed." week.

5. We are hopeful for a contract agreement. We continue Nov. 30th.

6. We thank our parents for supporting us.

7. To conclude: we're tired, taxed, drained.

#### **G. Executive Director Update**

ECR Executive Director Mr. Hussey provided his Executive Director update:

1. Band Championship @ Downey HS
2. Football in Div. 2 Sem-Final @ ECR Friday at 4:15 p.m.
3. Cross Country Championship at LA Pierce College tomorrow.
4. Drama Teams have placed 1st, 2nd, 3rd, and honorable mention recently.
5. Black Student Union (BSU) organized a food drive to support Canoga Park families/organization.
6. Thanksgiving message - this time last year we were told to stay home. Have a nice Thanksgiving.

#### **H. Chief Business Officer Update**

Mr. Wood provided his CBO Update:

##### **1. Reviewed October 2021 Investment Update:**

- \* OPEB Account up 7.5% for end of OCT.
- \* Over \$30 Million in combined Investment Accounts.

##### **2. Reviewed October 2021 Cafeteria Update:**

- \* We are benefitting from increased breakfast and lunch participation.
- \* We served over 31,000 meals during October, 2021.
- \* Reinvesting some profits in supplies and some capital items.

##### **3. Reviewed October 2021 Enrollment & ADA Update:**

- \* We have had 56 days of instruction.
- \* We are funded on our ADA; enrollment down 100 students from last year.
- \* ADA% at approx. 93.9%; historical above 96%
- \* Through month 3 down \$996,000 in LCFF funding reductions.
- \* 1st Interim Report will take current budget and update projections based on through OCT.
- \* December 15th audit report deadline is extended to January 31st, 2022.

#### **I. Vote to Install Community Representative Position**

Steven Kofahl made a motion to Vote to install Ms. Alexandra Ramirez as the ECRA Board's Community Representative Member and afford her all rights, privileges, and responsibilities effective immediately, if the motion passes.

Danielle Malconian seconded the motion.

This item had been listed on the Agenda as Item I., but was moved up on the Agenda by Board Chair Wright immediately following the Pledge of Allegiance and for the purpose of seating the new Community Representative Board Member position prior to Public Comments.

NOTE: At the time of Roll Call, Ms. Alexandra Ramirez had been an invited guest as she was a finalist for the then vacant Community Representative Board position. A short time later, Ms. Ramirez's recommended selection by the selection committee had been voted on and approved by the full board, and she thus assumed her position as a voting member of the ECRA Board immediately after the vote.

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

**Roll Call**

Daniela Lopez-Vargas	Aye
Steven Kofahl	Aye
Linda Ibach	Aye
Brad Wright	Aye
Danielle Malconian	Aye
John Perez	Absent

**J. Committee Updates**

**Capitalization Projects Committee:**

Mr. Wright shared that Ms. Malconian and he are looking forward to beautification of the ECR campus.

**Finance and Investment Committee:**

Mrs. Malconian shared that the committee did not have a meeting planned in November due to the short time between November and December meetings. She noted, too, that she had reviewed our Financial documents and invited staff to reach out if needed.

**Community Representative Selection Committee:**

As noted earlier in Item I., Ms. Alexandra Ramirez had been recommended for selection by the committee and approved by the full board to assume the position of Community Representative on the ECRA Board immediately after the vote.

**K. Board Chair Report**

Mr. Wright invited board members to share.

Mr. Wright noted that he's visited many classrooms and shared his support for teachers and asked that parents do their job to ensure that their kids wear their masks at school and demonstrate respect for teachers. Asked that we all take care of each other. Also, commented on noting that the teachers have families and we all need to show appreciation to our teachers who are taking care of our kids.

## II. Financial

### A. Approve Minutes of October 28, 2021 Regular Board Meeting

Danielle Malconian made a motion to approve the minutes from October 28, 2021 Regular Board Meeting. Regular Board Meeting on 10-28-21.

Daniela Lopez-Vargas seconded the motion.

Mr. Wright noted that this item is normally considered a Consent Item and was listed under the Financial Section for this meeting.

Mrs. Ramirez, who had not been a board member during the October 28, Regular Board Meeting, voted to abstain.

The motion passed 5 ayes, 0 nays, with 2 abstentions.

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

#### Roll Call

Brad Wright	Aye
John Perez	Aye
Danielle Malconian	Aye
Steven Kofahl	Aye
Daniela Lopez-Vargas	Aye
Linda Ibach	Abstain

### B. Review and Vote on October 2021 Check Registers

Danielle Malconian made a motion to approve the October 2021 Check Registers.

Daniela Lopez-Vargas seconded the motion.

Mr. Wood reviewed the October 2021 Check Registers.

Mrs. Ramirez cast her "Aye" vote, too.

The motion passed 7-0.

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

#### Roll Call

John Perez	Aye
Linda Ibach	Aye
Brad Wright	Aye
Steven Kofahl	Aye
Daniela Lopez-Vargas	Aye

**Roll Call**

Danielle Malconian     Aye

**C. Review and Vote on October 2021 Credit Card Charges**

Linda Ibach made a motion to approve the October 2021 Credit Card Charges.

Steven Kofahl seconded the motion.

Mr. Wood reviewed the October 2021 Credit Card Charges.

Mrs. Ramirez cast her "Aye" vote, too.

The motion passed 7-0.

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

**Roll Call**

Steven Kofahl             Aye

Danielle Malconian     Aye

Linda Ibach                Aye

Brad Wright               Aye

John Perez                 Aye

Daniela Lopez-Vargas   Aye

**D. October 2021 Financial Update**

Mr. Wood, CBO, provided the October 2021 Financial Update. Mr. John Arndt of Icon School Management was not able to be present at the meeting.

Balance Sheet - as of October. Received PPP loan forgiveness. Cash overstated by approximately 2 million due to overpayment of deferrals. CA State will reclaim those. Net OPEB Liability of 10 million dollars. Unrestricted monies approximately 17 million for capital needs, deferred maintenance for funding future capital projects.

Cash Flow - Bank Accounts - OPEB (20,713,000); slight reduction of cash in October.

Profit and Loss - Board adopted budget; four months; expenses, and balances.

Profit and Loss YTD - four months this year compared with fourth months last year. Front end purchases of books and supplies.

Budget Comparison (YTD) - Actual = four months of operations (33% of operations); Adopted; % Used. Books and supplies need to be in place to start the year.

Department Budgets (4000s) - spending by departments; textbooks and materials;

Other Matters - Audited Financials extended to January 2022.

### **III. School Business**

#### **A. Possible Employee Request for Board to Hear Statement of Charges that Cause Exists Supporting Dismissal/Termination from Employment**

Mr. Hussey reported that this agenda item is no longer viable and will not be addressed.

#### **B. Discuss and Vote on Mandatory COVID-19 Vaccinations for all Students**

Steven Kofahl made a motion to Vote to make mandatory COVID-19 Vaccines for all ECRCHS Students.

John Perez seconded the motion.

Mr. Wright noted that the Board has heard from many stakeholders and community members, including during the October 28, 2022, Board meeting, leading up to this afternoon's meeting, and earlier during public comments.

He noted that it is time now for the Board to discuss, deliberate, and vote on this important matter of whether or not to make mandatory COVID-19 Vaccines for all ECRCHS students.

Mr. Wright invited discussion, which ensued as follows:

Mr. Perez stated that ECRCHS should follow the LAUSD policy as have Hale Charter MS and Birmingham Charter HS. He noted that teenagers are driving up the rate of COVID-19 infection in Great Britain, and cited a source that indicated that there have been 1,695,000 cases in the past three weeks and 22,500 deaths. He noted that COVID-19 is the 8th leading cause of death now amongst 5-11 year olds.

Mr. Kofahl - Asked if the LAUSD is giving any guidance in regards to this policy mandate, to which Mr. Wright replied, "no."

Mr. Perez noted in partial response to Mr. Kofahl's question that if a charter school co-located with a regular LAUSD school, the LAUSD COVID-19 Vaccine Policy would be mandatory for all students, including charter school students, on a co-located property. The policy does not currently apply to us as ECR is not a co-located charter school. Hale and Birmingham, he said, are not co-located, either, yet adopted the mandatory COVID-19 Vaccine policy for all of their students.

Ms. Ibach noted her disappointment with the students not following the mask mandate and expects people to "step up" enforcement. Stated that she is concerned about the fact that no discussion has been had about an alternative education program for students who don't vaccinate if the board were to pass a COVID vaccine mandate.



Mrs. Malconian noted her agreement with Ms. Ibach. Hopes people choose to vaccinate, but is troubled by the idea of a mandate.

Mrs. Ramirez stated her agreement with Ms. Ibach. She is not anti-vaccine, stated her understanding of Mr. Perez's sentiments. Is not sure it is up to the board to decide, but up to parents to decide regarding the risks.

Ms. Lopez-Vargas expressed her thanks to those stakeholders who've expressed their views via email and during public comments. She stated that it is board's responsibility to ensure the safety of our students, their teachers, and families.

Ms. Malconian noted the impact of the students' voices and encouraged students to participate and share their voices during board meetings.

Mr. Wright noted that he is pro-vaccine, personally, but noted that he is on the board for leadership not politics, and must listen to the many voices of all.

Mrs. Ramirez cast her "No" vote. The Motion failed to pass by a vote of 3 Ayes and 4 Nays.

The motion did not carry.

**Roll Call**

Danielle Malconian	No
John Perez	Aye
Daniela Lopez-Vargas	Aye
Linda Ibach	No
Steven Kofahl	Aye
Brad Wright	No

**C. Discuss and Vote on Proposed Revision(s) to UnHoused/Homeless Student Policy**

Mr. Hussey noted that this item will be discussed and voted on at the December Regular Board meeting as the policy is under legal review and a proposed update is expected.

No action take on this item during this meeting.

**D. Discuss and Vote on Waiver to Permit Non-PE Credentialed Teachers to Serve as Interscholastic Athletics Coaches**

Danielle Malconian made a motion to vote to approved a waiver to permit Non-PE Credentialed Teachers to serve as Interscholastic Athletics Coaches.

Steven Kofahl seconded the motion.

Mr. Hussey explained that the State requires a waiver be on file/approved for any non-PE Credentialed teacher who the School wants to hire to coach an interscholastic athletics team. A copy of the form was provided/viewed. Mr. Hussey noted that if a waiver is not approved, only PE Credentialed teachers can coach, thus impacting sports programs.

Ms. Lopez-Vargas asked if this is like a Local Assignment Option, and Mr. Hussey replied that it is like that, and noted that ECR wants the best coaches who are not necessarily credentialed.

Ms. Ramirez cast an "aye" vote in favor.

The motion carried 6 ayes to 0 nays and with one member (Perez) absent. The board **VOTED** unanimously to approve the motion.

**Roll Call**

Danielle Malconian	Aye
Daniela Lopez-Vargas	Aye
Steven Kofahl	Aye
Linda Ibach	Aye
John Perez	Absent
Brad Wright	Aye

**E. Discuss the Educator Effectiveness Block Grant**

Ms. Clark provided an overview of the Educator Effectiveness Block Grant, noting that it is a federally funded grant to support teachers, administrator, and/or staff training.

She previewed allowable uses and noted that the item will not be voted on tonight but will be previewed in greater detail at a follow up Board meeting (Regular and/or Special) and will be voted on by no later than December 28, 2021.

Mrs. Malconian asked if funds could be used to pay for pupil free day(s). The answer is not at this time.

Mrs. Malconian asked if funds could be used to pay for Teacher subs. during teacher retreat days. The answer is yes.

Ms. Clark noted that more information will be forthcoming.

Upon conclusion of the Discussion of the Educator Effectiveness Block Grant, Mr. Wright noted that the Board would move to the next items on the Agenda which will occur in Closed Session.

NOTE: Mr. Perez had been expected to recuse himself from the Closed Session, but had already left the virtual Board Meeting at the conclusion of the COVID Vaccine Vote.

**IV. Closed Session**

**A. Conference with Labor Negotiators**

John Perez left.

Mr. Wright announced that the Board was going into Closed Session at 7:49 p.m.

**B. Public Employee(s): Discipline/Dismissal/Release**

This item no longer needed to be addressed by the Board as the matter had been addressed prior to and outside of the board meeting.

**C. Conference with Legal Counsel - Anticipated Litigation**

Brad Wright left.

Mr. Hussey recused himself from one of the items.

Mr. Wright recused himself from one of the items.

**V. Reconvene to Open Session**

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

The Board reconvened in Open Session at 8:43 p.m.

Board Member Ibach reported the following action item(s) from Closed Session:

The Board voted unanimously to authorize legal counsel Young, Minney & Corr to retain the services of an independent third-party investigator to investigate two complaints.

**VI. Closing Items**

**A. Adjourn Meeting**

Steven Kofahl made a motion to adjourn.

Danielle Malconian seconded the motion.

NOTE: Mr. Perez absent.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:44 PM.

Respectfully Submitted,  
Kurt Lowry

## Coversheet

### Approve Minutes of December 9th, 2021 Special Board Meeting

**Section:** II. Consent  
**Item:** B. Approve Minutes of December 9th, 2021 Special Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Board Meeting on December 9, 2021

APPROVED



# El Camino Real Charter High School

## Minutes

### Special Board Meeting

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#### Date and Time

Thursday December 9, 2021 at 4:30 PM

#### Location

Virtual Meeting

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#### SPECIAL 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

VIRTUAL BOARD MEETING The meeting of the Board of Directors will take place via a virtual/teleconferencing environment based on the following:

1. California Assembly Bill 361, signed into law on September 16, 2021;
2. Governor Newsom's State of Emergency Declaration issued on March 4, 2020; and
3. County of Los Angeles Department of Public Health's recommendation that social distancing be maintained in schools.

To join the virtual Board meeting, please register through GoToWebinar at:

<https://attendee.gotowebinar.com/register/4614349455125349902>; webinar ID 758-838-635.

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).

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## **PUBLIC COMMENTS**

If you would like to make a public 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 your comment will be read on the record.

### **IMPORTANT NOTE REGARDING SENDING IN A WRITTEN COMMENT:**

For anyone who wishes to send in a written comment to be read during Public Comments, you are strongly encouraged to email your comment to the aforementioned email address at least one (1) hour prior to the Official Board Meeting start time (e.g., by no later than 3:30 p.m. for a 4:30 p.m. Board Meeting start time). Otherwise, there is no guarantee that your comment will be viewed and read during Public Comments. If your written comment is received and is expected to be read on the record, your name and title/role will also be read on the record. If you wish to not have your name read on the record, please indicate so in 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 David Hussey, in person, by email at [comment@ecrchs.net](mailto:comment@ecrchs.net), or by calling (818) 595-7500.*

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**Directors Present**

Brad Wright (remote), Daniela Lopez-Vargas (remote), Danielle Malconian (remote), Linda Ibach (remote), Steven Kofahl (remote)

**Directors Absent**

John Perez

**Guests Present**

Alexaramirez7@gmail.com (remote), David Hussey (remote), Gregory Wood (remote), Kurt Lowry (remote), m.clark@ecrchs.net (remote)

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**I. Opening Items**

**A. Call the Meeting to Order**

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Dec 9, 2021 at 4:33 PM.

**B. Record Attendance and Guests**

Quorum established with six (6) members present via remote.

Board Member John Perez was absent.

Board Member Alexandra Ramirez's attendance shows under "Others" due to pending change to her status to "Voter."

**C. Pledge of Allegiance**

Ms. Malconian led the meeting panelists and attendees in the Pledge of Allegiance to the U.S. Flag.

**D. Public Comments**

Public comments included those provided via email and those provided verbally at the meeting, as follows:

1. Anonymous email from parents in support the vaccine mandate going into effect in January and not waiting until July. Claimed that a schoolwide parent survey should have been sent out prior to vote.

2. Alpa Patel (Parent) spoke in support of vaccine mandate, especially for those 16 years and older. Also wanted to know what the consequences are for students not wearing masks.
3. Gail M (Parent) spoke in favor of vaccine mandate and stated the 4-3 vote is not representative of the school community. ECR had not sufficiently advertised the opportunity for parents to be heard.
4. David Gonor (Parent) spoke in favor of vaccine mandate and the two previous parents' views.
5. Jill Connolly (Parent) - Not available
6. Michelle Kasik (Parent) stated that the Board needed to reconsider its vote against the vaccine mandate.
7. Jill Connolly (Parent) - 2nd attempt; Not available
8. Tracey Heimlich (Parent of anonymous email) - supported vaccines; husband also spoke in support of mandate and against ECR Board
9. Jill Connolly (Parent) - 3rd attempt; Not available
10. Piruz Parumyan (Parent) - Thanked Board for voting against vaccine mandate; stated LAUSD is going against the country and predicted LAUSD's vaccine mandate policy will be overturned;
11. Vardit Ozeri (Parent) - Not available
12. Sarah Cohen (Parent) - Thanked Board for hearing all parents last month; stated all parents had the opportunity to voice concerns; parents have choices to move kids to other schools.
13. Jill Connolly (Parent) - 4th attempt; Not available
14. Claudia V. (Parent) - referenced low school COVID-19 rates; stated that mandates are being blocked in courts; cited parents' rights to choose to vaccinate or not.
15. Email from Jill Connolly (Parent) - I don't understand why the Board voted against the vaccine mandate; urged the board to reconsider its vote.
16. Alpa Patel (Parent) - Opportunity number two; informed Pfizer has FDA approval.



17. Vanessa Cox (Parent) - Spoke in opposition to the vaccine mandate; wonders why some are attempting to overturn or challenge the Board's vote.

18. Jon Durbin (Parent) - Spoke in favor of a parent survey for vaccine mandate feedback.

19. Email comment Vardit Ozeri (Parent) - spoke against vaccine mandate and wonders why people are trying to revisit and challenge the vote the Board had cast.

20. Peruz Perumyan (Parent) - asked parents to be respectful and not shame other parents and to cite appropriate evidence and sources. Equality is the key.

21. Jessica Nordahl (Parent) - We followed vaccine mandate because that we had no other education options; now we feel that we have been pushed to vaccinate our daughter and I now feel guilty because of the side effects I feel that might happen to my daughter.

## **II. SCHOOL BUSINESS**

### **A. Public Review of School Plan for Student Achievement (SPSA)**

Mr. Hussey provided a brief introduction of the SPSA item before introducing Administrative Director Minita Clark who provided a brief overview of the SPSA and who then introduced ECRCHS Mathematics Teacher Brian Wilson, and ECRCHS School Counselor, Lynsey Shano, who reviewed various aspects of and adjustments made to the SPSA ahead of the December Regular Board Meeting scheduled for next Thursday, December 16th, 2021.

#### **Discussion highlights included the following:**

Ms. Clark noted that this SPSA is predominantly the same as that of last year, with some changes, too, based on Measures of Academic Progress (MAP) formative assessment data that evidenced some areas of decline and that informed the writing of newly proposed Goals 1 and 2 as well as strategies for how to meet the goals. Highlights of this discussion included:

\* SPSA Goals 1 and 2 focus on increasing learning opportunities for all students and closing achievement GAPS. Scores indicated are specific to MAP (Measures of Academic Progress).

\* Most recent MAP scores August/September 2021 show a 10-20 point RIT decline with regard to subgroups. Learning loss for African American students was the highest of all subgroups.

\* Our expectation for all subgroups is a combined increase of 5-10 RIT points for the 21-22 winter and spring administrations.

\* Further discussion of MAP revealed that the Math Dept. currently uses MAP data to instruction. Data-driven instruction is a goal for all departments.

Ms. Clark then introduced Ms. Shano, School Counselor, and Mr. Wilson, Math Department Chairperson, to present proposed goals and strategies, with changes as follows:

**Mr. Wilson, Math Dept. Chair, presented Goal 1 (Math) and Goal 2 (ELA) Changes:**

\* provide formative assessments, providing additional professional development; purchasing classroom materials to support teaching of common core (CA Standards in Math); Purchase of textbooks; Creating tutoring opportunities.

\* Mr. Wilson noted that Goal 1 and Goal 2 have budgets of \$375,711.00, respectively.

\* Mr. Wilson then solicited questions, and there were none.

**Ms. Shano, School Counselor then presented Goal 3 (Developing Partnerships with Parent Community) Strategies and Changes:**

\* Develop a Parent Advisory Committee with a representative who comes to the School Site Council Meetings

\* ELAC Coordinator who also interfaces with parents and SSC, etc.

\* Increase in communications and outreach to support at-risk students (cited intentionality)

\* Increasing communications and outreach to parents

\* Ms. Shano then solicited questions, and there were none.

**Ms. Shano, School Counselor then presented Goal 4 (Professional Development) Strategies and Changes:**

\* Implemented the Professional Learning Communities (PLC) model (meet once per week to meet in collaborative teams to review data, curriculum maps, plan lessons, discuss student progress and performance, academic and other interventions, etc.).

\* Prof. Dev. Advisory Committee (PDAC) to be added (meet once per month to discuss types of professional development offerings based on student needs

\* Psychiatric Social Workers (PSWs) investments to address students' social-emotional needs

\* Ms. Shano then solicited questions, and there were none.

**Ms. Shano, School Counselor then presented Goal 5 (Provide Targeted Student Support to Counter Learning Loss) Strategies and Changes:**

\* Implemented a study skills class ( academic and social-emotional - 6-7 sections of this class)

\* morning tutor hours added

\* additional support in classrooms

\* increased PSW and Counselor support for students (academic and social-emotional needs)

\* Ms. Shano then solicited questions. Board Member Kofahl asked the presenters to consider slowing down the speed with which the information had been presented due to the number of acronyms included and due to the fact that Board Members do not deal with the information on a day to day basis.

\*Mr. Hussey invited questions ahead of next week's vote on the SPSA.

**B. Public Review of Educator Effectiveness Block Grant (EEBG)**

Mr. Hussey provided a brief introduction of the EEBG item before introducing Administrative Director Minita Clark who provided a brief overview of the EEBG and who then introduced ECRCHS Mathematics Teacher Brian Wilson, and ECRCHS School Counselor, Lynsey Shano, who reviewed various aspects of and adjustments made to the EEBG ahead of the December Regular Board Meeting scheduled for next Thursday, December 16th, 2021.

**Discussion highlights included the following:**

**Ms. Clark shared the changes, as follows:**

1. Strategies to include inclusive practices: PD for special education paraprofessionals on Non-violent crisis intervention; \$20K to support this effort.

2. Language changes in Goal 1 - no budget or dollar amount changes.

Ms. Clark solicited questions, comments, and feedback, now, and ahead of the next week's board meeting at which the item will be voted on.

Board Member Daniela Lopez-Vargas suggested that it would be helpful to break up the expenditures per year, to which Ms. Clark agreed to add to her notes.

Mr. Hussey invited questions and comments ahead of next week's board meeting vote on the matter.

### III. Closing Items

#### A. Adjourn Meeting

Steven Kofahl made a motion to Adjourn the Special Board Meeting.

Danielle Malconian seconded the motion.

Motion Passed to adjourn the meeting by unanimous voice vote.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:29 PM.

Respectfully Submitted,

Kurt Lowry

# Coversheet

## Review and Vote on November 2021 Check Registers

**Section:** III. Financial  
**Item:** A. Review and Vote on November 2021 Check Registers  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** November 2021 Check Registers.pdf

**Check Register**  
**Account: 1761 General**  
**El Camino Real HS**

**Nov 2021**

**Grand Total: \$ 665,958.92**

<b>Name</b>	<b>Check Number</b>	<b>Date</b>	<b>Memo</b>	<b>Amount</b>	<b>Period</b>
PenServ Plan Services	ACH211102-01	11/2/2021	403(B) Funding 10/16-10/31/21	\$ 31,267.00	Nov 2021
CharterSafe	ACH211103 -01	11/3/2021	INV#36479 October Workers Comp & Insurance	56,363.00	Nov 2021
PenServ Plan Services	ACH211105-01	11/5/2021	403(B) Funding 10/01-10/15/21 re pull	50.00	Nov 2021
PenServ Plan Services	ACH211109-01	11/9/2021	403(B) Funding 10/01-10/15/21 repull	50.00	Nov 2021
Purchase Power (Pitney Bowes)	ACH211109-02	11/9/2021	211017 Postage Meter and Supplies for 2021-2022	100.00	Nov 2021
Spectrum Business 1228	ACH211110-01	11/10/2021	9/13/21-10/12/21 Spectrum Business Internet & Voice Account 8448 20 001 7461228 Shoup	378.73	Nov 2021
PenServ Plan Services	ACH211116-01	11/16/2021	403(B) Funding 10/01-10/15/21 re pull	780.00	Nov 2021
CompStar Insurance Services	ACH211117-01	11/17/2021	Workers Comp Payroll Audit Policy #CST5019550	5,607.00	Nov 2021
U.S. Bank National Association (OPEB)	ACH211118-01	11/18/2021	11/21 OPEB Funding	220,000.00	Nov 2021
Self Insured Schools of California	ACH211122-01	11/22/2021	21-Nov Employee Benefits INV# 99118	347,137.73	Nov 2021
California Department of Tax & Fee Administrati	ACH211123-01	11/23/2021	0-022-550-750	380.22	Nov 2021
California Department of Tax & Fee Administrati	ACH211123-02	11/23/2021	0-022-662-485 Prepayment 1	1,038.46	Nov 2021
Solupay Merchant		11/3/2021	xx0888 PCI Compliance Fees	2.95	Nov 2021
Solupay Merchant		11/3/2021	xx1886 PCI Compliance fees	2.95	Nov 2021
Solupay Merchant		11/3/2021	xx1886 Merchant Processing Fees	153.15	Nov 2021
Solupay Merchant		11/3/2021	xx0888 Merchant Processing Fees	2,647.73	Nov 2021

**Check Register**  
**Account: 1796 AP**  
**El Camino Real HS**

Nov 2021

Grand Total: \$ 769,816.45

Name	Check Number	VOID	Date	Memo	Amount	Period	NOTE
J Schneldorfer PSAD	15913		11/2/2021	11/4/2021 Registration & Competition 1/30/22 Fees	\$ 940.00	Nov 2021	(a)-Staff asked to pull check but not issued until subsequent day
Sunbelt Controls, Inc	15914		11/3/2021	INV 50905 Work and equipment for main building A/C	16,447.00	Nov 2021	CBO Notified staffnot to continue to set aside
TEQLEASE, INC.	15915		11/1/2021	inv 080321-AM Missing units @ \$112 per unit	12,141.36	Nov 2021	
Los Angeles County Tax Collector	15916		11/2/2021	2021-2022 Secured Property Tax - Shoup Property 2022019023 First Installment	1,459.05	Nov 2021	
City of Los Angeles	15917		11/2/2021	2022 Police Alarm Permit Renewal 0465331-90	26.00	Nov 2021	
Spectrum Business 1228	15918	Voided	11/3/2021	VOID	0.00	Nov 2021	
Ramirez, Billy	15919		11/5/2021	WV Girls Golf League Finals - Green Fees	106.00	Nov 2021	
Booth, Lorena	15920		11/5/2021	Covid-19 test	150.00	Nov 2021	
California Chicken Cafe	15921		11/3/2021	INV 07HIL110321V1 US History PD 11/3/2021	104.75	Nov 2021	
Zahur, Ziat	15922		11/5/2021	Science Supplies	63.37	Nov 2021	
818 Cleaners	15923	Voided	11/5/2021	VOID	0.00	Nov 2021	
Beverly Hills High School	15924		11/5/2021	December 6-11, 2021 Varsity Boys Basketball Tournament Beverly Hills HS Tournament	450.00	Nov 2021	
Camarillo High School	15925		11/5/2021	Varsity Boys Wrestling Tournament 10 Way Tournament	400.00	Nov 2021	
Liav Paz	15926		11/5/2021	10/29/21 - JV and Varsity Football @ Birmingham CCHS EMT/Medic Coverage	198.00	Nov 2021	
Mira Costa High School	15927		11/8/2021	12/6/21-12/11/21 Mira Costa Tournament	450.00	Nov 2021	*Check date out of sequence: Payment was intended to be cut on 11/5. AP could not process on 11/5, Friday. Due to time constraints check was cut on the following Monday, 11/8.
Santa Ana High School	15928		11/5/2021	December 22-23, 2021 Varsity Boys Wrestling SoCal Challenge	350.00	Nov 2021	
N2Y LLC	15929		11/5/2021	INV-1042008 Renewal of online standards-based curriculum for students	9,537.36	Nov 2021	
DeAndre Cooper	15930		11/5/2021	2021 CIF-LA Football Divison 2 Playoffs, 1st Round Umpire (Playoff Rate)	93.00	Nov 2021	
Liav Paz	15931		11/5/2021	2021 CIF-LA Football Division 2 Playoff Game, 1st Round EMT/Medic Coverage	115.00	Nov 2021	
Cyd Zeigler	15932		11/5/2021	2021 CIF-LA Football Divison 2 Playoffs, 1st Round REF (Playoff Rate)	95.00	Nov 2021	
Joel Niems	15933		11/5/2021	2021 CIF-LA Football Divison 2 Playoffs, 1st Round Linesman (Playoff Rate)	93.00	Nov 2021	
Telvin Griffin	15934		11/5/2021	2021 CIF-LA Football Divison 2 Playoffs, 1st Round Back Judge (Playoff Rate)	93.00	Nov 2021	
Ken Ashford	15935		11/5/2021	2021 CIF-LA Football Divison 2 Playoffs, 1st Round Line Judge (Playoff Rate)	93.00	Nov 2021	
818 Cleaners	15936		11/5/2021	10/30/21 Uniform Cleaning	569.50	Nov 2021	
Precision Pavement Striping	15937		11/5/2021	INV 9443 Blacktop repair on Girls PE side	15,960.00	Nov 2021	
TEQLEASE, INC.	15938		11/5/2021	INV 080321-AD Audit damages for the 3-year lease	39,592.00	Nov 2021	
Yedor, Alison	15939		11/5/2021	World Language-books	2,672.96	Nov 2021	
Kiamanesh, Holly	15940		11/5/2021	PLTW HBS Materials	33.37	Nov 2021	
Harr, Melissa	15941		11/5/2021	Homeless and Foster Youth Symposium	71.75	Nov 2021	
Brennan, Corinne	15942		11/5/2021	Digital Piano	711.74	Nov 2021	
John Burroughs High School	15943		11/8/2021	11/24/21 to 11/17/21 Burroughs JV Tournament	375.00	Nov 2021	
Burbank High School	15944		11/8/2021	11/29/21 to 12/4/21 22nd Annual Winter Tip Off Classic	375.00	Nov 2021	
Santa Clara High School	15945		11/8/2021	Dec 27 to 30, 2021 - Santa Clara HS Winter Classic	450.00	Nov 2021	
Yi, Richard	15946		11/9/2021	CIF Perpetual Trophy Girls Tennis	26.28	Nov 2021	
WM Corporate services, INC	15947		11/9/2021	11/21 Waste Management Services on Shoup INV 0410558-4801-8	370.85	Nov 2021	
Cengage Learning Inc/ Gale	15948		11/12/2021	Gale in Context Database Subscription Renewal	27,415.41	Nov 2021	
Cory Wiener	15949		11/12/2021	11/5/21 - Varsity Football vs Chavez LC CIF-LA Football Divison 2 Playoffs, 1st Round Ger	45.00	Nov 2021	
San Clemente High School Wrestling	15950		11/12/2021	47th Annual San Clemente Varsity Rotary Tournament Fee	325.00	Nov 2021	
Liav Paz	15951		11/12/2021	11/12/21 CIF-LA Football Division 2 Playoff Game, Quarterfinals EMT/Medic Coverage	115.00	Nov 2021	
NJROTC	15952		11/12/2021	11/12/21 CIF-LA Football Division 2 Playoffs, Quarterfinals Chain Gang, Gate Security	250.00	Nov 2021	
Cory Wiener	15953		11/12/2021	11/12/21 CIF-LA Football Divison 2 Playoffs, Quarterfinals General Supervision	45.00	Nov 2021	
Luis Vasquez	15954		11/12/2021	11/12/21 CIF-LA Football Division 2 Playoff Game, Quarterfinals Line Judge	93.00	Nov 2021	
Angela Dumas	15955		11/12/2021	11/12/21 Mealtime Refund	94.50	Nov 2021	
WGY Solutions LLC	15956		11/12/2021	October 2021 Invoice Network Engineering Services	2,400.00	Nov 2021	
Michael Goode, Jr	15957		11/12/2021	11/12/21 Football Officials	95.00	Nov 2021	
Daryn Berman	15958		11/12/2021	D.B 11/12/2021 Football Officials	93.00	Nov 2021	
Carlos Alfaro	15959		11/12/2021	C.A 11/12/21 Football Officials	93.00	Nov 2021	
Aaron Emanuel	15960		11/12/2021	A.E 11/12/21 Football Officials	93.00	Nov 2021	
Zahariades, Zabrina	15961		11/15/2021	Art supplies	387.15	Nov 2021	

**Check Register**  
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**Grand Total: \$ 769,816.45**

Name	Check Number	VOID	Date	Memo	Amount	Period	NOTE
Monroe High School	15962		11/15/2021	11/27/21 Valley Girls Rumble Tournament Fee	30.00	Nov 2021	
Blanca Daniel	15963		11/15/2021	11/12/21 Mealtime Refund	50.00	Nov 2021	
Jinhee Kim	15964		11/15/2021	11/12/21 Mealtime Refund	20.00	Nov 2021	
Betty Vu	15965		11/15/2021	11/12/21 Mealtime Refund	62.50	Nov 2021	
Varsity Spirit Fashions	15966		11/17/2021	inv 37801388 Cheer Uniforms for JV and Varsity Teams	2,796.58	Nov 2021	(a)-Staff asked to pull check but not issued until subseq
The Office Connection, Inc	15967		11/15/2021	INV 10019748 Restock of White 8.5x11 Paper	1,199.03	Nov 2021	
California Mathematics League	15968		11/15/2021	21-22 Mathematics Contests (CML)	99.95	Nov 2021	
U.S. Bank Equipment Finance	15969		11/16/2021	INV#456482959 Copiers Shoup Location	869.36	Nov 2021	
U.S. Bank National Association	15970		11/16/2021	21-October 6539 Credit Card Charges	22,331.56	Nov 2021	
California Chicken Cafe	15971		11/17/2021	INV 07HIL111721V1 Retreat Meals- Humanitas	117.00	Nov 2021	
Yantzer brothers heating and air inc	15972		11/18/2021	INV I-843-1 Trouble call for room Z-5	119.50	Nov 2021	(a)-Staff asked to pull check but not issued until subseq
Fletcher Isler	15973		11/17/2021	F.I 11/18/21 Girls Basketball Officials	73.00	Nov 2021	
Kenyatta Hicks	15974		11/18/2021	11/19/21 - Varsity Girls Basketball vs Buchanan HS UMP	84.00	Nov 2021	
Kameron O'Daniel	15975		11/18/2021	11/19/21 - Varsity Girls Basketball vs Buchanan HS REF	84.00	Nov 2021	
Patrick Gillan	15976		11/18/2021	11/18/21 - Varsity Girls Basketball vs Royal HS REF	84.00	Nov 2021	
Stephanie Cruz	15977		11/18/2021	11/18/21 - Varsity Girls Basketball vs Royal HS UMP	84.00	Nov 2021	
Grainger	15978		11/18/2021	908779287 Cafeteria Supplies	206.06	Nov 2021	
Eastbay Team Sales	15979		11/18/2021	1428441 Replenishment of Footballs	1,328.06	Nov 2021	
Oaks Christian School	15980		11/18/2021	12/04/2021 Girls Soccer Showcase	195.00	Nov 2021	
Hardie, Tayler	15981		11/19/2021	Winter Guard Competition	746.96	Nov 2021	
Reginald Drew	15982		11/19/2021	10012021 Girls Tennis	200.33	Nov 2021	
Savla, Puja	15983		11/19/2021	Biology Staff Retreat	16.71	Nov 2021	
Zahur, Ziat	15984		11/19/2021	Science Release Day	14.32	Nov 2021	
Klamanesh, Holly	15985		11/19/2021	Instructional Supplies	39.36	Nov 2021	
Kendall Hunt Publishing Company	15986		11/19/2021	INV 12731067 Alt Ed Math Textbooks	3,700.00	Nov 2021	
USA Sealing Inc.	15987		11/22/2021	INV PO5525-1 Air purifiers for classrooms	43,375.91	Nov 2021	
California Department of Education	15988		11/22/2021	INV 22 SF-39253 USDA Foods	484.50	Nov 2021	
BSN Sports LLC	15989		11/23/2021	INV#914414720 Boys Soccer Supplies	710.98	Nov 2021	
Smart Choice Investments (Teodora Healthcare)	15990		11/29/2021	INV 5574 Nursing Services 11/21	3,360.00	Nov 2021	
Cory Wiener	15991		11/29/2021	11/17/21 Mr. El Camino Supervision	45.00	Nov 2021	
California IT in Education	15992		11/29/2021	INV YM200000206 CITE Annual Conference 2021	1,650.00	Nov 2021	
Pro-Ed, Inc.	15993		11/29/2021	INV 2912986 CAS2- Online Report	73.00	Nov 2021	
Friedberg, Jacob	15994		11/29/2021	Wood Shop Supplies	176.17	Nov 2021	
Spectrum Enterprise 4201	15995		11/30/2021	11/21 Inv# 086084201110121 Acct#086084201 Enterprise Fiber line	899.00	Nov 2021	
BYU Continuing Education Independent Study	15996		11/30/2021	INV DCE-00009276 World Language Class	252.00	Nov 2021	
BYU Continuing Education Independent Study	15997		11/30/2021	INV DCE-00009652 Physics Course	189.00	Nov 2021	
BYU Continuing Education Independent Study	15998		11/30/2021	INV DCE-00008818 World Language Class	280.00	Nov 2021	
Ralph Peck	15999		11/30/2021	11/20/21 Girls Basketball Officials	84.00	Nov 2021	
Miro Aboolian	16000		11/30/2021	11/30/21 Girls Basketball Officials	84.00	Nov 2021	
Marjean Carlson	16001		11/30/2021	11/29/21 Mealtime Refund	59.00	Nov 2021	
Scantron Corporation	32444		11/2/2021	hardware support agreement 21-22	597.00	Nov 2021	
Child and Family Guidance Center	32445		11/2/2021	09/21 Special Ed Services Northpoint	2,554.52	Nov 2021	
Brooks Transportation Inc.	32446		11/2/2021	INV 16523 NJROTC field trip on 10-24-21	1,200.00	Nov 2021	
AT&T 9132	32447		11/2/2021	9/10/21-10/9/21 Inv# 3817905603 Acct# 831-000-9132 154 5G Line	3,909.26	Nov 2021	
Brooks Transportation Inc.	32448		11/2/2021	INV 16476 Marching band competition transportation 10/16/21	1,435.00	Nov 2021	
Allied Private Investigations & Security Services, LLC	32449		11/2/2021	INV ELC 1018 Security Services 09/01/21 (COVID Testing)	925.00	Nov 2021	
AT&T Business Service	32450		11/2/2021	09/21 - AN 051 933 37 92 001 LD Charges Main Fax REF#8187109023	44.63	Nov 2021	
WM Corporate services, INC	32451		11/4/2021	10/21 INV 20-55834-43006 Waste Management Services on Shoup	376.41	Nov 2021	
Allied Private Investigations & Security Services, LLC	32452		11/4/2021	INV ELC 2021 Security Services 09/2021	1,350.00	Nov 2021	
Flinn Scientific Inc.	32453		11/4/2021	inv 2623697 Science Instructional Supplies	1,837.44	Nov 2021	
Cimarron Sign Services, Inc.	32454		11/4/2021	inv 108100 2021 Girls Tennis Spring CIF-LA Championship Sign	346.85	Nov 2021	
San Diego County Superintendent of Schools	32455		11/4/2021	Red Herring Implementation Fee	627.00	Nov 2021	



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Name	Check Number	VOID	Date	Memo	Amount	Period	NOTE
Spectrum Business 1228	32456	Voided	11/6/2021	VOID	0.00	Nov 2021	
SoCalGas	32457		11/6/2021	10/21 Gas Charges for Shoup Acct 163 513 3769 2	22.85	Nov 2021	
LADWP	32458		11/6/2021	20-Nov 6968788886 Shoup Utilities	3,882.19	Nov 2021	
Aeries Software	32459		11/6/2021	Fall 2021 AeriesCon - Virtual	150.00	Nov 2021	
T-Mobile US, Inc.	32460		11/6/2021	21-Nov 969604280 - WiFi Student Hot Spots	400.00	Nov 2021	
AP fbo EdLogical Group Corp	32461		11/6/2021	10/21 Special Ed Services INV 91359579	9,459.00	Nov 2021	
AP fbo EdLogical Group Corp	32462		11/5/2021	10/21 Special Ed Services 91359578	13,737.86	Nov 2021	
Law Offices of Young, Minney & Corr, LLP	32463		11/9/2021	INV 736656 Legal Services 10/21	14,418.62	Nov 2021	
Deny Sportswear	32464		11/8/2021	1426 Girls Lacrosse Trust	671.61	Nov 2021	
Brooks Transportation Inc.	32465		11/8/2021	16459 ROTC field trip to Paloma Valley HS	810.00	Nov 2021	
Brooks Transportation Inc.	32466		11/8/2021	16488 Boys Water Polo Transportation	2,695.00	Nov 2021	
The Print Spot	32467		11/10/2021	inv 4530 Business Cards for Brad Wright - Board Chair	90.35	Nov 2021	
Golden Star Technology, Inc	32468		11/10/2021	INV68496 Computer Accessories for admin and staff	1,017.43	Nov 2021	
City-Wide Fire Protection, Inc	32469		11/10/2021	INV 97585 Testing systems for Shoup	1,286.00	Nov 2021	
Kendall Hunt Publishing Company	32470		11/10/2021	12742953 Alt Ed Math Textbooks Partial Order	402.78	Nov 2021	
Daniel Chang	32471		11/10/2021	10/21 INV ECR-202111 Monthly Consulting Charges	2,320.00	Nov 2021	
Lindsey C. Surendranath Granted, Inc	32472		11/10/2021	301 CTE Program Development Consulting Services 5/5/21-10/28/2021	3,100.00	Nov 2021	
Allied Private Investigations & Security Services, LLC	32473		11/10/2021	INV ELC 2020 Football Game Security Services	3,031.25	Nov 2021	
ICON School Management	32474		11/10/2021	INV# 851 11/21 Charter School Consulting	8,000.00	Nov 2021	
Public Agency Retirement Services - PARS	32475		11/11/2021	INV 49079 PARS ARS Fees Plan A5 - ARS11A 08/21	364.60	Nov 2021	
Abdon Rosales	32476		11/12/2021	September 2021 Gardening Service for Shoup	1,000.00	Nov 2021	
Abdon Rosales	32477		11/12/2021	October 2021 Shoup Gardening Services	1,800.00	Nov 2021	
AT&T Business Service	32478		11/16/2021	10/21 - AN 051 933 37 92 001 LD Charges Main Fax REF#8187109023	43.71	Nov 2021	
Allied Private Investigations & Security Services, LLC	32479		11/16/2021	INV ELC 1019 Security Services 9/01-9/30/21	39,320.64	Nov 2021	
Canon Solutions America (Copy Supplies)	32480		11/16/2021	inv 14751222 Toner	571.75	Nov 2021	
AT&T (CALNET)	32481		11/16/2021	9/20/21-10/19/21 INV#000017219369BAN#9391080024 Phone Line	23.91	Nov 2021	
Brooks Transportation Inc.	32482		11/16/2021	inv 16596 Transportation Week of 11/1/21	1,962.35	Nov 2021	
Brooks Transportation Inc.	32483		11/16/2021	inv 16565 Marching band competition at Simi Valley HS on 11/6/21	1,370.00	Nov 2021	
AT&T (CALNET)	32484		11/16/2021	9/20/21-10/19/21 INV# 000017219373 BAN#9391080076 Phone Line	25.58	Nov 2021	
Scholastic, Inc	32485		11/16/2021	inv M7185532 El Sol magazine for Spanish Speakers/Spanish 3	90.75	Nov 2021	
MRC Smart Technology Solutions(SoCal Office)	32486		11/16/2021	inv# IN2222309 10/22/21-11/21/21 BW and Color Copies for Managed Print Service for	479.28	Nov 2021	
Judy McLean	32487		11/16/2021	INV#3130 Payroll Services 10/21	2,275.00	Nov 2021	
UTLA	32488		11/16/2021	10/21 Union Dues Certificated	14,522.37	Nov 2021	
MRC Smart Technology Solutions(SoCal Office)	32489		11/16/2021	10/17/21-11/16/21 inv# IN2231154 Copies for Print Service for Desktop Printers (Contr:	2,091.45	Nov 2021	
AT&T (CALNET)	32490		11/16/2021	9/20/21-10/19/21 INV#000017219370 BAN#9391080026 Phone Line	28.82	Nov 2021	
AFSCME District Council 36	32491		11/16/2021	Union Dues 10/21	2,359.25	Nov 2021	
Brooks Transportation Inc.	32492		11/16/2021	inv 16505 11/6/21 choral competition at Magic Mountain	710.00	Nov 2021	
AT&T (CALNET)	32493		11/16/2021	9/20/21-10/19/21 INV# 000017219371 BAN#9391080076 Phone Line	25.59	Nov 2021	
Allied Private Investigations & Security Services, LLC	32494		11/17/2021	INV ELC 2022 Covid Testing 09/2021	13,537.50	Nov 2021	
Department of Justice (State of CA)	32495		11/17/2021	10/21 Fingerprint Apps	192.00	Nov 2021	
The Home Depot	32496		11/18/2021	10/30/21 9670 Instructional Supplies	425.16	Nov 2021	
FedEx	32497		11/18/2021	inv 9-610-99050 late fee	4.38	Nov 2021	
Chartwells Division Services	32498		11/18/2021	10/21 Cafeteria Services INV K40349057	105,391.43	Nov 2021	
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	32499		11/18/2021	11/15/21 403(B) Plan 2563-4428 Charles Schwab	150.00	Nov 2021	
Judy McLean	32500		11/18/2021	8/25-8/26/21 Prior Billing Payroll Services	675.00	Nov 2021	
MRC Smart Technology Solutions(SoCal Office)	32501		11/18/2021	10/31/21-11/29/21 360 App Fee (Contract CN15953-01)	396.11	Nov 2021	

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Name	Check Number	VOID	Date	Memo	Amount	Period	NOTE
National Speech & Debate Association	32502	Voided	11/18/2021	VOID	0.00	Nov 2021	
FedEx	32503		11/19/2021	9/10/21 FedEx Express Services	72.94	Nov 2021	
The Home Depot	32504		11/23/2021	09/12/21 9670 Instructional Supplies	783.27	Nov 2021	
Child and Family Guidance Center	32505		11/24/2021	10/21 Special Ed Services Northpoint	2,206.63	Nov 2021	
Smart Choice Investments (Teodora Healthcare)	32506		12/1/2021	INV 5603 Nursing Services 11/15/21-11/19/21	1,875.00	Dec 2021	
Birmingham Community Charter High School	32507		11/30/2021	INV 22-00007 Boys Water Polo Pool Rental	2,925.00	Nov 2021	
The Shredders	32508		12/1/2021	INV CINV-009514 Shredding 10/21	96.00	Dec 2021	
Brooks Transportation Inc.	32509		11/30/2021	INV 16525 VAPA trip to Pierce College on 11/9/21	770.00	Nov 2021	
AT&T 3635	32510		12/1/2021	21-Nov 818 347-3635 849	180.28	Dec 2021	
AT&T 0810	32511		11/30/2021	21-Nov 818 716-0810 246	180.31	Nov 2021	
Verizon Wireless	32512		11/30/2021	10/8/21-11/7/21 INV# 9892321504 Communication Services	468.80	Nov 2021	
AT&T 4152	32513		12/1/2021	21-Nov 818 348-4152 036	180.28	Dec 2021	
AT&T 6340	32514		12/1/2021	21-Nov 818 888-6340 249	180.28	Dec 2021	
AT&T 9221	32515		12/1/2021	21-Nov 818 887-9221 130	358.69	Dec 2021	
AP fbo EdLogical Group Corp	32516		11/30/2021	11/21 Special Ed Services INV 91359677	12,449.10	Nov 2021	
Wespac Plan Services, LLC	32517		11/30/2021	10/21 Q4 Quarterly Recordkeeping Fees-457(B) Plan 3842	250.00	Nov 2021	
AT&T 8815	32518		11/30/2021	21-Nov 818 884-8815 516	227.80	Nov 2021	
Self Insured Schools of California	SPACH445		11/2/2021	CBR 2021-10-31 El Camino FSA	4,055.69	Nov 2021	
Chargepoint, Inc.	SPACH446		11/4/2021	INV IN116151 ChargePoint Cloud Plan Renewal	1,312.00	Nov 2021	
Smart & Final	SPACH447		11/4/2021	10/21 Statement For Foods Class Acct# 512005	1,268.61	Nov 2021	
DLL Financial Services, Inc.	SPACH448		11/4/2021	INV 74247772 Copier Lease Contract 25426256	1,423.73	Nov 2021	
Scoot Education Inc	SPACH449		11/5/2021	9453 Substitute for 9/30/21	309.00	Nov 2021	
DLL Financial Services, Inc.	SPACH450		11/6/2021	INV 74179856 Copier Lease Contract 25426256 10/21	27.38	Nov 2021	
Amazon Capital Services	SPACH451		11/9/2021	1FY6-YKF9-WT1P Health Office Covid Emergency Tent	184.14	Nov 2021	
Spectrum Enterprise 4201	SPACH453		11/9/2021	10/21 Inv# 086084201100121 Acct#086084201 Enterprise Fiber lIne	899.00	Nov 2021	
Smart & Final	SPACH454		11/10/2021	11/09/2021 Foods Class Supplies Acct 512005	313.32	Nov 2021	
Communications, Inc. (LogMeIn Communicati	SPACH455		11/10/2021	INV IN7100738493 Monthly recurring for Jive	2,712.54	Nov 2021	
Piece of Mind Care Services	SPACH456		11/10/2021	INV 00000105 Continuation School Services	1,181.25	Nov 2021	
Mixtus Inc dba Mustang Marketing	SPACH457		11/12/2021	INV 9945-0 Marketing services 11/21	2,000.00	Nov 2021	
Inspire Communication, Inc	SPACH459		11/13/2021	INV EC20211031 Speech-Language Services 10/21	20,591.25	Nov 2021	
Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS	SPACH460		11/13/2021	63159155 Statistics Textbook Fees	9,177.46	Nov 2021	
Mixtus Inc dba Mustang Marketing	SPACH461		11/15/2021	INV 9920-0 Enrollment Campaign Media Purchase and Coordination	11,720.00	Nov 2021	
Project Lead The Way, Inc.	SPACH462		11/16/2021	INV#279218 Participation Fees for 2021-2022	5,400.00	Nov 2021	
LogMeIn USA, Inc.	SPACH463		11/17/2021	INV1208525097 Gotowebinar annual subscription for Board Meetings	2,388.00	Nov 2021	
Golden Star Technology, Inc	SPACH464	Voided	11/17/2021	VOID	0.00	Nov 2021	
Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS	SPACH465		11/18/2021	INV 134667 Psychology Textbooks	8,078.90	Nov 2021	
Xerox Financial Services	SPACH466		11/18/2021	10/28/21-11/27/21 Equipment Lease-Contract 010-0077477-002	80.57	Nov 2021	
Kelly Services, Inc.	SPACH467		11/18/2021	Substitutes through 9/3-9/15/21 INV#505372	8,881.01	Nov 2021	
Kelly Services, Inc.	SPACH468		11/19/2021	Substitutes through 9/27-10/1/21 INV#511647	13,441.23	Nov 2021	
Kelly Services, Inc.	SPACH469		11/19/2021	Substitutes through 9/9-9/24/21 INV#508407	13,519.30	Nov 2021	
Piece of Mind Care Services	SPACH470		11/19/2021	INV 00000104 Students Support Services 10/21	135,993.00	Nov 2021	
Gamez, Nicole	SPACH471		11/23/2021	Cooking Class Supplies	216.66	Nov 2021	
Gamez, Nicole	SPACH472		11/23/2021	Foods Class Supplies	373.82	Nov 2021	
Franklin, Stephanie	SPACH473		11/23/2021	36 copies of A Tale of Two Cities	131.28	Nov 2021	
Franklin, Stephanie	SPACH474		11/23/2021	MyChron II timers (dozen)	54.75	Nov 2021	
Xerox Financial Services	SPACH475		11/24/2021	11/21 Equipment Lease-Contract 010-0077477-003	90.35	Nov 2021	
Kami	SPACH476		11/24/2021	INVOICE-216488 Kami annual renewal 2021-2022	7,500.00	Nov 2021	

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**El Camino Real HS**  
**YTD ANALYSIS**

<b>Vendor</b>	<b>NOV, 2021</b>	<b>YTD Total</b>
818 Cleaners	\$ 569.50	\$ 6,530.00
Aaron Emanuel	93.00	93.00
Abdon Rosales	2,800.00	5,975.00
Aeries Software	150.00	16,140.15
AFSCME District Council 36	2,359.25	8,772.30
Allied Private Investigations & Security Services, LLC	58,164.39	157,776.91
Amazon Capital Services	184.14	32,058.43
Angela Dumas	94.50	94.50
AP fbo EdLogical Group Corp	35,645.96	57,602.47
AT&T (CALNET)	103.90	695.74
AT&T 0810	180.31	722.74
AT&T 3635	180.28	722.66
AT&T 4152	180.28	722.66
AT&T 6340	180.28	903.61
AT&T 8815	227.80	1,142.21
AT&T 9132	3,909.26	16,615.86
AT&T 9221	358.69	1,797.87
AT&T Business Service	88.34	267.40
Betty Vu	62.50	62.50
Beverly Hills High School	450.00	450.00
Birmingham Community Charter High School	2,925.00	3,575.00
Blanca Daniel	50.00	50.00
Booth, Lorena	150.00	150.00
Brennan, Corinne	711.74	2,057.99
Brooks Transportation Inc.	10,952.35	34,327.80
BSN Sports LLC	710.98	22,906.96
Burbank High School	375.00	1,125.00
BYU Continuing Education Independent Study	721.00	973.00
California Chicken Cafe	221.75	668.55
California Department of Education	484.50	2,120.40
California IT in Education	1,650.00	1,650.00
California Mathematics League	99.95	99.95
Camarillo High School	400.00	875.00
Canon Solutions America (Copy Supplies)	571.75	571.75
Carlos Alfaro	93.00	93.00
Cengage Learning Inc/ Gale	27,415.41	27,415.41
Chargepoint, Inc.	1,312.00	1,312.00
Chartwells Division Services	105,391.43	283,611.02
Child and Family Guidance Center	4,761.15	19,930.62
Cimarron Sign Services, Inc.	346.85	696.85
City of Los Angeles	26.00	343.00
City-Wide Fire Protection, Inc	1,286.00	1,386.50
Cory Wiener	135.00	592.50
Cyd Zeigler	95.00	95.00
Daniel Chang	2,320.00	9,680.00
Daryn Berman	93.00	93.00
DeAndre Cooper	93.00	93.00
Deny Sportswear	671.61	4,914.11
Department of Justice (State of CA)	192.00	928.00
DLL Financial Services, Inc.	1,451.11	4,390.29
Eastbay Team Sales	1,328.06	12,961.95

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**YTD ANALYSIS**

<b>Vendor</b>	<b>NOV, 2021</b>	<b>YTD Total</b>
FedEx	77.32	428.06
Fletcher Isler	73.00	81.00
Flinn Scientific Inc.	1,837.44	1,837.44
Franklin, Stephanie	186.03	816.57
Friedberg, Jacob	176.17	436.85
Gamez, Nicole	590.48	590.48
Golden Star Technology, Inc	1,017.43	25,153.91
Grainger	206.06	206.06
Hardie, Tayler	746.96	746.96
Harr, Melissa	71.75	71.75
ICON School Management	8,000.00	40,000.00
Inspire Communication, Inc	20,591.25	60,541.25
J Schnelldorfer PSAD	940.00	940.00
Jinhee Kim	20.00	20.00
ive Communications, Inc. (LogMeIn Communications	2,712.54	13,159.48
Joel Niems	93.00	93.00
John Burroughs High School	375.00	750.00
Judy McLean	2,950.00	11,937.50
Kameron O'Daniel	84.00	84.00
Kami	7,500.00	7,500.00
Kelly Services, Inc.	35,841.54	205,439.81
Ken Ashford	93.00	93.00
Kendall Hunt Publishing Company	4,102.78	7,566.43
Kenyatta Hicks	84.00	84.00
Kiamanesh, Holly	72.73	174.68
LADWP	3,882.19	25,450.28
Law Offices of Young, Minney & Corr, LLP	14,418.62	45,964.51
Liav Paz	428.00	939.00
Lindsey C. Surendranath Granted, Inc	3,100.00	3,100.00
LogMein USA, Inc.	2,388.00	2,388.00
Los Angeles County Tax Collector	1,459.05	1,582.98
Luis Vasquez	93.00	93.00
scmillan Holdings, LLC (Holtzbrinck Publishers, LLC) IV	17,256.36	50,494.86
Marjean Carlson	59.00	59.00
Michael Goode, Jr	95.00	95.00
Mira Costa High School	450.00	450.00
Miro Aboolian	84.00	84.00
Mixtus Inc dba Mustang Marketing	13,720.00	26,720.00
Monroe High School	30.00	30.00
MRC Smart Technology Solutions(SoCal Office)	2,966.84	12,071.50
N2Y LLC	9,537.36	9,537.36
National Speech & Debate Association	-	1,092.00
NJROTC	250.00	750.00
Oaks Christian School	195.00	195.00
Patrick Gillan	84.00	84.00
se II Systems (Public Agency Retirement Services - PA	364.60	1,410.56
Piece of Mind Care Services	137,174.25	378,279.74
Precision Pavement Striping	15,960.00	15,960.00
Pro-Ed, Inc.	73.00	73.00
Project Lead The Way, Inc.	5,400.00	13,395.46
Ralph Peck	84.00	84.00

**Check Register**  
**Account: 1796 AP**  
**El Camino Real HS**  
**YTD ANALYSIS**

<b>Vendor</b>	<b>NOV, 2021</b>	<b>YTD Total</b>
Ramirez, Billy	106.00	448.00
Reginald Drew	200.33	200.33
El Camino Real Charter HS Charles Schwab & Co, Inc. 251	150.00	26,077.28
San Clemente High School Wrestling	325.00	325.00
San Diego County Superintendent of Schools	627.00	627.00
Santa Ana High School	350.00	350.00
Santa Clara High School	450.00	450.00
Savla, Puja	16.71	16.71
Scantron Corporation	597.00	597.00
Scholastic, Inc	90.75	90.75
Scout Education Inc	309.00	309.00
Self Insured Schools of California	4,377.60	23,653.05
Smart & Final	1,581.93	3,960.71
Smart Choice Investments (Teodora Healthcare)	5,235.00	5,235.00
SoCalGas	22.85	107.19
Spectrum Business 1228	-	754.65
Spectrum Enterprise 4201	1,798.00	4,495.00
Stephanie Cruz	84.00	84.00
Sunbelt Controls, Inc	16,447.00	32,807.00
Telvin Griffin	93.00	93.00
TEQLEASE, INC.	51,733.36	435,627.52
The Home Depot	1,208.43	1,208.43
The Office Connection, Inc	1,199.03	1,199.03
The Print Spot	90.35	11,534.82
The Shredders	96.00	568.00
T-Mobile US, Inc.	400.00	2,000.00
U.S. Bank Equipment Finance	869.36	4,347.96
U.S. Bank National Association	22,331.56	84,816.84
USA Sealing Inc.	43,375.91	43,375.91
UTLA	14,522.37	55,214.03
Varsity Spirit Fashions	2,796.58	2,796.58
Verizon Wireless	468.80	2,813.15
Wespac Plan Services, LLC	250.00	500.00
WGY Solutions LLC	2,400.00	12,000.00
WM Corporate services, INC	747.26	3,067.05
Xerox Financial Services	170.92	3,061.19
Yantzer brothers heating and air inc	119.50	50,594.35
Yedor, Alison	2,672.96	4,513.23
Yi, Richard	26.28	262.19
Zahariades, Zabrina	387.15	387.15
Zahur, Ziat	77.69	77.69

**Check Register**  
**Account: 1826 ASB**  
**El Camino Real HS**

**Nov 2021**

**Grand Total: \$ 48,763.64**

Name	Check Number	VOID	Date	Memo	Amount	Period
BSN Sports LLC	1721		11/1/2021	914062517 Girls Soccer Uniforms	\$ 2,041.08	Nov 2021
Harrow Sports, Inc. (Next Level Resource Partners, LLC)	1722		11/2/2021	INV 568991 Baseball Duffel Bags	1,890.95	Nov 2021
World Unispec	1723		11/1/2021	inv 00001192 PE Sweatshirts and Sweatpants	7,487.30	Nov 2021
Genesis Deering Inc.	1724	Voided	11/2/2021	INV 409B Student Section T-Shirts	0.00	Nov 2021
Genesis Deering Inc.	1725		11/3/2021	INV 409B Student Section T-Shirts	1,047.50	Nov 2021
Eastbay Team Sales	1726		11/3/2021	INV 1481719 Girls Soccer Jackets	1,069.20	Nov 2021
Fred J. Miller, Inc	1727		11/3/2021	INV6591 Uniform Tops & marching Shoes	4,486.30	Nov 2021
Kiamesh, Holly	1728		11/5/2021	Class of2024 Supplies	27.38	Nov 2021
Lee, Alyssa	1729		11/5/2021	Girls Senior Night	391.03	Nov 2021
Kiamesh, Holly	1730		11/5/2021	Supplies for woodshop to build us balloon towers	28.65	Nov 2021
Kiamesh, Holly	1731		11/5/2021	Flowers for Homecoming King and Queen	13.12	Nov 2021
BSN Sports LLC	1732		11/8/2021	inv 914192711 Tops for Girls Soccer Team	2,068.65	Nov 2021
TTH Developmental Basketball Program, INC	1733		11/8/2021	2021 Fall League at Viewpoint HS - Girls Basketball Trust	280.00	Nov 2021
Ares Sportswear	1734		11/9/2021	INV# 644885 Choir Gear	400.00	Nov 2021
Guitar Center Stores, Inc	1735		11/10/2021	INV# ARINV60321225 Portable Speakers - Girls Soccer Trust	294.56	Nov 2021
Computerized Fashion Services Inc. (Pride Sash)	1736		11/12/2021	inv 73475 Graduation Sashes - Volleyball	391.59	Nov 2021
Wyatt, Joe	1737		11/15/2021	Fall Ball Thriller Basketball Tournament	100.00	Nov 2021
Wyatt, Joe	1738		11/15/2021	Halloween Hoopfest Basketball Tournament	200.00	Nov 2021
Ramirez, Billy	1739		11/15/2021	Green Fees Cleveland High School	52.00	Nov 2021
Deny Sportswear	1740		11/15/2021	INV 1411 Softball Plaques framed Jerseys	368.27	Nov 2021
Sunway, Inc	1741		11/16/2021	inv 51649 Parkas - Girls Soccer Trust	2,271.04	Nov 2021
Pyro Spectaculars	1742		11/16/2021	inv 57619 Homecoming Fire Works	3,890.00	Nov 2021
U.S. Bank National Association	1743		11/16/2021	21-October 6539 Credit Card Charges - TRUST	399.99	Nov 2021
BSN Sports LLC	1744		11/17/2021	inv 914386009 Competition Singlets and Shorts - Cross Country Trust	2,331.17	Nov 2021
RW WHCC, LLC. Woodland Hills Country Club	1745		11/18/2021	e05186 Girls Volleyball Banquet 11/19/2021	4,676.86	Nov 2021
Countdown Printables	1746		11/22/2021	inv 30144 Spirit Pack - Girls Soccer Trust	10,865.77	Nov 2021
Countdown Printables	1747		11/22/2021	inv 30145 Sweatpants - Girls Soccer Trust	1,581.25	Nov 2021
Solupay Merchant			11/5/2021	xx4194 Merchant Processing Fees	54.99	Nov 2021
Solupay Merchant			11/5/2021	xx4210 Merchant Processing Fees	54.99	Nov 2021

# Coversheet

## Review and Vote on November 2021 Credit Card Charges

**Section:** III. Financial  
**Item:** B. Review and Vote on November 2021 Credit Card Charges  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** November 2021 Credit Card Statement.pdf  
November 2021 Credit Card Recap.pdf





P.O. BOX 6343  
FARGO ND 58125-6343



**ACCOUNT NUMBER** 4866 9145 5552 6539  
**STATEMENT DATE** 11-26-2021  
**AMOUNT DUE** \$27,156.18  
**NEW BALANCE** \$27,156.18  
PAYMENT DUE ON RECEIPT

000001502 01 SP 106481423290850 S  
EL CAMINO REAL CHS  
ATTN DAVID HUSSEY  
5440 VALLEY CIRCLE BLVD  
WOODLAND HILLS CA 91367-5949

**AMOUNT ENCLOSED**  
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS  
P.O. BOX 790428  
ST. LOUIS, MO 63179-0428

4866914555526539 002715618 002715618

Please tear payment coupon at perforation.

**CORPORATE ACCOUNT SUMMARY**

EL CAMINO REAL CHS 4866 9145 5552 6539	Previous Balance	Purchases And Other + Charges	Cash + Advances	Cash Advance Fees	Late Payment Charges	- Credits	- Payments	New = Balance
Company Total	\$47,733.97	\$27,156.18	\$0.00	\$0.00	\$0.00	\$0.00	\$47,733.97	\$27,156.18

**CORPORATE ACCOUNT ACTIVITY**

EL CAMINO REAL CHS  
4866-9145-5552-6539

**TOTAL CORPORATE ACTIVITY**  
\$47,733.97 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-27	10-24	74798261300000000000253	PAYMENT - THANK YOU 00000 C	25,002.42 PY
11-24	11-21	74798261328000000000491	PAYMENT - THANK YOU 00000 C	22,731.55 PY

**NEW ACTIVITY**

GREGORY WOOD  
4866-9133-3444-7280

**CREDITS**  
\$0.00

**PURCHASES**  
\$2,626.03

**CASH ADV**  
\$0.00

**TOTAL ACTIVITY**  
\$2,626.03

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-27	10-26	24275391299900014608717	DECKER EQUIPMENT 800-7624899 MI	618.57
11-02	11-01	24431051305083348051244	FESTIVALS OF MUSIC 610-970-3748 PA	903.00
11-03	11-02	24943001306200283600026	AIRPLUS REFRIGERATION 877-331-1260 CA	800.25
11-08	11-05	24943001309200283800037	AIRPLUS REFRIGERATION 877-331-1260 CA	304.21

**CUSTOMER SERVICE CALL**

800-344-5696

**ACCOUNT NUMBER**

4866-9145-5552-6539

**ACCOUNT SUMMARY**

PREVIOUS BALANCE 47,733.97  
PURCHASES &  
OTHER CHARGES 27,156.18

**STATEMENT DATE** 11/26/21  
**DISPUTED AMOUNT** .00

CASH ADVANCES .00  
CASH ADVANCE FEES .00  
LATE PAYMENT  
CHARGES .00

**SEND BILLING INQUIRIES TO:**

U.S. Bank National Association  
C/O U.S. Bancorp Purchasing Card Program  
P.O. Box 6335  
Fargo, ND 58125-6335

**AMOUNT DUE**

**27,156.18**

CREDITS .00  
PAYMENTS 47,733.97  
**ACCOUNT BALANCE 27,156.18**





**ECRCHS**

**CREDIT CARD RECONCILIATION FORM**

**FOR THE PERIOD OF: 10/26/2021-11/25/2021 - CAL Card xx7280**

VENDOR	CARDHOLDER	REQUESTED BY	AMOUNT	RESOURCE	DESCRIPTION
DECKER	WOOD	D.BENNETT	\$ 618.57	GENERAL OPERATIONS	TRAFFIC SAFETY SIGNS
FESTIVALS OF MUSIC	WOOD	C.BRENNAN	\$ 903.00	ASB	CHOIR COMPETITION GUARDIAN FEES
AIRPLUS REFRIGERATION	WOOD	K.LEE	\$ 800.25	Child Nutrition Program Operations	REFRIGERATOR REPAIRS
AIRPLUS REFRIGERATION	WOOD	K.LEE	\$ 304.21	Child Nutrition Program Operations	REFRIGERATOR REPAIRS
		<b>Total Card</b>	<b>\$ 2,626.03</b>		

**ECRCHS**

**CREDIT CARD RECONCILIATION FORM**

**FOR THE PERIOD OF: 10/26/2021-11/25/2021 - CAL Card xx2540**

VENDOR	CARDHOLDER	REQUESTED BY	AMOUNT	RESOURCE	DESCRIPTION
AMAZON	HUSSEY	I.PAEZ	\$ 260.56	LEARNING LOSS	COVID TESTING LABELS
YOU CAN BOOK ME	HUSSEY	S.JAQUEZ	\$ 77.00	LCAP	SUBSCRIPTION TOOL SFTWR
FESTIVALS OF MUSIC	HUSSEY	C.BRENNAN	\$ 2,895.00	GENERAL SCHOLASTIC	CHOIR COMPETITION FESTIVAL STUDENT ENTRY FEES
SCENARIO LEARNING	HUSSEY	R.GUINTO	\$ 800.00	GENERAL TECHNOLOGY	SUBSCRIPTION TOOL SFTWR
AGUAVIDA PREMIUM WATER	HUSSEY	A.DELOSSANTOS	\$ 189.85	GENERAL OPERATIONS	OFFICE WATER SUPPLY
CALIFORNIA MATHEMATICS CO	HUSSEY	S.SCHUSTER	\$ 280.00	GENERAL ACADEMICS	PROFESSIONAL DEVELOPMENT MATHEMATICS
GRAINGER	HUSSEY	D.BENNETT	\$ 230.85	GENERAL OPERATIONS	CAFETERIA MAINTENANCE SUPPLIES
WEISSMAN'S THEATRE	HUSSEY	T.HARDIE	\$ 978.21	ASB	DRILL TEAM GEAR
FACEBK	HUSSEY	R.GUINTO	\$ 25.00	MARKETING	SUBSCRIPTION TOOL SFTWR
ARRAY EPROMO	HUSSEY	M.CLARK	\$ 9,047.00	MATHEMATICS	STUDENT INSTRUCTIONAL SUPPLIES
FACEBK	HUSSEY	R.GUINTO	\$ 25.00	MARKETING	SUBSCRIPTION TOOL SFTWR
FACEBK	HUSSEY	R.GUINTO	\$ 25.00	MARKETING	SUBSCRIPTION TOOL SFTWR
MAILCHIMP	HUSSEY	R.GUINTO	\$ 185.00	GENERAL TECHNOLOGY	SUBSCRIPTION TOOL SFTWR
FACEBK	HUSSEY	R.GUINTO	\$ 35.00	MARKETING	SUBSCRIPTION TOOL SFTWR
GRAYBAR ELECTRIC COMPANY	HUSSEY	J.ADAMS	\$ 1,569.73	TECHNOLOGY	PRINTER LABELS
AGUAVIDA PREMIUM WATER	HUSSEY	A.DELOSSANTOS	\$ 189.85	GENERAL OPERATIONS	OFFICE WATER SUPPLY
EDUCATIONAL THEATRE ASSO	HUSSEY	J.HARVESON	\$ 129.00	ASB	PLAY PRODUCTION
PYRAMID PIPE & SUPPL	HUSSEY	D.FULLER	\$ 159.90	GENERAL OPERATIONS	CUSTODIAL SUPPLIES
COSTCO	HUSSEY	K.LEE	\$ 399.99	ASB	ASB WATER
ARRAY EPROMO	HUSSEY	M.CLARK	\$ 6,802.12	GENERAL ACADEMICS	TEXTBOOKS
FACEBK	HUSSEY	R.GUINTO	\$ 50.00	MARKETING	SUBSCRIPTION TOOL SFTWR
FACEBK	HUSSEY	R.GUINTO	\$ 75.00	MARKETING	SUBSCRIPTION TOOL SFTWR
GRAINGER	HUSSEY	D.HUSSEY	\$ 101.09	GENERAL OPERATIONS	ALT ED OFFICE SUPPLIES
		<b>Total Card</b>	<b>\$ 24,530.15</b>		

7/21-9/21

Total Statement

**\$ 27,156.18**

**\$ 922.08**

Rebate Earned

# Coversheet

## November 2021 Financial Update

**Section:** III. Financial  
**Item:** C. November 2021 Financial Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** ECRCHS - November 2021 Financial Presentation.pdf  
ECRA 1st Interim Financial Report 2021-2022.pdf

# El Camino Real Charter High School

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FINANCIAL REPORT AS OF: NOVEMBER 30, 2021

PROVIDED BY: ICON School Management



# BALANCE SHEET

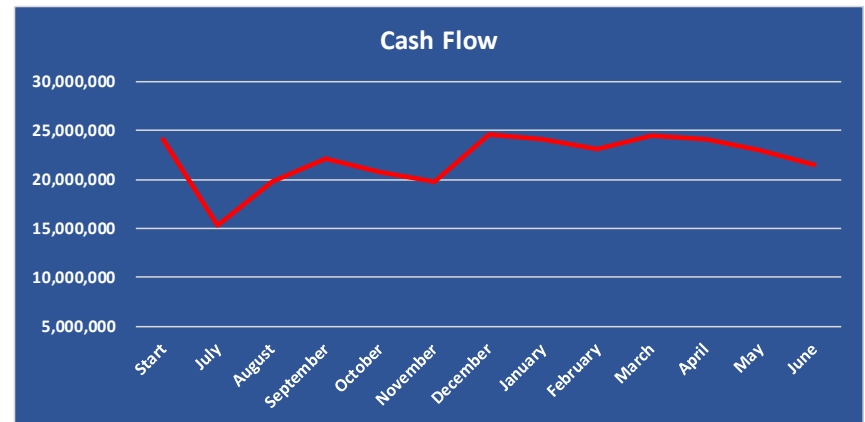
Description	Actual November 2021	Prior November 2020	\$ Change to Prior	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash	\$ 19,595,478	\$ 13,426,964	6,168,514	45.94%
Investments	7,374,488	5,336,113	2,038,375	38.20%
Accounts Receivable	1,561,785	2,953,324	(1,391,539)	-47.12%
Store Inventory	88,283	-	88,283	N/A
Prepaid Expenditures (Expenses)	46,958	328,087	(281,129)	-85.69%
<b>Total Current Assets</b>	<b>28,666,992</b>	<b>22,044,488</b>	<b>6,622,504</b>	<b>30.04%</b>
<b>Fixed Assets, Net of Depreciation</b>	<b>6,325,871</b>	<b>6,500,429</b>	<b>(174,558)</b>	<b>-2.69%</b>
<b>Total Assets</b>	<b>\$ 34,992,863</b>	<b>\$ 28,544,917</b>	<b>6,447,946</b>	<b>22.59%</b>
<b>LIABILITIES &amp; NET ASSETS</b>				
<b>Current Liabilities</b>				
Accounts Payables	\$ 69,662	\$ 233,230	(163,568)	-70.13%
Accrued Liabilities	1,948,761	1,358,781	589,980	43.42%
Deferred Revenue	3,306,423	238,460	3,067,963	1286.57%
<b>Total Current Liabilities</b>	<b>5,324,846</b>	<b>1,830,471</b>	<b>3,494,375</b>	<b>190.90%</b>
<b>Long-Term Debt</b>	<b>11,194,402</b>	<b>18,554,866</b>	<b>(7,360,464)</b>	<b>-39.67%</b>
<b>Total Liabilities</b>	<b>16,519,248</b>	<b>20,385,337</b>	<b>(3,866,089)</b>	<b>-18.97%</b>
<b>Net Assets</b>				
Economic Uncertainty (3%)	1,302,280	1,142,320	159,960	14.00%
Restricted Net Position	1,204,650	-	1,204,650	N/A
Unrestricted	15,966,685	7,017,260	8,949,425	127.53%
<b>Total Net Assets</b>	<b>18,473,615</b>	<b>8,159,580</b>	<b>10,314,035</b>	<b>126.40%</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 34,992,863</b>	<b>\$ 28,544,917</b>	<b>6,447,946</b>	<b>22.59%</b>

- Cash has increased due to 20-21 One-Time Funds, PPP Loan, and 20-21 Deferral Payments
- State overpaid with Deferrals and will reduce cash for 21-22 LCFF (\$2M)
- LT-Debt decreased due to FMV adjustment to OPEB Accounts as well as PPP Loan being forgiven.
- Restricted Net Position:
  - Lottery - \$233,711
  - ELO - \$733,967
  - ELO PP - \$239,972
- Unrestricted Net Position – Investigating allocation of Net Assets into a Designated Fund for Deferred Maintenance (Capital Improvements)

# CASH ANALYSIS

- Days of Cash on Hand: 169 (Recommended: 90)

	Nov 2021	Oct 2021	Jun 2021
Cash in County Treasury	\$ 13,085,347.44	\$ 12,058,581.35	\$ 6,177,786.74
Fundraising #1287	1,042.65	942.65	\$ 483.66
PPP Account #1309	3,816,234.33	3,816,217.16	3,816,068.02
General Account #1761	2,145,064.95	3,659,366.06	6,717,622.52
A/P Account #1796	(5,055.98)	182,821.66	(57,903.75)
ASB Trust #1826	429,032.05	297,328.51	373,097.88
CNB ZBA Account	(51,637.20)	(48,608.10)	(36,236.79)
US Bank MMA #0851	176,641.67	160,586.24	-
US Bank OPEB MMA #0852	202,516.19	571,404.62	-
Cetera MMA #3344	-	-	6,786,072.26
Cetera OPEB MMA #4925	-	-	277,083.70
Petty Cash	293.05	500.00	500.00
Undeposited Funds	(1,485.36)	14,734.50	7,615.10
<b>Total Checking/Savings/CDs</b>	<b>\$ 19,797,993.79</b>	<b>\$ 20,713,874.65</b>	<b>\$ 24,062,189.34</b>



Expected Cash Flow for 2021-2022

# PROFIT & LOSS (SUMMARY)

	Adopted Budget 21-22	1st Interim Budget	YTD 2021-22	PYTD 2020-21
<b>REVENUES</b>				
LCFF	\$ 36,897,468	\$ 35,871,495	\$ 12,398,100	\$ 12,366,026
Federal	2,129,265	6,067,475	4,944,309	1,444,930
State	3,178,858	3,170,689	260,999	650,960
Local	3,546,274	3,972,444	1,897,608	1,180,692
FMV Adjustment	-	-	41,351	1,919,625
	45,751,865	49,082,103	19,542,367	17,562,233
<b>EXPENSES</b>				
Salaries and benefits	32,311,946	32,161,488	12,679,916	12,068,802
Student supplies	2,654,022	2,478,260	1,635,414	969,854
Operating Exp	7,799,765	7,882,669	2,705,859	1,967,508
Capital Outlay	609,748	609,748	121,346	211,059
Other Outgo	33,866	-	-	-
	43,409,347	43,132,165	17,142,535	15,217,223
<b>NET INCOME (LOSS)</b>	\$ 2,342,518	\$ 5,949,938	\$ 2,399,832	\$ 2,345,010
<b>NET INCOME BEFORE FMV ADJ.</b>	\$ 2,342,518	\$ 5,949,938	\$ 2,358,481	\$ 425,385

# PROFIT & LOSS (YTD)

Description	Actual YTD Nov 2021	Prior YTD Nov 2020	\$ Change	% Change
<b>REVENUES</b>				
LCFF Revenues	\$ 12,398,100	\$ 12,366,026	\$ 32,074	0.26%
Federal Revenues	4,944,309	1,444,930	3,499,379	242.18%
State Revenues	260,999	650,960	(389,961)	-59.91%
Local Revenues	1,897,608	1,180,692	716,916	60.72%
FMV Adjustment	41,351	1,919,625	(1,878,274)	-97.85%
<b>Total Revenues</b>	<b>19,542,367</b>	<b>17,562,233</b>	<b>1,980,134</b>	<b>11.27%</b>
<b>EXPENDITURES</b>				
Certificated Salaries	6,631,909	6,096,539	535,370	8.78%
Classified Salaries	1,696,053	1,584,311	111,742	7.05%
Employee Benefits	4,351,954	4,387,952	(35,998)	-0.82%
Books & Supplies	1,635,414	969,854	665,560	68.62%
Services and Operations	2,705,859	1,967,508	738,351	37.53%
Capital Outlay	121,346	211,059	(89,713)	-42.51%
<b>Total Expenditures</b>	<b>17,142,535</b>	<b>15,217,223</b>	<b>1,925,312</b>	<b>12.65%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 2,399,832</b>	<b>\$ 2,345,010</b>	<b>\$ 54,822</b>	<b>2.34%</b>
<b>NET INCOME BEFORE FMV ADJ.</b>	<b>\$ 2,358,481</b>	<b>\$ 425,385</b>	<b>\$ 1,933,096</b>	<b>454.43%</b>

- In-Person Instruction and Sport Activities will incur additional expenses with the re-opening of School
- Additional CARES Related expenses for 21-22 will also increase expenses.
- PPP Loan Forgiven (recorded as Federal Revenue)
- Employee Benefits decrease due to STRS Refund



# BUDGET COMPARISON (YTD)

- Lottery Amounts went from \$150 – Unrestricted / \$49 – Restricted to \$163 – Unrestricted / \$65 – Restricted (more revenue)
- SEF Tax Rate went down from 1.23% to 0.50% (Savings)
- SPED Rates are projected to increase from the \$689 – State/ \$267 – Federal (more revenue)
- Pending Negotiations will affect Salaries for 21-22 FY Budget
- Lower Enrollment/ADA from 21-22 Adopted Budget (approx. 94 ADA/\$1M less).

Description	Actual Nov 2021	1st Interim Budget	% Used
<b>REVENUES</b>			
LCFF Revenues	\$ 12,398,100	\$ 35,871,495	34.56%
Federal Revenues	4,944,309	6,067,475	81.49%
State Revenues	260,999	3,170,689	8.23%
Local Revenues	1,897,608	3,972,444	47.77%
FMV Adjustment	41,351	-	N/A
<b>Total Revenues</b>	<b>19,542,367</b>	<b>49,082,103</b>	<b>39.82%</b>
<b>EXPENDITURES</b>			
Certificated Salaries	6,631,909	16,370,172	40.51%
Classified Salaries	1,696,053	4,169,754	40.68%
Employee Benefits	4,351,954	11,621,562	37.45%
Books & Supplies	1,635,414	2,478,260	65.99%
Services and Operations	2,705,859	7,882,669	34.33%
Capital Outlay	121,346	609,748	19.90%
<b>Total Expenditures</b>	<b>17,142,535</b>	<b>43,132,165</b>	<b>39.74%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 2,399,832</b>	<b>\$ 5,949,938</b>	<b>40.33%</b>
<b>NET INCOME BEFORE FMV ADJ.</b>	<b>\$ 2,358,481</b>	<b>\$ 5,949,938</b>	<b>39.64%</b>



# Department Budgets (4000s)

## Approved Textbooks & Core Curricula Materials

Department	Actual Nov 2021	1st Interim Budget	% Used
<b>EXPENDITURES</b>			
Alternative Education/ISP	6,157	7,000	87.96%
Business Technology	4,534	5,000	90.68%
Career/Voc Ed/Arts	7,328	8,000	91.60%
English	61,989	73,000	84.92%
Math	93,767	94,000	99.75%
Schoolwide	-	1,500	0.00%
Social Studies	33,239	35,000	94.97%
World Language	1,148	1,500	76.53%
<b>Total Expenditures</b>	<b>208,161</b>	<b>225,000</b>	<b>92.52%</b>

- Textbooks and Instructional Materials in certain departments will continue to be monitored due to the need of purchasing more materials in order to continue higher educational standards

## Instructional Materials & Supplies

Department	Actual Nov 2021	Adopted Budget	% Used
<b>EXPENDITURES</b>			
Academic Decathlon	1,555	2,000	77.75%
Academics	186	1,000	18.61%
Administrative	4,294	5,000	85.88%
Alternative Education/ISP	387	1,000	38.70%
ASB	39	1,000	3.90%
Athletics	7,649	8,000	95.61%
Audio, Visual, Performing	758	1,000	75.80%
Boys Basketball	43	1,000	4.30%
Drama	425	1,000	42.50%
English	5,900	6,000	98.33%
Football	1,527	2,000	76.35%
Foreign Languages	1,512	2,000	75.60%
General Academic	49,393	50,000	98.79%
Independent Study	475	1,000	47.50%
Robotics	250	1,000	25.00%
STEAM	6,520	7,000	93.14%
Science	14,021	15,000	93.47%
Social Studies	376	1,000	37.60%
Special Education	9,610	10,000	96.10%
Speech & Debate	642	1,000	64.20%
Technology	64,958	65,000	99.94%
Schoolwide	2,673	79,250	3.37%
Vocational Arts	9,634	10,000	96.34%
Woodshop	783	1,000	78.30%
<b>Total Expenditures</b>	<b>183,610</b>	<b>272,250</b>	<b>67.44%</b>



# OTHER MATTERS

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- 2020-2021 Audited Financials have been extended from December 15<sup>th</sup> to January 31, 2022 due to Education Code 41020(h)

## El Camino Real Charter High School Custom Comparative Balance Sheet As of November 2021

Financial Row	Amount (As of Nov 2021)	Comparison Amount (As of Nov 2020)	Variance	% Variance
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Bank</b>				
9110 - Cash and County Treasury Account	\$13,085,347.44	\$0.00	\$13,085,347.44	0.00%
9120-100 - ECR Petty Cash	\$293.05	\$244.70	\$48.35	19.76%
9121-1287 - CNB Checking - Fundraising #1287	\$1,042.65	\$87.95	\$954.70	1,085.50%
9121-1295 - CNB Checking - LAUSD Account #1295	(\$0.00)	\$218,014.88	(\$218,014.88)	-100.00%
9121-1309 - CNB Checking - PPP Account #1309	\$3,816,234.33	\$3,815,700.00	\$534.33	0.01%
9121-1761 - CNB Checking - General Account #1761	\$2,145,064.95	\$6,671,216.52	(\$4,526,151.57)	-67.85%
9121-1796 - CNB Checking - A/P Account #1796	(\$5,055.98)	\$241,886.30	(\$246,942.28)	-102.09%
9122-1826 - CNB Checking - ASB Trust #1826	\$429,032.05	\$323,645.71	\$105,386.34	32.56%
9124-2717 - ECRCHS : CNB ZBA account	(\$51,637.20)	(\$25,920.10)	(\$25,717.10)	99.22%
9135-0851 - US Bank MMA #0851	\$176,641.67	\$0.00	\$176,641.67	0.00%
9135-0852 - US Bank OPEB MMA #0852	\$202,516.19	\$0.00	\$202,516.19	0.00%
9135-3344 - Cetera Investments #3344	\$0.00	\$2,181,698.15	(\$2,181,698.15)	-100.00%
9135-4925 - Cetera OPEB Investments #4925	(\$0.00)	\$212,918.65	(\$212,918.65)	-100.00%
<b>Total Bank</b>	<b>\$19,799,479.15</b>	<b>\$13,639,492.76</b>	<b>\$6,159,986.39</b>	<b>45.16%</b>
<b>Accounts Receivable</b>				
<b>9200 - Accounts Receivable</b>				
9200 - Accounts Receivable	\$1,029,091.06	\$45,500.00	\$983,591.06	2,161.74%
9219 - AR - Special Ed (Fed)	\$0.00	\$56,016.00	(\$56,016.00)	-100.00%
9232 - AR - Property Taxes	\$0.00	\$789,848.00	(\$789,848.00)	-100.00%
9239 - AR - Special Education	(\$0.00)	\$177,368.03	(\$177,368.03)	-100.00%
9253 - AR - AR1	\$270,664.53	\$0.00	\$270,664.53	0.00%
<b>Total - 9200 - Accounts Receivable</b>	<b>\$1,299,755.59</b>	<b>\$1,068,732.03</b>	<b>\$231,023.56</b>	<b>21.62%</b>
<b>9290 - Due from Grantor Gov't</b>				
9212 - AR - Title II	\$18,242.00	\$19,724.00	(\$1,482.00)	-7.51%
9213 - AR - Title III	\$0.00	\$2,760.00	(\$2,760.00)	-100.00%
9214 - AR - Title IV	\$1,487.00	\$13,418.00	(\$11,931.00)	-88.92%
9226 - AR - Child Nutrition (Federal)	\$202,872.87	\$96,030.92	\$106,841.95	111.26%
9230 - AR - State Aid	(\$0.00)	\$1,535,130.00	(\$1,535,130.00)	-100.00%
9233 - AR - Lottery	\$0.00	\$209,515.67	(\$209,515.67)	-100.00%
9246 - AR - Child Nutrition (State)	\$14,432.04	\$8,012.99	\$6,419.05	80.11%
9249 - AR - Other State Grants	\$24,995.21	\$0.00	\$24,995.21	0.00%
<b>Total - 9290 - Due from Grantor Gov't</b>	<b>\$262,029.12</b>	<b>\$1,884,591.58</b>	<b>(\$1,622,562.46)</b>	<b>-86.10%</b>
<b>Total Accounts Receivable</b>	<b>\$1,561,784.71</b>	<b>\$2,953,323.61</b>	<b>(\$1,391,538.90)</b>	<b>-47.12%</b>
<b>Other Current Asset</b>				
9150 - Investments	\$7,374,487.90	\$4,586,113.08	\$2,788,374.82	60.80%
9151 - OPEB Investments	\$22,375,097.67	\$16,807,230.08	\$5,567,867.59	33.13%
9152 - Other Investments	\$0.00	\$750,000.00	(\$750,000.00)	-100.00%
9320 - Store Inventory	\$88,283.23	\$0.00	\$88,283.23	0.00%
9330 - PrePaid Expenses	\$46,958.41	\$328,087.09	(\$281,128.68)	-85.69%
Undeposited Funds	(\$1,485.36)	\$390.00	(\$1,875.36)	-480.86%
<b>Total Other Current Asset</b>	<b>\$29,883,341.85</b>	<b>\$22,471,820.25</b>	<b>\$7,411,521.60</b>	<b>32.98%</b>
<b>Total Current Assets</b>	<b>\$51,244,605.71</b>	<b>\$39,064,636.62</b>	<b>\$12,179,969.09</b>	<b>31.18%</b>
<b>Fixed Assets</b>				
9410 - Land	\$2,019,963.89	\$2,019,963.89	\$0.00	0.00%
9420 - Land Improvements	\$222,188.36	\$203,845.25	\$18,343.11	9.00%
9425 - Accumulated Depreciation - Land Improvements	(\$174,729.16)	(\$165,707.49)	(\$9,021.67)	5.44%
9430 - Buildings	\$3,683,191.27	\$3,559,839.36	\$123,351.91	3.47%
9431 - Fixed Asset - Building Improvements	\$139,467.91	\$139,467.91	\$0.00	0.00%
9435 - Accumulated Depreciation-Buildings	(\$486,925.14)	(\$406,231.09)	(\$80,694.05)	19.86%
9436 - Accumulated Depreciation - Building Improvements	(\$139,467.91)	(\$137,143.59)	(\$2,324.32)	1.69%
9440 - Equipment	\$1,673,040.34	\$1,703,221.18	(\$30,180.84)	-1.77%
9445 - Accumulated Depreciation-Equipment	(\$1,563,142.42)	(\$1,520,165.64)	(\$42,976.78)	2.83%
9450 - Construction in Progress	\$0.00	\$3,200.00	(\$3,200.00)	-100.00%
9460 - Fixed Asset - Leasehold Improvements	\$1,478,554.00	\$1,478,554.00	\$0.00	0.00%
9465 - Accumulated Depreciation - Leaseholds	(\$526,270.15)	(\$378,414.67)	(\$147,855.48)	39.07%
<b>Total Fixed Assets</b>	<b>\$6,325,870.99</b>	<b>\$6,500,429.11</b>	<b>(\$174,558.12)</b>	<b>-2.69%</b>
<b>Total ASSETS</b>	<b>\$57,570,476.70</b>	<b>\$45,565,065.73</b>	<b>\$12,005,410.97</b>	<b>26.35%</b>
<b>Liabilities &amp; Equity</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
<b>9500 - Accounts Payable</b>				
9500 - Accounts Payable	\$54,298.71	\$227,245.64	(\$172,946.93)	-76.11%
<b>Total - 9500 - Accounts Payable</b>	<b>\$54,298.71</b>	<b>\$227,245.64</b>	<b>(\$172,946.93)</b>	<b>-76.11%</b>
9504 - AMEX - Accounts Payable	(\$0.00)	\$5,983.88	(\$5,983.88)	-100.00%
9505 - CalCard - Accounts Payable	\$15,362.86	\$0.00	\$15,362.86	0.00%
<b>Total Accounts Payable</b>	<b>\$69,661.57</b>	<b>\$233,229.52</b>	<b>(\$163,567.95)</b>	<b>-70.13%</b>
<b>Credit Card</b>				
6539 - 2540 - CalCard - Hussey	(\$20,366.33)	\$0.00	(\$20,366.33)	0.00%

## El Camino Real Charter High School Custom Comparative Balance Sheet As of November 2021

Financial Row	Amount (As of Nov 2021)	Comparison Amount (As of Nov 2020)	Variance	% Variance
6539 - 7280 - CalCard - Wood	(\$155.35)	\$0.00	(\$155.35)	0.00%
9515-1047 - American Express - Hussey	\$0.00	(\$284.70)	\$284.70	-100.00%
<b>Total Credit Card</b>	<b>(\$20,521.68)</b>	<b>(\$284.70)</b>	<b>(\$20,236.98)</b>	<b>7,108.18%</b>
<b>Other Current Liability</b>				
9501 - Accrued Accounts Payable	\$30,081.31	\$218,014.62	(\$187,933.31)	-86.20%
9530 - Garnishment/Lien Payable	(\$8,786.94)	(\$1,118.98)	(\$7,667.96)	685.26%
9550 - Retirement Liability - PERS	\$344,174.44	\$82,761.32	\$261,413.12	315.86%
9552 - Sales Taxes Payable CA	\$1,335.19	\$457.85	\$877.34	191.62%
9555 - Retirement Liability - STRS	\$719,037.68	\$357,208.91	\$361,828.77	101.29%
9558 - Retirement Liability - PARS	(\$167,785.04)	\$24,671.35	(\$192,456.39)	-780.08%
9573 - Accrued Salaries	\$320,242.59	\$20,057.57	\$300,185.02	1,496.62%
9580 - 403B Payable	\$44,010.64	\$44,707.00	(\$696.36)	-1.56%
9585 - Other Payroll Liabilities	\$57,614.34	\$57,744.31	(\$129.97)	-0.23%
9589 - OPEB Current Liability	\$213,085.28	\$235,422.27	(\$22,336.99)	-9.49%
<b>9620 - Due to Student Groups/Other Agencies</b>				
9620 - Due to Student Groups/Other Agencies	\$118,365.07	\$0.00	\$118,365.07	0.00%
9621 - Due to (From) School 1	\$297,908.54	\$319,139.14	(\$21,230.60)	-6.65%
<b>Total - 9620 - Due to Student Groups/Other Agencies</b>	<b>\$416,273.61</b>	<b>\$319,139.14</b>	<b>\$97,134.47</b>	<b>30.44%</b>
9650 - Deferred Revenue	\$1,965,766.79	\$0.00	\$1,965,766.79	0.00%
9651 - Deferred Deposits	\$121,330.60	\$129,837.00	(\$8,506.40)	-6.55%
9652 - Deferred Tuition	\$1,219,326.00	\$108,500.00	\$1,110,826.00	1,023.80%
Refunds Payable	\$0.00	\$123.00	(\$123.00)	-100.00%
<b>Total Other Current Liability</b>	<b>\$5,275,706.49</b>	<b>\$1,597,525.36</b>	<b>\$3,678,181.13</b>	<b>230.24%</b>
<b>Total Current Liabilities</b>	<b>\$5,324,846.38</b>	<b>\$1,830,470.18</b>	<b>\$3,494,376.20</b>	<b>190.90%</b>
<b>Long Term Liabilities</b>				
9664 - OPEB Liability	\$33,539,324.40	\$31,352,800.00	\$2,186,524.40	6.97%
9665 - Compensated Absences Payable	\$232,691.11	\$193,596.42	\$39,094.69	20.19%
9669 - Other general Long Term Debt	\$0.00	\$3,815,700.00	(\$3,815,700.00)	-100.00%
<b>Total Long Term Liabilities</b>	<b>\$33,772,015.51</b>	<b>\$35,362,096.42</b>	<b>(\$1,590,080.91)</b>	<b>-4.50%</b>
<b>Equity</b>				
<b>Equity</b>				
9760 - Fund Balance	\$14,865,054.13	\$6,027,612.68	\$8,837,441.45	146.62%
9797 - Temporarily Restricted	\$1,207,650.41	\$0.00	\$1,207,650.41	0.00%
<b>Total - Equity</b>	<b>\$16,072,704.54</b>	<b>\$6,027,612.68</b>	<b>\$10,045,091.86</b>	<b>166.65%</b>
Retained Earnings	\$1,079.00	\$2,344,886.45	(\$2,343,807.45)	-99.95%
Net Income	\$2,399,831.27	\$0.00	\$2,399,831.27	0.00%
<b>Total Equity</b>	<b>\$18,473,614.81</b>	<b>\$8,372,499.13</b>	<b>\$10,101,115.68</b>	<b>120.65%</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$57,570,476.70</b>	<b>\$45,565,065.73</b>	<b>\$12,005,410.97</b>	<b>26.35%</b>

## El Camino Real Charter High School Comparative Income Statement From July 2021 to November 2021

Financial Row	Amount (Nov 2021)	Comparative Amount (Nov 2020)	Variance	% Variance
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>8000 - Revenue</b>				
<b>8010 - Principal Apportionment</b>				
8011 - Charter Schools General Purpose Entitlement - State Aid	\$5,493,945.00	\$6,311,090.00	(\$817,145.00)	-12.95%
8012 - Education Protection Account Entitlement	\$2,437,021.00	\$1,905,009.00	\$532,012.00	27.93%
8019 - State Aid - Prior Years	\$305,980.00	\$0.00	\$305,980.00	0.00%
8096 - Charter Schools in Lieu of Property Taxes	\$4,161,154.00	\$4,149,926.97	\$11,227.03	0.27%
<b>Total - 8010 - Principal Apportionment</b>	<b>\$12,398,100.00</b>	<b>\$12,366,025.97</b>	<b>\$32,074.03</b>	<b>0.26%</b>
<b>8100 - Federal Revenue</b>				
8220 - Child Nutrition Programs	\$354,210.00	\$136,012.64	\$218,197.36	160.42%
8221 - Donated Food Commodities	\$6,678.37	\$0.00	\$6,678.37	0.00%
8285 - Interagency Contracts Between LEAs	\$379,217.00	\$294,087.00	\$85,130.00	28.95%
8290 - Every Student Succeeds Act	\$326,555.05	\$146,505.67	\$180,049.38	122.90%
8291 - Title I	\$0.00	\$33,508.00	(\$33,508.00)	-100.00%
8294 - Title IV	\$0.00	\$6,513.00	(\$6,513.00)	-100.00%
<b>Total - 8290 - Every Student Succeeds Act</b>	<b>\$326,555.05</b>	<b>\$186,526.67</b>	<b>\$140,028.38</b>	<b>75.07%</b>
8295 - Federal Learning Loss Funding	\$37,836.00	\$782,299.54	(\$744,463.54)	-95.16%
8299 - All Other Federal Revenue	\$3,839,813.03	\$46,004.34	\$3,793,808.69	8246.63%
<b>Total - 8296 - Other Federal Revenue</b>	<b>\$3,839,813.03</b>	<b>\$46,004.34</b>	<b>\$3,793,808.69</b>	<b>8246.63%</b>
<b>Total - 8100 - Federal Revenue</b>	<b>\$4,944,309.45</b>	<b>\$1,444,930.19</b>	<b>\$3,499,379.26</b>	<b>242.18%</b>
<b>8300 - Other State Revenues</b>				
8520 - Child Nutrition - State	\$24,977.39	\$9,454.08	\$15,523.31	164.20%
8560 - State Lottery Revenue	\$8,190.41	\$199,164.85	(\$190,974.44)	-95.89%
8590 - All Other State Revenue	\$227,830.96	\$442,341.04	(\$214,510.08)	-48.49%
<b>Total - 8300 - Other State Revenues</b>	<b>\$260,998.76</b>	<b>\$650,959.97</b>	<b>(\$389,961.21)</b>	<b>-59.91%</b>
<b>8600 - Other Local Revenue</b>				
8600 - Other Local Revenue	\$7,681.80	\$0.00	\$7,681.80	0.00%
<b>8631 - Sales</b>				
8634 - Food Service Sales	\$28,060.25	(\$290.50)	\$28,350.75	-9759.29%
<b>Total - 8631 - Sales</b>	<b>\$28,060.25</b>	<b>(\$290.50)</b>	<b>\$28,350.75</b>	<b>-9759.29%</b>
8650 - Leases and Rentals	\$9,570.00	\$0.00	\$9,570.00	0.00%
<b>8660 - Interest</b>				
8660 - Interest	\$67,551.88	\$175,161.85	(\$107,609.97)	-61.43%
8661 - Dividends	\$119,162.99	\$0.00	\$119,162.99	0.00%
8664 - Gain (Loss) on Sale of Investments	\$134,634.77	\$0.00	\$134,634.77	0.00%
<b>Total - 8660 - Interest</b>	<b>\$321,349.64</b>	<b>\$175,161.85</b>	<b>\$146,187.79</b>	<b>83.46%</b>
8662 - Net Increase (Decrease) in the Fair Value of Investments	\$41,351.08	\$1,919,625.25	(\$1,878,274.17)	-97.85%
8677 - Interagency Services Between LEAs	\$1,149,920.02	\$931,178.00	\$218,742.02	23.49%
8690 - Other Local Revenue	\$313,041.97	\$74,513.50	\$238,528.47	320.11%
8710 - Tuition	\$6,500.00	\$0.00	\$6,500.00	0.00%
8804 - ASB Revenues	\$61,483.80	\$129.00	\$61,354.80	47561.86%
<b>Total - 8600 - Other Local Revenue</b>	<b>\$1,938,958.56</b>	<b>\$3,100,317.10</b>	<b>(\$1,161,358.54)</b>	<b>-37.46%</b>
<b>Total - 8000 - Revenue</b>	<b>\$19,542,366.77</b>	<b>\$17,562,233.23</b>	<b>\$1,980,133.54</b>	<b>11.27%</b>
<b>Total - Income</b>	<b>\$19,542,366.77</b>	<b>\$17,562,233.23</b>	<b>\$1,980,133.54</b>	<b>11.27%</b>
<b>Gross Profit</b>	<b>\$19,542,366.77</b>	<b>\$17,562,233.23</b>	<b>\$1,980,133.54</b>	<b>11.27%</b>
<b>Expense</b>				
<b>1000 - Certificated Salaries</b>				
1100 - Teachers Salaries	\$5,350,997.30	\$4,970,246.50	\$380,750.80	7.66%
1200 - Certificated Pupil Support Salaries	\$831,888.70	\$738,629.32	\$93,259.38	12.63%
1300 - Certificated Supervisor & Administrator Salaries	\$449,023.28	\$387,663.65	\$61,359.63	15.83%
<b>Total - 1000 - Certificated Salaries</b>	<b>\$6,631,909.28</b>	<b>\$6,096,539.47</b>	<b>\$535,369.81</b>	<b>8.78%</b>
<b>2000 - Classified Salaries</b>				
2100 - Classified Instructional Aide Salaries	\$395,256.02	\$364,554.43	\$30,701.59	8.42%
2200 - Classified Support Salaries	\$635,757.75	\$562,032.50	\$73,725.25	13.12%
2300 - Classified Supervisor & Administrator Salaries	\$251,853.60	\$284,918.35	(\$33,064.75)	-11.60%
2400 - Classified Clerical & Office Salaries	\$390,162.67	\$345,709.20	\$44,453.47	12.86%
2900 - Classified Other Salaries	\$23,022.53	\$27,096.63	(\$4,074.10)	-15.04%
<b>Total - 2000 - Classified Salaries</b>	<b>\$1,696,052.57</b>	<b>\$1,584,311.11</b>	<b>\$111,741.46</b>	<b>7.05%</b>
<b>3000 - Employee Benefits</b>				
<b>3100 - STRS</b>				
3101 - State Teachers Retirement System, certificated positions	\$981,656.45	\$831,366.42	\$150,290.03	18.08%
3102 - State Teachers Retirement System, classified positions	\$36,620.06	\$26,344.01	\$10,276.05	39.01%
<b>3200 - PERS</b>				
3201 - Public Employees Retirement System, certificated positions	\$18,825.62	\$16,150.67	\$2,674.95	16.56%
3202 - Public Employees Retirement System, classified positions	\$290,374.11	\$269,339.90	\$21,034.21	7.81%

## El Camino Real Charter High School Comparative Income Statement From July 2021 to November 2021

Financial Row	Amount (Nov 2021)	Comparative Amount (Nov 2020)	Variance	% Variance
<b>Ordinary Income/Expense</b>				
<b>Total - 3200 - PERS</b>	<b>\$309,199.73</b>	<b>\$285,490.57</b>	<b>\$23,709.16</b>	<b>8.30%</b>
<b>3300 - OASDI-Medicare-Alternative</b>				
3301 - OASDI/Alternative, certificated positions	\$101,030.67	\$78,595.50	\$22,435.17	28.55%
3302 - OASDI/Alternative, classified positions	\$110,956.38	\$105,444.63	\$5,511.75	5.23%
<b>Total - 3300 - OASDI-Medicare-Alternative</b>	<b>\$211,987.05</b>	<b>\$184,040.13</b>	<b>\$27,946.92</b>	<b>15.19%</b>
<b>3400 - Health &amp; Welfare Benefits</b>				
3401 - Health & Welfare Benefits - Certificated Positions	\$1,063,261.91	\$1,215,603.41	(\$152,341.50)	-12.53%
3402 - Health and Welfare Benefits - Classified Positions	\$429,822.96	\$411,682.50	\$18,140.46	4.41%
<b>Total - 3400 - Health &amp; Welfare Benefits</b>	<b>\$1,493,084.87</b>	<b>\$1,627,285.91</b>	<b>(\$134,201.04)</b>	<b>-8.25%</b>
<b>3500 - Unemployment Insurance</b>				
3501 - State Unemploy. Insurance - Certificated Positions	\$22,762.31	\$5,198.24	\$17,564.07	337.88%
3502 - State Unemploy. Insurance - Classified Positions	\$5,078.60	\$1,381.81	\$3,696.79	267.53%
<b>Total - 3500 - Unemployment Insurance</b>	<b>\$27,840.91</b>	<b>\$6,580.05</b>	<b>\$21,260.86</b>	<b>323.11%</b>
<b>3600 - Workers Comp Insurance</b>				
3601 - Worker's Comp Insurance - Certificated Positions	\$59,314.18	\$49,535.60	\$9,778.58	19.74%
3602 - Workers' Comp Insurance - Classified Positions	\$17,440.24	\$16,246.85	\$1,193.39	7.35%
<b>Total - 3600 - Workers Comp Insurance</b>	<b>\$76,754.42</b>	<b>\$65,782.45</b>	<b>\$10,971.97</b>	<b>16.68%</b>
<b>3700 - Retiree Benefits</b>				
3701 - OPEB, Allocated, Certificated Positions	\$966,120.32	\$1,073,873.70	(\$107,753.38)	-10.03%
3702 - OPEB, Allocated, Classified Positions	\$247,090.08	\$275,366.30	(\$28,276.22)	-10.27%
<b>Total - 3700 - Retiree Benefits</b>	<b>\$1,213,210.40</b>	<b>\$1,349,240.00</b>	<b>(\$136,029.60)</b>	<b>-10.08%</b>
<b>3900 - Other Employee Benefits</b>				
3901 - Other Benefits - Certificated Positions	\$0.00	\$7,230.00	(\$7,230.00)	-100.00%
3902 - Other Benefits - Classified Positions	\$1,599.92	\$4,592.17	(\$2,992.25)	-65.16%
<b>Total - 3900 - Other Employee Benefits</b>	<b>\$1,599.92</b>	<b>\$11,822.17</b>	<b>(\$10,222.25)</b>	<b>-86.47%</b>
<b>Total - 3000 - Employee Benefits</b>	<b>\$4,351,953.81</b>	<b>\$4,387,951.71</b>	<b>(\$35,997.90)</b>	<b>-0.82%</b>
<b>4000 - Books &amp; Supplies</b>				
4100 - Approved Textbooks & Core Curricula Materials	\$208,161.02	\$105,462.56	\$102,698.46	97.38%
4200 - Books & Other Reference Materials	\$2,860.92	\$39,528.46	(\$36,667.54)	-92.76%
<b>4300 - Materials &amp; Supplies</b>				
4300 - Materials & Supplies	\$14,521.69	\$10,685.65	\$3,836.04	35.90%
4325 - Instructional Materials & Supplies	\$183,611.19	\$102,996.64	\$80,614.55	78.27%
4330 - Office Supplies	\$30,833.21	\$22,402.06	\$8,431.15	37.64%
4345 - Non Instructional Student Materials & Supplies	\$252,725.30	\$107,967.88	\$144,757.42	134.07%
<b>Total - 4300 - Materials &amp; Supplies</b>	<b>\$481,691.39</b>	<b>\$244,052.23</b>	<b>\$237,639.16</b>	<b>97.37%</b>
4400 - Noncapitalized Equipment	\$833,610.73	\$524,526.20	\$309,084.53	58.93%
<b>4700 - Food</b>				
4710 - Student Food Services	\$109,090.35	\$56,284.65	\$52,805.70	93.82%
<b>Total - 4700 - Food</b>	<b>\$109,090.35</b>	<b>\$56,284.65</b>	<b>\$52,805.70</b>	<b>93.82%</b>
<b>Total - 4000 - Books &amp; Supplies</b>	<b>\$1,635,414.41</b>	<b>\$969,854.10</b>	<b>\$665,560.31</b>	<b>68.62%</b>
<b>5000 - Services &amp; Other Operating Expenses</b>				
5000 - Services & Other Operating Expenses	\$532.19	\$17,979.36	(\$17,447.17)	-97.04%
5100 - Subagreement for Services	\$0.00	\$223,023.39	(\$223,023.39)	-100.00%
5200 - Employee Travel	\$9,599.04	\$6,783.69	\$2,815.35	41.50%
5210 - Conferences and Professional Development	\$11,197.00	\$0.00	\$11,197.00	0.00%
5300 - Dues & Memberships	\$209,944.93	\$91,548.58	\$118,396.35	129.33%
5400 - Insurance	\$157,236.00	\$169,583.03	(\$12,347.03)	-7.28%
<b>5500 - Operations &amp; Housekeeping</b>				
5500 - Operations & Housekeeping	\$118,788.40	\$54,441.76	\$64,346.64	118.19%
5520 - Security	\$137,958.67	\$0.00	\$137,958.67	0.00%
<b>Total - 5500 - Operations &amp; Housekeeping</b>	<b>\$256,747.07</b>	<b>\$54,441.76</b>	<b>\$202,305.31</b>	<b>371.60%</b>
<b>5600 - Rentals, Leases, &amp; Repairs</b>				
5605 - Equipment Leases	\$36,675.10	\$41,474.79	(\$4,799.69)	-11.57%
5616 - Repairs and Maintenance - Computers	\$655.91	\$6,727.47	(\$6,071.56)	-90.25%
5620 - Utilities	\$330,781.20	\$0.00	\$330,781.20	0.00%
5631 - Other Rentals, Leases and Repairs 1	\$0.00	\$837.04	(\$837.04)	-100.00%
<b>Total - 5600 - Rentals, Leases, &amp; Repairs</b>	<b>\$368,112.21</b>	<b>\$49,966.11</b>	<b>\$318,146.10</b>	<b>636.72%</b>
<b>5800 - Other Services &amp; Operating Expenses</b>				
5800 - Other Services & Operating Expenses	\$13,637.49	\$26,504.70	(\$12,867.21)	-48.55%
5807 - Investment Taxes	\$8,167.04	\$0.00	\$8,167.04	0.00%
5808 - Investment Fees	\$98,796.81	\$117,337.16	(\$18,540.35)	-15.80%
5809 - Banking Fees	\$14,061.32	\$3,409.03	\$10,652.29	312.47%
5812 - Business Services	\$40,000.00	\$0.00	\$40,000.00	0.00%
5815 - Consultants - Instructional	\$531,845.53	\$365,943.28	\$165,902.25	45.34%
5820 - Consultants - Non Instructional - Custom 1	\$215,343.19	\$215,350.75	(\$7.56)	0.00%

## El Camino Real Charter High School Comparative Income Statement From July 2021 to November 2021

Financial Row	Amount (Nov 2021)	Comparative Amount (Nov 2020)	Variance	% Variance
<b>Ordinary Income/Expense</b>				
5830 - Field Trips Expenses	\$48,907.28	\$930.06	\$47,977.22	5158.51%
5833 - Fines and Penalties	\$0.00	\$22.00	(\$22.00)	-100.00%
5840 - Onboarding Fees	\$864.00	\$704.00	\$160.00	22.73%
5845 - Legal Fees	\$87,637.51	\$122,768.55	(\$35,131.04)	-28.62%
5848 - Licenses and Other Fees	\$1,899.98	\$2,186.97	(\$286.99)	-13.12%
5857 - Payroll Fees	\$34,430.80	\$25,545.36	\$8,885.44	34.78%
5872 - Special Education Encroachment	\$290,578.00	\$209,267.00	\$81,311.00	38.86%
5884 - Substitutes	\$83,963.14	\$54,023.69	\$29,939.45	55.42%
5899 - Miscellaneous Operating Expenses	\$200.00	\$0.00	\$200.00	0.00%
<b>Total - 5800 - Other Services &amp; Operating Expenses</b>	<b>\$1,640,765.09</b>	<b>\$1,279,585.85</b>	<b>\$361,179.24</b>	<b>28.23%</b>
5900 - Communications	\$51,725.70	\$74,596.62	(\$22,870.92)	-30.66%
<b>Total - 5000 - Services &amp; Other Operating Expenses</b>	<b>\$2,705,859.23</b>	<b>\$1,967,508.39</b>	<b>\$738,350.84</b>	<b>37.53%</b>
<b>6000 - Capital Outlay</b>				
6900 - Depreciation	\$121,346.20	\$211,059.00	(\$89,712.80)	-42.51%
<b>Total - 6000 - Capital Outlay</b>	<b>\$121,346.20</b>	<b>\$211,059.00</b>	<b>(\$89,712.80)</b>	<b>-42.51%</b>
<b>Total - Expense</b>	<b>\$17,142,535.50</b>	<b>\$15,217,223.78</b>	<b>\$1,925,311.72</b>	<b>12.65%</b>
<b>Net Ordinary Income</b>	<b>\$2,399,831.27</b>	<b>\$2,345,009.45</b>	<b>\$54,821.82</b>	<b>2.34%</b>
<b>Net Income</b>	<b>\$2,399,831.27</b>	<b>\$2,345,009.45</b>	<b>\$54,821.82</b>	<b>2.34%</b>



## El Camino Real Charter High School 1st Interim Budget vs. Actual From July 2021 to November 2021

Financial Row	Amount	Budget Amount	Amount Remaining (Overspent) Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>8000 - Revenue</b>				
<b>8010 - Principal Apportionment</b>				
8011 - Charter Schools General Purpose Entitlement - State Aid	\$5,493,945.00	\$15,253,179.00	\$9,759,234.00	36.02%
8012 - Education Protection Account Entitlement	\$2,437,021.00	\$11,008,492.00	\$8,571,471.00	22.14%
8019 - State Aid - Prior Years	\$305,980.00	\$0.00	(\$305,980.00)	N/A
8096 - Charter Schools in Lieu of Property Taxes	\$4,161,154.00	\$9,609,824.00	\$5,448,670.00	43.30%
<b>Total - 8010 - Principal Apportionment</b>	<b>\$12,398,100.00</b>	<b>\$35,871,495.00</b>	<b>\$23,473,395.00</b>	<b>34.56%</b>
<b>8100 - Federal Revenue</b>				
8220 - Child Nutrition Programs	\$354,210.00	\$839,268.00	\$485,058.00	42.20%
8221 - Donated Food Commodities	\$6,678.37	\$0.00	(\$6,678.37)	N/A
8285 - Interagency Contracts Between LEAs	\$379,217.00	\$891,071.00	\$511,854.00	42.56%
<b>8290 - Every Student Succeeds Act</b>				
8290 - Every Student Succeeds Act	\$326,555.05	\$0.00	(\$326,555.05)	N/A
8291 - Title I	\$0.00	\$376,724.00	\$376,724.00	0.00%
8292 - Title II	\$0.00	\$75,200.00	\$75,200.00	0.00%
8293 - Title III	\$0.00	\$7,498.00	\$7,498.00	0.00%
8294 - Title IV	\$0.00	\$0.00	\$0.00	N/A
<b>Total - 8290 - Every Student Succeeds Act</b>	<b>\$326,555.05</b>	<b>\$459,422.00</b>	<b>\$132,866.95</b>	<b>71.08%</b>
8295 - Federal Learning Loss Funding	\$37,836.00	\$37,901.00	\$65.00	99.83%
<b>8296 - Other Federal Revenue</b>				
8299 - All Other Federal Revenue	\$3,839,813.03	\$3,839,813.00	(\$0.03)	100.00%
<b>Total - 8296 - Other Federal Revenue</b>	<b>\$3,839,813.03</b>	<b>\$3,839,813.00</b>	<b>(\$0.03)</b>	<b>100.00%</b>
<b>Total - 8100 - Federal Revenue</b>	<b>\$4,944,309.45</b>	<b>\$6,067,475.00</b>	<b>\$1,123,165.55</b>	<b>81.49%</b>
<b>8300 - Other State Revenues</b>				
8520 - Child Nutrition - State	\$24,977.39	\$58,987.00	\$34,009.61	42.34%
8550 - Mandated Cost Reimbursements	\$0.00	\$159,479.00	\$159,479.00	0.00%
8560 - State Lottery Revenue	\$8,190.41	\$760,061.00	\$751,870.59	1.08%
8590 - All Other State Revenue	\$227,830.96	\$2,192,162.00	\$1,964,331.04	10.39%
<b>Total - 8300 - Other State Revenues</b>	<b>\$260,998.76</b>	<b>\$3,170,689.00</b>	<b>\$2,909,690.24</b>	<b>8.23%</b>
<b>8600 - Other Local Revenue</b>				
8600 - Other Local Revenue	\$7,681.80	\$0.00	(\$7,681.80)	N/A
<b>8631 - Sales</b>				
8634 - Food Service Sales	\$28,060.25	\$64,576.00	\$36,515.75	43.45%
8650 - Leases and Rentals	\$9,570.00	\$37,500.00	\$27,930.00	25.52%
<b>8660 - Interest</b>				
8660 - Interest	\$67,551.88	\$340,000.00	\$272,448.12	19.87%
8661 - Dividends	\$119,162.99	\$0.00	(\$119,162.99)	N/A
8664 - Gain (Loss) on Sale of Investments	\$134,634.77	\$0.00	(\$134,634.77)	N/A
<b>Total - 8660 - Interest</b>	<b>\$321,349.64</b>	<b>\$340,000.00</b>	<b>\$18,650.36</b>	<b>94.51%</b>
8662 - Net Increase (Decrease) in the Fair Value of Investments	\$41,351.08	\$0.00	(\$41,351.08)	N/A
8677 - Interagency Services Between LEAs	\$1,149,920.02	\$2,522,868.00	\$1,372,947.98	45.58%
<b>8690 - Other Local Revenue</b>				
8690 - Other Local Revenue	\$313,041.97	\$0.00	(\$313,041.97)	N/A
8699 - All Other Local Revenue	\$0.00	\$857,500.00	\$857,500.00	0.00%
8804 - ASB Revenues	\$61,483.80	\$150,000.00	\$88,516.20	40.99%
<b>Total - 8600 - Other Local Revenue</b>	<b>\$1,938,958.56</b>	<b>\$3,972,444.00</b>	<b>\$2,033,485.44</b>	<b>48.81%</b>
<b>Total - 8000 - Revenue</b>	<b>\$19,542,366.77</b>	<b>\$49,082,103.00</b>	<b>\$29,539,736.23</b>	<b>39.82%</b>
<b>Total - Income</b>	<b>\$19,542,366.77</b>	<b>\$49,082,103.00</b>	<b>\$29,539,736.23</b>	<b>39.82%</b>
<b>Gross Profit</b>	<b>\$19,542,366.77</b>	<b>\$49,082,103.00</b>	<b>\$29,539,736.23</b>	<b>39.82%</b>
<b>Expense</b>				
<b>1000 - Certificated Salaries</b>				
1100 - Teachers Salaries	\$5,350,997.30	\$13,319,831.00	\$7,968,833.70	40.17%
1200 - Certificated Pupil Support Salaries	\$831,888.70	\$1,839,386.00	\$1,007,497.30	45.23%
1300 - Certificated Supervisor & Administrator Salaries	\$449,023.28	\$1,159,562.00	\$710,538.72	38.72%
1900 - Other Certificated Salaries	\$0.00	\$51,393.00	\$51,393.00	0.00%
<b>Total - 1000 - Certificated Salaries</b>	<b>\$6,631,909.28</b>	<b>\$16,370,172.00</b>	<b>\$9,738,262.72</b>	<b>40.51%</b>
<b>2000 - Classified Salaries</b>				
2100 - Classified Instructional Aide Salaries	\$395,256.02	\$884,063.00	\$488,806.98	44.71%
2200 - Classified Support Salaries	\$635,757.75	\$1,491,266.00	\$855,508.25	42.63%
2300 - Classified Supervisor & Administrator Salaries	\$251,853.60	\$664,127.00	\$412,273.40	37.92%
2400 - Classified Clerical & Office Salaries	\$390,162.67	\$909,198.00	\$519,035.33	42.91%
2900 - Classified Other Salaries	\$23,022.53	\$221,100.00	\$198,077.47	10.41%
<b>Total - 2000 - Classified Salaries</b>	<b>\$1,696,052.57</b>	<b>\$4,169,754.00</b>	<b>\$2,473,701.43</b>	<b>40.68%</b>
<b>3000 - Employee Benefits</b>				
<b>3100 - STRS</b>				
3101 - State Teachers Retirement System, certificated positions	\$981,656.45	\$2,729,052.00	\$1,747,395.55	35.97%
3102 - State Teachers Retirement System, classified positions	\$36,620.06	\$40,780.00	\$4,159.94	89.80%

## El Camino Real Charter High School 1st Interim Budget vs. Actual From July 2021 to November 2021

Financial Row	Amount	Budget Amount	Amount Remaining (Overspent) Budget	% of Budget
<b>Total - 3100 - STRS</b>	<b>\$1,018,276.51</b>	<b>\$2,769,832.00</b>	<b>\$1,751,555.49</b>	<b>36.76%</b>
<b>3200 - PERS</b>				
3201 - Public Employees Retirement System, certificated positions	\$18,825.62	\$22,290.00	\$3,464.38	84.46%
3202 - Public Employees Retirement System, classified positions	\$290,374.11	\$753,161.00	\$462,786.89	38.55%
<b>Total - 3200 - PERS</b>	<b>\$309,199.73</b>	<b>\$775,451.00</b>	<b>\$466,251.27</b>	<b>39.87%</b>
<b>3300 - OASDI-Medicare-Alternative</b>				
3301 - OASDI/Alternative, certificated positions	\$101,030.67	\$237,367.00	\$136,336.33	42.56%
3302 - OASDI/Alternative, classified positions	\$110,956.38	\$318,986.00	\$208,029.62	34.78%
<b>Total - 3300 - OASDI-Medicare-Alternative</b>	<b>\$211,987.05</b>	<b>\$556,353.00</b>	<b>\$344,365.95</b>	<b>38.10%</b>
<b>3400 - Health &amp; Welfare Benefits</b>				
3401 - Health & Welfare Benefits - Certificated Positions	\$1,063,261.91	\$2,906,163.00	\$1,842,901.09	36.59%
3402 - Health and Welfare Benefits - Classified Positions	\$429,822.96	\$919,464.00	\$489,641.04	46.75%
<b>Total - 3400 - Health &amp; Welfare Benefits</b>	<b>\$1,493,084.87</b>	<b>\$3,825,627.00</b>	<b>\$2,332,542.13</b>	<b>39.03%</b>
<b>3500 - Unemployment Insurance</b>				
3501 - State Unemploy. Insurance - Certificated Positions	\$22,762.31	\$81,851.00	\$59,088.69	27.81%
3502 - State Unemploy. Insurance - Classified Positions	\$5,078.60	\$20,848.00	\$15,769.40	24.36%
<b>Total - 3500 - Unemployment Insurance</b>	<b>\$27,840.91</b>	<b>\$102,699.00</b>	<b>\$74,858.09</b>	<b>27.11%</b>
<b>3600 - Workers Comp Insurance</b>				
3602 - Workers' Comp Insurance - Classified Positions	\$17,440.24	\$51,497.00	\$34,056.76	33.87%
<b>Total - 3600 - Workers Comp Insurance</b>	<b>\$76,754.42</b>	<b>\$258,722.00</b>	<b>\$236,227.76</b>	<b>29.67%</b>
<b>3700 - Retiree Benefits</b>				
3701 - OPEB, Allocated, Certificated Positions	\$966,120.32	\$2,621,758.00	\$1,655,637.68	36.85%
3702 - OPEB, Allocated, Classified Positions	\$247,090.08	\$703,020.00	\$455,929.92	35.15%
<b>Total - 3700 - Retiree Benefits</b>	<b>\$1,213,210.40</b>	<b>\$3,324,778.00</b>	<b>\$2,111,567.60</b>	<b>36.49%</b>
<b>3900 - Other Employee Benefits</b>				
3902 - Other Benefits - Classified Positions	\$1,599.92	\$8,100.00	\$6,500.08	19.75%
<b>Total - 3900 - Other Employee Benefits</b>	<b>\$1,599.92</b>	<b>\$8,100.00</b>	<b>\$6,500.08</b>	<b>19.75%</b>
<b>Total - 3000 - Employee Benefits</b>	<b>\$4,351,953.81</b>	<b>\$11,621,562.00</b>	<b>\$7,323,868.37</b>	<b>37.45%</b>
<b>4000 - Books &amp; Supplies</b>				
4100 - Approved Textbooks & Core Curricula Materials	\$208,161.02	\$225,000.00	\$16,838.98	92.52%
4200 - Books & Other Reference Materials	\$2,860.92	\$35,000.00	\$32,139.08	8.17%
<b>4300 - Materials &amp; Supplies</b>				
4300 - Materials & Supplies	\$14,521.69	\$31,509.00	\$16,987.31	46.09%
4325 - Instructional Materials & Supplies	\$183,611.19	\$272,250.00	\$88,638.81	67.44%
4330 - Office Supplies	\$30,833.21	\$90,593.00	\$59,759.79	34.03%
4345 - Non Instructional Student Materials & Supplies	\$252,725.30	\$400,000.00	\$147,274.70	63.18%
<b>Total - 4300 - Materials &amp; Supplies</b>	<b>\$481,691.39</b>	<b>\$794,352.00</b>	<b>\$312,660.61</b>	<b>60.64%</b>
4400 - Noncapitalized Equipment	\$833,610.73	\$1,050,000.00	\$216,389.27	79.39%
<b>4700 - Food</b>				
4710 - Student Food Services	\$109,090.35	\$373,908.00	\$264,817.65	29.18%
<b>Total - 4700 - Food</b>	<b>\$109,090.35</b>	<b>\$373,908.00</b>	<b>\$264,817.65</b>	<b>29.18%</b>
<b>Total - 4000 - Books &amp; Supplies</b>	<b>\$1,635,414.41</b>	<b>\$2,478,260.00</b>	<b>\$842,845.59</b>	<b>65.99%</b>
<b>5000 - Services &amp; Other Operating Expenses</b>				
5000 - Services & Other Operating Expenses	\$532.19	\$33,295.00	\$32,762.81	1.60%
5100 - Subagreement for Services	\$0.00	\$60,000.00	\$60,000.00	0.00%
5200 - Employee Travel	\$9,599.04	\$27,450.00	\$17,850.96	34.97%
5210 - Conferences and Professional Development	\$11,197.00	\$75,000.00	\$63,803.00	14.93%
5300 - Dues & Memberships	\$209,944.93	\$225,055.00	\$15,110.07	93.29%
5400 - Insurance	\$157,236.00	\$413,948.00	\$256,712.00	37.98%
<b>5500 - Operations &amp; Housekeeping</b>				
5500 - Operations & Housekeeping	\$118,788.40	\$416,358.00	\$297,569.60	28.53%
5520 - Security	\$137,958.67	\$600,000.00	\$462,041.33	22.99%
<b>Total - 5500 - Operations &amp; Housekeeping</b>	<b>\$256,747.07</b>	<b>\$1,016,358.00</b>	<b>\$759,610.93</b>	<b>25.26%</b>
<b>5600 - Rentals, Leases, &amp; Repairs</b>				
5605 - Equipment Leases	\$36,675.10	\$195,922.00	\$159,246.90	18.72%
5610 - Rent	\$0.00	\$5,665.00	\$5,665.00	0.00%
5616 - Repairs and Maintenance - Computers	\$655.91	\$14,110.00	\$13,454.09	4.65%
5620 - Utilities	\$330,781.20	\$671,377.00	\$340,595.80	49.27%
5631 - Other Rentals, Leases and Repairs 1	\$0.00	\$4,120.00	\$4,120.00	0.00%
<b>Total - 5600 - Rentals, Leases, &amp; Repairs</b>	<b>\$368,112.21</b>	<b>\$891,194.00</b>	<b>\$523,081.79</b>	<b>41.31%</b>
<b>5800 - Other Services &amp; Operating Expenses</b>				
5800 - Other Services & Operating Expenses	\$13,637.49	\$42,925.00	\$29,287.51	31.77%
5807 - Investment Taxes	\$8,167.04	\$25,000.00	\$16,832.96	32.67%
5808 - Investment Fees	\$98,796.81	\$269,600.00	\$170,803.19	36.65%
5809 - Banking Fees	\$14,061.32	\$35,000.00	\$20,938.68	40.18%
5812 - Business Services	\$40,000.00	\$96,000.00	\$56,000.00	41.67%
5815 - Consultants - Instructional	\$531,845.53	\$1,451,092.00	\$919,246.47	36.65%
5820 - Consultants - Non Instructional - Custom 1	\$215,343.19	\$647,038.00	\$431,694.81	33.28%
5824 - District Oversight Fees	\$145,148.00	\$358,715.00	\$213,567.00	40.46%

**El Camino Real Charter High School  
1st Interim Budget vs. Actual  
From July 2021 to November 2021**

<b>Financial Row</b>	<b>Amount</b>	<b>Budget Amount</b>	<b>Amount Remaining (Overspent) Budget</b>	<b>% of Budget</b>
5830 - Field Trips Expenses	\$48,907.28	\$341,283.00	\$292,375.72	14.33%
5833 - Fines and Penalties	\$0.00	\$515.00	\$515.00	0.00%
5840 - Onboarding Fees	\$864.00	\$5,000.00	\$4,136.00	17.28%
5845 - Legal Fees	\$87,637.51	\$319,774.00	\$232,136.49	27.41%
5848 - Licenses and Other Fees	\$1,899.98	\$15,450.00	\$13,550.02	12.30%
5851 - Marketing and Student Recruiting	\$25,285.00	\$90,000.00	\$64,715.00	28.09%
5857 - Payroll Fees	\$34,430.80	\$76,440.00	\$42,009.20	45.04%
5872 - Special Education Encroachment	\$290,578.00	\$682,788.00	\$392,210.00	42.56%
5884 - Substitutes	\$83,963.14	\$501,799.00	\$417,835.86	16.73%
5899 - Miscellaneous Operating Expenses	\$200.00	\$0.00	(\$200.00)	N/A
<b>Total - 5800 - Other Services &amp; Operating Expenses</b>	<b>\$1,640,765.09</b>	<b>\$4,958,419.00</b>	<b>\$3,317,653.91</b>	<b>33.09%</b>
5900 - Communications	\$51,725.70	\$181,950.00	\$130,224.30	28.43%
<b>Total - 5000 - Services &amp; Other Operating Expenses</b>	<b>\$2,705,859.23</b>	<b>\$7,882,669.00</b>	<b>\$5,176,809.77</b>	<b>34.33%</b>
<b>6000 - Capital Outlay</b>				
6900 - Depreciation	\$121,346.20	\$609,748.00	\$488,401.80	19.90%
<b>Total - 6000 - Capital Outlay</b>	<b>\$121,346.20</b>	<b>\$609,748.00</b>	<b>\$488,401.80</b>	<b>19.90%</b>
7438 - Debt Service - Interest	\$0.00	\$0.00	\$0.00	N/A
<b>Total - Expense</b>	<b>\$17,142,535.50</b>	<b>\$43,132,165.00</b>	<b>\$26,043,889.68</b>	<b>39.74%</b>
<b>Net Ordinary Income</b>	<b>\$2,399,831.27</b>	<b>\$5,949,938.00</b>	<b>\$3,495,846.55</b>	<b>40.33%</b>
<b>Net Income</b>	<b>\$2,399,831.27</b>	<b>\$5,949,938.00</b>	<b>\$3,495,846.55</b>	<b>40.33%</b>

**El Camino Real Charter High School  
Parent Company  
Cash Flow Statement  
Jul 2021 through Nov 2021**

Financial Row	2021	2020
<b>Operating Activities</b>		
Net Income	\$2,399,831.27	\$2,345,009.45
<b>Adjustments to Net Income</b>		
Accounts Receivable	\$1,760,108.03	\$1,389,106.24
Other Current Asset	(\$7,985,002.96)	(\$1,672,316.10)
Accounts Payable	(\$604,094.21)	\$141,311.71
Sales Tax Payable	\$1,335.19	\$457.85
Other Current Liabilities	\$2,720,666.49	(\$1,158,885.95)
<b>Total Adjustments to Net Income</b>	<b>(\$4,106,987.46)</b>	<b>(\$1,300,326.25)</b>
<b>Total Operating Activities</b>	<b>(\$1,707,156.19)</b>	<b>\$1,044,683.20</b>
<b>Investing Activities</b>		
Fixed Asset	\$37,785.92	\$164,084.50
<b>Total Investing Activities</b>	<b>\$37,785.92</b>	<b>\$164,084.50</b>
<b>Financing Activities</b>		
Long Term Liabilities	(\$2,602,489.60)	\$5,164,940.00
Other Equity	\$7,664.32	\$0.00
<b>Total Financing Activities</b>	<b>(\$2,594,825.28)</b>	<b>\$5,164,940.00</b>
<b>Net Change in Cash for Period</b>	<b>(\$4,264,195.55)</b>	<b>\$6,373,707.70</b>
<b>Cash at Beginning of Period</b>	<b>\$24,062,189.34</b>	<b>\$7,266,215.06</b>
<b>Cash at End of Period</b>	<b>\$19,797,993.79</b>	<b>\$13,639,922.76</b>

El Camino Real Charter High  
Los Angeles Unified  
Los Angeles County

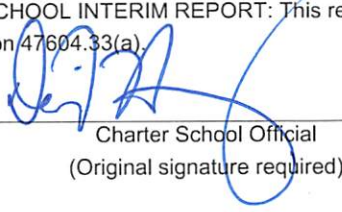
First Interim  
Fiscal Year 2021-22  
Charter School Certification

19 64733 1932623  
Form CI

Charter Number: 1314

To the chartering authority and the county superintendent of schools (or only to the county superintendent of schools if the county board of education is the chartering authority):

2021-22 CHARTER SCHOOL INTERIM REPORT: This report is hereby filed by the charter school pursuant to Education Code Section 47604.33(a).

Signed:   
Charter School Official  
(Original signature required)

Date: Nov. 29, 2021

Printed Name: David Hussey

Title: Executive Director

For additional information on the interim report, please contact:

Charter School Contact:

Gregory Wood  
Name

Chief Business Officer  
Title

(818) 595-7500 Ext. 7590  
Telephone

g.wood@ecrchs.net  
E-mail Address

El Camino Real Charter High  
Los Angeles Unified  
Los Angeles County

2021-22 First Interim  
Charter Schools Enterprise Fund  
Revenues, Expenses and Changes in Net Position

19 64733 1932623  
Form 62I

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	36,897,468.00	36,897,468.00	10,269,135.00	35,871,495.00	(1,025,973.00)	-2.8%
2) Federal Revenue		8100-8299	2,129,265.00	2,129,265.00	4,793,154.55	6,067,475.00	3,938,210.00	185.0%
3) Other State Revenue		8300-8599	3,178,858.00	3,178,858.00	172,171.95	3,170,889.00	(8,169.00)	-0.3%
4) Other Local Revenue		8600-8799	3,546,274.00	3,546,274.00	2,155,692.45	3,972,444.00	426,170.00	12.0%
5) TOTAL REVENUES			45,751,865.00	45,751,865.00	17,390,153.95	49,082,103.00		
<b>B. EXPENSES</b>								
1) Certificated Salaries		1000-1999	16,370,172.00	16,370,172.00	5,332,297.77	16,370,172.00	0.00	0.0%
2) Classified Salaries		2000-2999	4,169,754.00	4,169,754.00	1,335,088.34	4,169,754.00	0.00	0.0%
3) Employee Benefits		3000-3999	11,772,020.00	11,772,020.00	3,533,991.74	11,621,562.00	150,458.00	1.3%
4) Books and Supplies		4000-4999	2,654,022.00	2,654,022.00	1,453,199.21	2,478,260.00	175,762.00	6.6%
5) Services and Other Operating Expenses		5000-5999	7,799,765.00	7,799,765.00	1,746,258.73	7,882,669.00	(82,904.00)	-1.1%
6) Depreciation and Amortization		6000-6999	609,748.00	609,748.00	97,076.98	609,748.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	33,866.00	33,866.00	0.00	0.00	33,866.00	100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENSES			43,409,347.00	43,409,347.00	13,497,910.77	43,132,165.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			2,342,518.00	2,342,518.00	3,892,243.18	5,949,938.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

El Camino Real Charter High  
Los Angeles Unified  
Los Angeles County

2021-22 First Interim  
Charter Schools Enterprise Fund  
Revenues, Expenses and Changes in Net Position

19 64733 1932623  
Form 62I

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			2,342,518.00	2,342,518.00	3,892,243.18	5,949,938.00		
<b>F. NET POSITION</b>								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	15,237,560.14	15,237,560.14		16,072,704.54	835,144.40	5.5%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			15,237,560.14	15,237,560.14		16,072,704.54		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			15,237,560.14	15,237,560.14		16,072,704.54		
2) Ending Net Position, June 30 (E + F1e)			17,580,078.14	17,580,078.14		22,022,642.54		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	1,626.00	1,626.00		47,696.00		
c) Unrestricted Net Position			17,578,452.14	17,578,452.14		21,974,946.54		

El Camino Real Charter High  
Los Angeles Unified  
Los Angeles County

2021-22 First Interim  
Charter Schools Enterprise Fund  
Revenues, Expenses and Changes in Net Position

19 64733 1932623  
Form 62I

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>LCFF SOURCES</b>								
Principal Apportionment State Aid - Current Year		8011	19,434,702.00	19,434,702.00	4,157,580.00	15,253,179.00	(4,181,523.00)	-21.5%
Education Protection Account State Aid - Current Year		8012	7,990,169.00	7,990,169.00	2,437,021.00	11,008,492.00	3,018,323.00	37.8%
State Aid - Prior Years		8019	0.00	0.00	305,980.00	0.00	0.00	0.0%
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	9,472,597.00	9,472,597.00	3,368,554.00	9,609,824.00	137,227.00	1.4%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, LCFF SOURCES</b>			<b>36,897,468.00</b>	<b>36,897,468.00</b>	<b>10,269,135.00</b>	<b>35,871,495.00</b>	<b>(1,025,973.00)</b>	<b>-2.8%</b>
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	740,691.00	740,691.00	261,105.58	839,268.00	98,577.00	13.3%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	916,197.00	916,197.00	306,986.00	891,071.00	(25,126.00)	-2.7%
Title I, Part A, Basic	3010	8290	387,347.00	387,347.00	86,961.00	376,724.00	(10,623.00)	-2.7%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	77,321.00	77,321.00	0.00	75,200.00	(2,121.00)	-2.7%
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	7,709.00	7,709.00	0.00	7,498.00	(211.00)	-2.7%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3045, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	4,128,101.99	3,877,714.00	3,877,714.00	New
<b>TOTAL, FEDERAL REVENUE</b>			<b>2,129,265.00</b>	<b>2,129,265.00</b>	<b>4,793,154.55</b>	<b>6,067,475.00</b>	<b>3,938,210.00</b>	<b>185.0%</b>
<b>OTHER STATE REVENUE</b>								
<b>Other State Apportionments</b>								
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	131,070.00	131,070.00	18,351.54	58,987.00	(72,083.00)	-55.0%
Mandated Costs Reimbursements		8550	161,596.00	161,596.00	0.00	159,479.00	(2,117.00)	-1.3%
Lottery - Unrestricted and Instructional Materials		8560	682,092.00	682,092.00	8,190.41	760,061.00	77,969.00	11.4%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%



El Camino Real Charter High  
Los Angeles Unified  
Los Angeles County

2021-22 First Interim  
Charter Schools Enterprise Fund  
Revenues, Expenses and Changes in Net Position

19 64733 1932623  
Form 62I

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	2,204,100.00	2,204,100.00	145,630.00	2,192,162.00	(11,938.00)	-0.5%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>3,178,858.00</b>	<b>3,178,858.00</b>	<b>172,171.95</b>	<b>3,170,689.00</b>	<b>(8,169.00)</b>	<b>-0.3%</b>
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	45,000.00	45,000.00	20,982.50	64,576.00	19,576.00	43.5%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	50,000.00	50,000.00	8,500.00	37,500.00	(12,500.00)	-25.0%
Interest		8660	340,000.00	340,000.00	109,238.37	340,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	798,571.49	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	2,411,274.00	2,411,274.00	869,158.97	2,522,868.00	111,594.00	4.6%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	700,000.00	700,000.00	349,241.12	1,007,500.00	307,500.00	43.9%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>3,546,274.00</b>	<b>3,546,274.00</b>	<b>2,155,692.45</b>	<b>3,972,444.00</b>	<b>426,170.00</b>	<b>12.0%</b>
<b>TOTAL, REVENUES</b>			<b>45,751,885.00</b>	<b>45,751,885.00</b>	<b>17,390,153.95</b>	<b>49,082,103.00</b>		

El Camino Real Charter High  
Los Angeles Unified  
Los Angeles County

2021-22 First Interim  
Charter Schools Enterprise Fund  
Revenues, Expenses and Changes in Net Position

19 64733 1932623  
Form 62I

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	13,319,831.00	13,319,831.00	4,287,305.18	13,319,831.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	1,839,386.00	1,839,386.00	683,754.94	1,839,386.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	1,159,562.00	1,159,562.00	381,237.65	1,159,562.00	0.00	0.0%
Other Certificated Salaries		1900	51,393.00	51,393.00	0.00	51,393.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>16,370,172.00</b>	<b>16,370,172.00</b>	<b>5,332,297.77</b>	<b>16,370,172.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	884,063.00	884,063.00	304,071.63	884,063.00	0.00	0.0%
Classified Support Salaries		2200	1,491,266.00	1,491,266.00	501,679.46	1,491,266.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	664,127.00	664,127.00	201,169.29	664,127.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	909,198.00	909,198.00	306,205.03	909,198.00	0.00	0.0%
Other Classified Salaries		2900	221,100.00	221,100.00	21,982.93	221,100.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>4,169,754.00</b>	<b>4,169,754.00</b>	<b>1,335,088.34</b>	<b>4,169,754.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	2,789,832.00	2,789,832.00	890,959.05	2,789,832.00	0.00	0.0%
PERS		3201-3202	775,451.00	775,451.00	240,639.89	775,451.00	0.00	0.0%
OASD/Medicare/Alternative		3301-3302	556,353.00	556,353.00	169,370.57	556,353.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	3,825,627.00	3,825,627.00	1,181,971.01	3,825,627.00	0.00	0.0%
Unemployment Insurance		3501-3502	252,640.00	252,640.00	27,840.91	102,889.00	149,941.00	59.3%
Workers' Compensation		3601-3602	253,668.00	253,668.00	51,411.42	258,722.00	(5,054.00)	-2.0%
OPEB, Allocated		3701-3702	3,324,778.00	3,324,778.00	970,568.32	3,324,778.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	13,871.00	13,871.00	1,230.57	8,100.00	5,571.00	40.8%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>11,772,020.00</b>	<b>11,772,020.00</b>	<b>3,533,991.74</b>	<b>11,621,562.00</b>	<b>150,458.00</b>	<b>1.3%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	175,000.00	175,000.00	184,946.98	225,000.00	(50,000.00)	-28.6%
Books and Other Reference Materials		4200	83,698.00	83,698.00	2,770.17	35,000.00	48,698.00	58.2%
Materials and Supplies		4300	1,535,495.00	1,535,495.00	276,815.01	794,352.00	741,143.00	48.3%
Noncapitalized Equipment		4400	500,000.00	500,000.00	928,285.03	1,050,000.00	(550,000.00)	-110.0%
Food		4700	359,829.00	359,829.00	60,382.02	373,908.00	(14,079.00)	-3.9%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>2,654,022.00</b>	<b>2,654,022.00</b>	<b>1,453,199.21</b>	<b>2,478,260.00</b>	<b>175,762.00</b>	<b>6.6%</b>
<b>SERVICES AND OTHER OPERATING EXPENSES</b>								
Subagreements for Services		5100	427,116.00	427,116.00	0.00	60,000.00	367,116.00	86.0%
Travel and Conferences		5200	27,450.00	27,450.00	13,273.73	102,450.00	(75,000.00)	-273.2%
Dues and Memberships		5300	225,055.00	225,055.00	182,815.68	225,055.00	0.00	0.0%
Insurance		5400-5450	413,948.00	413,948.00	120,609.00	413,948.00	0.00	0.0%
Operations and Housekeeping Services		5500	880,550.00	880,550.00	223,405.64	1,016,358.00	(155,808.00)	-18.1%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	844,354.00	844,354.00	29,893.48	891,194.00	(46,840.00)	-5.5%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	4,819,342.00	4,819,342.00	1,142,987.01	4,991,714.00	(172,372.00)	-3.6%
Communications		5900	181,950.00	181,950.00	33,472.19	181,950.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENSES</b>			<b>7,799,785.00</b>	<b>7,799,785.00</b>	<b>1,746,258.73</b>	<b>7,882,669.00</b>	<b>(82,904.00)</b>	<b>-1.1%</b>

El Camino Real Charter High  
Los Angeles Unified  
Los Angeles County

2021-22 First Interim  
Charter Schools Enterprise Fund  
Revenues, Expenses and Changes in Net Position

19 64733 1932623  
Form 62I

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>DEPRECIATION AND AMORTIZATION</b>								
Depreciation Expense		6900	609,748.00	609,748.00	97,076.98	609,748.00	0.00	0.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, DEPRECIATION AND AMORTIZATION</b>			609,748.00	609,748.00	97,076.98	609,748.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	33,866.00	33,866.00	0.00	0.00	33,866.00	100.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			33,866.00	33,866.00	0.00	0.00	33,866.00	100.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EXPENSES</b>			43,409,347.00	43,409,347.00	13,497,910.77	43,132,165.00		

El Camino Real Charter High  
Los Angeles Unified  
Los Angeles County

2021-22 First Interim  
Charter Schools Enterprise Fund  
Revenues, Expenses and Changes in Net Position

19 64733 1932623  
Form 62I

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

El Camino Real Charter High  
 Los Angeles Unified  
 Los Angeles County

First Interim  
 Charter Schools Enterprise Fund  
 Exhibit: Restricted Net Position Detail

19 64733 1932623  
 Form 62I

<b>Resource</b>	<b>Description</b>	<b>2021/22 Projected Year Totals</b>
5310		47,696.00
<b>Total, Restricted Net Position</b>		<b>47,696.00</b>



## Coversheet

### Discuss and Vote on Proposed Revision(s) to UnHoused/Homeless Student Policy and Foster Youth Policy.

**Section:** IV. School Business  
**Item:** A. Discuss and Vote on Proposed Revision(s) to UnHoused/Homeless Student Policy and Foster Youth Policy.  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
ECRCHS Education for Homeless Children and Youth Policy (4886-8167-1942.v1) (1).pdf  
ECRCHS Education for Foster Youth and Mobile Youth Policy (4892-3783-6037.v1) (1).pdf

## EDUCATION FOR HOMELESS CHILDREN AND YOUTH POLICY

The Board of Directors of El Camino Real Alliance dba El Camino Real Charter High School (“ECRCHS” or the “Charter School”) desires to ensure that homeless children and youth: are provided with equal access to its educational program; have an opportunity to meet the same challenging state of California academic standards; are provided a free and appropriate public education; are not stigmatized or segregated on the basis of their status as homeless; and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

### **Definition of Homeless Children and Youth**

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence ~~and-It~~ includes children and youth who (42 U.S.C. Section 11434a):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and/or
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the Charter School Liaison.

### **Charter School Liaison**

The Executive Director designates the following staff person as the Charter School Liaison for homeless students (42 U.S.C. Section 11432(g)(1)(J)(ii):

~~Barrie Gold~~ Melissa Harr  
Special Education Teacher ~~and Foster/Homeless Youth Liaison~~  
5440 Valley Circle Boulevard  
Woodland Hills, California 91367  
(818) 595-~~75008004~~  
M.Harr@ecrchs.net



The Charter School Liaison shall ensure that the following requirements are fulfilled by ECRCHS (42 U.S.C. Section 11432(g)(6)):

1. Homeless students are identified by Charter School personnel and through outreach and coordination activities with other entities and agencies, and through the annual housing questionnaire administered by the Charter School.
2. Homeless students enroll in and have a full and equal opportunity to succeed at ECRCHS.
3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act ("IDEA"), any other preschool programs administered by ECRCHS, if any, and referrals to health care services, dental services, mental health services ~~and~~, substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, ECRCHS charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
8. Charter School personnel providing services receive professional development and other support.
9. The Charter School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students and that the youths may obtain assistance from the Charter School Liaison to receive

verification of such status for the purposes of the Free Application for Federal Student Aid.

The California Department of Education ("CDE") publishes a list of the contact information for the Homeless Education Liaisons in the state, which is available at: <https://www.cde.ca.gov/sp/hs/>.

## **Enrollment**

ECRCHS shall immediately admit/enroll the student for which the Charter School is a School of Origin. "School of Origin" means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

ECRCHS shall also immediately enroll a homeless youth who seeks to enroll in the Charter School, if the youth would otherwise be eligible to attend and subject to the Charter School's capacity and pursuant to the procedures stated in the ECRCHS charter and Board policy. A homeless youth who is enrolled will have the right to attend classes and participate fully in school activities, including extracurricular activities.

The youth shall be immediately enrolled even if the student lacks records normally required for enrollment (such as previous academic records, records of immunizations, other required health records, proof of residency) or has missed application or enrollment deadlines during any period of homelessness. Records will immediately be requested from the previous school. (42 U.S.C. Section 11432(g)(3)(C); Education Code Section 48850(a)(3)(A).)

If the student needs to obtain immunizations or does not possess immunization or other medical records, the Executive Director or designee shall refer the parent/guardian to the Charter School Liaison. The Charter School Liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student. (42 U.S.C. Section 11432(g)(3)(C).)

A homeless youth may remain in the student's school of origin for the entire period for which the youth is homeless. If a youth obtains permanent housing during an academic year, the youth will be permitted to remain in the school of origin through the end of the academic year.

## **Enrollment Disputes**

If a dispute arises over admissions/enrollment, the student shall be immediately admitted, (subject to Charter School's capacity and pursuant to the procedures stated in the Charter School charter and Board policy), pending final resolution of the dispute, including all available appeals. ~~(42 U.S.C. Section 11432(g)(3)(E).)~~

The parent/guardian shall be provided with a written explanation of the admission/enrollment decision, including an explanation of the parent/guardian's right to

appeal the decision. The parent/guardian~~He/she~~ shall also be referred to the Charter School Liaison. ~~(42 U.S.C. Section 11432(g)(3)(E).)~~

The Charter School Liaison shall carry out the Board-adopted dispute resolution and complaint process as expeditiously as possible after receiving notice of the dispute. (42 U.S.C. Section 11432(g)(3)(E).)

### **Housing Questionnaire**

ECRCHS shall administer a housing questionnaire for purposes of identifying homeless children and youth. ECRCHS shall ensure that the housing questionnaire is based on the best practices developed by the CDE. ECRCHS shall annually provide the housing questionnaire to all parents/guardians of students and to all unaccompanied youths at ECRCHS. The housing questionnaire shall include an explanation of the rights and protections a student has as a homeless child or youth or as an unaccompanied youth. The housing questionnaire shall be available in paper form. The housing questionnaire shall be available in the primary language other than English spoken by fifteen (15) percent or more of the students enrolled at ECRCHS and shall be translated into other languages upon request of a student's parent/guardian or an unaccompanied youth. ECRCHS shall collect the completed housing questionnaires and annually report to the CDE the number of homeless children and youths and unaccompanied youths enrolled. (Education Code Section 48851.)

### **Comparable Services**

Each homeless child or youth shall promptly be provided services comparable to services offered to other students in ECRCHS such as (42 U.S.C. Section 11432(g)(4)):

- Transportation services
- Educational services for which the child or youth meets eligibility criteria, such as educational programs for students with disabilities and educational programs for students with limited English proficiency
- Programs in vocational and technical education
- Programs for gifted and talented students
- Charter School nutrition programs

### **Transportation**

In the event that ECRCHS provides transportation services to all ECRCHS students, ECRCHS shall provide comparable transportation services to each homeless child or youth attending ECRCHS, as noted above. (42 U.S.C. § 11432(g)(4).)

If ECRCHS does not otherwise provide transportation services to all ECRCHS students, ECRCHS shall ensure that transportation is provided for homeless students to and from ECRCHS, at the request of the parent or guardian (or Charter School Liaison), if ECRCHS is the student's school of origin. (42 U.S.C. Section 11432(g)(1)(J).)Transportation provided by ECRCHS will be adequate and appropriate

for the Sstudent's situation, but ECRCHS does not commit to any one method of transportation for all youth.

### **Eligibility for Extracurricular Activities**

A homeless child or youth shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities.

### **Waiver of Fees for Afterschool Programs**

The Charter School shall not charge any student who is a homeless youth any family fees associated with an After-School Education and Safety ("ASES") Program operated by the Charter School.

### **Professional Development**

All administrators, teachers and employees of [SCHOOL ABBREVIATION], including the Charter School Liaison, will be provided professional development on the identification, services, and sensitivity necessary when dealing with homeless children and youth. The Charter School Liaison will send verification that the Charter School is providing the required training to school personnel providing services to youth experiencing homelessness at least annually. (Education Code Section 48852.5(c)(2).)

### **High School Graduation Requirements**

Homeless students who transfer to the ECRCHS any time after the completion of their second year of high school shall be exempt from any of the Charter School's graduation requirements that are in excess of the California minimum graduation requirements specified in Education Code Section 51225.3 ("additional graduation requirements") unless ECRCHS makes a finding that the student is reasonably able to complete the Charter School's graduation requirements by the end of the student's fourth year of high school.

To determine whether a homeless student is in their third or fourth year of high school, either the number of credits the student has earned to the date of transfer or the length of the student's school enrollment may be used, whichever will qualify the student for the exemption.

Within thirty (30) calendar days of the date that a student who may qualify for exemption under the above requirements transfers into the Charter School, the Charter School shall notify the student, the student's educational rights holder, and the Charter School Liaison of the availability of the exemption and whether the student qualifies for an exemption.

The Charter School shall notify students who are exempted from the Charter School's additional graduation requirements and the student's educational rights holder of how

any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and provide information about transfer opportunities available through the California Community Colleges.

The Charter School shall not require any student who would otherwise be entitled to remain in attendance at the Charter School to accept the exemption from the Charter School's additional graduation requirements or deny the student enrollment in, or the ability to complete, courses for which the student is otherwise eligible. The Charter School shall not revoke an exemption and shall grant an eligible student's request for the exemption at any time if the student qualifies, regardless of whether the student previously declined the exemption. An eligible student's exemption from the Charter School's additional graduation requirements will continue to apply while the student is enrolled in the Charter School or if the student transfers to another school even after the student no longer meets the definition of a homeless child.

The Charter School shall not require or request that a student transfer schools in order to qualify the student for the exemption. Nor shall a student, a student's parent/guardian or educational rights holder, or a student's social worker or probation officer request a transfer solely to qualify for an exemption from the Charter School's additional graduation requirements.

If a student who is exempted from the Charter School's additional graduation requirements completes the California minimum coursework requirements specified in Education Code Section 51225.3 before the end of the student's fourth year of high school and would otherwise be entitled to remain in attendance at the Charter School, the Charter School shall not require or request that the student graduate before the end of the student's fourth year of high school.

If the Charter School determines the student is reasonably able to complete the Charter School's graduation requirements by the end of the student's fifth year of high school, the Charter School shall do the following:

1. Inform the student of the student's option to remain at the Charter School for a fifth year to complete the Charter School's graduation requirements.
2. Inform the student, and the educational rights holder for the student, about how remaining in school for a fifth year to complete the Charter School's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution
3. Provide information to the student about transfer opportunities available through the California Community Colleges.
4. Permit the student to stay at the Charter School for a fifth year to complete the Charter School's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or, if the student is under 18 years of age, upon agreement with the educational rights holder for the student.

### **Acceptance of Course Work**

The Charter School will accept any coursework satisfactorily completed at any public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency by a homeless student.

The Charter School will provide homeless students credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, the Charter School shall not require the student to retake the portion of the course the student completed unless the Charter School, in consultation with the holder of educational rights for the student, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the homeless student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

### **Notice**

For any homeless student who seeks enrollment at the Charter School, written notice will be provided to the parent/guardian at the time of enrollment and at least twice (2) annually while the student is enrolled at the Charter School ~~in alignment with the law.~~ This notice must be signed by the parent/guardian. The notice must outline general rights, include the name of the Charter School Liaison with contact information, and specifically state that (1) the choice of schools homeless children and youth are eligible to attend; (2) that no homeless student is required to attend a separate school for homeless children; (3) that homeless children and youth shall be provided comparable services; and (4) that homeless children should not be stigmatized by Charter School personnel. (42 U.S.C. Section 11432(e)(3)(C).)

### **Annual Policy Review**

The Charter School shall annually review and revise any policies that may act as barriers to the identification of homeless children and youths or the enrollment of homeless children and youths at the Charter School. In reviewing and revising such policies, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Special attention shall be given to ensuring the identification, enrollment, and attendance of homeless children and youths who are not currently attending school.

### **School Website Posting**

ECRCHS shall ensure that the following information is posted, and updated as necessary, on its internet website:

- The name and contact information of the Charter School Liaison(s) for homeless children and youths.
- The contact information of any employee or contractor that assists the Charter School Liaison in completing the liaison's duties.
- Specific information regarding the educational rights and resources available to persons experiencing homelessness.



## EDUCATION FOR FOSTER AND MOBILE YOUTH POLICY

### Introduction

The Board of Directors of El Camino Real Alliance dba El Camino Real Charter High School (“ECRCHS”) recognizes that Foster and Mobile Youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and charter school academic standards, ECRCHS shall provide them with full access to ECRCHS’s educational program and implement strategies identified as required by law and necessary for the improvement of the academic achievement of foster youth in ECRCHS’s local control and accountability plan (“LCAP”).

### Definitions

- “Foster youth” means any of the following:
  1. aA child who has been removed from their home is the subject of a petition filed pursuant to California Welfare and Institutions Code (“WIC”) section 309 and/or (whether or not the child has been removed from the child’s home by the juvenile court).
  2. A child who is the subject of a petition pursuant to WIC filed under Welfare and Institutions Code section 300 or 602, has been removed from the child’s home by the juvenile court, and is in foster care. This includes children who are the subject of cases in dependency court and juvenile justice court.
  3. A nonminor under the transition jurisdiction of the juvenile court, as described in WIC section 450, who satisfies all of the following criteria:
    - a. The nonminor has attained 18 years of age while under an order of foster care placement by the juvenile court.
    - b. The nonminor is in foster care under the placement and care responsibility of the county welfare department, county probation department, Indian tribe, consortium of tribes, or tribal organization.
    - c. The nonminor is participating in a transitional independent living case plan.
  4. A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court.
  - 4.5. A child who is the subject of a voluntary placement agreement, as defined in WIC 11400.
- “Former juvenile court school pupil” means a student pupil who, upon completion of the student pupil’s second year of high school, transfers from a juvenile court school to the Charter School.
- “Child of a military family” refers to a student who resides in the household of an active duty military member.



- “*Currently Migratory Child*” refers to a child who, within the last 12-months, has moved with a parent, guardian, or other person having custody to the Charter School from another Local Educational Agency (“LEA”), either within California or from another state, so that the child or a member of the child’s immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child’s eligibility for migrant education services. ~~“Currently Migratory Child”~~ This includes a child who, without the parent/guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.
- “*Pupil participating in a newcomer program*” means a ~~student~~pupil who is participating in a program designed to meet the academic and transitional needs of newly arrived immigrant ~~students~~pupils that has as a primary objective the development of English language proficiency.
- ~~“~~“*Educational Rights Holder*” (“ERH”) means a parent, guardian, or responsible adult appointed by a court to make educational decisions for a minor pursuant to ~~Welfare and Institutions Code~~WIC sections 319, 361 or 726, or a person holding the right to make educational decisions for the ~~student~~pupil pursuant to Education Code section 56055.
- “*School of origin*” means the school that the foster youth attended when permanently housed or the school in which ~~he/she~~the foster youth was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which ~~he/she~~the student was last enrolled, or if there is some other school that the foster youth attended within the immediately preceding 15 months, the ECRCHS liaison for foster youth, in consultation with and with the agreement of the foster youth and the ERH for the youth, shall determine, in the best interests of the foster youth, the school that shall be deemed ~~is~~ the school of origin.
- “*Best interests*” means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the opportunity to be educated in the least restrictive educational program and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all ECRCHS students.

Within this Policy, foster/juvenile court youth, former juvenile court school ~~students~~pupils, a child of a military family, a currently migratory child, and a ~~student~~pupil participating in the newcomer program will be referred to collectively as “Foster and Mobile Youth.”

### **ECRCHS Foster and Mobile Youth Liaison**

In order to help facilitate the enrollment, placement, and transfer of Foster and Mobile Youth to ECRCHS, the Board of Directors shall designate an ECRCHS Foster and

Mobile Youth liaison. The Board of Directors designates the following position as ECRCHS's liaison for foster and mobile youth:

~~Melissa Harr~~~~Barrie Gold~~  
Special Education Teacher ~~and Foster/Homeless Youth Liaison~~  
5440 Valley Circle Boulevard  
Woodland Hills, California 91367  
(818) 595-7500  
[M.Harr@ecrchs.net](mailto:M.Harr@ecrchs.net)

The Foster and Mobile Youth ~~L~~iaison shall be responsible for the following:

1. Ensure and facilitate the proper educational placement, enrollment in ECRCHS, and checkout from ECRCHS of foster and mobile youth.
2. Ensure proper transfer of credits, records, and grades when foster and mobile youth transfer to or from ECRCHS.
3. When foster ~~or mobile~~ youth is enrolling in ECRCHS, the ECRCHS Foster and Mobile Youth ~~L~~iaison shall contact the school last attended by the student ~~to obtain~~, within two (2) business days, to obtain all academic and other records. The last school attended by the foster youth shall provide all required records to the new school regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended. When a foster youth is transferring to a new school, the ECRCHS Foster and Mobile Youth ~~L~~iaison shall provide the student's records to the new school within two business days of receiving the new school's request, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the Charter School.
4. When required by law, notify the foster youth's attorney and the appropriate representative of the county child welfare agency at least ten (10) calendar days preceding the date of the following:
  - An expulsion hearing for a discretionary act under ECRCHS's charter.
  - Any meeting to extend a suspension until an expulsion decision is rendered if the decision to recommend expulsion is a discretionary act under ECRCHS's charter. The foster youth's attorney and the agency representative will be invited to participate.
  - A manifestation determination meeting prior to a change in the foster youth's placement if the change in placement is due to an act for which the recommendation for expulsion is discretionary and the student is a student with a disability under state and federal special education laws. The foster youth's attorney and the agency representative will be invited to participate.

5. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the Federal Rehabilitation Act of 1973.
6. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services.
7. Develop protocols and procedures for creating awareness for ECRCHS staff, including but not limited to principals, deans, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth.
8. Collaborate with the county placing agency, social services, probation officers, juvenile court officers, and other appropriate agencies to help coordinate services for ECRCHS's foster youth.
9. Monitor the educational progress of foster youth and provide reports to the Executive Director or designee and the Board of Directors based on indicators identified in ECRCHS's local control and accountability plan.

This policy does not grant the ECRCHS Foster and Mobile Youth Liaison authority that supersedes the authority granted under state and federal law to a parent or legal guardian retaining educational rights, a responsible person appointed by the court to represent the child pursuant to ~~Welfare and Institutions Code~~ WIC sections 319, 361 or 726, a surrogate parent, or a foster parent exercising authority under ~~the~~ Education Code section 56055. The role of the ECRCHS Foster and Mobile Youth Liaison is advisory with respect to placement options and determination of the school of origin.

### **School Stability and Enrollment**

ECRCHS will work with foster youth and their ERH to ensure that each foster youth is placed in the least restrictive educational programs and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all students, including, but not limited to, interscholastic sports. All decisions regarding a foster youth's education and placement will be based on the best interest of the child and shall consider, among other factors, educational stability and the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress.

Foster youth, currently migratory children, and children of military families have the right to remain in their school of origin if it is their best interest. The Charter School will immediately enroll a foster youth, a currently migratory child, or child of a military family seeking reenrollment in ECRCHS as their school of origin.

A foster youth, currently migratory child, or child of a military family who seeks to transfer to ECRCHS will be immediately enrolled (subject to ECRCHS's capacity, if ECRCHS is not the student's school of origin, and pursuant to the procedures stated in ECRCHS's charter and Board policy) even if the student has outstanding fees, fines, textbooks, or other items or monies due to the school last attended or is unable to meet normal enrollment documentation or school uniform requirements (e.g. producing medical records or academic records from a previous school).

At the initial detention or placement or any subsequent change in placement, a foster youth may continue in ~~their~~his/her school of origin, ~~as defined above~~, for the duration of the court's jurisdiction. A currently migratory child or child of a military family may continue in their school of origin as long as the student meets the definition of a currently migratory child or child of a military family as described above. Foster youth, currently migratory children, and children of military families have the right to remain in their school of origin following the termination of the court's jurisdiction or termination of the child's status as a currently migratory child or child of a military family, as follows:

- For students enrolled in high school, the student will be allowed to continue in the school of origin through graduation.

If the foster youth, currently migratory child, or child of a military family is transitioning between school grade levels, ~~he/she~~the youth shall be allowed to continue in the district of origin in the same attendance area to provide ~~him/her~~the youth the benefit of matriculating with ~~his/her~~their peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The ECRCHS Foster and Mobile Youth Liaison may, in consultation with and with the agreement of the foster youth and the ERH for the foster youth, recommend that the foster youth's right to attend the school of origin be waived and ~~he/she~~the student be enrolled in any district school that students the student would otherwise be eligible to attend as a resident of the school district or in ECRCHS consistent with current enrollment procedures. All decisions shall be made in accordance with the foster youth's best interests.

Prior to making any recommendation to move a foster youth from ~~his/her~~their school of origin, the Foster and Mobile Youth Liaison shall provide the foster youth and the foster youth's ERH ~~for the youth~~ with a written explanation of the basis for the recommendation and how the recommendation serves the foster youth's best interests.

If any dispute arises regarding a foster youth's request to remain in the Charter School as the foster youth's school of origin, the foster youth has the right to remain in the Charter School of origin pending resolution of the dispute. The dispute shall be resolved in accordance with the existing ECRCHS dispute resolution process.

## Transportation

ECRCHS shall not be responsible for providing transportation to allow a foster ~~youth~~child to attend school, unless there is an agreement with a local child welfare agency that the Charter School assumes part or all of the transportation costs in accordance with Section 6312(c)(5) of Title 20 of the United States Code, or unless required by federal law. ECRCHS is not prohibited from providing transportation, at its discretion, to allow a foster ~~youth~~child to attend school.

In accordance with Section 6312(c)(5) of Title 20 of the United States Code, the Charter School shall collaborate with local child welfare agencies to develop and implement clear written procedures to address the transportation needs of foster youth to maintain them in their school of origin, when it is in the best interest of the youth.

For any student who has an individualized education program (“IEP”), the student’s IEP team will determine if the student requires special education transportation as a related service regardless of the student’s status.

### **Effect of Absences on Grades**

The grades of a ~~student in foster care~~ foster youth shall not be lowered for any absence from the Charter sSchool that is due to either of the following circumstances:

1. A decision by a court or placement agency to change the student’s placement, in which case the student’s grades shall be calculated as of the date the student~~he/she~~ left school.
2. A verified court appearance or related court-ordered activity.

### **Transfer of Coursework and Credits**

ECRCHS shall accept ~~any~~ coursework ~~that the foster or mobile youth has~~ satisfactorily completed by a Foster and Mobile Youth while attending another public school<sup>1</sup>, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency even if the student did not complete the entire course and shall issue that student full or partial credit for the coursework completed.

If the ~~f~~Foster and Mobile yYouth did not complete the entire course, ~~he/she~~the student shall be issued partial credit for the coursework completed and shall not be required to retake the portion of the course that ~~he/she~~the student completed at another school unless ECRCHS, in consultation with the student’s ERH, finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a ~~f~~Foster and Mobile yYouth in any particular course, ~~he/she~~the student shall be enrolled in the same or equivalent course, if applicable, so that ~~he/she~~the student may continue and complete the entire course.

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<sup>1</sup> For purposes of coursework completed by a student who is a child of a military family, “public school” includes schools operated by the United States Department of Defense.

In no event shall ECRCHS prevent a ~~fFoster orand mMobile yYouth-youth~~ from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California.

### **Applicability of Graduation Requirements**

To obtain a high school diploma from ECRCHS, a student must complete all courses required by ECRCHS, and fulfill any additional graduation requirements prescribed by the Board.

However, Foster and Mobile Youth who transfer to the Charter School any time after the completion of their second year of high school, and ~~studentspupils~~ participating in a newcomer program who are in their third or fourth year of high school, shall be exempt from any of the Charter School's graduation requirements that are in excess of the California minimum graduation requirements specified in Education Code section 51225.3 ("additional graduation requirements") unless the Charter School makes a finding that the student is reasonably able to complete the Charter School's graduation requirements by the end of the student's fourth year of high school.

To determine whether a Foster and Mobile Youth is in their third or fourth year of high school, either the number of credits the student has earned to the date of transfer or the length of the student's school enrollment may be used, whichever will qualify the student for the exemption. For a ~~studentpupit~~ participating in a newcomer program, enrollment in grade 11 or 12 may be used to determine whether the student is in ~~theirhis or her~~ third or fourth year of high school.

Within thirty (30) calendar days of the date that a student who may qualify for exemption under the above requirements transfers into the Charter School, the Charter School shall notify the student, the ERH, and where applicable, the student's social worker or probation officer, of the availability of the exemption and whether the student qualifies for the exemption. If the Charter School fails to provide timely notice of the availability of the exemption, the Foster and Mobile Youth shall be eligible for the exemption from the additional graduation requirements once notified, even if that notification occurs after the termination of the court's jurisdiction over the student, if the foster youth otherwise qualifies for the exemption.

If a student is exempted from the Charter School's additional graduation requirements pursuant to this Policy and completes the statewide coursework requirements specified in Educational Code section 51225.3 before the end of ~~theirhis or her~~ fourth year of high school and that student would otherwise be entitled to remain in attendance at the Charter School, the Charter School shall not require or request that the student graduate before the end of ~~theirhis or her~~ fourth year of high school.

The Executive Director or designee shall notify a Foster and Mobile Youth and their ERH if the Charter School grants an exemption from the additional graduation requirements, how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution, and shall provide



information about transfer opportunities available through the California Community Colleges.

A Foster and Mobile Youth who would otherwise be entitled to remain in attendance at the Charter School shall not be required to accept the exemption from additional graduation requirements or be denied enrollment in, or the ability to complete, courses for which the student is otherwise eligible, including courses necessary to attend an institution of higher education, regardless of whether those courses are required for statewide graduation requirements.

If an eligible student is not exempted from additional graduation requirements or has previously declined the exemption pursuant to this Policy, the Charter School shall exempt the student at any time if an exemption is requested by the youth and the youth qualifies for the exemption. Likewise, if the youth is exempted, the Charter School may not revoke the exemption.

If a Foster and Mobile Youth is exempted from additional graduation requirements pursuant to this section, the exemption shall continue to apply after the termination of the court's jurisdiction over the student or after the termination of circumstances which make the Student eligible while he or she is enrolled in school or if the student transfers to another school, including a charter school, or school district.

The Charter School shall not require or request a Foster and Mobile Youth to transfer schools in order to qualify for an exemption from additional graduation requirements, and no Foster and Mobile Youth or any person acting on behalf of a Foster and Mobile Youth may request a transfer solely to qualify for an exemption from the Charter School's additional graduation requirements.

Upon making a finding that a Foster and Mobile Youth is reasonably able to complete the Charter School's graduation requirements within the student's fifth year of high school, the Executive Director or designee shall:

1. Inform the student and the student's ERH of the student's option to remain in school for a fifth year to complete the Charter School's graduation requirements, consistent with the laws regarding continuous enrollment and satisfactory progress for Charter School students over age 19.
2. Inform the student and the student's ERH how remaining in school for a fifth year will affect the student's ability to gain admission to a postsecondary educational institution.
3. Provide information to the student about transfer opportunities available through the California Community Colleges.

4. Upon agreement with the student or, if the student is under 18 years of age, the ERH, permit the student to stay in school for a fifth year to complete the Charter School's graduation requirements.

If a juvenile court youth satisfies the requirements for high school graduation while enrolled at a juvenile court school but has elected to decline the issuance of the diploma for the purpose of taking additional coursework, the Charter School will not prevent the juvenile court youth from enrolling in the Charter School and pursuing additional coursework if requested by the youth or by the youth's ERH.

### **Eligibility for Extracurricular Activities**

A student who is in foster care whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities.

### **Waiver of Fees for Afterschool Programs**

ECRCHS shall not charge any student who the Charter School knows is currently in foster care any family fees associated with an After-School Education and Safety ("ASES") Program operated by the Charter School.

### **Student Records**

When ECRCHS receives a transfer request and/or student records request for the educational information and records of a foster youth from a new LEA, ECRCHS shall provide these student records within two (2) business days. ECRCHS shall compile the complete educational record of the student, including but not limited to a determination of seat time, full or partial credits earned, current classes and grades, immunization and other records, and, if applicable, a copy of the student's special education records including assessments, IEPs, and/or 504 plans. All requests for student records will be shared with the Foster and Mobile Youth Liaison, who shall be aware of the specific educational record keeping needs of Foster and Mobile Youth.

In accordance with ECRCH's Educational Records and Student Information Policy, under limited circumstances, ECRCHS may disclose student records or personally identifiable information contained in those records to certain requesting parties including but not limited to a foster family agency and state and local authorities within a juvenile justice system, without parental consent.

### **Complaints of Noncompliance**

Complaints of noncompliance with this Policy shall be governed by ECRCHS's Uniform Complaint Procedures. [A copy of the Uniform Complaint Policy and Procedures is available upon request at the main office.](#)



## Coversheet

### Discussion and Vote on Compliance Monitoring and Certification of Board Compliance Review 2021-2022

**Section:** IV. School Business  
**Item:** C. Discussion and Vote on Compliance Monitoring and Certification of Board Compliance Review 2021-2022  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Compliance Monitoring and Certification of Board Compliance Review 2021-2022.pdf

## COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2021-2022

School Name: El Camino Real Charter High School

Board President Name: Brad Wright

Charter Management Organization: \_\_\_\_\_

LAUSD Loc. Code: 8617

**INSTRUCTIONS:** This Compliance Monitoring and Certification Checklist needs to be submitted twice but both certifications must be completed on the same form.

**First submission** should be completed by checking each appropriate box (Compliant **OR** In Process) for items 1-23; school administrator needs sign and date the certification page and submitted all pages no later than October 29, 2021 via Dropbox.

**Second submission** needs to be completed by checking each appropriate items 1-23 under the board certification column, Board Chair needs to sign the certification page and submit with supporting documentation such as the Board Agenda where item was discuss, Board Minutes and Board Agenda approving the minutes no later than January 14, 2022 via Dropbox.

**Note:** Checklist boxes cannot be left uncheck for any of the items unless you indicated Not Applicable (N/A). Compliance Certification with wet signatures must remain at the school site and be available for review upon request by the oversight team at any time.

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 14, 2022
		COMPLIANT	REQUIREMENT IN PROCESS	
1. The charter school maintains timely and current verification of <b>criminal background and TB clearances</b> for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., Ed. Code § 47605(b)(5)(F); Ed. Code §§ 45122.1 and 45125.1; Ed. Code § 49406; Ed. Code § 44237.	Documentation that the school has at least one DOJ-confirmed Custodian of Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2021-2022" form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 14, 2022
	Completed and signed "Criminal Background Clearance Certification" for each faculty and staff member to certify criminal background clearance prior to employment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements. Ed Code § 49406; Health & Safety Code §§ 121525, 121535, 121545, and 121555.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Teachers (including but not limited to English language arts, social studies, science, and mathematics) hold an EL Certification and a valid Commission on <b>Teacher Credentialing</b> Certificate, permit, or other documents equivalent to that which a teacher in other public schools would be required to hold per federal and state law, ESSA. See Ed. Code § 47605(1).	For each certificated staff member: Credential(s) are appropriate for the position(s) to which the person has been assigned, and are in alignment with Ed. Code § 47605(1) and other applicable law	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2a. The administration and board have a system in place for reporting applicable employee misconduct to the Commission on Teacher Credentialing.	Internal human resources procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. The Charter Schools Division has been provided with, and parents have access to, the school's most current <b>contact information</b> for each Governing Board member and the <b>2021-2022 Board meetings calendar</b> . See current	Accurate and updated school contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Accurate and updated list/roster of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 14, 2022
<i>Federal, State, and District Required Language for Independent Charter School Petitions (New and Renewal) and Material Revisions (FSDRL).</i>	Governing Board members and contact information			
	Calendar of Governing Board meeting dates and location(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Charter school complies with the <b>pre- and post-lottery and enrollment forms</b> guidelines. See <i>Admissions Requirements and Materials</i> (August 2011).	Lottery form and enrollment packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Charter school shall ensure that staff receives annual <b>training on the charter school's health, safety, and emergency procedures</b> , and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to: a. Health, Safety and Emergency Preparedness Plan (School Safety Plan) (see, e.g., Ed Code §§ 32280-32289) b. Child Abuse Mandated Reporter training as outlined in Ed. Code § 44691; Penal Code § 11165.7 c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, as outlined in Ed. Code, § 215	Comprehensive Health, Safety, and Emergency Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Documentation of emergency drills and preparedness training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Documentation of annual Blood borne Pathogens training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	6. <b>Co-location Charters only-</b> The school administrator and governing board acknowledges and understands that the independent charter school follows applicable District policy, including the District School Safety Plan, as a co-location school.	Participation in District and site level co-location meetings		
	Review of Policy Bulletin-5532.1	NA <input type="checkbox"/>	<input type="checkbox"/>	NA <input type="checkbox"/>
	Meeting with local district site principal for additional information and questions			
7. The charter school has either implemented the LAUSD <b>Master Plan for English Learners and Standard English Learners</b> or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current FSDRL and 2021-2022 Welcome Letter.	EL Certification Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	EL Master Plan has been updated (if the school has not adopted the LAUSD EL Master Plan)	NA <input type="checkbox"/>	<input type="checkbox"/>	NA <input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 14, 2022
8. The charter school’s school climate and student discipline systems and procedures align with LAUSD’s <b>Discipline Foundation Policy</b> and <b>School Climate Bill of Rights</b> . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and School Climate Bill of Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Evidence of the tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student <b>suspensions, expulsions, and reinstatements</b> , and make such outcome data readily available to the LAUSD upon request. The charter school submits student suspension and expulsion data to the Office of Data and Accountability on a monthly basis. See current FSDRL.	Monthly suspension and expulsion reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Charter School ensures that any and all school <b>communications, including the Parent Student Handbook</b> , are consistent with the provisions of school’s approved charter as well as applicable law (e.g., translation required in the target language if Charter School has 15% of more of Stakeholders who speak that language.)	Parent Student Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. The charter school’s occupancy and use of <b>facilities shall be in compliance</b> with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, including but not limited to, the Americans with Disabilities Act. See 42 U.S.C.A. § 12182; Ed. Code § 47610; see also current FSDRL.	Current and appropriate Certificate of Occupancy or equivalent; documentation of compliance with fire-life-safety requirements; other required documentation (for any school site not located on District property)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. The charter school complies with all <b>federal and state laws related to public entities</b> , including, but not limited to: <ul style="list-style-type: none"> <li>• Ralph M. Brown Act, Gov. Code §§ 54950, et seq.</li> </ul>	Board meeting agendas and minutes for the past 12 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 14, 2022
<ul style="list-style-type: none"> <li>Political Reform Act of 1974, Gov. Code §§ 81000, et seq.</li> <li>California Public Records Act, Gov. Code § 6250, et seq.</li> <li>Conflicts of Interest, Gov. Code § 1090.</li> </ul> <p>See current FSDRL.</p>	Verification of compliant public posting of Board agendas, including on the school website	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Evidence of Brown Act training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Forms 700	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	School policy for responding to Public Records Act requests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. The charter school ensures that its <b>Articles of Incorporation</b> are current and appropriate for the operation of the charter school.	Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments), for entities affiliated with the charter school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. <b>By-laws</b> are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. The charter school meets the provisions of eligibility and/or is a participant of state and <b>federal programs and/or grants</b> , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Proposition 20 – State Lottery (e.g., Gov. Code § 8880.4), Education Protection Act (Proposition 30), Special Education (Ed. Code § 56000, et seq.), Ed. Code § 47614.5, and all other federal and state programs in which the charter school participates.	{See “Fiscal Review” in the <i>Annual Performance-Based Oversight Visit Preparation Guide</i> for list of documentation to be provided to the CSD Fiscal Team]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. The charter school implements Uniform Complaint Procedure (UCP) policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school’s website, that are compliant with federal and state requirements., See, e.g., guidance provided at <a href="http://www.cde.ca.gov/re/cp/uc/">http://www.cde.ca.gov/re/cp/uc/</a>	The governing board has reviewed the school’s: <ul style="list-style-type: none"> <li>UCP policies</li> <li>UCP procedures</li> <li>UCP forms</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. The charter school, as a recipient of federal reimbursement for the National School Lunch/Breakfast program and/or as a school on District property, has adopted a <b>Local School Wellness Policy</b> . See 42 U.S.C.A. § 1751, et seq.; 42 U.S.C.A. § 1771, et seq.	Local School Wellness Policy, including evidence of stakeholder input in the development of the policy and annual progress report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 14, 2022
<p>Note: Even if the charter school is not participating in the National School Lunch or Breakfast program, and is not located on District property, development and adoption of an equivalent Wellness Policy likely would benefit the school and its students.</p>				
<p>18. The governing board oversees the development of and approves/adopts the <b>stakeholder engagement</b> process, goals, actions, measurable outcomes, and expenditures in the school’s <b>Learning Local Control Accountability Plan (LCAP)</b> and annual update in consultation with teachers, staff, administrators, parents, and students. See Ed. Code § 47606.5.</p>	<p>Documentation of stakeholder engagement, including Board Meeting Agendas, Board Minutes, LCAP, and related documents (e.g., Annual Update, and Budget Overview for Parents).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>19. The charter school ensures compliance with the LAUSD’s <b>Keeping Parents Informed: Charter Public School Transparency Resolution</b> of January 12, 2016, which includes documents available both manually and electronically, and if the charter school occupies a building on the AB300 list (seismic safety survey), it has posted a notice of such status in its main office. Ed. Code §§ 17280 to 17317.</p>	<p>Documentation of discussion by the Governing Board including Board Meeting Agendas and Board Minutes and review that documentation is available both manually and electronically</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>20. The charter school ensures that it is in compliance with all applicable state law regarding students experiencing homelessness and foster youth, including but not limited to the provisions of Ed. Code §§ 48853, 48853.5, 49069.5, 51225.1, 51225.2 and 48850, as amended from time to time.</p>	<p>Documentation of compliance with the requirements, which may include but is not limited to, the name of the charter school’s designee and the partial credit policy, if applicable</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>21. <b>Schools Serving Grade 9 only:</b> The charter school complies with all applicable requirements of Ed. Code § 51224.7.</p>	<p>Documentation of the adoption of the charter school’s established policy in compliance with Education Code section 51224.7, including the Board Meeting Agendas and Board Minutes</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 14, 2022
22. The charter school complies with all applicable requirements of Ed. Code, § 215: Pupil Suicide Prevention Policies. (Schools serving Grades 7-12). If the charter school is co-located on District property (Prop 39), the charter school must comply with the District’s policy (BUL: 2637.4 <i>Suicide Prevention, Intervention, and Postvention</i> ) and must access training via the District’s website through MyPLN.	Documentation of the adoption of the charter school’s policy as outlined in Ed. Code, § 215, including the Board Meeting Agendas and Board Minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23. <b>For High Schools Only:</b> The charter school has obtained WASC accreditation and UCOP Doorways Course Approval.	Charter school approvals are listed on the WASC website and UCOP Doorways website	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
24. The charter school complies with all applicable requirements of Ed. Code §§ 231.5 and 231.6 regarding sexual harassment notifications (Schools serving Grades 9-12).	Verification of pupils being notified in accordance with applicable legal requirements (Ed. Code §§ 231.5 and 231.6), displaying a poster in bathrooms and locker rooms at the schoolsite.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25. Charter school must comply with all online posting requirements related to the filing of a Title IX complaint pursuant to Education Code section 221.61.	Documentation of the charter school’s online posting(s) containing all the required information set forth in Education Code section 221.61.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26. Charter school must comply with all Title IX federal requirements including the adoption and publishing of grievance procedures. These procedures are intended to provide for the prompt and equitable resolution of student and employee complaints set forth in 34 C.F.R. § 106.8.	Documentation of the charter school’s adoption and publishing of its grievance procedures including the Board Meeting Agenda(s) and Board Minute(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 14, 2022
27. The charter school complies with all applicable requirements of Ed. Code § 56040.3 pertaining to school-purchased technology devices for individuals with exceptional needs.	Documentation of compliance with the requirements, which may include but is not limited to, how students were provided access to devices in order to receive a free appropriate public education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

**(By Friday, October 29, 2021)**

The undersigned hereby certifies that, on October 29, 2021 the School Administrator of \_\_\_\_\_  
Date(s)

El Camino Real Charter High School

Name of Charter School

reviewed the school's compliance with legal, charter, and District policy requirements.

<u>David Hussey</u>		<u>10/29/2021</u>
Printed Name of School Administrator	Signature of School Administrator	Date Signed

## CERTIFICATION OF BOARD COMPLIANCE REVIEW

**(By Friday, January 14, 2022)**

The undersigned hereby certifies that, on \_\_\_\_\_, the Governing Board of \_\_\_\_\_  
Date(s)

Name of Charter School

reviewed the school's compliance with legal, charter, and District policy requirements.

This certification includes the following relevant documentation:

- Board Agenda where item was discussed
- Board Minutes
- Board Agenda Approving the Minutes

Printed Name of Governing Board Chair	Signature of Governing Board Chair	Date Signed



## LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

333 South Beaudry Avenue, 20<sup>th</sup> Floor, Los Angeles, CA 90017  
Office: (213) 241-0399 ♦ Prop. 39: (213) 241-5130 ♦ Fax: (213) 241-2054

MEGAN K. REILLY  
Interim Superintendent

VERONICA ARREGUIN  
Chief Strategy Officer

JOSÉ COLE-GUTIÉRREZ  
Director, Charter Schools Division

### CHARTER SCHOOL COMPLIANCE MONITORING 2021-2022

Dear Charter School Governing Board President and Charter School Leaders:

As part of its oversight responsibility set forth in California Education Code § 47604.32, the LAUSD, through the Charter Schools Division (CSD), monitors each charter public school's compliance with applicable legal, charter, and policy requirements. The CSD's compliance oversight process encompasses three important actions by each charter school:

- (1) School Administrator's Certification: As the CSD continues its focus on ensuring that the well-being of students remains first and foremost, **by October 29, 2021**, (designed to be aligned with the six-week deadline for Child Abuse Mandated Reporter training) as part of the school's Q1 electronic submission of documents, we request that the school site administrator submit the attached certification confirming the school's implementation of safety measures at the beginning of the school year. This beginning of the year certification by the school administrator informs the governing board and supports the school in ensuring that critical organizational and management systems are in place as the school year begins, as these requirements greatly impact students, staff, and the public. **Please return the entire document with only the school administrator's columns completed, along with the administrator's signature no later than October 29, 2021.**
- (2) Certification of Board Compliance Review: As in previous years, and as part of the Governing Board's fulfillment of its fiduciary governance responsibility to ensure that the charter school complies with all applicable laws and other requirements, it is critical that the school's Governing Board periodically review, discuss, monitor, and modify, if necessary, the school's policies and systems for compliance with such requirements. **Please complete and sign the final certification at the end of the attached document, *Compliance Monitoring and Certification of Board Compliance Review 2021-2022*, and return the entire document, (including the administrator's certification from the first submission). Please include the relevant Board agenda(s) and minutes as evidence of the Governing Board's review of these items and submit to the Charter Schools Division via Dropbox no later than January 14, 2022.**

The CSD is very much aware and acknowledges that governing boards provide fiduciary oversight and hire a leader (or leaders) to execute day-to-day operations and appropriately delegated functions. Moreover, the charter school's governing board is the first line of charter school oversight. As part of the District's oversight process, this certification is intended to serve as a formal acknowledgement from charter school governing boards of their review and appropriate due diligence in these key areas as part of their own organizational oversight function. As stated in the *LAUSD Policy and Procedures for Charter Schools*, "While LAUSD is responsible to provide oversight of its charter schools and the entities managing charter schools, the primary oversight of each charter school must first and foremost be performed by the charter school's own governing board. The governing board of a charter school has an ongoing

responsibility to oversee the operations of its charter school(s), ensuring that every charter school it oversees is providing a high-quality educational program for students enrolled, is successfully fulfilling the terms of their charter, is fiscally sound, and complies with applicable laws, regulations, and court orders.” This annual certification also provides charter governing boards an opportunity to confirm with their school leadership that systems are/remain in place to fulfill these critical requirements that impact students, staff, and the public.

- (3) **Documentation of Compliance:** As we have historically done, the CSD will review documentation of compliance with several key legal requirements as part of this year’s annual performance-based oversight visit to each charter school. To facilitate effective and efficient compliance review on the day of the visit, please adhere to the guidance provided in the *Annual Performance-Based Oversight Visit Preparation Guide 2021-2022* for the preparation of the school’s compliance documentation. Please ensure that this documentation is current, complete, and accurate. The “Supporting Documentation” column of the table in the attached *Compliance Monitoring and Certification of Board Compliance Review 2021-2022* may provide useful support and assistance in this endeavor.

We appreciate your continued collaboration and cooperation as we work together so that all youth achieve in healthy and safe environments. Should you have questions, please contact your assigned CSD administrator.

Best wishes,

José Cole-Gutiérrez  
Director, Charter Schools Division



# Coversheet

## Discuss and Vote on the Educator Effectiveness Block Grant (EEBG)

**Section:** IV. School Business  
**Item:** D. Discuss and Vote on the Educator Effectiveness Block Grant (EEBG)  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Educator Effectiveness Block Grant.pdf

<b>LEA Name:</b>	El Camino Real Charter High School
<b>Contact Name:</b>	Minita Clark
<b>Email Address:</b>	<a href="mailto:m.clark@ecrchs.net">m.clark@ecrchs.net</a> ; <a href="mailto:d.hussey@ecrchs.net">d.hussey@ecrchs.net</a>
<b>Phone Number:</b>	818-595-7507

<b>Total Amount of funds received by the LEA:</b>	\$591,871.00
<b>Date of Public Meeting prior to Adoption:</b>	November 18, 2021 & December 9, 2021
<b>Date of adoption at a public meeting:</b>	December 16, 2021

The Educator Effectiveness Block Grant (EEBG) is a federally funded program providing additional funding support to county offices of education, school districts, charter schools, and state and special schools to provide professional learning and to promote educator equity, quality, and effectiveness.

As a condition of receiving funds for educator effectiveness, LEAs shall develop and adopt a plan for expenditure of funds, which requires the plan to be explained in a public meeting of the governing board of the school district, county board of education, or governing body of the charter school before its adoption in a subsequent meeting. Funds may be expended for the purposes identified in Assembly Bill 130, Chapter 44, Section 22 and Assembly Bill 167, Chapter 253, Section 9 and mentioned below in the “Planned Use of Funds” section. These expenditures may take place over fiscal years 2021-22, 2022-23, 2023-24, 2024-25, and 2025-26. LEA’s may use these allocated funds to provide professional learning for teachers, administrators, paraprofessionals who work with students, and classified staff that interact with students in order to promote educator equity, quality, and effectiveness.

# Expenditure Plan

Allowable Uses of Funds	Planned Use of Funds	Planned Expenditures	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<p>1. Coaching and mentoring of staff serving in an instructional setting and beginning teacher or administrator induction, including, but not limited to, coaching and mentoring solutions that address a local need for teachers that can serve all pupil populations with a focus on retaining teachers, and offering structured feedback and coaching systems organized around social-emotional learning, including, but not limited to, promoting teacher self-awareness, self-management,</p>	<p>ECRCHS will provide professional learning to teachers, principals, and other school staff that is directly linked to the professional and learning goals in the field of education.</p> <p>ECRCHS will also work with outside vendors to provide professional development through various programs and companies such as (or that will support) :</p> <ol style="list-style-type: none"> <li>1) Ventura County of Education</li> <li>2) UCLA Center X</li> <li>3) CSUN Ethnic Studies program</li> <li>4) Equity In Schools</li> <li>5) Recruitment Initiatives to hire more Teachers of Color</li> <li>6) Support for Teachers &amp; Administrators to receive Clear Credentials</li> <li>7) Conference Attendance</li> <li>8) Weekend Professional learning opportunities</li> <li>9) Certifications for Classified Office Staff</li> </ol>	\$200,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000

<p>social awareness, relationships, and responsible decision making skills, improving teacher attitudes and beliefs about one's self and others, and supporting learning communities for educators to engage in a meaningful classroom teaching experience.</p>							
<p>2. Programs that lead to effective, standards-aligned instruction and improve instruction in literacy across all subject areas, including English language arts, history-social science, science, technology, engineering, mathematics, and computer science.</p>	<p>All teachers will participate in both self-selected or departmental professional development beginning Spring 2022.</p> <p>ECRCHS may contract with with outside vendors to provide training in areas such as:</p> <ul style="list-style-type: none"> <li>1) Teaching with Technology</li> <li>2) Literacy in the Content Areas</li> <li>3) Microsoft Office/Teams</li> <li>4) Canvas</li> <li>5) Other Classroom Technologies</li> </ul>	<p>\$140,000</p> <p>\$115000</p>	<p>\$28,000</p>	<p>\$28,000</p>	<p>\$28,000</p>	<p>\$28,000</p>	<p>\$28,000</p>
<p>3. Practices and strategies that</p>	<p>ECRCHS will partner with local organizations/companies/vendor</p>	<p>\$ 24,251</p>	<p>\$4,850.20</p>	<p>\$4,850.20</p>	<p>\$4,850.20</p>	<p>\$4,850.20</p>	<p>\$4,850.20</p>



<p>reengage pupils and lead to accelerated learning.</p>	<p>s for department based training that will lead to increased student achievement. Topics include:</p> <ul style="list-style-type: none"> <li>● Teaching to Diverse Populations</li> <li>● Mastery Grading</li> </ul>						
<p>4. Strategies to implement social-emotional learning, trauma-informed practices, suicide prevention, access to mental health services, and other approaches that improve pupil well-being.</p>	<p>ECRCHS staff will all receive Trauma Informed Care training.</p>	<p>\$97,620</p>	<p>\$19,524</p>	<p>\$19,524</p>	<p>\$19,524</p>	<p>\$19,524</p>	<p>\$19,524</p>
<p>5. Practices to create a positive school climate, including, but not limited to, restorative justice, training around implicit bias, providing positive behavioral supports, multitiered systems of support, transforming a schoolsite's culture to one that values</p>	<p>ECRCHS will implement Positive Behaviors Implementation Support (PBIS) to educate staff on setting positive expectations around behavior in their classrooms. PBIS also promotes a positive school climate.</p> <p>This will help with:</p> <ol style="list-style-type: none"> <li>1) Positive Discipline in the Classroom</li> <li>2) Building a positive school culture</li> <li>3) Building relationships with Disengaged Youth</li> </ol>	<p>\$60,000</p>	<p>\$12,000</p>	<p>\$12,000</p>	<p>\$12,000</p>	<p>\$12,000</p>	<p>\$12,000</p>

<p>diverse cultural and ethnic backgrounds, and preventing discrimination, harassment, bullying, and intimidation based on actual or perceived characteristics, including disability, gender, gender identity, gender expression, language, nationality, race or ethnicity, religion, or sexual orientation.</p>							
<p>6. Strategies to improve inclusive practices, including, but not limited to, universal design for learning, best practices for early identification, and development of individualized education programs for individuals with</p>	<p>PD for the Special Education Paraprofessionals on Nonviolent Crisis Intervention.</p>	<p>\$20,000 \$50000</p>	<p>\$4,000 \$10000</p>	<p>\$4,000 \$10000</p>	<p>\$4,000 \$10000</p>	<p>\$4,000 \$10000</p>	<p>\$4,000 \$10000</p>

<p>exceptional needs.</p>							
<p>7. Instruction and education to support implementing effective language acquisition programs for English learners, which may include integrated language development within and across content areas, and building and strengthening capacity to increase bilingual and biliterate proficiency.</p>	<p>All teachers will receive ELD training twice per year. Once before the year starts and once at the start of the Spring semester.</p>	<p>\$10,000</p>	<p>\$2,000</p>	<p>\$2,000</p>	<p>\$2,000</p>	<p>\$2,000</p>	<p>\$2,000</p>
<p>8. New professional learning networks for educators not already engaged in an education-related professional learning network to support the requirements of subdivision (c).</p>	<p>N/A</p>						

<p>9. Instruction, education, and strategies to incorporate ethnic studies curricula adopted pursuant to <i>EC</i> Section 51226.7 into pupil instruction for grades 7 to 12, inclusive.</p>	<p>Training and Stipend for teachers who would like to teach and/or support in the implementation and development of the ECRCHS ethnic studies program and/or curriculum.</p>	<p>\$40,000</p>	<p>\$8,000</p>	<p>\$8,000</p>	<p>\$8,000</p>	<p>\$8,000</p>	<p>\$8,000</p>
<p>10. Instruction, education, and strategies for certificated and classified educators in early childhood education, or childhood development.</p>	<p>N/A</p>						

# Coversheet

## Discuss and Vote on the School Plan for Student Achievement (SPSA)

**Section:** IV. School Business  
**Item:** E. Discuss and Vote on the School Plan for Student Achievement (SPSA)  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** SPSA for ECR Board presentation Dec 16.pdf

School Year: [2021-2022]

# School Plan for Student Achievement (SPSA) Template

Instructions and requirements for completing the SPSA template may be found in the SPSA Template Instructions.

School Name	County-District-School (CDS) Code	Schoolsite Council (SSC) Approval Date	Local Board Approval Date
El Camino Real Charter High School	19 64733 193623 1314	November 16, 2021	[December 2021]

## Purpose and Description

Briefly describe the purpose of this plan (Select from Schoolwide Program, Comprehensive Support and Improvement, Targeted Support and Improvement, or Additional Targeted Support and Improvement)

The purpose of this plan is to address the Learning loss as a result of the transition from remote instruction back to in-person instruction for the upcoming school year. The schoolwide plan is to help students participate and complete instructional tasks in person as opposed to digital means.

Our primary goals are to:

- 1) Bring the level of in-person instruction to pre-pandemic levels
- 2) counter any learning loss because of this unprecedented shift in the educational process. El Camino Real Charter High School (ECR) uses Measures of Academic Progress, or MAP Testing, to assess student learning schoolwide. Students were assessed in the areas of Math & ELA beginning the third week of August 2021 and ending the fourth week of September 2021. This provided the school with at least one measure to determine student progress or regression.

Overall, remote instruction was fairly smooth. Some highlights include:

- Clear Goals and Expectations from Administration regarding the shift to 100% remote instruction
- Weekly Professional Development from school personnel and outside agencies
- Laptops provided to all students and Wi-Fi Hotspots available for those in need

Challenges/Areas of growth during this transition include:

- Learning loss for most at-risk students as a result of COVID-19 pandemic
- Families experiencing stress due to multiple factors resulting from COVID-19 pandemic
- Inability to maintain connections with some students/families resulting in chronic absenteeism

This plan entails the specific support and measures implemented while addressing the above-mentioned bulleted points in an effort to help our most at-risk population with the transition back to in-person instruction.

Briefly describe the school's plan for effectively meeting the ESSA requirements in alignment with the Local Control and Accountability Plan and other federal, state, and local programs.

ECR plans to deepen implementation of targeted interventions and evidence-based programs formative assessments, standards-based instruction, research proven instructional strategies, and Mental Health Services. ECR plans to provide teachers with ongoing professional development, resources and delivery of

instruction via technology platforms such as Canvas and Microsoft Teams. In addition to our modified block schedule for instruction, ECR will provide extended learning opportunities for all students.

## Stakeholder Involvement

How, when, and with whom did the school consult as part of the planning process for this SPSA/Annual Review and Update?

### Involvement Process for the SPSA and Annual Review and Update

ECR has solicited stakeholder feedback that contributed to the development of LCP, SPSA, and other plans since late spring 2020 and it continues to take place. Stakeholder groups were consulted regarding a reopening plan, virtual instruction policies, bell schedule readjustment, and nutrition services. Survey data collection and virtual meetings with stakeholders in virtual groups for School Site Council (SSC), English Learner Advisory Committee (ELAC), Parent Advisory Committee (PAC), and teacher/staff meetings have been the primary contacts. Development of the SPSA continued during the September & October 2020 SSC meetings and received approval at the November 2020 meeting.

## Resource Inequities

Briefly identify and describe any resource inequities identified as a result of the required needs assessment, as applicable.

ECR is not a Title I school, but we do receive Title I funding for approximately 20% of our students. All Title I funds are aligned to improve student achievement for at-risk students in all subgroups.

### Possible Resource Inequities Identified:

1) Special Services students difficulty responding to/handling remote instruction

**How identified: Resource Teacher/Teacher/Parent/Student Feedback**

- Course Grades/Low Performance
- Heightened Anxiety

2) Learning Loss for African American student population

**How identified: MAP Test comparisons from Spring 19-20 & Fall 20-21**

- RIT Scores show anywhere from a 10-20 point decline in both ELA and Math
- Fewer students tested but still lower scores for Fall 20-21

## Goals, Strategies, Expenditures, & Annual Review

Complete a copy of the Goal table for each of the school's goals. Duplicate the table as needed.

### Goal 1

Increase learning opportunities for all students in Math and close achievement gaps of ELL, special education, socio-economically disadvantaged, and African-American student subgroups.

## Identified Need

Schoolwide

## Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
MAP Scores 20-21 & 21-22	10-20 point RIT decline	5-10 point RIT increase
ELL Reclassification	42% reclassification rate	53% reclassification rate
Available Curriculum Materials	Unavailable Inventory	Purchased Inventory

Complete a copy of the Strategy/Activity table for each of the school's strategies/activities. Duplicate the table, including Proposed Expenditures, as needed.

### Strategy/Activity 1

#### Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All students.

#### Strategy/Activity

Provide formative assessments once per semester and analyze data to determine student progress. Each department will either create or use prepared formative assessments to gauge how students are performing in each individual teacher's class. Teachers will come together during Wednesday department meetings to share data as well as which standards were/were not met. Ideas for re-teaching and additional support will be explored.

#### Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identifies the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
None	Incorporated into General Fund existing expenditures

### Strategy/Activity 2

#### Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All students.



Strategy/Activity

Provide additional PD time to create formative assessments and collaborate.

Specific Common Planning Days will be utilized to create assessments (if needed) and collaborate on the test administration and grading/analysis window.

**Proposed Expenditures for this Strategy/Activity**

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identifies the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
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None	N/A
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**Strategy/Activity 3**

**Students to be Served by this Strategy/Activity**

(Identify either All Students or one or more specific student groups)

All students.

Strategy/Activity

Purchase classroom materials to support CCSS and NGSS standard implementation.

Administration will order necessary materials for all teachers to successfully teach and deliver content in their respective areas.

**Proposed Expenditures for this Strategy/Activity**

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identifies the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
-----------	-----------

\$157,250	<b>State Lottery Funding</b> <b>State AB602 Spec. Ed Funding</b> <b>Federal CARES COVID Funding</b> <b>LCFF Funding</b> <b>Federal Title I-Basic</b>
\$ 48,650	
\$ 53,641	
\$ 12,419	
\$ 390	

## Strategy/Activity 4

### Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All students.

### Strategy/Activity

Replenish textbook subject area inventory.

Administration will order necessary materials for all teachers to successfully teach and deliver content in their respective areas.

### Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identifies the Title and Part, as applicable), Other State, and/or Local.

Amount(s)

Source(s)

\$250,130

\$ 26,345

\$ 7,498

\$ 7,536

State Lottery Funding

LCFF Funding

Federal Title III-EL

Federal CARES COVID Funding

## Strategy/Activity 5

### Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All students.

### Strategy/Activity

Provide virtual after school tutoring and/or Math homework hotline for students in need.

A math partnership has been created with Teachers and students to offer virtual tutoring support on a weekly basis as follows:

Algebra I – M - Th 4 -6 pm and Sat 9 am - 12 pm

Geometry – M - Th 4 - 6 pm and Sat 9 am - 12 pm

Algebra 2 - M - Th 4 - 6 pm and Sat 9 am - 12 pm

### Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identifies the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
\$15,760	Federal CARES COVID Funding

### Strategy/Activity 6

#### Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All students.

#### Strategy/Activity

Laptops are provided to all students (and teachers). There is also Saturday tech support for troubleshooting. Additionally, Wi-Fi hotspots are available to any students in need.

### Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identify the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
\$375,711	Federal CARES COVID Funding

## Goal 2

Increase learning opportunities for all students in ELA and close achievement gaps of ELL, special education, socio-economically disadvantaged, and African-American student subgroups.

### Identified Need

Schoolwide

### Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
------------------	-------------------------	------------------

MAP scores 20-21 & 21-22	10-20 point RIT score decline	5-10 point RIT increase
ELL Reclassification	42% reclassification rate	53% reclassification rate
Available Curriculum Material	Unavailable Inventory	Purchased Inventory

Complete a copy of the Strategy/Activity table for each of the school’s strategies/activities. Duplicate the table, including Proposed Expenditures, as needed.

**Strategy/Activity 1**

**Students to be Served by this Strategy/Activity**

(Identify either All Students or one or more specific student groups)

All students.

**Strategy/Activity**

Provide formative assessments once per semester and analyze data to determine student progress. Each department will either create or use prepared formative assessments to gauge how students are performing in each individual teacher’s class. Teachers will come together during Wednesday department meetings to share data as well as which standards were/were not met. Ideas for re-teaching and additional support will be explored.

**Proposed Expenditures for this Strategy/Activity**

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identifies the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
None	N/A

**Strategy/Activity 2**

**Students to be Served by this Strategy/Activity**

(Identify either All Students or one or more specific student groups)

All students.

**Strategy/Activity**

Provide additional PD time to create formative assessments and collaborate. Specific Friday morning Common Planning Days will be utilized to create assessments (if needed) and collaborate on a common administration window and grading period.

**Proposed Expenditures for this Strategy/Activity**

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identifies the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
None	N/A

**Strategy/Activity 3**

**Students to be Served by this Strategy/Activity**

(Identify either All Students or one or more specific student groups)

All students.

**Strategy/Activity**

Purchase classroom materials to support CCSS and NGSS standard implementation. Administrators will order necessary materials for all teachers to successfully teach and deliver content in their respective areas.

**Proposed Expenditures for this Strategy/Activity**

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identifies the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
\$ 53,641	Federal CARES COVID Funding
\$ 12,419	LCFF Funding
\$ 390	Federal Title I-Basic
\$157,250	State Lottery Funding
\$ 48,650	State AB602 Spec. Ed Funding

**Strategy/Activity 4**

**Students to be Served by this Strategy/Activity**

(Identify either All Students or one or more specific student groups)

All students.

Strategy/Activity

Replenish textbook subject area inventory.

Administrators will order necessary materials for all teachers to successfully deliver content in their respective areas.

**Proposed Expenditures for this Strategy/Activity**

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identifies the Title and Part, as applicable), Other State, and/or Local.

Amount(s)

Source(s)

**\$250,130**

**\$ 26,345**

**\$ 7,498**

**\$ 7,536**

**State Lottery Funding**

**LCFF Funding**

**Federal Title III-EL**

**Federal CARES COVID Funding**

**Strategy/Activity 5**

**Students to be Served by this Strategy/Activity**

(Identify either All Students or one or more specific student groups)

Saturday virtual tutoring support provided by the English Dept in Reading & Writing.

Strategy/Activity

English teachers offer virtual tutoring support each Saturday morning on a weekly basis as follows:

Session I: 9:00am – 10:15am

Session II: 10:45am – 12:00pm

**Proposed Expenditures for this Strategy/Activity**

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identifies the Title and Part, as applicable), Other State, and/or Local.

Amount(s)

Source(s)

**\$7,984**

**Federal CARES COVID Funding**

## Strategy/Activity 6

### Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All students.

### Strategy/Activity

Laptops are provided to all students (and teachers). Saturday tech support is also available for troubleshooting. Additionally, Wi-Fi hotspots are available to any students in need.

### Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identifies the Title and Part, as applicable), Other State, and/or Local.

Amount(s)

Source(s)

\$375,711

Federal CARES COVID Funding

## Goal 3

Develop partnerships with the parent community to improve support and collaboration among this particular stakeholder group.

### Identified Need

Overall low parent participation and attendance at meetings; parent voice greatly needed.

### Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
Participation at meetings	50%	75%
Aeries portal registration	100%	100%
Canvas parent registration	25%	50%

Complete a copy of the Strategy/Activity table for each of the school's strategies/activities. Duplicate the table, including Proposed Expenditures, as needed.

## Strategy/Activity 1

### Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All Students

### Strategy/Activity

Develop a Parent Advisory Committee (PAC) and meet quarterly.

The Parent Advisory Committee will provide feedback on school initiatives related to student achievement as well as how funds are spent that affect students. PAC Meetings are held quarterly but members will attend all monthly SSC meetings.

### Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identify the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
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None	N/A
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## Strategy/Activity 2

### Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

English Language Learners

### Strategy/Activity

Quarterly ELAC meetings for students and parents. The English Learner Advisory Committee will provide feedback on school initiatives related to student achievement of ELLs as well as how funds are spent that affect students. ELAC Meetings are held quarterly but select members will attend all monthly SSC meetings.

### Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identify the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
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None	N/A
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### Strategy/Activity 3

#### Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

At-risk/Unduplicated students.

#### Strategy/Activity

Increase parental email and phone communication for at-risk students. Utilize administrators, counselors, deans, and other support staff to reach out to parents on a regular basis for intervention and support.

#### Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identify the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
None	N/A

### Strategy/Activity 4

#### Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All students.

#### Strategy/Activity

Increase communication with parents/families in multiple formats including virtual meetings, weekly phone messages and newsletters, ECR website updates, Canvas announcements and parent observer access, as well as Social Media platform messaging.

#### Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identify the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
-----------	-----------

\$0

Included in General Fund Budget

## Strategy/Activity 5

### Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All students.

### Strategy/Activity

Provide LatinX students with tutoring opportunities and contact parents of students who have Ds and Fs to inform them of tutoring resources available.

### Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identify the Title and Part, as applicable), Other State, and/or Local.

Amount(s)

Source(s)

\$0	Included in General Fund Budget
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## Goal 4

Provide teacher and staff professional development to address teaching and learning, student needs, and social-emotional development for the unique needs associated with virtual instruction.

### Identified Need

Teachers have identified this area as a need to continue a wide variety of Professional Development options for staff.

### Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
Increased weekly Professional Development time	Modified Bell Schedule	Modified Bell Schedule with increased built- in PD time
Regular opportunities to engage in peer-to-peer professional development on a weekly basis	PD calendar	PD calendar
Additional PD opportunities when needed or requested by teachers and staff	Administrators will approve additional PD needed and/or requested	Administrators will approve additional PD needed and/or requested

Complete a copy of the Strategy/Activity table for each of the school’s strategies/activities. Duplicate the table, including Proposed Expenditures, as needed.

### Strategy/Activity 1

#### Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

All Students

#### Strategy/Activity

Weekly Professional Developments will be held on Wednesdays.

Wednesday PD is Common Planning Day where Instructional planning takes place in departments and other groups.

ECR has adopted the PLC (Professional Learning Community) Model. PLC’s offer departments the opportunity to meet in collaborative teams and discuss Curricular Maps, CFA’s, scores, and intervention for students. These teams also collaborate on the development, implementation, and analysis of common formative assessments.

This school year we have opened PD options for staff to present to staff. Our goal is to have a variety of options for our staff to participate in including but not limited to: Mental Health, Cultural Proficiency, best instructional practices, CFA's etc.

Our Psychiatric Social Workers (PSW) also delivers PD occasionally on the topic of mental health for teachers and students. Her work involves providing educators with ways to de-stress and help students relax and relieve anxiety during the school day. Examples of how to incorporate these strategies into lessons are shared as well as tips and techniques for taking care of your overall health.

**Proposed Expenditures for this Strategy/Activity**

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identify the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
\$ 55,234	Federal CARES COVID Funding
\$229,703	LCFF Funding

**Goal 5**

Provide targeted student support to counter learning loss associated with school closure and virtual instruction.

**Identified Need**

Many students have experienced setbacks in the family, academically, and emotionally due to the COVID-19 pandemic. ECR has identified its students who are most in need of support during this time.

ECR has provided Study Skills classes for identified students. Study skills class incorporates both academic and social/emotional support.

Due to bell schedule adjustment: We are expanding morning tutoring hours for students.

Additional classroom support has been provided to teachers in the classroom for special services students. We have hired more counselors and an additional PSW. There are now 2 full time PSW's and a wellness center on campus.

The intervention team has also implemented the SSPT process for students who are struggling in their classes.

A process created by our Interventionist has been established to identify struggling learners early. This referral process entails teachers completing a Referral form, then a parent being contacted by an Intervention Team member (Academic Interventionist, Counselor, or Dean) who will spend time working with the child while sharing strategies to help get the student on track. Alternatively, the

Intervention team member may refer the student to a higher level of intervention involving the School Psychologist and Psychiatric Social Worker.

### Annual Measurable Outcomes

Metric/Indicator	Baseline/Actual Outcome	Expected Outcome
Coursework completion rates	95% completion	97.5%
Attendance rates	96%	99%
IEP Goals		

Complete a copy of the Strategy/Activity table for each of the school’s strategies/activities. Duplicate the table, including Proposed Expenditures, as needed.

### Strategy/Activity 1

#### Students to be Served by this Strategy/Activity

(Identify either All Students or one or more specific student groups)

Low-Income, SPED, EL, Foster Youth, Homeless, African American

#### Strategy/Activity

- 1) Built-In Support Period:
- 2) Check-ins with Interventionist and/or Special Services Teacher
- 3) Prioritized mental health support and services for unduplicated students
- 4) In-person academic cohorts to improve instruction

#### Proposed Expenditures for this Strategy/Activity

List the amount(s) and funding source(s) for the proposed expenditures. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal identify the Title and Part, as applicable), Other State, and/or Local.

Amount(s)	Source(s)
\$82,852	State AB 602 Special Education Funding

## Annual Review

### SPSA Year Reviewed: 2021–2022

Respond to the following prompts relative to this goal. If the school is in the first year of implementing the goal, an analysis is not required and this section may be deleted.

## ANALYSIS

Describe the overall implementation of the strategies/activities and the overall effectiveness of the strategies/activities to achieve the articulated goal.

Various committees meet on a monthly basis to discuss and monitor the goals. SSC focuses on our most at risk students. SSC collaborates on most effective strategies such as tutoring options and parent involvement. SSC partnered with the intervention team to implement the Study Skills Class. There are 7 sections of the Study Skills class. Teachers meet monthly to discuss data and effective curriculum strategies. The intervention coordinator also closely monitors these students.

ELAC coordinator consistently attends SSC meetings to present updated data on our EL population.

The intervention team meets monthly as well to go over the various intervention programs on campus. We have an AA intervention coordinator and a Latin X coordinator. They meet with students and parents individually. The SSPT process has also been in place which helps us better identify struggling students.

PDAC meets monthly to discuss various PD options for our staff.

Equity Advisory committee was implemented this school year.

Tutoring options have expanded to morning, afternoon and weekend options for students.

Each department has come up with tutoring options for students. No longer, just Math.

Briefly describe any major differences between the intended implementation and/or the budgeted expenditures to implement the strategies/activities to meet the articulated goal.

There are no major differences between the intended implementation and/or budgeted expenditures to implement the strategies/activities to meet the articulated goal.

Describe any changes that will be made to this goal, the annual outcomes, metrics, or strategies/activities to achieve this goal as a result of this analysis. Identify where those changes can be found in the SPSA.

There will be no changes made to this goal, the annual outcomes, metrics, or strategies/activities to achieve this goal as a result of this analysis.

## Budget Summary

Complete the table below. Schools may include additional information. Adjust the table as needed. The Budget Summary is required for schools funded through the ConApp, and/or that receive funds from the LEA for Comprehensive Support and Improvement (CSI).

### Budget Summary

DESCRIPTION	AMOUNT 20-21	AMOUNT 21-22
Total Funds Provided to the School Through the Consolidated Application	\$474, 923	\$ 459,422

Total Federal Funds Provided to the School from the LEA for CSI

## Local Funds

Total Funds Budgeted for Strategies to Meet the Goals in the SPSA

## Other Federal, State, and

\$N/A	\$N/A
<b>\$1,115,137</b>	<b>\$1,240,167</b>

List the additional Federal programs that the school is including in the schoolwide program. Adjust the table as needed. If the school is not operating a Title I schoolwide program this section is not applicable and may be deleted.

Federal Programs	Allocation (\$) 20-21	Amount (\$) 21-22
Federal Nutrition Program	\$ 236,113	\$ 839,268
Federal IDEA Special Education Funding	\$700,207	\$ 891,071
Federal CARES (ESSER, GEER, CF,PPP) COVID Funding	\$1,832,882	\$3,853,536
Federal Funding-Miscellaneous (Technology/JROTC/Workforce Now)	\$ 127,398	\$ 24,113

Subtotal of additional federal funds included for this school: **\$ 5,608,053**

List the State and local programs that the school is including in the schoolwide program. Duplicate the table as needed.

State or Local Programs	Allocation (\$)	
State AB602 Special Education	\$2,217,091	\$2,522,868
Child Nutrition - State	\$ 17,624	\$ 58,987
State Mandated Cost Reimbursement	\$ 158,222	\$ 159,479
State Lottery	\$ 661,669	\$ 760,061
Food Service Sales	\$ 72,215	\$ 64,576
Interest	\$ 185,000	\$ 340,000
All Other State Revenues (Supplemental Categorical Block, SMAA, State CARES Funding)	\$ 723,443	\$2,192,162
Other Miscellaneous Local Revenue (Tuition, ASB, etc.)	\$ 335,215	\$1,045,000
Subtotal of state or local funds included for this school:	\$ 4,370,479	\$7,143,133
Total of federal, state, and/or local funds for this school:	<b>\$42,365,215</b>	<b>\$49,082,103</b>



# Instructions

The School Plan for Student Achievement (SPSA) is a strategic plan that maximizes the resources available to the school while minimizing duplication of effort with the ultimate goal of increasing student achievement. SPSA development should be aligned with and inform the Local Control and Accountability Plan process.

The SPSA consolidates all school-level planning efforts into one plan for programs funded through the consolidated application (ConApp), and for federal school improvement programs, including schoolwide programs, Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI), and Additional Targeted Support and Improvement (ATSI), pursuant to California *Education Code (EC)* Section 64001 and the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA). This template is designed to meet schoolwide program planning requirements. It also notes how to meet CSI, TSI, or ATSI requirements, as applicable.

California's ESSA State Plan supports the state's approach to improving student group performance through the utilization of federal resources. Schools use the SPSA to document their approach to maximizing the impact of federal investments in support of underserved students. The implementation of ESSA in California presents an opportunity for schools to innovate with their federally-funded programs and align them with the priority goals of the school and the LEA that are being realized under the state's Local Control Funding Formula (LCFF).

The LCFF provides schools and LEAs flexibility to design programs and provide services that meet the needs of students in order to achieve readiness for college, career, and lifelong learning. The SPSA planning process supports continuous cycles of action, reflection, and improvement. Consistent with *EC 65001*, the Schoolsite Council (SSC) is required to develop and annually review the SPSA, establish an annual budget, and make modifications to the plan that reflect changing needs and priorities, as applicable.

For questions related to specific sections of the template, please see instructions below:

## Instructions: Table of Contents

The SPSA template meets the requirements of schoolwide planning (SWP). Each section also contains a notation of how to meet CSI, TSI, or ATSI requirements.

[Stakeholder Involvement](#)

[Goals, Strategies, & Proposed Expenditures](#)

[Planned Strategies/Activities](#)

[Annual Review and Update](#)

[Budget Summary](#)

[Appendix A: Plan Requirements for Title I Schoolwide Programs](#)

[Appendix B: Plan Requirements for Schools to Meet Federal School Improvement Planning Requirements](#)

[Appendix C: Select State and Federal Programs](#)

For additional questions or technical assistance related to LEA and school planning, please contact the Local Agency Systems Support Office, at [LCFF@cde.ca.gov](mailto:LCFF@cde.ca.gov).

For programmatic or policy questions regarding Title I schoolwide planning, please contact the local educational agency, or the CDE's Federal Programs and Reporting Office at [TITLEI@cde.ca.gov](mailto:TITLEI@cde.ca.gov).

For questions or technical assistance related to meeting federal school improvement planning requirements (for CSI, TSI, and ATSI), please contact the CDE's School Improvement and Support Office at [SISO@cde.ca.gov](mailto:SISO@cde.ca.gov).

## Purpose and Description

Schools identified for Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI), or Additional Targeted Support and Improvement (ATSI) must respond to the following prompts. A school that has not been identified for CSI, TSI, or ATSI may delete the Purpose and Description prompts.

### Purpose

Briefly describe the purpose of this plan by selecting from Schoolwide Program, Comprehensive Support and Improvement, Targeted Support and Improvement, or Additional Targeted Support and Improvement)

### Description

Briefly describe the school's plan for effectively meeting ESSA requirements in alignment with the Local Control and Accountability Plan and other federal, state, and local programs.

## Stakeholder Involvement

Meaningful involvement of parents, students, and other stakeholders is critical to the development of the SPSA and the budget process. Schools must share the SPSA with school site-level advisory groups, as applicable (e.g., English Learner Advisory committee, student advisory groups, tribes and tribal organizations present in the community, as appropriate, etc.) and seek input from these advisory groups in the development of the SPSA.

The Stakeholder Engagement process is an ongoing, annual process. Describe the process used to involve advisory committees, parents, students, school faculty and staff, and the community in the development of the SPSA and the annual review and update.

*[This section meets the requirements for TSI and ATSI.]*

*[When completing this section for CSI, the LEA shall describe the process used to develop, in partnership with stakeholders, the CSI plan.]*

## Resource Inequities

Schools eligible for CSI or ATSI must identify resource inequities, which may include a review of LEA- and school-level budgeting as a part of the required needs assessment. Identified resource inequities must be addressed through implementation of the CSI or ATSI plan. Briefly identify and describe any resource inequities identified as a result of the required needs assessment and summarize how the identified resource inequities are addressed in the SPSA.

*[This section meets the requirements for CSI and ATSI. If the school is not identified for CSI or ATSI this section is not applicable and may be deleted.]*

## Goals, Strategies, Expenditures, & Annual Review

In this section a school provides a description of the annual goals to be achieved by the school. This section also includes descriptions of the specific planned strategies/activities a school will take to meet the identified goals, and a description of the expenditures required to implement the specific strategies and activities.

### Goal

State the goal. A goal is a broad statement that describes the desired result to which all strategies/activities are directed. A goal answers the question: What is the school seeking to achieve?

It can be helpful to use a framework for writing goals such as the S.M.A.R.T. approach. A S.M.A.R.T. goal is one that is **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime-bound. A level of specificity is needed in order to measure performance relative to the goal as well as to assess whether it is reasonably achievable. Including time constraints, such as milestone dates, ensures a realistic approach that supports student success.

A school may number the goals using the "Goal #" for ease of reference.

*[When completing this section for CSI, TSI, and ATSI, improvement goals shall align to the goals, actions, and services in the LEA LCAP.]*

## Identified Need

Describe the basis for establishing the goal. The goal should be based upon an analysis of verifiable state data, including local and state indicator data from the California School Dashboard (Dashboard) and data from the School Accountability Report Card, including local data voluntarily collected by districts to measure pupil achievement.

*[Completing this section fully addresses all relevant federal planning requirements]*

## Annual Measurable Outcomes

Identify the metric(s) and/or state indicator(s) that the school will use as a means of evaluating progress toward accomplishing the goal. A school may identify metrics for specific student groups. Include in the baseline column the most recent data associated with the metric or indicator available at the time of adoption of the SPSA. The most recent data associated with a metric or indicator includes data reported in the annual update of the SPSA. In the subsequent Expected Outcome column, identify the progress the school intends to make in the coming year.

*[When completing this section for CSI the school must include school-level metrics related to the metrics that led to the school's identification.]*

*[When completing this section for TSI/ATSI the school must include metrics related to the specific student group(s) that led to the school's identification.]*

## Strategies/Activities

Describe the strategies and activities being provided to meet the described goal. A school may number the strategy/activity using the "Strategy/Activity #" for ease of reference.

Planned strategies/activities address the findings of the needs assessment consistent with state priorities and resource inequities, which may have been identified through a review of the local educational agency's budgeting, its local control and accountability plan, and school-level budgeting, if applicable.

*[When completing this section for CSI, TSI, and ATSI, this plan shall include evidence-based interventions and align to the goals, actions, and services in the LEA LCAP.]*

*[When completing this section for CSI and ATSI, this plan shall address through implementation, identified resource inequities, which may have been identified through a review of LEA- and school-level budgeting.]*

## Students to be Served by this Strategy/Activity

Indicate in this box which students will benefit from the strategies/activities by indicating "All Students" or listing one or more specific student group(s) to be served.

*[This section meets the requirements for CSI.]*

*[When completing this section for TSI and ATSI, at a minimum, the student groups to be served shall include the student groups that are consistently underperforming, for which the school received the*

*TSI or ATSI designation. For TSI, a school may focus on all students or the student group(s) that led to identification based on the evidence-based interventions selected.]*

## **Proposed Expenditures for this Strategy/Activity**

For each strategy/activity, list the amount(s) and funding source(s) for the proposed expenditures for the school year to implement these strategies/activities. Specify the funding source(s) using one or more of the following: LCFF, Federal (if Federal, identify the Title and Part, as applicable), Other State, and/or Local.

Proposed expenditures that are included more than once in a SPSA should be indicated as a duplicated expenditure and include a reference to the goal and strategy/activity where the expenditure first appears in the SPSA. Pursuant to Education Code, Section 64001(g)(3)(C), proposed expenditures, based on the projected resource allocation from the governing board or governing body of the LEA, to address the findings of the needs assessment consistent with the state priorities including identifying resource inequities which may include a review of the LEA's budgeting, its LCAP, and school-level budgeting, if applicable.

*[This section meets the requirements for CSI, TSI, and ATSI.]*

*[NOTE: Federal funds for CSI shall not be used in schools identified for TSI or ATSI. In addition, funds for CSI shall not be used to hire additional permanent staff.]*

## **Annual Review**

In the following Analysis prompts, identify any material differences between what was planned and what actually occurred as well as significant changes in strategies/activities and/ or expenditures from the prior year. This annual review and analysis should be the basis for decision-making and updates to the plan.

## **Analysis**

Using actual outcome data, including state indicator data from the Dashboard, analyze whether the planned strategies/activities were effective in achieving the goal. Respond to the prompts as instructed. Respond to the following prompts relative to this goal. If the school is in the first year of implementing the goal the Annual Review section is not required and this section may be deleted.

- Describe the overall implementation of the strategies/activities and the overall effectiveness of the strategies/activities to achieve the articulated goal.
- Briefly describe any major differences between either/or the intended implementation or the budgeted expenditures to implement the strategies/activities to meet the articulated goal.
- Describe any changes that will be made to the goal, expected annual measurable outcomes, metrics/indicators, or strategies/activities to achieve this goal as a result of this analysis and analysis of the data provided in the Dashboard, as applicable. Identify where those changes can be found in the SPSA.

*[When completing this section for CSI, TSI, or ATSI, any changes made to the goals, annual measurable outcomes, metrics/indicators, or strategies/activities, shall meet the CSI, TSI, or ATSI planning requirements. CSI, TSI, and ATSI planning requirements are listed under each section of the*

*Instructions. For example, as a result of the Annual Review and Update, if changes are made to a goal(s), see the Goal section for CSI, TSI, and ATSI planning requirements.]*

## **Budget Summary**

In this section a school provides a brief summary of the funding allocated to the school through the ConApp and/or other funding sources as well as the total amount of funds for proposed expenditures described in the SPSA. The Budget Summary is required for schools funded through the ConApp and that receive federal funds for CSI. If the school is not operating a Title I schoolwide program this section is not applicable and may be deleted.

*From its total allocation for CSI, the LEA may distribute funds across its schools that meet the criteria for CSI to support implementation of this plan. In addition, the LEA may retain a portion of its total allocation to support LEA-level expenditures that are directly related to serving schools eligible for CSI.*

## **Budget Summary**

A school receiving funds allocated through the ConApp should complete the Budget Summary as follows:

- Total Funds Provided to the School Through the Consolidated Application: This amount is the total amount of funding provided to the school through the ConApp for the school year. The school year means the fiscal year for which a SPSA is adopted or updated.
- Total Funds Budgeted for Strategies to Meet the Goals in the SPSA: This amount is the total of the proposed expenditures from all sources of funds associated with the strategies/activities reflected in the SPSA. To the extent strategies/activities and/or proposed expenditures are listed in the SPSA under more than one goal, the expenditures should be counted only once.

A school receiving federal funds for CSI should complete the Budget Summary as follows:

- Total Federal Funds Provided to the School from the LEA for CSI: This amount is the total amount of funding provided to the school from the LEA.

*[NOTE: Federal funds for CSI shall not be used in schools eligible for TSI or ATSI. In addition, funds for CSI shall not be used to hire additional permanent staff.]*



# Appendix A: Plan Requirements

## Schoolwide Program Requirements

This School Plan for Student Achievement (SPSA) template meets the requirements of a schoolwide program plan. The requirements below are for planning reference.

A school that operates a schoolwide program and receives funds allocated through the ConApp is required to develop a SPSA. The SPSA, including proposed expenditures of funds allocated to the school through the ConApp, must be reviewed annually and updated by the SSC. The content of a SPSA must be aligned with school goals for improving student achievement.

### Requirements for Development of the Plan

- I. The development of the SPSA shall include both of the following actions:
  - A. Administration of a comprehensive needs assessment that forms the basis of the school's goals contained in the SPSA.
    1. The comprehensive needs assessment of the entire school shall:
      - a. Include an analysis of verifiable state data, consistent with all state priorities as noted in Sections 52060 and 52066, and informed by all indicators described in Section 1111(c)(4)(B) of the federal Every Student Succeeds Act, including pupil performance against state-determined long-term goals. The school may include data voluntarily developed by districts to measure pupil outcomes (described in the Identified Need); and
      - b. Be based on academic achievement information about all students in the school, including all groups under §200.13(b)(7) and migratory children as defined in section 1309(2) of the ESEA, relative to the State's academic standards under §200.1 to—
        - i. Help the school understand the subjects and skills for which teaching and learning need to be improved; and
        - ii. Identify the specific academic needs of students and groups of students who are not yet achieving the State's academic standards; and
        - iii. Assess the needs of the school relative to each of the components of the schoolwide program under §200.28.
        - iv. Develop the comprehensive needs assessment with the participation of individuals who will carry out the schoolwide program plan.
        - v. Document how it conducted the needs assessment, the results it obtained, and the conclusions it drew from those results.
  - B. Identification of the process for evaluating and monitoring the implementation of the SPSA and progress towards accomplishing the goals set forth in the SPSA (described in the Expected Annual Measurable Outcomes and Annual Review and Update).

### Requirements for the Plan

- II. The SPSA shall include the following:



- A. Goals set to improve pupil outcomes, including addressing the needs of student groups as identified through the needs assessment.
- B. Evidence-based strategies, actions, or services (described in Strategies and Activities)
  - 1. A description of the strategies that the school will be implementing to address school needs, including a description of how such strategies will--
    - a. provide opportunities for all children including each of the subgroups of students to meet the challenging state academic standards
    - b. use methods and instructional strategies that:
      - i. strengthen the academic program in the school,
      - ii. increase the amount and quality of learning time, and
      - iii. provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a well-rounded education.
    - c. Address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards, so that all students demonstrate at least proficiency on the State's academic standards through activities which may include:
      - i. strategies to improve students' skills outside the academic subject areas;
      - ii. preparation for and awareness of opportunities for postsecondary education and the workforce;
      - iii. implementation of a schoolwide tiered model to prevent and address problem behavior;
      - iv. professional development and other activities for teachers, paraprofessionals, and other school personnel to improve instruction and use of data; and
      - v. strategies for assisting preschool children in the transition from early childhood education programs to local elementary school programs.
- C. Proposed expenditures, based on the projected resource allocation from the governing board or body of the local educational agency (may include funds allocated via the ConApp, federal funds for CSI, any other state or local funds allocated to the school), to address the findings of the needs assessment consistent with the state priorities, including identifying resource inequities, which may include a review of the LEAs budgeting, it's LCAP, and school-level budgeting, if applicable (described in Proposed Expenditures and Budget Summary). Employees of the schoolwide program may be deemed funded by a single cost objective.
- D. A description of how the school will determine if school needs have been met (described in the Expected Annual Measurable Outcomes and the Annual Review and Update).
  - 1. Annually evaluate the implementation of, and results achieved by, the schoolwide program, using data from the State's annual assessments and other indicators of academic achievement;

2. Determine whether the schoolwide program has been effective in increasing the achievement of students in meeting the State's academic standards, particularly for those students who had been furthest from achieving the standards; and
  3. Revise the plan, as necessary, based on the results of the evaluation, to ensure continuous improvement of students in the schoolwide program.
- E. A description of how the school will ensure parental involvement in the planning, review, and improvement of the schoolwide program plan (described in Stakeholder Involvement and/or Strategies/Activities).
  - F. A description of the activities the school will include to ensure that students who experience difficulty attaining proficient or advanced levels of academic achievement standards will be provided with effective, timely additional support, including measures to
    1. Ensure that those students' difficulties are identified on a timely basis; and
    2. Provide sufficient information on which to base effective assistance to those students.
  - G. For an elementary school, a description of how the school will assist preschool students in the successful transition from early childhood programs to the school.
  - H. A description of how the school will use resources to carry out these components (described in the Proposed Expenditures for Strategies/Activities).
  - I. A description of any other activities and objectives as established by the SSC (described in the Strategies/Activities).

Authority Cited: S Title 34 of the Code of Federal Regulations (34 CFR), sections 200.25-26, and 200.29, and sections-1114(b)(7)(A)(i)-(iii) and 1118(b) of the ESEA. *EC* sections 6400 et. seq.

## Appendix B:

### Plan Requirements for School to Meet Federal School Improvement Planning Requirements

For questions or technical assistance related to meeting Federal School Improvement Planning Requirements, please contact the CDE's School Improvement and Support Office at [SISO@cde.ca.gov](mailto:SISO@cde.ca.gov).

### Comprehensive Support and Improvement

The LEA shall, in partnership with stakeholders (including principals and other school leaders, teachers, and parents), locally develop and implement the CSI plan for the school to improve student outcomes, and specifically address the metrics that led to eligibility for CSI (Stakeholder Involvement).

The CSI plan shall:

1. Be informed by all state indicators, including student performance against state-determined long-term goals (Goal, Identified Need, Expected Annual Measurable Outcomes, Annual Review and Update, as applicable);
2. Include evidence-based interventions (Strategies/Activities, Annual Review and Update, as applicable) (For resources related to evidence-based interventions, see the U.S. Department of Education's "Using Evidence to Strengthen Education Investments" at <https://www2.ed.gov/policy/elsec/leg/essa/guidanceuseseseinvestment.pdf>);
3. Be based on a school-level needs assessment (Goal, Identified Need, Expected Annual Measurable Outcomes, Annual Review and Update, as applicable); and
4. Identify resource inequities, which may include a review of LEA- and school-level budgeting, to be addressed through implementation of the CSI plan (Goal, Identified Need, Expected Annual Measurable Outcomes, Planned Strategies/Activities; and Annual Review and Update, as applicable).

Authority Cited: Sections 1003(e)(1)(A), 1003(i), 1111(c)(4)(B), and 1111(d)(1) of the ESSA.

### Targeted Support and Improvement

In partnership with stakeholders (including principals and other school leaders, teachers, and parents) the school shall develop and implement a school-level TSI plan to improve student outcomes for each subgroup of students that was the subject of identification (Stakeholder Involvement).

The TSI plan shall:

1. Be informed by all state indicators, including student performance against state-determined long-term goals (Goal, Identified Need, Expected Annual Measurable Outcomes, Annual Review and Update, as applicable); and
2. Include evidence-based interventions (Planned Strategies/Activities, Annual Review and Update, as applicable). (For resources related to evidence-based interventions, see the U.S.

Department of Education's "Using Evidence to Strengthen Education Investments"  
<https://www2.ed.gov/policy/elsec/leg/essa/guidanceeusesinvestment.pdf>.)

Authority Cited: Sections 1003(e)(1)(B), 1003(i), 1111(c)(4)(B) and 1111(d)(2) of the ESSA.

## **Additional Targeted Support and Improvement**

A school identified for ATSI shall:

1. Identify resource inequities, which may include a review of LEA- and school-level budgeting, which will be addressed through implementation of its TSI plan (Goal, Identified Need, Expected Annual Measurable Outcomes, Planned Strategies/Activities, and Annual Review and Update, as applicable).

Authority Cited: Sections 1003(e)(1)(B), 1003(i), 1111(c)(4)(B), and 1111(d)(2)(c) of the ESSA.

## **Single School Districts and Charter Schools Identified for School Improvement**

Single school districts (SSDs) or charter schools that are identified for CSI, TSI, or ATSI, shall develop a SPSA that addresses the applicable requirements above as a condition of receiving funds (EC Section 64001[a] as amended by Assembly Bill [AB] 716, effective January 1, 2019).

However, a SSD or a charter school may streamline the process by combining state and federal requirements into one document which may include the local control and accountability plan (LCAP) and all federal planning requirements, provided that the combined plan is able to demonstrate that the legal requirements for each of the plans is met (EC Section 52062[a] as amended by AB 716, effective January 1, 2019).

Planning requirements for single school districts and charter schools choosing to exercise this option are available in the LCAP Instructions.

Authority Cited: *EC* sections 52062(a) and 64001(a), both as amended by AB 716, effective January 1, 2019.

## Appendix C: Select State and Federal Programs

**For a list of active programs, please see the following links:**

Programs included on the Consolidated Application: <https://www.cde.ca.gov/fg/aa/co/>

ESSA Title I, Part A: School Improvement: <https://www.cde.ca.gov/sp/sw/t1/schoolsupport.asp>

Available Funding: <https://www.cde.ca.gov/fg/fo/af/>

Developed by the California Department of Education, January 2019

# Coversheet

## Possible Board Approval Vote on ECRA UTLA Collective Bargaining Agreement 2021-2024

**Section:** VI. Reconvene to Open Session  
**Item:** B. Possible Board Approval Vote on ECRA UTLA Collective Bargaining Agreement 2021-2024  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** ECRA and UTLA TA 2021-2024.pdf

**MEDIATED PROPOSAL**

**TENTATIVE AGREEMENT  
BETWEEN  
EL CAMINO REAL ALLIANCE  
&  
UNITED TEACHERS LOS ANGELES  
TO SETTLE 2021-2024 SUCCESSOR NEGOTIATIONS**

**December 3, 2021**

This package mediated settlement offer is to fully settle negotiations between El Camino Real Alliance (“ECRA”) and United Teachers Los Angeles (“UTLA”) for the contract reopener for the 2021-2024 school years. Rejection of any of the items proposed constitutes a rejection of the entire package proposal. ECRA reserves the right to return to its previously held positions and previously offered proposals on all items.

During pre-impasse negotiations, the parties reached tentative agreement on the following fourteen (14) articles:

- Article IV UTLA Rights (2/8/21)
- Article V Dues Deduction (1/19/21)
- Article VI Grievance Procedures (2/18/21)
- Article VII Non-Discrimination (1/19/21)
- Article IX Discipline and Personnel Files (2/8/21)
- Article XII Leaves of Absence (10/7/21)
- Article XIII Hours, Duties & Work Year (10/7/21)
- Article XIV Employment Classification (1/29/21)
- Article XV Assignments (10/7/21)
- Article XIX Safety (2/8/21)
- Article XX Academic Freedom and Responsibility (6/21/21)
- Article XXI Student Discipline, Property Loss & Legal Support (10/7/21)
- Article XXII Summer School Assignments (10/7/21)
- Article XXIII Professional Development (8/25/21)

The elements of the mediated package proposal are as follows:

**1. ARTICLE XVII – COMPENSATION**

- a. **2021-2022 Pay Increase: 8% total:** 4% on-schedule and 4% off-schedule (to be implemented after the on-schedule raise);
- b. **2022-2023 Pay Increase: 5% total:** 2% on-schedule and 3% off-schedule (to be implemented after the on-schedule raise);
- c. **2023-2024 Pay Increase: 2% total:** 2% on-schedule and 0% off-schedule;

**Total salary increases = 15% over 3 years.**

- d. **Salary Schedule Restructuring (the equivalent of an on-schedule 1% over the term of the agreement):**



- i. Adding additional steps past year ten (10) on the salary schedule for unit members with fifty-six (56) units or more on a graduated basis; and
- ii. Providing an additional one-half percent (0.5%) to salaries of unit members with ninety-eight (98) units or more, including career increments, to allow for a full percentage difference between steps.

**Note:** The Restructuring would be implemented prior to the 2021-2022 increase so that under this proposal, the highest paid unit member on the salary schedule receives an increase from \$98,094 to \$102,527 on the schedule (plus another four percent (4%) off-schedule payment as well as stipends and differentials) for 2021-2022. By 2023-2024, this amount will increase to \$106,670.

- e. Increase of \$500 to Master’s and Doctorate Stipends (the equivalent of an on-schedule 1% over the term of the agreement).
- f. Professional Development rate: Increase from twenty-five (\$25) to fifty (\$50) per hour, Section 17.5.
- g. Stipend Schedule -, attached hereto as **Attachment B**. (Note: Some of the athletic stipends are increased by 25%.)

2. **ARTICLE I – AGREEMENT**

Amend Section 1.2 to provide for a three (3) year closed contract from July 1, 2021 to June 30, 2024 (other than the possibility of continued negotiations over Evaluation, as provided in Attachment C).

3. **ARTICLE VIII – EVALUATION**

**Proposal: Attachment C.**

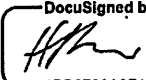
4. **ARTICLE XI – WORK STOPPAGE**

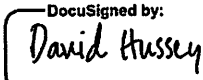
Status quo; no change.

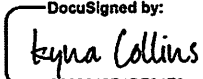
5. **ARTICLE XVIII – HEALTH AND WELFARE BENEFITS**

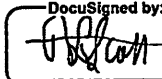
Status quo, but ECRA will agree to a **side letter** for the remainder of the benefit year (October 1, 2021 through September 30, 2022) which maintains the prior level of monthly employee High PPO premium contributions of eighty (\$80) dollars for the five (5) unit members who have “single” coverage and one hundred seventy-six (\$176) dollars for the three (3) unit members with “two-party” coverage. (Employees with “family” coverage will continue to pay the “composite” rate, which is *lower* than previous years.)

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

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Hong Bui, UTLA Representative  
Date: 12/6/2021  
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David Hussey, ECRA Representative  
Date: 12/3/2021  
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Kyna Collins, UTLA Chapter Chair  
Date: 12/6/2021  
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Roger Scott, Young Minney & Corr  
Date: 12/6/2021  
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## MEDIATED PROPOSAL - ATTACHMENT A

### TENTATIVE AGREEMENT

#### ECRA/UTLA

### ARTICLE XVII – COMPENSATION AND SALARY POINT CREDIT

December 3, 2021

#### 17.1 Compensation:

17.1.1 The salary schedule is set forth in **Appendix A**. For newly hired employees, initial placement on the salary schedule shall be based on verifiable, credited years of experience and semester units as set forth in section 17.2 below.

- a. Retroactive to July 1, 2021, the certificated salary tables (T) & (L) shall be increased by four percent (4%) for all unit members employed on or after the date of ratification. In addition, a four percent (4%) one-time off-schedule increase for 2021-2022, will be paid in two (2) equal installments (on December 15, 2021 (or within thirty (30) calendar days following ratification, whichever is later) and May 15, 2022), based on eligible compensation earned, to unit members in active employment on those respective dates.
- b. Effective July 1, 2022, the certificated salary tables (T) & (L) shall be increased by another two percent (2%). In addition, a three percent (3%) one-time off-schedule increase for 2022-2023, will be paid in two (2) equal installments (December 15, 2022 and May 15, 2023) based on eligible compensation earned, to unit members in active employment on those respective dates.
- c. Effective July 1, 2023, the certificated salary tables (T) & (L) shall be increased by two percent (2%).
- d. Effective July 1, 2021 (prior to any pay increases set forth in sub-sections a. through c., above), the salary tables will be restructured as set forth in Appendix A.

17.1.2 The Differential and Stipend Schedule are set forth in **Appendix B**.

#### 17.2 Salary Schedule Advancement:

17.2.1 Salary schedule advancement is based on semester units (or the quarter unit equivalent of semester units) for undergraduate or graduate level courses, taken at accredited colleges or universities, which are directly related to subjects commonly taught at ECRA or as part of a broader education program such as BTSA, first aid, CPR, etc.).

- 17.2.2 Classes taken at a community college must be UC/CSU transferable.
- 17.2.3 Other coursework (including LAUSD courses and distance learning program) will not be given credit unless authorized and approved in advance.
- 17.2.4 The employee must provide transcripts showing a grade of at least "C," "Pass," or better.
- 17.2.5 Salary point credit for repeat coursework shall not be allowed unless five (5) years have passed since the course was originally taken.
- 17.2.6 Credit will not be given where the course was taken during paid time or where ECRA paid the tuition and/or costs.
- 17.2.7 Credit will not be given for coursework completed prior to the earning of a Bachelor's degree, nor for professional development projects, travel, or work experience.

### **17.3 National Board Certification (NBC) Differential:**

Unit members who work directly with students on a daily basis in a classroom setting, or who work directly with teachers as a literacy or math coach, who obtain National Board Certification (NBC) from the National Board for Professional Teaching Standards (NBPTS) are entitled to additional compensation, which shall be implemented as set forth below. Other out of classroom coordinators may also qualify for NBC compensation at the sole discretion of the Executive Director, considering the degree to which the coordinator works directly or indirectly with students.

- 17.3.1 Each qualified employee in permanent or probationary status shall receive compensation at their daily rate for actually working a number of additional days/hours up to 7 ½ % of their work year (up to 92 hours), or a percentage thereof, as compensation for additional hours of activities pre-approved by ECRA, and shall also receive a differential of seven and one-half (7 1/2%) percent per year, for a total of up to 15% increase in compensation. Teachers must keep track of their hours on the form provided by ECRA and turn it in to their supervising administrator upon completion of each pre-approved activity by the first week of each month in order to receive compensation for the additional hours on their next end-of-month paycheck; any hours submitted after the first week of each month shall be paid out at the end of the following month. Teachers must work in the classroom for a minimum of 60% of the day or four periods to earn 100% of the 15% increase in compensation.
- 17.3.2 Teachers on Half-Time, Reduced Workload Leave or working for a minimum of 50% of the day as a classroom teacher (or three out of six periods) will receive 50% of the 15% -- or 50% of the 7 1/2% for holding the certification and 50% of the 7 1/2 % for completing 46 required additional hours of work.
- 17.3.3 Such qualified employees will continue to receive the additional compensation as long as they hold a valid certificate and satisfactorily fulfill their assigned duties.



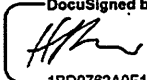
**17.6 Junior Reserve Officers Training Corps (JROTC) Employees:**

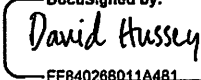
ECRA’s obligation to compensate JROTC program unit members shall be set at eight (8%) percent above the allocation received from the U.S. military. JROTC program unit members may not receive annual salary increases negotiated for other (non-JROTC) unit members. In the event that ECRA implements a wage decrease due to a reduced allocation from the U.S. military, UTLA may, subsequent to ECRA’s wage decrease, open negotiations regarding the salary impact to the JROTC unit members.

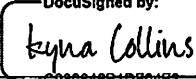
**17.7 Department Chairpersons:**

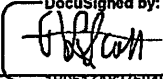
A department chairperson of a department with thirteen (13) or more unit members shall be assigned a preparation period in addition to his/her normally assigned preparation period as provided under section 13.7. A department chairperson of a department with fewer than thirteen (13) unit members shall receive a stipend as set forth in Appendix B.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

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Hong Bui, UTLA Representative  
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David Hussey, ECRA Representative  
Date: 12/3/2021  
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Kyna Collins, UTLA Chapter Chair  
Date: 12/6/2021  
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Roger Scott, Young Minney & Corr  
Date: 12/6/2021  
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**TENTATIVE AGREEMENT**

**ECRA/UTLA**

**August 25, 2021**

**STIPEND SCHEDULE**

**MEDIATED PROPOSAL – ECRA/UTLA**

<b><u>APPENDIX B: STIPENDS</u></b>							
<b>DIFFERENTIALS</b>							
Masters	2,000 per year per degree						
Doctorate	3,500 per year per degree						
Multiple Credentials	1,000 per year per valid single-subject credential beyond one, <u>if both/all credentials are being used.</u> (Holding an Educational Specialist Instruction credential and another single subject credential qualifies.)						
<b>STIPENDS</b>		Fall	Winter	Spring	Summer		
<b>Athletic</b>							
	Athletic Director	Athletic Director	Head	<del>3,000</del> 3,750	<del>3,000</del> 3,750	<del>3,000</del> 3,750	
	Ath. Super. (Various)	Ath. Super. (Various)	Supervision	5,000	5,000	5,000	
	Discretionary Athletic Pool for Extra Duties (Overseen by AD) <del>Ex: Groundskeeping by Coaches, consultants, etc.</del>			3,000	3,000	3,000	
	Baseball	Baseball	Varsity Head			<del>4,500</del> 5,625	
	Baseball	Baseball	JV Head			<del>3,200</del> 4,000	
	Baseball	Baseball	Assistant			2,800	
	Baseball	Baseball	Assistant			2,600	
	Basketball	Men's	Basketball - Men's	Varsity Head		<del>4,500</del> 5,625	
	Basketball	Men's	Basketball - Men's	JV Head		<del>3,200</del> 4,000	
	Basketball	Men's	Basketball - Men's	Assistant		2,800	

Blue = modifications made by side letters since last contract

Red = modifications proposed Highlight = ECRA Proposed

ECRA Proposal 08/25/21



## TENTATIVE AGREEMENT

### ECRA/UTLA

**August 25, 2021**

### STIPEND SCHEDULE

	Basketball	Women's	Basketball - Women's	Varsity Head		<del>4,500</del> 5,625		
	Basketball	Women's	Basketball - Women's	JV Head		<del>3,200</del> 4,000		
	Basketball	Women's	Basketball - Women's	Assistant		2,800		
	Cheerleading		Cheerleading	Varsity	<del>3,600</del> 4,500		<del>3,600</del> 4,500	
	Cheerleading		Cheerleading	JV	2,600		2,600	
	Cross Country		Cross Country	Head	<del>4,500</del> 5,625			
	Cross Country		Cross Country	Assistant	2,800			
	Football		Football	Varsity Head	<del>4,700</del> 5,875			
	Football		Football	Varsity Asst	<del>3,400</del> 4,250			
	Football		Football	Varsity Asst	<del>3,000</del> 3,750			
	Football		Football	Varsity Asst	2,800			
	Football		Football	JV Head	<del>3,000</del> 3,750			
	Football		Football	JV Asst	<del>2,800</del> 3,500			
	Golf	Men's	Golf - Men's	Head			<del>3,000</del> 3,750	
	Golf	Women's	Golf - Women's	Head	<del>3,000</del> 3,750			
	Lacrosse	Men's	Lacrosse - Men's	Varsity Head			<del>3,600</del> 4,500	
	Lacrosse	Men's	Lacrosse - Men's	Assistant			2,200	
	Lacrosse	Women's	Lacrosse - Women's	Varsity Head			<del>3,600</del> 4,500	
	Lacrosse	Women's	Lacrosse - Women's	Assistant			2,200	

Blue = modifications made by side letters since last contract

Red = modifications proposed    Highlight = ECRA Proposed

ECRA Proposal 08/25/21

## TENTATIVE AGREEMENT

### ECRA/UTLA

**August 25, 2021**

### STIPEND SCHEDULE

	Soccer	Men's	Soccer - Men's	Varsity Head		<del>4,500</del> 5,625		
	Soccer	Men's	Soccer - Men's	JV Head		<del>3,200</del> 4,000		
	Soccer	Men's	Soccer - Men's	Assistant		2,800		
	Soccer	Women's	Soccer - Women's	Varsity Head		<del>4,500</del> 5,625		
	Soccer	Women's	Soccer - Women's	JV Head		<del>3,200</del> 4,000		
	Soccer	Women's	Soccer - Women's	Assistant		2,800		
	Softball		Softball	Varsity Head			<del>4,500</del> 5,625	
	Softball		Softball	JV Head			<del>3,200</del> 4,000	
	Softball		Softball	Assistant			2,800	
	Softball		Softball	Assistant			2,600	
	STEP		STEP	(up to two)	2,200		2,200	
	Swimming		Swimming	Varsity Head			<del>4,500</del> 5,625	
	Swimming		Swimming	Assistant			3,200	
	Tennis	Men's	Tennis - Men's				<del>3,600</del> 4,500	
	Tennis	Women's	Tennis - Women's		<del>3,600</del> 4,500			
	Track & Field		Track & Field	Head			<del>4,500</del> 5,625	

STIPENDS					Fall	Winter	Spring	Summer
	Track & Field		Track & Field	Assistant			<del>3,200</del> 4,000	
	Track & Field		Track & Field	Assistant			2,800	

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## TENTATIVE AGREEMENT

### ECRA/UTLA

**August 25, 2021**

### STIPEND SCHEDULE

	Track & Field		Track & Field	Assistant			2,200	
	Volleyball	Men's	Volleyball - Men's	Varsity Head			<del>4,500</del> 5,625	
	Volleyball	Men's	Volleyball - Men's	JV Head			<del>3,200</del> 4,000	
	Volleyball	Men's	Volleyball - Men's	Assistant			2,800	
	Volleyball	Women's	Volleyball - Women's	Varsity Head	4,500 5,625			
	Volleyball	Women's	Volleyball - Women's	JV Head	<del>3,200</del> 4,000			
	Volleyball	Women's	Volleyball - Women's	Assistant	2,800			
	Water Polo	Men's	Water Polo - Men's	Varsity Head	<del>3,600</del> 4,500			
	Water Polo	Women's	Water Polo - Women's	Varsity Head		<del>3,600</del> 4,500		
	Wrestling		Wrestling	Varsity Head		4,500 5,625		
	Wrestling		Wrestling	Assistant		2,800		
<b>Academic</b>								
	Academic Decathlon		Academic Decathlon		4,000		4,000	
	Academic Decathlon		Academic Decathlon		3,000		3,000	
	Band Assistant	Pit			2,500			
	Band Assistant	Battery			2,500			
	Band Assistant	Brass			2,000			
	Band Assistant	Woodwinds			2,000			
	Band Assistant	Drill			1,000			
	Choral Music		Choral Music		3,000		3,000	
	CSF Advisor		CSF Advisor		750		750	

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## TENTATIVE AGREEMENT

### ECRA/UTLA

August 25, 2021

### STIPEND SCHEDULE

	<b>Counseling: morning &amp; afternoon time hours</b>		<b>Counseling: morning &amp; afternoon time hours</b>		<u>2,500</u>		<u>2,500</u>	
	Drama		Drama		3,000		3,000	
	Drill Team		Drill Team	Varsity Head	3,600		3,600	
	Drill Team		Drill Team	Assistant	2,600		2,600	
	Film		Film	(up to two)	3,000		3,000	
	Instructional Music		Instructional Music		3,000		3,000	
	Journalism		Journalism		3,000		3,000	
	Mock Trial Advisor		Mock Trial Advisor		(up to two) 2,200			
	Robotics		Robotics	(up to two)	2,200		2,200	
	NJROTC competition teams		NJROTC competition teams		(up to two) 2,500		2,500	
	Science Bowl		Science Bowl		2,200			
	Speech & Debate		Speech & Debate		2,200		2,200	
	Stage		Stage		3,000		3,000	
	Student Government		Student Government		3,000		3,000	
	Senior Steering		Senior Steering		2,000		2,000	
	Yearbook		Yearbook		3,000		3,000	
<b>STIPENDS</b>					<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
<b>Coordinating</b>								
	<b>Advanced Placement AP Exams + AP Classroom</b>		<b>Advanced Placement</b>		<del>3,000</del>		<del>3,000</del> <u>2,800</u>	
	<b>CAHSEE</b>		<b>CAHSEE</b>		<del>1,000</del>		<del>1,000</del>	
	<b>Chemical Safety</b>		<b>Chemical Safety</b>		1,000		1,000	

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## TENTATIVE AGREEMENT

### ECRA/UTLA

**August 25, 2021**

### STIPEND SCHEDULE

	Deans		Deans		3,000		3,000	
	English Language Learner Coordinator		English Language Learner		1,000		1,000	
	Instructional Coach		(up to 5)		1,000		1,000	
	Intervention Coordination		Intervention Coordination		3,000	<del>3,000</del> <del>1,000</del>	3,000	<del>1,000</del>
	Intervention Coordination -- AfrAm		Intervention Coordination		2,000	<del>1,000</del>	2,000	<del>1,000</del>
	Intervention Coordination -- LatinX		Intervention Coordination		2,000	<del>1,000</del>	2,000	<del>1,000</del>
	LGBTQ+ Liaison		LGBTQ+ Liaison		2,000		2,000	
	Homeless & Foster Youth Liaison		Homeless & Foster Youth Liaison		2,000		2,000	
	<u>Leasing</u>		<u>Leasing</u>		<u>2,400</u>		<u>2,400</u>	
	<u>Librarian</u>		<u>Librarian</u>		<u>1,000</u> <u>700</u>		<u>1,000</u> <u>700</u>	
	Literacy		Literacy		1,000		1,000	
	Testing: Physical Fitness Test (PFT)		Physical Fitness Test (PFT)		1,500		1,500	
	Testing		Testing		2,800		2,800	
	<del>Testing: PSAT</del>				<del>2,000</del>			

STIPENDS			Fall	Winter	Spring	Summer
<b>Department Chair</b>						
	<del>2-10</del> 2-12 members		1,500		1,500	
	10+ 13+ members	<del>+ Period off</del> Period	<del>1,500</del> <u>0</u>		<del>1,500</del> <u>0</u>	

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## TENTATIVE AGREEMENT

### ECRA/UTLA

**August 25, 2021**

### STIPEND SCHEDULE

		<b>off, only</b>					
<b>Special Education</b>							
	SMAA		SMAA		2,400		2,400
	LBO		LBO		2,200		2,200
	SpEd Coordinator		SpEd Coordinator		3,000		3,000
<b>LCAP</b>							
	Writer Lead		Writer Lead				2,400
	Statistics / Data Lead		Statistics / Data Lead				2,400
	Employee Participants		Employee Participants	(up to 5)			1,000
<b>WASC</b>							
	<del>Writer Lead</del>		<del>Writer Lead</del>			<del>2,400</del>	
	<del>Statistics / Data Lead</del>		<del>Statistics / Data Lead</del>			<del>2,400</del>	
	<del>Employee Participants Self Study Focus Group Leader</del>		<del>Employee Participants</del>	(up to 6 10)		1,000	
<b>Naviance</b>							
	Overseeing Naviance		Overseeing Naviance	(up to two)	2,200		2,200
<b>BTSA (up to 10)</b>							
	BTSA Mentor		BTSA Mentor	(up to 10)	1,000		1,000

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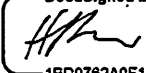
ECRA Proposal 08/25/21

### TENTATIVE AGREEMENT

### ECRA/UTLA

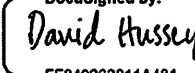
August 25, 2021

### STIPEND SCHEDULE

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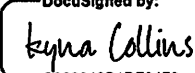
Hong Bui, UTLA Representative

Date: 12/6/2021

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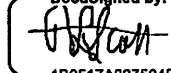
David Hussey, ECRA Representative

Date: 12/3/2021

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Kyna Collins, UTLA Chapter Chair

Date: 12/6/2021

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Roger Scott, Young Minney & Corr

Date: 12/6/2021

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**UTLA Mediated Proposal**

**ATTACHMENT C**

**TENTATIVE AGREEMENT**

**ECRA/UTLA**

**ARTICLE VIII – EVALUATION**

**December 3, 2021**

**8.1 Purpose:**

The purposes of these procedures are to evaluate employee performance, provide assistance and guidance to employees whose performance is less than satisfactory, initiate progressive disciplinary steps if or when appropriate, and continue to improve the quality of instruction and related educational services provided by certificated teachers, non-classroom teachers, and counselors on behalf of our students.

**8.2 Evaluator:**

The employee's immediate administrator shall be responsible for evaluating the employee and assisting the employee in improving performance when necessary. The administrator may delegate these functions, but shall retain ultimate responsibility. Any bargaining unit employee, including but not limited to a department chairperson, who objects to being required to evaluate another employee, shall not be required to do so, but may be required to participate in classroom visitations, guidance and assistance. As to evaluation of site-based support service personnel excluding library media teachers, there shall be consultation between the site administrator and the employee's technical supervisor, if any, prior to either one issuing the annual evaluation.

**8.3 Frequency:**

Evaluations shall be made at least once each academic year for probationary or qualifying employees, and at least once every other year for permanent employees. In the case of permanent employees who are deemed "highly qualified" under 20 U.S.C. Section 7801, and have been employed by ECRA for at least 10 years, the period between evaluations may, in the joint discretion of the evaluator and the employee, be extended beyond the two-year period so that the evaluation may be made once in a three, four, or five-year period, subject to the following limitations:

8.3.1 Any such arrangement for an evaluation beyond the two- year cycle requires the joint consent of the evaluator and employee; such consent is entirely discretionary and individualized, and may be withdrawn by either party at any time.

8.3.2 However, (i) the withdrawing party shall provide written notice to the other party to that effect, identifying the reason(s) or cause(s) for the withdrawal, and (ii) the notice of withdrawal should be given before the end of the school year preceding

## UTLA Mediated Proposal

the next intended evaluation, and shall not be given later than the date that the newly reinstated evaluation procedures are to be commenced.

8.3.3 Because these evaluation-frequency decisions entirely discretionary and individualized, any decision to grant, deny or withdraw consent shall not be subject to the grievance procedures of this Agreement. However, claimed violations of the notice provisions of paragraph b. above are subject to grievance procedures.

### **8.4 Establishment of Objectives:**

Soon after commencement of the academic year the evaluator and employee shall work cooperatively to establish the employee's objectives for the year. This shall be accomplished through one or more planning conferences to discuss proposed objectives.

8.4.1 Individual performance objectives shall relate to, but not necessarily be limited to, the following:

8.4.1.1 Standards of expected student progress and achievement for the grade level and areas of study based on ECRA and special program determinations; and appropriate instructional objectives and strategy- planning methods, instructional materials, and methods of assessing student progress and achievement;

8.4.1.2 Expected employee competence, including but not limited to knowledge of subject matter, adherence to curricular objectives, use of effective teaching and supervision techniques, effective use of time maintenance of appropriate professional relationships and communications with students, parents, and other staff members, and compliance with ECRA rules, policies, and standards;

8.4.1.3 The performance of those duties and responsibilities, including supervisory and advisory duties, to be performed pursuant to the Article and sections regarding Hours; and

8.4.1.4 The maintenance of proper classroom management and a suitable learning environment, with mutual respect for and proper sensitivity to such issues as race, sex, ethnicity, identified and/or perceived disability(ies) of any kind, and socioeconomic realities that can inform and impact teaching and learning outcomes, classroom management, and overall learning environment.

8.4.1.5 For non-teaching employees such as counselors, psychologists, and other service personnel, performance objectives shall be comparable to the above, but are to be related to the duties of their particular classification.

8.4.2 If the employee and evaluator are unable to reach agreement upon the content of the objectives, and the employee is dissatisfied with the evaluator's determination,

## UTLA Mediated Proposal

the employee may appeal the matter to the next higher administrative level for resolution. An employee who remains dissatisfied may note on the objectives form that the objectives were not the product of mutual agreement. In such cases the employee's required signature indicates only receipt and acknowledgment of the objectives which will be used for evaluation purposes.

- 8.4.3 During the school year, if performance problems develop or if constraints are identified which will affect the evaluatee's progress toward meeting the established objectives, the objectives may be modified. Either the employee or the evaluator may initiate discussion toward such a modification. If the employee and evaluator are unable to reach agreement upon the modification and the employee is dissatisfied with the evaluator's determination, the employee may appeal the matter to the next higher administrative level as set forth in the preceding paragraph.

### **8.5 Observations, Records, and Assistance:**

Observations should be followed by conferences to discuss the employee's performance. If problems are identified, the evaluator shall make specific written recommendations for improvement, and offer appropriate counseling and assistance. Within five (5) working days of the conference, a copy of written records relating to observations, advisory conferences and assistance offered or given shall be given to the employee for the employee's information, guidance, and as a warning to improve performance.

### **8.6 Final Evaluation Report:**

Not less than 30 calendar days before the last regularly scheduled school day of the employee's scheduled work year in which the evaluation takes place, the evaluator shall prepare and issue the Final Evaluation Report in which the employee's overall performance and progress toward objectives is evaluated. Prior to the end of the school year the evaluator shall hold a conference with the employee to discuss its contents. When a Final Evaluation Report is marked "Below Standard Performance," the evaluator shall specifically describe in writing the area of below standard performance, together with recommendations for improvement, and the assistance given and to be given.

- 8.6.1 The employee's required signature on the form does not necessarily indicate agreement with its contents, and the employee may attach a written response to each copy of the form within ten working days from date received. Such a written response becomes a permanent part of the record. The employee may also appeal the matter to the next higher administrative level.

- 8.6.2 The employee shall be given a copy of the Final Evaluation Report at the conference. A copy shall be placed in the employee's personnel file, and a copy retained by the school or office. Evaluation forms shall not be considered a public record.

- 8.6.3 Grievances:

## UTLA Mediated Proposal

Evaluations are not subject to the grievance procedures of Article VI, except when the final overall evaluation is "Below Standard." However, if the overall evaluation is "Meets Standards" but there is a significant disparity between that rating and the negative comments on the form, the evaluation shall be subject to the grievance procedure on the same basis as it would have been had the overall rating been Below Standard.

### 8.7 Evaluation Request Upon Separation of Employment:

If either the administrator or employee wishes to process an evaluation at the time of the employee's separation from employment. It shall be done and a copy furnished the employee at his address of record. This evaluation process shall be completed prior to the date of separation if the employee has given notice of intended separation at least two weeks prior to the effective date.

### ~~8.8 Pilot Program for 2021-2022: Evaluation System(s), Forms, and Rating Rubrics~~

~~UTLA and ECRA agree to pilot one of the following or a combination of the following systems, platforms, forms, and rubrics for 2021-2022 only:~~

- ~~a. "Vector Solutions" based "TeachPoint" Certificated Performance Evaluation System/Platform, Forms, and/or Rating Rubrics;~~
- ~~b. LAUSD's "Educator Development and Support" (EDS) Certificated Performance Evaluation System, Platform, Forms, and/or Rating Rubrics; and/or~~
- ~~c. Other evaluation systems, platforms, forms, or other rating rubrics subject to mutual agreement.~~

~~The parties meet at the end of the 2021-2022 school year to negotiate a side letter agreement for the 2022-2023 school year.~~

### 8.8 Pilot Program – New Evaluation Procedure

8.8.1 During the balance of the 2021-2022 school year, a committee shall be established and will convene a minimum of two (2) times per month for the purpose of researching, selecting, developing, and/or improving the performance evaluation system for certificated employees in the following classifications:

- Teachers
- Non-Classroom Teachers
- School Counselors
- School Nurse



## UTLA Mediated Proposal

**8.8.2 The meetings may be held during the workday with release time and substitute coverage for unit members, or after regular work hours paid at the unit members' hourly rate. Such release time and/or compensation requires prior administrative approval and, in the aggregate, may not exceed four (4) hours per month. In either case, meeting time shall also qualify to fulfill NBCT hours (in-lieu of being paid the extra hourly rate).**

8.8.3 The objectives of the committee include identifying areas of improvement of the current system and identifying possible modifications with goals of achieving the following:

- Objective evaluations leading to consistent ratings
- Common language around teaching/professional practices to support implementation of instructional/programmatic initiatives
- Clear expectations for unit members and administrators for the process of evaluation and growth
- Focus on classroom practices that accelerate students learning and achievement.

8.8.4 The committee is encouraged to focus on the following topics and systems:

- a. "Vector Solutions"-based "TeachPoint" Certificated Performance Evaluation System/Platform, Forms, and/or Rating Rubrics;
- b. LAUSD's "Educator Development and Support" (EDS) Certificated Performance Evaluation System, Platform, Forms, and/or Rating Rubrics; and/or
- c. Other evaluation systems, platforms, forms, or other rating rubrics subject to mutual agreement.

d. For the purposes of researching, selecting, developing, and/or improving a/the performance evaluation system, platform, forms, and/or rating rubric, the committee prefers to make decisions by consensus where possible, and then by a majority vote if or when consensus is not achievable.

e. For the purposes of the committee's work, a majority is defined as "50% of the committee's membership, plus one (1) member (50% +1 = four (4) of six (6) total committee members).

8.8.5 The committee shall be comprised of three (3) members appointed by the ECRA and three (3) unit members appointed by the UTLA Chapter Chair. One (1) ECRA-appointed member and one (1) UTLA-appointed member shall serve as committee co-chairs. The committee shall develop its own internal procedures, schedule, and goals, subject to the guidance or limitations provided in this Article.

8.9 2021-2022 Timelines and Deliverables Due



## UTLA Mediated Proposal

8.9.1 - By no later than December 17th, 2022 **2021**, the Committee will be established and announced to the faculty, staff, and ECRA Board.

8.9.2 – By no later than January 21<sup>st</sup>, 2022, the Committee will have finalized its meeting schedule (no fewer than **two (2)** working meetings per month).

8.9.3 – By no later than March 31<sup>st</sup>, 2022, the Committee will present a Progress Report and next steps to the following stakeholders:

- Certificated Teachers, Non-Classroom Teachers, and School Counselors
- Executive Director and Administrative Directors
- Negotiations Teams

8.9.4 – By no later than April 31<sup>st</sup>, 2022, the Committee will have researched, selected, developed, and/or documented specific plans for improving one or more components of a/the performance evaluation system, platform, forms, and/or rating rubric(s).

8.9.5 – By no later than May 11<sup>th</sup>, 2022, the Committee will present its official recommendation to the parties' respective bargaining teams. The Committee's official presentation will include the following mandatory components:

- a demonstration of the system and platform selected
- an overview of all forms and rating rubrics
- an overview of all instructions and FAQs anticipated
- a schedule of training(s) for all participating Teachers, Non-Classroom Teachers, School Counselors, and Administrators, and who will provide the training(s)
- an overview of any costs related to any of the aforementioned steps
- a process for participating in the new performance evaluation system during the 2021-2022 academic year
- **The quota of unit members that must participate in the program. Such a quota shall be met through a combination of voluntary participation and mandatory participation as determined by the committee.**

8.9.7 – By no later than May 31<sup>st</sup>, 2021, the bargaining teams shall meet and



## UTLA Mediated Proposal

attempt to reach a side letter agreement reflective of the committee's recommendations.

8.9.8 – By no later than the last day of work during the 2021-2022 academic year, all certificated employees who are scheduled to participate in the certificated performance evaluation **pilot program** during the 2022-2023 academic year will have been notified of their required and/or voluntary participation in the **pilot program**, and will have been provided information related to required and/or optional training(s) to support employees' participation in the pilot program.

### 8.10 2022-2023 Timelines and Deliverables Due

8.10.1 - The new certificated performance evaluation **pilot program** will be implemented during the 2022-2023 school year for all certificated employees who are **designated to participate in the pilot program**.

**Other unit members who are scheduled to be evaluated during the 2022-2023 academic school year shall be evaluated in accordance with the regular evaluation process.**

- Both ECRA and UTLA understand and agree that the performance evaluation **pilot program** will result in “for stakes” final evaluations for all **participating unit members** during the 2022-2023 academic year.
- Both ECRA and UTLA acknowledge that the performance evaluation process provides mutually beneficial opportunities for administrative directors and participating certificated employees to establish and maintain ongoing and instructional conversations, engage in formal and informal coaching and feedback opportunities, and from which needs and mistakes are viewed as important learning opportunities and starting points from which to focus, grow, and provide mutual support.

~~8.10.3 – No later than May 15<sup>th</sup> of the 2022-2023 academic year, the Committee shall meet to reflect on and evaluate the strengths and needs of the program, and consider making any adjustments, taking into consideration input from administrators and unit members.~~

8.10.3 – No later than April 15, 2023, the Committee shall meet to reflect on and evaluate the needs of the program and make final recommendations to ECRA and UTLA, no later than April 30, 2023, taking into consideration input from administrators and unit members. Compensation or release time for this purpose will be limited to two (2) working days. At this point the Committee shall be disbanded.

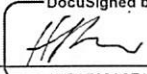


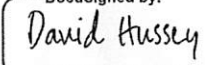
### UTLA Mediated Proposal

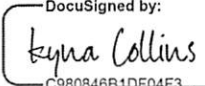
8.10.4 - Finally, any subsequent, permanent changes or modifications to the evaluation system in this Agreement, based on the findings and recommendations of the Committee, shall be subject to regular bargaining, with the parties committed to meet for negotiations, if necessary, into the summer. The parties agree that there is a mutual desire and commitment to have the new evaluation system finalized and in place for implementation at the beginning of the 2023-2024 school year. As such, if Agreement is not reached seven (7) calendar days after the last day of instruction, the Parties agree to jointly submit the matter to PERB for an impasse determination and appointment of a mediator.

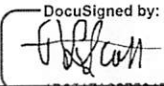
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#### SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

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Hong Bui, UTLA Representative  
Date: 12/6/2021

DocuSigned by:  
  
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David Hussey, ECRA Representative  
Date: 12/3/2021

DocuSigned by:  
  
\_\_\_\_\_  
Kyna Collins, UTLA Chapter Chair  
Date: 12/6/2021

DocuSigned by:  
  
\_\_\_\_\_  
Roger Scott, Young Minney & Corr  
Date: 12/6/2021

## TENTATIVE AGREEMENT

### ECRA/UTLA

#### ARTICLE IV - UTLA RIGHTS

February 8, 2021

##### 4.1 Access:

Any authorized UTLA representative shall have the right of reasonable access to ECRA facilities, including unit members' mailboxes, for the purpose of contacting ~~employees-unit members~~ and transacting UTLA matters. Upon arriving at the site, the representative shall first report to the office of the site administrator and state the intended purpose and length of visit. The representative may contact ~~employees-unit members~~ during duty free lunch periods, before and after ~~employees'-unit members'~~ hours of service or when the ~~employee unit member~~ is not engaged in duties. The representatives shall not interrupt any ~~employee's unit member's~~ duties or assignments.

##### 4.2 Bulletin Boards:

UTLA shall have the right to post notices of UTLA official matters on a bulletin board or a section of a bulletin board established for UTLA's exclusive use.

##### 4.3 Distribution of Material:

Pursuant to United States Postal laws, the School mail is not available for distribution of UTLA material. Material or literature, including email, distributed or posted by UTLA to employees shall be dated and shall not be defamatory, obscene, or violative of law.

##### 4.4 Released Time for Negotiations:

Up to five (5) negotiating team employee representatives designated by UTLA shall be released from duty with no loss of pay or benefits for the purpose of attending negotiation meetings with ECRA. UTLA and ECRA may agree that additional employees shall receive such release time.

##### 4.5 Organizational Leave:

A maximum of one (1) elected officer of UTLA or its state and national affiliates shall, upon request of both UTLA and the employee, be placed on leave of absence for a period of one semester or more. UTLA shall fully reimburse ECRA for all costs, including but not limited to full salary, benefits, and retirement contributions, expended on behalf of the employee.

##### 4.6 Released Time at UTLA Expense:

UTLA may request the release of designated employees from their regular duties with no loss of pay for the purpose of attending to UTLA ~~and/or state or national affiliate~~ matters, with

the expense of the substitute or replacement to be borne by UTLA. Such released time shall be limited to thirty (30) ~~forty (40) twenty-five (25)~~ days per year, and shall (except in documented extraordinary circumstances) be requested at least five (5) working days in advance ~~(total for the unit)~~. The site administrator may in ~~his or her~~their discretion deny the release of any particular employee or limit the number of employees based upon instructional needs. When staff are assigned in place of teachers absent on UTLA business, UTLA will reimburse the School at the base rate for substitutes or at the average teachers' rate for replacement teachers; ~~such time will be taken in increments of not less than one-half day.~~

#### 4.7 **Exclusivity:**

UTLA and its authorized representatives shall be the exclusive representative of the employees in contract enforcement matters.

#### 4.8 **UTLA Chapter Chairpersons:**

4.8.1 UTLA shall have the right to designate, pursuant to its own procedures, one employee to serve as the UTLA Chapter Chair and one to serve as Co-Chair. To facilitate communication, he/she shall meet together with the site administrator whenever reasonably possible. The UTLA Chapter Chair and/or Co-Chair are~~is~~ the exclusive local representatives of the faculty in matters relating to enforcement and administration of the Agreement between UTLA and ECRA. The Chapter Chair shall also be the official on-site representative of UTLA in contract enforcement matters and as such shall have the following rights:

- a. Upon request of an employee, have the right to represent the employee in grievance meetings and in meetings relating to discipline as provided in this Agreement. UTLA representatives shall be released from teaching duty with no loss of pay or benefits for the purpose of attending pre-disciplinary and disciplinary meetings with ECRA to represent unit members as well as pre- and post-conferencing with the member. ECRA will take into consideration the UTLA release periods when possible when scheduling those meetings;
- b. When an employee reports an injury or assault and files the required written report, the site administrator shall notify the Chapter Chair of the reported injury unless the employee requests that the matter not be so disclosed;
- c. Be permitted reasonable use of the school telephone for local calls involving representation matters, so long as such use does not interfere with normal office business at the location;
- d. Have the exclusive right to coordinate UTLA meetings, which may be held in school buildings at times before or after the school day or during employees' duty free lunch period, subject to availability of facilities and provided that there is no interference with other scheduled duties or events. Administration shall not schedule required meetings of employees after school on Wednesday in order to avoid conflict with UTLA meetings, except in compelling circumstances or when a majority of the affected employees consent;

- e. Have the exclusive right to initial and date any official notices to be posted on the UTLA site bulletin board;
- f. Have the right, subject to reasonable advance administrative approval, to make appropriate brief announcements, via the school bulletin and/or public address system, of UTLA-related meetings, special events, in-service/staff development, and the like. Such use of the public address system shall be limited to ~~non-instructional time or during normal morning announcements~~ the time before or after student hours, nutrition, and lunch. The above rights do not encompass advocacy material of any nature, or statements covering inappropriate topics (e.g., personnel matters, grievances, collective bargaining, or personalities);-
- g. Have the right to inspect non-exempt public records maintained at the work site which relate to ~~administration of this Agreement~~, and shall have the right to receive, upon request and within a reasonable time not to exceed five (5) working days, a copy of up to fifty (50) pages of such documents at no cost each school year. If the documents do not relate to this Agreement~~contract administration~~, the cost of copies shall be borne by the Chapter Chair;-
- h. Have the right, upon prior request and at reasonable intervals on non-classroom teaching time, to meet with the site administrator to discuss contract enforcement matters, safety matters, or any other matters related to the operation of the school, and have the right to participate in appropriate portions of administrative staff meetings at least once a month, at the discretion of the Executive Director~~Have the right to make a UTLA report at regularly scheduled ECRA school board meetings;~~
- i. Have the right to propose agenda items for faculty meetings. The designated Chapter Chair shall also have the right to make appropriate brief announcements within the first forty-five (45) minutes of such meetings or at least fifteen (15) minutes prior to the end of the meeting if such meeting is less than an hour in length;-
- j. ~~While there are not to be any negotiations at the site level (such activity being limited to the designated representatives of the Board of Directors and UTLA);~~ When faculty viewpoints are sought by the site administrator with respect to subject matters which fall within the scope of negotiations under the Educational Employment Relations Act, the UTLA Chapter Chair and/or Co-Chair are to be treated as the sole representatives of the faculty; and  
~~ADD: have the right to review and give input on the Employee Handbook;~~  
and
- k. Prior to finalizing any temporary and/or permanent changes in bell schedules, the site administrator shall consult with the Chapter Chair and/or Co-Chair;-
- l. Prior to finalizing any modifications to the Employee Handbook which directly impact unit members, ECRA shall consult with the Chapter Chair and/or Co-



Chair. This does not apply to modifications made to comply with changes to state or federal laws.

~~1. UTLA representatives, when addressing contractual concerns and at the bargaining table, are on an equal standing with ECRA representatives. UTLA representatives shall not be reprimanded or retaliated against for fulfilling such duties in this capacity.~~

**4.8.2 UTLA Chair Release Time:**

The ECRA Chapter Chair and/or Co-Chair shall each be granted one (1) paid release period up to a total of two (2) paid release periods per semester (to be allocated at their discretion) and the Co-Chair shall be granted one (1) period for the purpose of conducting association union business, and may delegate one (1) such period to the Co-Chair for such purpose. Either the Chapter Chair or Co-Chair may receive a second UTLA release period under the following condition: If the resulting class size in an affected department exceeds an average of thirty-five (35) students, approval by the affected department is required for the second UTLA each release period. Approval will be decided by a majority vote of the teachers of the affected department(s). Having a second UTLA release period shall not result in any loss of pay (stipend or differential) for the Chapter Chair.

**4.9 Committee Appointments:**

If ECRA decides that unit members are to be invited to serve on any School-wide committee, such appointments and related committee conditions are governed by the terms of the approved ECRA charter, any applicable bylaws or laws.

**4.10 List of Employees:**

Annually, or upon reasonable request, ECRA shall provide to UTLA, via electronic format, a current list of names, employee numbers, job titles, addresses, telephone numbers, work location, salaries, and status (probationary or permanent) of all employees covered by this Agreement. This list will also include all employees newly hired into the bargaining unit during the preceding year and all bargaining unit employees who have separated during the preceding year.

**4.11 Consultation Rights:**

ECRA shall meet and consult with UTLA on all subject matters specified in Government Code Section 3543.2.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

*Henry Bui*

UTLA Representative

Date:

*2/8/21*

*[Signature]*

ECRA Representative

Date:

*FEB. 8, 2021*

## **TENTATIVE AGREEMENT**

### **ECRA/UTLA**

**January 19, 2021**

## **ARTICLE V – DUES DEDUCTIONS**

*Revised to reflect Janus*

### **5.1 Dues Deductions**

- 5.1.1 Any bargaining unit employee who is a member of UTLA, or who has applied for membership, may sign and deliver to UTLA an assignment authorizing deduction of membership dues, initiation fees and general assessments of the Union. Pursuant to UTLA's representation to ECRA of such authorization, the ECRA will deduct annual dues in equal amounts from the regular salary check of the bargaining unit employee every payroll period. Deductions of dues under this Article shall be pursuant to the dues schedule submitted by UTLA. Deductions for bargaining unit members who sign such authorization after the commencement of the school year shall be appropriately prorated to complete payments by the end of the school year.
- 5.1.2 All authorizations for dues deduction shall remain in effect for the term of this Agreement except that any authorization may be revoked pursuant to the express terms of the written authorization submitted to UTLA. Member requests to cancel or change payroll deductions shall be directed to UTLA, which shall provide notice of such cancelation or change to the School in a timely manner.
- 5.1.3 Whenever there is a change in the amount required for deduction, the Association will provide sufficient notification to permit ECRA to make the necessary adjustments and will also provide ECRA with a copy of the notification of change which was sent to all employees concerned.
- 5.1.4 Payroll deductions for membership dues from employees shall be exclusive to and on behalf of UTLA and no dues deductions are to be made on behalf of any other employee organization as defined in Government Code 3540.1(d).

### **5.2 Remittance of Funds to UTLA**

With respect to all sums deducted by the Employer pursuant to this Article, the Employer agrees to remit such monies to UTLA within twenty (20) calendar days of the deduction of all sums so deducted accompanied by an alphabetical list of unit members for whom deductions were made, including their names, home address, work locations and any

changes in personnel from the list previously furnished. This would include new employees, terminations, leaves of absence or new home addresses.

**5.3 Exclusive to UTLA**

Payroll deductions for membership dues from employees shall be exclusive to and on behalf of UTLA and no dues deductions are to be made on behalf of any other employee organization as defined in Government Code 3540.1(d).

**5.4 Other Salary Deductions**

Upon appropriate written authorization from the employee, the Employer will deduct from the salary of any employee and make appropriate remittance for annuities, credit union, insurance and savings bonds. UTLA and the Employer shall jointly approve deductions for any other plans or programs.

**5.5 Necessary Information**

The Parties shall furnish to each any information needed to fulfill the provisions of this Article. Upon request, ECRA shall provide UTLA with a complete list of bargaining unit members including names, phone numbers, and addresses.

**5.6 Hold Harmless Provision**

UTLA agrees to indemnify and hold ECRA harmless against any and all liabilities (including reasonable and necessary costs of litigation) arising from any and all claims, demands, suites or other actions relating to ECRA's compliance or attempted compliance with this Article, or the requests of UTLA pursuant to this Article, or relating to the conduct of UTLA in administering this Article. UTLA shall have the right to determine and decide all matters relating to settlement and conduct of litigation related to this Article.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

Henry Bui  
UTLA Representative

[Signature]  
ECRA Representative

Date: 1/19/21

Date: 1/19/2021



## **TENTATIVE AGREEMENT**

### **ECRA / UTLA**

#### **ARTICLE VI - GRIEVANCE PROCEDURE**

**February 8, 2021 – v2**

##### **6.1 Grievance and Parties Defined:**

A grievance is defined as a claim that ECRA has violated an express and applicable term of the collective bargaining agreement between ECRA and UTLA and that by reason of such violation, the grievant's rights under this Agreement have been adversely affected. Grievances as defined may be filed by the affected employee or by UTLA on its own behalf or on behalf of an individual employee or group of employees where the claims are similar. On filing a grievance on behalf of a group, UTLA need not specify the names of the employees, but must describe the group so that the Charter School has notice of the nature and scope of the claim.

###### **6.1.1 Interpretation of Agreement:**

Interpretation of any of these provisions shall not constitute a material violation of the approved charter. At the earliest possible time, the Charter School shall raise any issues related to whether a grievance requests relief that, if granted, would constitute a violation of the charter.

###### **6.1.2 Scope of Coverage:**

All matters and disputes which do not fall within the above definition of a grievance are excluded from this grievance process, including but not limited to those matters for which other methods of adjustment are provided, such as reduction in force and dismissals. Also excluded from this grievance process are those matters so indicated elsewhere in this Agreement. Claimed violations of Articles concerning non-discrimination are to be handled under appropriate statutory and/or judicial procedures rather than under this grievance procedure; however, claims of discrimination based upon UTLA affiliation are subject to this grievance procedure.

###### **6.1.3 Joinder of Grievance:**

If the same or essentially the same grievance is filed by more than one employee, then one grievant may process the grievance under this Article on behalf of the other involved grievants. The final determination shall apply to all such grievants.

###### **6.1.4 ECRA as Respondent:**

The respondent in any grievance shall be ECRA itself rather than any individual administrator.

**6.1.5 Effect of Filing Grievance:**

Unless the parties mutually agree to the contrary, the filing or pendency of a grievance shall not delay or interfere with any ECRA action while the grievance is being processed. By the same token, if it is later determined that the grievance is meritorious, nothing in the foregoing sentence shall preclude remedial relief covering the period during which the grievance was being processed, including the applicable portion of the 15-day period preceding the filing of the grievance.

**6.1.6 Non-Waiver:**

Processing and discussing the merits of a grievance shall not be considered a waiver by the ECRA of a defense that the matter is not arbitrable or should be denied for other reasons which do not go to the merits.

**6.2 Representation Rights:**

6.2.1 At all grievance meetings under this Article, the grievant may be accompanied and/or represented by a UTLA representative. If not, the grievant may represent himself or herself, or be represented by any other person, so long as that person is not a representative of another employee organization. The administrator shall have the right to be accompanied by another administrator or other ECRA representative. By mutual agreement other persons such as witnesses may also attend grievance meetings.

6.2.2 Unrepresented Grievant(s):

When a grievant is not represented by UTLA, ECRA shall promptly furnish to UTLA a copy of the grievance. If the grievance is withdrawn without a settlement, ECRA shall so notify UTLA. ECRA shall not agree to a final resolution, until UTLA has been notified of the proposed resolution and been given an opportunity to state in writing its views on the matter.

**6.3 Release Time for Employees and UTLA Representatives:**

Grievance meetings and hearings will be scheduled by ECRA at mutually convenient times and places during ECRA business hours. Such meetings will be scheduled so as to minimize interference with regular employee duties. If a grievance meeting is scheduled during duty hours, reasonable employee released time, including necessary travel time, without loss of salary will be provided to the grievant, to a UTLA representative if one is to be present, and to any witness who attends by mutual agreement. For arbitration hearings the grievant and witnesses as required shall be afforded released time and mileage, if applicable.

**6.4 Confidentiality:**

In order to encourage a professional and harmonious disposition of grievances, it is agreed that from the time a Level ~~One Informal Conference~~ Two Formal Grievance is requested ~~filed~~ in writing under Section

~~6.7.16.8~~ until the grievance is finally resolved, neither UTLA, ECRA, nor the grievant or any agents thereof shall make public the grievance or evidence regarding the grievance. This prohibition is not intended to restrict normal interviewing of witnesses and other necessary preparation for hearing. Moreover, when a grievance is filed on behalf of multiple unit members or on UTLA's own behalf, this prohibition is not intended to restrict UTLA from providing status updates to unit members ~~directly~~-affected by the grievance, but it is intended to continue restricting communications by all unit members to individuals outside of the bargaining unit, to other non-member stakeholders including the public.

## **6.5 Effect of Time Limits:**

If a grievance is not processed by the grievant at any step in accordance with the time limits of this Agreement, it shall be deemed withdrawn. ECRA shall respond, in writing, in a timely manner as provided in this Article. If ECRA fails to respond to the grievance in a timely manner at any step, the grievant has the option to proceed directly to the next step of this procedure. All time limits and grievance steps may be shortened, extended or waived, but only by mutual agreement.

## **6.6 "Day" Defined:**

A "day" for purposes of this Article is defined as any day of the calendar year except Saturdays, Sundays, and legal or school holidays.

## **6.7 Level One: Informal Conference**

6.7.1 Before filing a formal grievance, the grievant shall attempt to resolve a grievance by an informal conference with the grievant's immediate administrator. If a grievance does not relate to the immediate administrator and the remedy requested is not within the authority of the immediate administrator, the grievant may initiate the informal conference with the administrator who has such responsibility and authority. Said conference shall be requested within eighteen (18) days of the occurrence of the act or omission giving rise to the grievance or of the date when the grievant could be reasonably expected to know of the act or omission which give rise to the grievance.

6.7.2 A meeting between the grievant and the immediate or applicable administrator shall take place within five (5) days from written request for the informal conference. The administrator shall reply in writing within five (5) days following the informal conference.

## **6.8 Level Two: Formal Grievance:**

A formal grievance must be filed with the immediate or applicable administrator within fifteen (15) days of the termination or conclusion of the Level One. For claims of payroll or other salary error, the 15 day time limit runs from discovery of the alleged error, but any recovery payment cannot relate back more than three years prior to the grievance filing.

### **6.8.1 Use of Grievance Form:**

The grievance must be presented in writing to the immediate administrator (or other administrator who has the authority to grant the requested remedy) by completing the

applicable UTLA-ECRA Grievance form. The written statement on the grievance form will be clear and concise, including the specific provision(s) of the agreement alleged to have been violated, and it shall state the specific remedy sought.

**6.8.2 Grievance Meeting:**

A meeting between the grievant and the immediate or applicable administrator shall (if different from the Principal) take place within five (5) days from presentation of the grievance. The administrator shall reply in writing within five (5) days following the meeting. The receipt of such reply will terminate Level Two.

**6.9 Level Three: Appeal to Executive Director:**

If the immediate or applicable administrator is the Executive Director, the grievant may begin the grievance at Level Three; otherwise, the Level Three must be requested within five (5) days of the termination of Level Two. Grievances at Level Three shall include a copy of the original grievance, and the decisions rendered at Level One and Level Two. At Level Three, a meeting between the grievant and the Executive Director shall take place within ten (10) days from presentation of the grievance at that time. The Executive Director shall reply in writing within five (5) days following the meeting. The receipt of such reply will terminate Level Three.

**6.9.1 Mediation**

At the conclusion of Level Three, the parties may proceed to mediation should mediation be requested by either party, and should both parties agree to do so. The request to proceed to mediation must be made within five (5) workdays of receipt of the decision at Level 3, or if no decision is rendered within the required time. If mediation does not result in a resolution of the grievance, UTLA may submit the grievance to final and binding arbitration within five (5) workdays of the mediation.

**6.10 Request for Arbitration:**

If the grievance is not settled in Level ~~Two~~Three or after mediation, UTLA, with the concurrence of the grievant, may submit the matter to arbitration but only if the Association gives written notice to the office of the Executive Director within five (5) days after termination of Level Three or the end of mediation.

**6.11 Selection of Arbitrator:**

Within seven days of receipt of the request for arbitration, UTLA and the ECRA Executive Director shall meet to select an arbitrator. The arbitrator shall be jointly selected by UTLA and the Executive Director of ECRA, ~~or selected from the following list by the alternative strike method:~~

- ~~1. Irene Ayala~~
- ~~2. Mark Burstein~~

- 8. Joe Henderson
- 9. Kenneth Perea
- 10. Guy Prihar

~~3. Doug Collins~~  
~~4. Walter Dougherty~~  
~~5. Wayne Estes~~  
~~6. Joseph Gentile~~

~~11. Michael Prihar~~  
~~12. Terri Tucker~~  
~~13. Louis Zigman~~

If no agreement can be reached, the parties shall request the State Mediation and Conciliation Service ("SMCS") to supply a panel of seven (7) names of qualified arbitrators. The parties shall select an arbitrator from this list provided by SMCS. If the parties cannot agree to an arbitrator, the parties shall alternatively strike names until only one (1) arbitrator is left.

If the arbitrator selected cannot be available for hearing within sixty (60) days, the parties shall contact the next remaining arbitrator, until one is selected who is able to serve within sixty days.

#### **6.12 Scheduling Hearings and Decisions:**

A hearing shall be scheduled within sixty (60) days from selection of the arbitrator, but shall not be scheduled during the summer time except by mutual agreement. The arbitrator's decision shall be issued within thirty (30) calendar days after final submission of the case. Arbitrators who fail to meet this deadline for decision shall, unless the parties have mutually extended the deadline, be deemed ineligible for selection for new cases until such time as the decision is submitted.

#### **6.13 Documents and Witness Lists:**

Either party may request from the other the production, review and right to copy documents not otherwise protected by law relevant to the grievance. If the other party disputes the request, the arbitrators shall determine the issue. The parties shall also, at least five (5) days prior to the first hearing date, exchange lists of intended witnesses.

#### **6.14 Conduct of Hearings:**

Hearings shall be conducted in accordance with the procedures contained in Government Code Section 11513. Hearing sessions shall be private with attendance limited to the arbitrator, the parties' representatives, and witnesses as scheduled. In cases involving, evaluations of Below Standard Performance, issuance of Notices of Unsatisfactory Service and/or Act(s), or critical material which has been placed in an employee's official personnel file, ECRA shall proceed first in providing evidence.

#### **6.15 Limitations Upon Arbitrators:**

The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement, but shall only determine whether an express term of either Agreement has been violated as alleged in the grievance and if so what the remedy should be within the meaning of the Agreement. Further, both parties understand and agree that an arbitration award may be set aside if it violates a material provision of the ECRA charter. Past practice of the parties in interpreting and applying the terms of this Agreement may also be relevant evidence, but



shall not be used so as to justify or result in a modification (whether by revision, addition or deduction) of the terms of this Agreement. The arbitrator shall have no power to render an award on any grievance arising after the termination or expiration of this Agreement.

**6.16 Effect of Arbitration Award:**

Except as noted herein, the arbitrator’s decision shall be final and binding upon the grievant(s), ECRA and UTLA. The California law on final and binding arbitration awards between a school district or charter school and an employee organization shall be applicable to such a decision.

6.16.1 A final and binding award which determined the merits of a dispute shall be conclusive on the grievant(s), ECRA and UTLA in any subsequent proceedings, including disciplinary and termination proceedings.

6.16.2 Unless otherwise indicated in this Agreement, this grievance procedure is to be the employees’ and UTLA’s sole and final remedy for any claimed breach of this Agreement.

**6.17 Expenses:**

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

**6.18 Grievance Files:**

ECRA shall maintain a file of all grievance records and communications separate from the personnel files of the grievant(s), and grievance documents and decisions shall not be included in the personnel file unless it is reasonably necessary or appropriate to do so.

**6.19 No Reprisals:**

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

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

*Henry Bui*

UTLA Representative

Date: Feb 18, 2021

*[Signature]*

ECRA Representative

Date: FEB. 18, 2021

**TENTATIVE AGREEMENT**

**ECRA/UTLA**

**ARTICLE VII – NON-DISCRIMINATION**

**January 19, 2021**

Pursuant to applicable Federal and State laws, ECRA and UTLA agree not to discriminate against any employee based upon race, color, religion, creed, national origin, sex, gender, gender identity, sexual orientation, pregnancy or lactating status, age, marital status, ~~sexual orientation~~, ~~disability~~, ~~or political or UTLA union~~ affiliation, or veteran status, and to have due regard for employees' privacy and constitutional rights as citizens.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

Henry Bui  
UTLA Representative

Date: 1/19/2021

[Signature]  
ECRA Representative

Date: 1/19/2021



## TENTATIVE AGREEMENT

### ECRA/UTLA

### ARTICLE IX

### DISCIPLINE & PERSONNEL FILES

February 8, 2021

#### 9.1 Access and Response to Critical Material in Personnel Files:

When the School receives a letter or other written material which contains allegations critical of an employee's performance or character, or which charges commission of an unlawful or immoral act, the following conditions shall apply:

9.1.1 ~~If the document came from a member of the public,~~ The matter shall first be investigated. Except in compelling circumstances, the employee shall be furnished a redacted copy within thirty (30) twenty-one (21) calendar days of ECRA's receipt of the document or, in the event the matter is being investigated, within twenty-one (21) days of completion of the investigation. The document shall not be either placed in the personnel file or retained by ECRA unless it is reasonably determined that the allegations have some substance or plausibility or while the matter is being investigated. However, notwithstanding anything to the contrary, a copy of the complaint shall not be provided if: (1) the matter is one in which law enforcement is involved (such as for a claim of suspected child abuse or neglect); or (2) the complaint is not being placed in the employee's personnel file. ~~–If in any event,~~ if the document is either retained and/or placed in the employee's personnel file, the employee shall be given a notification and reasonable opportunity to attach a reply.

~~9.1.2 If the document came from within ECRA personnel, the investigation required by paragraph a. may not be necessary or appropriate, but the remainder of the protections required by paragraph a, including the notice to the employee, shall be applicable.~~

9.1.2 Investigations of complaints shall be done in a timely manner and the parties involved (complainant t(s) and subject(s) (and complainant(s) if member(s) of the bargaining unit), shall be notified within ten (10) days of the conclusion or closure of the matter.

9.1.3 Exempt from disclosure to the employee are documents which (1) are references obtained from outside ECRA or prior to employment, (2) were prepared by identifiable examination committee members as part of the examination procedure, or (3) were obtained in connection with a promotional examination.

## **9.2 Pre-disciplinary Matters:**

- 9.2.1 Pre-disciplinary actions such as warnings, conference memos and reprimands are not subject to the grievance procedures except when such documents are placed in the employee's official personnel file, or used as part of a formal disciplinary action (U-Notice or suspension), or overall Below-Standard Evaluation. In the event of a later formal disciplinary action, the document if challenged should not be deemed valid or established unless and until so proven under the normal "for cause" standard.
- 9.2.2 Employees shall be permitted to "live down" or "work off" a pre-disciplinary document by the passage of a period of four (4) years without recurrence of the same or similar conduct (unless a shorter period is agreed to by the parties). After achieving that passage of time, if the document is retained by the administrator (as may be required by law), it should be kept in a separate "expired" file and not become a basis, in whole or part, for a subsequent formal disciplinary action.

## **9.3 Notices of Unsatisfactory Service or Act, and Suspension:**

- 9.3.1 Employees may be disciplined for cause. Such discipline may include Notices of Unsatisfactory Service or Act and/or suspension from duties without pay for up to fifteen working days. When any suspension without pay is imposed, the salary effects of that suspension shall not be implemented until the suspension has become final as provided in this section. Also, for a suspension of more than three days, the fourth and succeeding days of suspension shall not be implemented until the suspension has become final as provided in this section. If the discipline is based upon incompetence, the observation, records and assistance provisions of the Evaluation article of this Agreement will apply.
- 9.3.2 The concept of "progressive discipline," and the prohibition of disparate treatment by an administrator, are to be generally applicable, but with the understanding that circumstances may make progressive discipline unnecessary, and that reasonable diversity and local practices are to be expected.
- 9.3.3 A Notice of Unsatisfactory Service or Act and/or suspension shall not be issued if it is based in whole or part on an event which occurred more than a reasonable period of time prior to the date that the Notice of Unsatisfactory Service or Act and/or suspension was issued.
- 9.3.4 When imposing discipline or when giving reprimands, warnings or criticism, confidentiality and privacy appropriate to the professional relationship shall be maintained.
- 9.3.5 When an administrator has a conference with an employee where it is evident at the time the meeting is convened that the employee is the focus of a possible disciplinary action, the employee shall be notified of the purpose of the meeting, before the meeting takes place, and that it is the employee's right to be accompanied and represented by a UTLA representative or by any other person so long as that person is not a representative of another employee organization. Non-availability

of the representative for more than a reasonable time shall not delay the conference. However, this right shall not extend to routine conferences or to any conferences conducted under the evaluation procedures of this Article except for a final conference involving an overall "Below Standard" rating.

- 9.3.6 Prior to the imposition of a Notice of Unsatisfactory Service or Act and/or a suspension or termination, the administrator shall notify the employee (1) that such action is about to be taken; (2) that a meeting will be held to discuss the matter; and (3) that the employee may be accompanied by a UTLA representative or a person of the employee's choice, as long as that person is not a representative of another employee organization. Non-availability of the employee or representative for more than a reasonable time shall not delay the disciplinary action. At the close of or subsequent to the above meeting, the administrator shall announce the discipline to be imposed and immediately confirm the discipline to be imposed in writing on the appropriate ECRA form. The above meeting may, in emergency situations requiring immediate suspension, be held as soon as possible after the suspension has begun.
- 9.3.7 The recipient of such notice of disciplinary action shall be permitted to file a written statement in response to the Notice, which shall be attached to all copies of the Notice retained by ECRA.
- 9.3.8 Notices of Unsatisfactory Service or Act are grievable under the grievance article of this Agreement. However, if the discipline imposed includes a suspension without pay, and if the employee wishes to obtain review of the decision, a notice of appeal to the Executive Director of ECRA shall be delivered within three (3) days of receipt of the form. Within three (3) days after receipt of the employee's notice of appeal, the Executive Director shall hold an appeal meeting to discuss the matter, and shall by the end of the day following, announce a decision. The announcement shall be in person or by telephone, with an immediate confirming letter sent to the employee and representative, if any. Within two (2) days after the above administrative appeal decision is announced, UTLA must, if it determines that the matter is to be appealed to arbitration, notify ECRA in writing of its intention. UTLA and ECRA shall select an arbitrator, and the dispute will then be calendared for arbitration. If at any of the above steps the employer or UTLA does not appeal as provided above, the discipline shall be considered final.
- 9.3.9 After ECRA has taken formal disciplinary action against an employee, and upon request of the employee or UTLA on behalf of the employee, ECRA shall furnish UTLA with a copy of any written statements taken of students relating to the matter. ECRA shall not be permitted to have a student witness testify at an arbitration hearing unless UTLA has been provided a reasonable opportunity to interview the witness at a time reasonably prior to the date of the hearing. ECRA shall give UTLA written notice of its intention to call the witness, and assist in making arrangements for the interview so that the interview can take place in coordination with (not necessarily jointly with) ECRA interview. If the interview is not done jointly, UTLA's interview shall be in the presence of a non-involved person acceptable to both UTLA and ECRA, who would be authorized to control or terminate the interview in the event of improper conduct of the interviewer. The third person

would not be expected to testify except as to issues relating to the improper conduct of the interviewer.

9.3.10 Any of the disciplinary measures referred to in “a” above may be imposed independently of ECRA’s evaluation procedures, and independently of statutory suspension/dismissal proceedings. Such discipline shall not be regarded as a precondition for a statutory suspension/dismissal proceeding. If a statutory suspension or dismissal proceeding is filed based in whole or part upon the service or conduct which gave rise to the disciplinary proceeding under this Section, then any grievance arising under this Section not yet taken to arbitration, shall be deferred pending resolution of the statutory proceedings.

#### **9.4 Dismissal Procedures:**

Except for cases related to egregious misconduct, dismissal procedures shall follow those procedures outlined in the Education Code.

For cases related to egregious misconduct, ECRA may elect to utilize dismissal procedures subject to and based upon just cause and not subject to the Education Code or interpreting case law related to certificated dismissal. Such just cause dismissal commences with a statement of charges issued by the Board of ECRA and, if appealed in writing, is subject to binding arbitration as defined in the Grievance Article.

If the parties cannot agree whether the charges are properly before the Arbitrator, each party may submit a written argument to the Arbitrator in no more than ten (10) pages length and the Arbitrator shall issue a written ruling upon the contract language, whether the matter is arbitrable.

#### **9.5 Accountability for Individual Bargaining Unit Member Quality:**

In order to ensure that employees are focused on their central mission of performing satisfactory in the area of teaching methods, instruction and delivery of other services, employees who receive a Notice of Unsatisfactory Service or “below standard” evaluations shall be deemed ineligible for service or entitlement to the following:

9.5.1 Mentor Service

9.5.2 Out of Classroom personnel, department chair or instructional advisor positions

~~9.5.3 Committee (including Governing Board) membership~~

9.5.34 Summer session and/or intersession

9.5.45 Academic, activity, and athletic positions with corresponding differentials

9.5.56 Permissive leaves

9.5.67 Auxiliary periods and other auxiliary services involving extra-pay for extra work.

#### **9.6 Suspension or Reassignment Due to Mental Incompetence:**

The School shall, in cases of employee incompetence caused by mental illness, follow the appropriate statutory procedures. Disputes concerning such matters are not subject to the grievance procedures of this Agreement.

## **9.7 Arrest Procedures:**

Whenever an employee is to be arrested at the school site, the site administrator shall request the police to conduct the arrest at a time and place least visible to the students and staff.

In accordance with Education Code Section 44950 and 44950.5, the School may utilize such provisions when any employee is charged with offenses as enumerated therein.

## **9.8 Procedures Relating to Alleged Child Abuse:**

When a charge of child abuse is made against an employee and results in the filing of an official Suspected Child Abuse Report, the following procedures are applicable:

- 9.8.1 As soon as the employee is notified of the charge, the alleged victim of the abuse shall be removed from the accused employee's class and reassigned to the same type of class, if available, pending completion of the resulting investigation(s).
- 9.8.2 Exceptions to the above may be made at the official request of the city, County, or state law enforcement agency responsible for the matter or with the approval of the Executive Director, the employee, and the parent/guardian.

## **9.9 Paid Administrative Leave:**

The parties recognize that ECRA retains the right to place an employee on paid administrative leave and that such placement is not considered disciplinary. The parties also recognize that such placement can be the cause of consternation and embarrassment to the employee. Accordingly, the parties agree to the following principles:

- 9.9.1 As soon as practicable, and subject to the possible direction of law enforcement, ECRA will provide a written reason for the placement.
- 9.9.2 Paid administrative leave is a temporary measure, and steps will be taken to expedite the process of bringing the placement to closure.
- 9.9.3 An employee will not be on paid administrative leave for more than twenty (20) days without being provided a written status report stating the reasons for their ~~his/her~~ placement and an estimated timeline for closure.

9.9.4 In the case of an employee who is to be retained in ECRA employment and to the extent practicable, the employee is to be returned to their ~~his/her~~ previous assignment.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

*Hong Bui*

\_\_\_\_\_  
UTLA Representative

Date: February 8, 2021

*[Signature]*

\_\_\_\_\_  
ECRA Representative

Date: Feb. 8, 2021



**ATTACHMENT B**  
**TENTATIVE AGREEMENT**  
**ECRA/UTLA**

**September 15, 2021**

**ARTICLE XII – LEAVES OF ABSENCE**

**12.1 Leave and Absence Defined:**

12.1.1 A leave is an authorized absence from active service granted to probationary or permanent employees, for a specified purpose and period of time, with the right to return to active service unless the employee's service would have otherwise been terminated. All other employees, except for those excluded in Section 12.2 below (including, but not limited to, temporary employees and university interns) may qualify for absences but not leaves. Leaves are either "permissive" or "mandatory." As to permissive leaves, the term "may" is used and ECRA retains discretion as to whether they are to be granted, and as to the starting and ending dates of the leave. As to mandatory leaves the term "shall" is used and ECRA has no discretion as to whether the leave is to be granted to a qualified employee.

12.1.2 Employees who are on unpaid leaves and employees who exhaust their paid benefits while on paid leave are not eligible for ECRA-paid health and welfare benefits while in unpaid status. As an exception, employees on approved unpaid Family Care and Medical Leave/Absence are eligible for ECRA-paid benefits provided they are otherwise eligible for such benefits as provided in Section 12.21 of this Article. Also, employees in unpaid status may arrange for continuance of benefits through COBRA. In addition, employees in unpaid status will have their assignment basis changed from annualized to un-annualized (pay as you work). Such changes may result in employees having been paid salary for which they are not eligible based on service provided. To avoid this, employees may request that their assignment basis be changed in advance of the start of the school year.

**12.2 General Eligibility Provisions:**

Probationary and permanent employees shall be eligible for certain paid and unpaid leaves as outlined herein.

**12.3 Rights Upon Return:**

Any employee returning from the leaves listed in this Article shall possess return rights consistent with legal requirements. In the event ECRA ever becomes the employer for any future charter schools located elsewhere, returning employees may be transferred if such a



transfer would have been made had the employee been on duty. Such return rights to the employee's worksite are limited as follows:

- 12.3.1 Illness – Return right limited to one (1) year of paid illness (any combination of full or half pay) leave;
- 12.3.2 Industrial Injury;
- 12.3.3 Reduced Workload;
- 12.3.4 Pregnancy Disability;
- 12.3.5 Family Care and Medical Leave (limited to sixty (60) working days or less);
- 12.3.6 Any leave in which the employee was replaced by a substitute teacher; and
- 12.3.7 Child Care Leave (paid or unpaid) immediately following pregnancy leave, birth, or adoption, but only for the balance of the semester in which the childcare leave commenced; and only if the combined pregnancy leave does not exceed two (2) semesters. As an exception that the childcare leave must immediately follow the pregnancy leave, birth, or adoption for return rights, the family care and medical leave may interrupt that sequence. However, each leave must immediately follow the other and the child care leave will be granted only for the balance of the semester in which the child care leave commenced. In addition, the combination of the leaves shall not exceed two (2) semesters.

Employees returning from leaves other than as provided above may be subject to transfer pursuant to relevant provisions of this Agreement.

#### **12.4 Restrictions:**

An unpaid leave or absence may not be converted to a paid leave of absence, except in the case of pregnancy disability as provided in this Article. No employee shall be eligible for a permissive leave from the School who has had three semesters of permissive leave during the six semesters immediately preceding the requested leave, except as provided in Section 12.11, 12.15 and 12.19. For purposes of this Section, 65 working days per semester on leave shall constitute a semester on leave. The Executive Director or designee ("Designee") may, in his or her sole discretion, grant a waiver from this limit, for one semester.

Upon return from a paid leave, the employee must submit the Absence Form (or its equivalent) within twenty-four (24) hours of return. Failure to submit the Absence Form will result in a written and/or electronic reminder. Failure to submit the form within twenty-four (24) hours of the reminder, will result in the leave being designated as "unpaid," and the employee will not be compensated for the date(s) in question.

**12.5** The deadline for permissive leave applications, unless otherwise provided, shall be April 15 for all leaves commencing during the period July 1 through December 31 and November 15 for all leaves commencing during the period January 1 through June 30.

**12.6 Notification Requirements:**

Unless otherwise provided in this Article, an employee who intends to be absent for 20 working days or less must make every reasonable effort to notify the Executive Director or Designee. When the absence is to be for one day only, employees may, when reporting the absence to the school, also give notice on intended return for the following day. All other employees returning to service must notify the school or section at least one hour before the end of the regular working day on the day before the day of anticipated return. If such notification is not given and both the employee and substitute report for duty, it is only the substitute who is entitled to work and be paid. Notification requirements for an approved Pregnancy Disability Leave/Family Care and Medical Leave/California Family Rights Act Leave shall be in accordance with legal requirements.

**12.7 Cancellation of Leave:**

A request by an employee for cancellation of a leave or for cancellation of a request for a leave shall be granted unless an employee other than a day-to-day substitute has been assigned to fill the employee's position. Exceptions may be made in the sole discretion of the School. The appropriate required credential or permit held at the time the leave was granted must be maintained, or the leave terminates and the employee is subject to termination. The employee shall be so notified.

**12.8 Expiration of Leave:**

12.8.1 Two (2) calendar months before the expiration of a leave for one semester or more, and upon reasonable notice from the School, the employee must notify the Executive Director's Office of an intention to return, or request an extension of leave, if eligible. Failure by the employee to give such notice, or to report to duty as directed after having given such notice, shall be considered abandonment of position and resignation from service. An exception to this provision or requirement shall be made if it was impossible for the employee to give the required notice. In the case of an early return from family care and medical leave, if the employee informs ECRA of a desire for early return ECRA will, if feasible, return the employee to service within two working days after the employee notifies ECRA of the request to return.

12.8.2 Return from Leave - Medical Review Committee:

An employee not approved to return from a leave by the School's designated physician may appeal to a Medical Review Committee. The committee shall be comprised of a School designated physician, a physician selected and compensated by UTLA, and a third physician who shall be selected by the two physicians and

compensated equally by the School and UTLA. A majority decision by the Medical Review Committee shall be final and binding.

## **12.9 Bereavement (Paid):**

An employee is entitled to a paid leave/absence from the School, not to exceed three (3) days, on account of the death of a member of the employee's immediate family if acceptable proof of death and relationship is provided and the leave/absence commences within ten (10) calendar days of the death. If more than one such death occurs simultaneously, the leaves may be taken consecutively. If out of state travel is required and requested, an additional two (2) days shall be granted. The immediate family is defined as the following relatives of the employee:

- 12.9.1 Spouse or, for purposes of this Leaves Article only, a cohabitant who is the equivalent of a spouse
- 12.9.2 Parent (includes in-law, step and foster parent, and parent of cohabitant who is the equivalent of spouse)
- 12.9.3 Grandparent (includes in-law, step, and a grandparent of cohabitant who is the equivalent of spouse)
- 12.9.4 Child (includes son/daughter-in-law, step and foster child, and child of cohabitant who is the equivalent of spouse)
- 12.9.5 Grandchild (includes grandchild of spouse, step grand-children, and grandchildren of cohabitant who is the equivalent of spouse)
- 12.9.6 Brother
- 12.9.7 Sister
- 12.9.8 Any relative living in the employee's immediate household

## **12.10 Pregnancy and Related Disability (Paid and Unpaid):**

### **12.10.1 Paid Disability Absence:**

For that period of time during which the employee (including temporary employees) is physically disabled and unable to perform her regular duties due to pregnancy, miscarriage, childbirth and recovery there from, she shall be permitted to utilize her illness leave under this Article.

### **12.10.2 Optional Unpaid Portion:**

A pregnant employee in active status shall, upon request, be granted an unpaid pregnancy leave (or, in the case of substitutes or temporaries, an unpaid absence) and still qualify for paid absence during the period of disability. This is the only exception to the general rule that paid leaves may only be taken from active status.

12.10.3 Physician Certifications:

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

**12.11 Child Care (Paid and/or Unpaid):**

12.11.1 Definition:

Child Care leave (also referred to as “baby-bonding” or “bonding leave”) refers to leave for the reason of the birth of a child of the employee, or the placement of a child with an employee in connection with adoption or foster care of the child by the employee. Child Care leave runs concurrently with FMLA/CFRA leave time.

12.11.2 Eligibility:

Eligibility will be limited to bargaining unit members with permanent status. Employees with probationary status have leave rights pursuant to FMLA/CFRA, if eligible.

12.11.3 Paid Leave:

- a. As provided below, eligible employees may take up to twelve (12) weeks of paid Child Care leave during the first year following the birth or placement of a child with the parent through adoption or foster care.
- b. Eligible employees are entitled to take one 12-workweek period of paid Child Care leave during any 12-month period. The first six (6) weeks of the leave shall be fully paid by ECRA (1)
- c. If the leave extends beyond six (6) weeks, Employees may use available full pay illness leave for up to the remainder of the twelve (12) weeks of the



Child Care leave. If full pay illness leave is exhausted, employees may use half-pay up to the remainder of the twelve (12) weeks. If half-pay is exhausted, or if the leave extends beyond the twelve (12) weeks, the Child Care leave shall be unpaid.

- d. Child Care does not have to be taken in one continuous period of time. The minimum duration of the leave shall be two (2) weeks. ~~No half days or reduced schedules are allowed.~~ In order to provide for continuity and stability of instruction, an employee using intermittent Child Care leave must return to active service for a minimum of two (2) weeks before utilizing additional paid Child Care leave. Exceptions may be made at the sole discretion of the Executive Director based on compelling personal circumstances.
- e. A workweek is a week in which the employee is normally scheduled to work.
- f. ~~Restrictions: Section 12.21.2 applies in the event that parents who are both ECRA employees each wish to take paid Child Care leave.~~

#### 12.11.4 Unpaid Leave:

- a. Employees may take unpaid child care leave if paid leave is not available or if the leave extends beyond the employee's allocation of paid leave.
- b. Child Care leave combined with pregnancy leave may not exceed two (2) semesters, as provided by Section 12.3.7. In the event that parents who are both ECRA employees each wish to take unpaid Child Care leave, the combined leave for both parents will be limited to a total of two (2) semesters.

### 12.12 **Illness (Paid):**

An employee shall be granted a leave of absence ~~because of illness, or injury, or quarantine of the employee.~~ for the diagnosis, care, or treatment of an existing health condition or preventive care (including annual physicals or flu shots) for themselves or a family member. A family member is a child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the unit member stands in loco parentis), parent (biological, adoptive or foster parent, stepparent, or legal guardian of a unit member or the unit member's spouse or registered domestic partner, or person who stood in loco parentis when the unit member was a minor child), spouse or registered domestic partner, grandparent, grandchild or sibling. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

- 12.12.1 Each employee shall accrue 0.05 hour of full-pay illness absence credit for each hour for which salary is received in a certificated assignment except for

Auxiliary Teacher, Replacement Teacher, or an assignment for which a lump-sum payment is or could be received.

- 12.12.2 At the beginning of the pay period immediately preceding July 1, each active employee (excluding temporary) who is under contract (including temporary contract) for a full school year, who has accrued fewer than the number of full-pay illness absence hours equivalent to 100 days shall be credited with the number of half-pay illness absence days which, when added to the accrued full-pay illness absence days equals the equivalent to 100 days of full and half-pay illness absence days. Employees must exhaust full-pay illness days before they are allowed to receive half-pay.
- 12.12.3 At the beginning of the pay period immediately preceding July 1, each active employee (excluding temporary) shall receive credit for full-pay illness absence hours up to ten days (pro-rated for those employed for less than a full school year) prior to accrual. However, an employee who uses such a credit prior to actual accrual shall not accrue or be credited with additional absence hours until the negative balance has been restored.
- 12.12.4 An exception to the "active employee" requirement of Sections 12.12.2 and 12.12.3 will be made upon request once in each employee's career to permit qualification for the annual full and half-pay illness absence hours, even though the employee is unable to report to work at the commencement of the employee's annual assignment basis due to illness, provided the following conditions are met:
- a. The employee holds probationary or permanent status.
  - b. The employee did not carry over any full pay illness hours from the previous year.
  - c. The employee has on file an illness leave request satisfying the requirements of Sections 12.12.8 and 12.12. 9.
- 12.12.5 If an employee is paid for more than the illness absences to which entitled, or terminates employment prior to accruing leave taken in advance, the employee shall be required to refund to ECRA the salary to which not entitled. This requirement shall be waived in the event of the employee's death or physical or mental disability.
- 12.12.6 Unused full-pay illness absence credit shall be cumulative from year to year without limitation. Half-pay illness credit shall not be cumulative from year to year.
- 12.12.7 When an employee is absent under this section and such absence is properly verified, the employee will receive full normal pay up to the total of the employee's full-pay illness benefits. Full-pay illness benefits shall be used before available half-pay benefits may be used. Additional days of illness

absence will be at half pay up to the total of half pay days credited if available. Further illness absence shall be non-paid absence, unless the employee requests use of any accrued vacation. The amount of illness absence taken in any pay period shall not be in excess of the illness absence accumulated by the close of the pay period immediately preceding the illness absence, except as provided in paragraph 12.3. Pay for absence shall not be made in increments of less than .3 hours (18 minutes).

- 12.12.8 An employee who is absent shall be required to certify the reason for absence. Also, the School shall have the authority to use whatever means are reasonably necessary to verify any claimed illness, injury, or disability under this section before authorizing any compensation: [where the School questions the validity of the claim.](#)
- 12.12.9 An employee absent from duty for any illness, injury, or other disability for more than five (5) consecutive working days shall be required to submit either the Certification/Request of Absence for Illness, Family Illness, New Child completed by the attending physician or a statement from the attending physician on letterhead attached to a ECRA Form shall be signed by the employee. An employee absent for more than 20 consecutive working days shall be required to submit a formal leave request and an "Attending Physician Statement" form.
- 12.12.10 If a permanent employee resigns and returns within 39 months of the last date of paid service to permanent status, the number of hours for which the employee was entitled to full-pay illness absence shall be restored, unless such had been transferred to another agency or used in computation of retirement allowance. Any other employee who resigns or is otherwise terminated and returns within 12 calendar months of the last date of paid service, shall be restored the number of hours of full-pay illness absence to which entitled, unless such has been transferred to another agency.

### **12.13 Industrial Injury or Illness Paid:**

- 12.13.1 An employee who is absent from ECRA service because of an injury or illness which arose out of and in the course of employment, and for which temporary disability benefits are being received under the worker's compensation laws, shall be entitled to a paid absence or leave under the following conditions:
- a. Allowable leave/absence shall be for up to 60 working days for the same injury or illness.
  - b. Allowable paid leave/absence shall not be accumulated from year to year.
  - c. An employee absent under this section shall be paid such portion of the



salary due for any school month in which the absence occurs as, when added to the temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code, will result in a payment of not more than the employee's full normal salary. For substitutes and limited term employees, full normal salary shall be computed so that it shall not be less than the employee's average weekly earnings as utilized in Section 4453 of the Labor Code. For purposes of this section the maximum and minimum average weekly earnings set forth in Section 4453 of the Labor Code shall otherwise not be deemed applicable.

- d. When an authorized leave/absence continues into the next school year, the employee shall be entitled to only the amount of unused leave/absence due for the same illness or injury.
- e. Each employee who has received a work-related injury or illness which requires medical attention or absence from work for more than the day of the occurrence must complete a written report of injury on a form to be provided by the School. This written report must be submitted to the immediate administrator within two working days after occurrence if the employee is physically able to do so. The site administrator shall, as a result of an investigation, complete the Employer's Report of Occupational Injury or Illness, and shall attach the employee's report thereto. The employee must also report as soon as possible for examination and treatment by a physician who is on ECRA's Emergency Medical Panel. When the employee files the report of injury or illness, the site administrator shall notify the UTLA Chapter Chairperson of the reported injury unless the employee requests that the matter not be so disclosed. Also, if the employee reports or alleges that the injury arose out of an act of violence, the administrator shall report the incident to the School Police.
- f. If the employee was physically injured during an act or acts of violence related to and during the performance of assignment duties, then the leave of absence may be extended beyond the initial 60 day period. In order to qualify for such an extension the employee must have (1) notified the site administrator and appropriate law enforcement authorities within 24 hours of the incident if the employee was physically able to do so; (2) completed the employee's written report and reported for treatment as required in e. above; (3) reported, as soon as it becomes evident that an extension is to be requested, for a physical examination by the employee health coordinator and received approval as a result of such examination; and (4) applied in writing to the School for such an extension, using a ECRA form. Such application should be filed with the immediate administrator as soon as the employee sees the need for such an extension, so that the School has adequate time to review and process the claim prior to the effective date of the leave extension. Determination whether the injury was the result of an act of violence, and whether the act of violence was related to and during

the performance of duties, shall be made in the reasonable judgment of the carrier. Determination whether the injury is disabling beyond the 60 day period shall be made in the reasonable medical judgment of the physician. An employee may be required during the extended period to be evaluated by a School designated physician at any time.

- 12.13.2 Upon exhaustion of the above-authorized industrial injury absence benefits, the employee shall be permitted to utilize accrued illness benefits or vacation benefits, if any. If the employee continues to receive temporary disability indemnity, the employee shall be paid for any illness and vacation benefits which, when added to the temporary disability indemnity, will result in a payment of not more than full normal salary.
- 12.13.3 An employee absent under this section shall remain within the State of California unless the School authorizes the travel outside the State.

#### **12.14 Personal Necessity Leaves or Absence (Paid):**

- 12.14.1 Subject to the limits set forth below, an employee shall be granted a paid personal necessity leave when the gravity of the situations described below require the personal attention of the employee during assigned hours of service:
- a. Death of a close friend or relative not included in the definition of immediate family (as used in this section, the term "immediate family" shall be as defined in Section 12.9 of this Article);
  - b. Death of a member of the employee's immediate family, when time in excess of that provided in Section 12.9 of this Article is required;
  - ~~e.~~ ~~Serious illness of a member of the employee's immediate family;~~
  - ~~d.~~ Accident involving the employee's person or property or the person or property of a member of the employee's immediate family;
  - ~~e.~~ Birth of a child of the employee, or adoption of a child by the employee (includes child of cohabitant who is the equivalent of a spouse);
  - ~~f.~~ Religious holiday of the employee's faith;
  - ~~g.~~ Imminent danger to the home of the employee occasioned by a disaster such as flood, fire, or earthquake;
  - hg. An appearance of the employee in court as a litigant. Each day of necessary attendance as a litigant must be certified by the clerk of the court. The employee must return to work in cases where it is not necessary to be absent the entire day.

i.h. An appearance of the employee in court or governmental agency as a non-litigant witness under subpoena for which salary is not allowed under the applicable Section of this Agreement:

- (1) Each day of necessary attendance as a witness must be certified by an authorized officer of the court or other governmental jurisdiction;
- (2) In any case in which a witness fee is payable, such fee shall be collected by the employee and remitted to the School; and
- (3) The employee must return to work in cases where it is not necessary to be absent the entire day;

j.i. Conference or convention attendance pursuant to this Article;

k.j. Attendance at the classroom of the employee's own child or ward and meeting with the school administrator because of suspension as required by Section 48900.1 of the Education Code;

l.k. Up to four (4) hours of paid personal necessity leave and up to thirty- six (36) additional hours of unpaid leave not to exceed a total of (8) hours per calendar month, forty (40) hours per school year for attendance at the school of the employee's own child, ward, or grandchild for purposes of a school activities leave provided by Section 230.8 of the Labor Code. The employee must notify the immediate administrator at least five (5) working days prior to the absence. The administrator or designee and employee must agree on the date and time of the leave and the employee must provide written verification from the school visited, upon request of the administrator or designee.

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

- a. Except as otherwise noted in this Article, the total number of days allowed in one school year for personal necessity absence shall not exceed six days per school year for a probationary, permanent or provisional contract employee, or subject to the restrictions specified in the relevant contract provisions regarding substitute employees, three days per school year for a day-to-day substitute employee.

~~(1) If personal necessity absence is taken to attend to the illness of the employee's child, parent, or spouse, up to six additional days shall be allowed in any calendar year (to total 12 maximum days - see b below) for probationary, permanent, or provisional contract employees.~~



~~However, this provision does not extend the maximum period of leave to which an employee is entitled under Family Care and Medical Leave, regardless of whether or not the employee receives sick leave compensation during that leave.~~

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

#### **12.15 Personal Leave (Unpaid):**

An unpaid leave shall be granted to a permanent employee for a period not to exceed 52 consecutive calendar weeks, except as provided below, for a specific personal reason satisfactory to ECRA, including but not limited to the following:

- 12.15.1 To be with a member of the immediate family who is ill (see Section 9 of this Article for the definition of the immediate family);
- 12.15.2 To accept an opportunity of a superior character which will result in the employee rendering more effective service on return to ECRA;
- 12.15.3 To rest, subject to the approval of a physician designated by ECRA;
- 12.15.4 To accompany spouse, or a cohabitant who is the equivalent of a spouse, when change of residence is required;
- 12.15.5 To pursue a program of study in residence in an approved institution of higher learning or under a fellowship foundation approved by the State Board of Education;
- 12.15.6 To serve as a State Legislator--such leave shall be renewed annually during tenure of office, the above limitation notwithstanding;
- 12.15.7 To serve in an elective position in the city, county, state, or federal government, other than the State Legislature. Applications may be submitted at any time but must be on file in the [Human Resources Personnel](#) Office by April 15 for Fall

semester and November 15 for Spring semester. Paragraphs [12.15.1](#), [12.5.3](#) and [12.5.4 a, c and d](#) above are not subject to these deadlines.

#### **12.16 Government Order Leaves (Commissions, Military, Witness, and Jury Service):**

- 12.16.1 Paid leave shall be granted for service on a Commission on Professional Competence established pursuant to the Education Code.
- 12.16.2 An appropriate military leave/absence shall be granted to any qualified employee in accordance with the provisions of the Education Code and Military and Veterans Code.
- 12.16.3 A paid leave shall be granted to allow an employee to appear, in response to a subpoena duly served, when other than a litigant (a) in a case before a grand jury; (b) in a criminal case before a court within the State; or (c) in a civil case in a court within the county in which the employee resides or outside of said county if within 150 miles of place of residence. Leave may be granted for the days of attendance in court as certified by the clerk or other authorized officer of such court or grand jury or by the attorney for the litigant in the case. In any case in which witness fees are payable, such fees shall be collected by the employee and remitted to the Accounting and Disbursements Division.
- 12.16.4 The mutual intention of ECRA and UTLA is that jury service be encouraged, but also limited, as far as practical, to periods of time when the continuity of instruction and ECRA operations will not be adversely affected.
  - a. An employee summoned to jury service in federal or state court shall notify the immediate administrator of such summons.
  - b. As a condition for paid absence, the employee shall seek postponement of the jury service so that it can be performed on the employee's recess or off-track period.
    - (1) Involuntary jury service commenced during the employee's recess or off-track period which inadvertently extends into the employee's assigned or on-track period shall qualify as paid absence for up to twenty working days from the start of the assignment or track.
    - (2) The twenty days limit shall be subject only to such exceptions which may be agreed upon by ECRA and UTLA.
  - c. As for federal jury service, if the court denies the request for postponement, paid absence shall be granted for the term of the service.
  - d. All jury fees received while on ECRA-paid status shall be remitted to the [Business Office Accounting and Disbursements Division](#).

### **12.17 Conference and Convention Attendance:**

A paid leave may, in the discretion of ECRA and upon the recommendation of the Executive Director or Designee, be granted for attendance at conferences and conventions sponsored by professional instructional organizations which are recognized by the State Board of Education or approved by the appropriate administrator under all of the conditions noted below. ECRA shall consult with UTLA regarding these matters.

- 12.17.1 Attendance must lead directly to the professional growth of the employee and the improvement of the educational program of ECRA;
- 12.17.2 Unless the employee is an official representative of the organization or is participating as a workshop leader or speaker at the conference or convention, the attendance must not necessitate assignment of a substitute for the employee or the payment of replacement teacher salary;
- 12.17.3 The attendance must not result in unnecessary duplication of participation by ECRA personnel;
- 12.17.4 The attendance must not necessitate the reimbursement of any expenses by ECRA to the employee; and
- 12.17.5 A written or oral report of the conference may be requested by the appropriate administrator.

For conference or convention attendance which meets the above standards, but is not approved for paid leave status pursuant to the above, the employee may utilize personal necessity leave under Section 12.14 of this Article.

### **12.18 Half-Time Leave:**

- 12.18.1 A regular Half-Time Leave shall be granted to allow a permanent employee to continue service for half of each working day. At the elementary level, a complementary partner with permanent status is required. At the secondary level, if one is required due to the master schedule, it must be a complementary partner with permanent status, or an appropriately credentialed auxiliary teacher approved by the site administrator. In the case of non-classroom health and human services employees, the total number of approved half-time leaves shall not exceed a maximum of 10% of the full-time equivalent positions in the classification. Exceptions to the "half of each working day" requirement, may be made in special circumstances. In any event, the assignment and service shall be for the equivalent of one-half of the number of hours required for full-time employment for each pay period. Applications must be on file in the Human Resources office by April 15 for the fall semester and by November 15 for the spring semester.



12.18.2 Half-Time Assignment:

- a. New employees hired effective July 1, 1993 or later may be employed full-time and work one-half time with the other one-half time covered by a half-time leave pursuant to this section.
- b. In the event the half-time assignment cannot be arranged, the half-time leave will be cancelled and full-time service shall be required.
- c. If the employee is unable or unwilling to accept a full time assignment in such circumstances, the employee shall submit a voluntary resignation.
- d. New employees hired pursuant to this section shall receive ECRA paid health benefits pro-rated to the hours of paid service provided the employee contributes the balance of the full cost.

**12.19 Reduced Workload Leave:**

12.19.1 A reduced workload leave shall be granted annually to a permanent full-time employee, serving in pre-kindergarten through grade 12, to permit the employee to reduce a regular assignment to the equivalent of one-half of the number of hours required of full-time employment, provided all the following conditions are met:

- a. The employee shall submit a request annually to the ECRA [Human Resources Office](#)~~Personnel Department~~ prior to April 15 for a leave to be effective during the following school year, and the total of such annual leaves shall not exceed ten years.
- b. The employee has reached age 55 prior to the school year during which the leave is effective.
- c. The employee was assigned full-time in a certificated position with ECRA for at least 10 school years of which the immediately preceding 5 school years were consecutive, full-time employment. Time spent on approved leaves shall not constitute a break in the 5 school year sequence, but shall not count toward the service requirement.
- d. An assignment and schedule satisfactory to both the employee and ECRA is agreed to. The continuing assignment must be either for half of each working day for the entire school year, in which case the specific assigned hours, must be agreed to by the employee and the immediate administrator, or for one complete semester of full-time service per year. A complementary partner with permanent status is required, or an appropriately credentialed auxiliary teacher approved by the site

administrator. In the case of non-classroom, health and human services employees, the total number of approved leaves shall not exceed the maximum of 10% of the full-time equivalent positions in the classification. If the employee is assigned on other than the "C" basis, the leave shall be the equivalent of one-half of the number of hours of service required by the employee's current assignment basis. Exceptions to the above work schedules may be made in special circumstances. In any event, the assignment shall be for the equivalent of at least one-half of the number of hours required for full-time employment; and the employee shall be placed on leave from the location in which half-time service is performed.

- e. The employee agrees to have retirement contributions made based on the salary that would have been received had service been full-time for the complete school year.
- f. The salary earned and paid must be at least half the salary the employee would have earned on a full-time basis. The employee will receive salary for the hours for which service is rendered.

12.19.2 Whether the employee is assigned for one complete semester of full-time service per year or half of each working day per year, ECRA shall maintain the employee's Health and Welfare benefits for eligible employees for the school year. This reduced workload leave is granted pursuant to Education Code Sections 22713 and 44922.

12.19.3 The period of service and leave under half-time and reduced work load leaves may qualify for salary step advancement [on the applicable Salary Table, under Section 16.0 of Article XIV](#), and shall qualify for regular health/welfare benefits under Article XVIII, Health ~~and~~ & Welfare [Benefits](#).

## **12.20 Disability Leave or Absence:**

An unpaid disability leave or absence will be granted on request to a probationary or permanent employee who has been awarded State Teachers' Retirement Disability benefits for up to 39 months from the effective date of the disability benefits, or until the effective date of service retirement, whichever is first, subject to the following conditions:

- 12.20.1 The leave will be granted from the effective date of the disability benefits to the end of the school year in which the disability benefits begin. The leave will be extended annually for periods not to exceed a total of 39 months from the effective date of the disability benefits, or until the effective date of service retirement, whichever is first.
- 12.20.2 If the disability benefits are cancelled and the employee is determined to be able to return to service during the period of the leave, the employee will be referred to ECRA Medical Adviser. If the return is approved by ECRA Medical Adviser

the employee will be returned to active service. An employee not approved to return by ECRA Medical Adviser may appeal to Medical Review Committee under 12.8.28.4 of this aArticle.

12.20.3 A substitute or temporary employee who receives disability benefits shall be deemed unavailable for service, while receiving such benefits, for up to 39 months unless a separation from service is requested by the employee.

12.20.4 As an exception to the general rule regarding unpaid leave, employees placed on this leave shall be entitled to continued coverage under the medical, vision and dental plans of this Agreement, but not the life insurance plan.

**12.21 Family Care and Medical Leave/Absence:**

12.21.1 ECRA shall maintain a current policy for and ensure compliance with the California Family Rights Act (“CFRA”) and Family Medical Leave Act (“FMLA”)

~~12.21.2~~ Restrictions:

~~In the event that parents who are both ECRA employees each wish to take Family Care Leave/Absence for the birth, of their child, or placement for adoption, or foster care placement of a child during the same time period, the combined total amount of leave that will be granted such employees will be 12 work weeks during a fiscal year. These employees will still be eligible to take the remainder of their individual 12-week allotment for family care leave for a purpose other than the birth, placement for adoption, or foster care of a child.~~

**12.22 Catastrophic Illness Leave Program**

ECRA and UTLA shall jointly study the feasibility of establishing a Catastrophic Illness Leave Program pursuant to which employees may donate sick leave credits to eligible applicant employees

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

Kyma Collins  
UTLA Representative

[Signature]  
ECRA Representative

[Signature]  
UTLA Representative

Date: 10/7/21

Date: OCT 7, 2021



**ATTACHMENT C**  
**TENTATIVE AGREEMENT**  
**ECRA/UTLA**

**September 20, 2021**

**ARTICLE XIII – HOURS, DUTIES, AND WORK YEAR**

**13.1 General Workday Provisions:**

It is agreed that the professional workday of a full-time regular employee requires no fewer than eight (8) hours of on-site and off-site work, and that the varying nature of professional duties does not lend itself to a total maximum daily work time of definite or uniform length. The workday for part-time employees shall be proportionate, or governed by the employee's individual employment contract.

**13.2 Sign-in and Sign-out:**

All employees shall, upon each arrival to and departure from their assigned work location, clock in/out using the electronic system and equipment provided by ECRA. Unit members will not have their time or pay “docked” for being late at the beginning of the workday unless their arrival occurs after the time the office begins assigning coverage, but are subject to possible discipline pursuant to the requirements of progressive discipline.

**13.3 Minimum On-Site Obligation:**

13.3.1 It is understood that all full-time classroom teachers shall be assigned a minimum on-site duty obligation of uniform duration, but may have differing class schedules, hours of assignment and starting times. Except as otherwise provided in writing, full time secondary teachers' minimum on-site obligation shall commence seven (7) minutes prior to the instructional day and continue through six (6) minutes after the instructional day.

13.3.2 The following provisions apply to non-classroom ~~teachers~~educators. For purposes of this Article, the term "non-classroom ~~teacher~~educator" refers to those full-time employees whose classroom teaching assignment, if any, is fewer than half of the instructional periods per day, and/or less than half-time.

- a. Psychologists are to have a daily scheduled obligation of eight (8) hours (exclusive of duty-free lunch). This obligation includes up to two (2) hours per day outside of regular instructional hours for completing assessments and other paperwork. A psychologist who is compelled to remain beyond eight (8) hours on any given day due to a student emergency may receive a

commensurate reduction in the two (2) hour on-site preparation time outside of the regular instructional day on one or more other days with prior approval of the immediate administrator.

- b. All other unit members, including but not limited to nurses, counselors, and deans, and teacher librarians, shall observe on-site hours which are to be not less than the hours observed by teachers at the site, and arrive early or remain on site when necessary to perform the duties described in Section 13.5 which are appropriate to their work.

Such unit members may be required to work additional hours beyond the hours observed by teachers at the site for specific additional obligations such as after school events if they receive extra pay (i.e. stipends) for such additional work.

- 13.3.3 Multiple schedules, such as staggered or offset session schedules, shall not result in an increased workday for non-classroom ~~teachers~~educators.

- 13.4 The normal schedule of minimum on-site hours for all employees is also to be observed on such days as pupil-free days, and is also to be observed on minimum days and shortened days unless early dismissal of staff is authorized by the immediate administrator or Executive Director.

### 13.5 Other Professional Duties:

#### 13.5.1 General:

Each employee is responsible not only for classroom duties (or, in the case of non-classroom teachers, scheduled duties) for which properly credentialed, but also for all related professional duties. Such professional duties include the following examples: instructional planning; preparing lesson plans in a format appropriate to the teacher's assignment; preparing and selecting instructional materials; reviewing and evaluating the work of pupils; communicating and conferring with pupils, parents, staff and administrators; maintaining appropriate records; providing leadership and supervision of student activities and organizations; supervising pupils both within and outside the classroom; supervising teacher aides when assigned; cooperating in parent, community, back to school, and open house activities; participating in staff development programs, professional activities related to their assignment, independent study and otherwise keeping current with developments within their areas or subjects of assignment; assuming reasonable responsibility for the proper use and control of charter school property, equipment, material and supplies; and attending faculty, departmental, grade level, and other meetings called or approved by the immediate administrator.\_\_\_\_\_

#### 13.5.2 Back to School Night

Back to School Night shall be held on the ~~third~~second Thursday following the beginning of the instructional year. As an exception, if one of the LAUSD feeder middle schools, within ECRA's attendance boundary, has scheduled its Back to School Night on that date, ECRA and UTLA will agree upon an alternative date the following week.

13.5.3 Lesson Plans:

Lesson plans or evidence of planning in a format appropriate to the teacher's assignment, shall be furnished by each classroom teacher upon request from the teacher's immediate administrator. No special format for a lesson plan shall be required.

13.5.43 Assignments and Grading:

*At a minimum*, for every course, all teachers shall record in Aeries at least one (1) graded assignment or performance mark reflecting progress toward mastery of assignment for every five (5) classroom hours of instruction.

13.5.54 Test of Reasonableness:

All duties required of each employee shall meet the test of reasonableness and shall be assigned and distributed by the site administrator in a reasonable and equitable manner among the employees at the school or center.

13.5.65 After -School Faculty and/or Departmental Meetings:

a. General: No employee shall be expected to attend more than one (1) such meeting per month, August through May, for a total of ten (10) meetings per school year. Such meetings shall be scheduled on the first work day Tuesday of each month (unless changed by mutual agreement). Exempt from this limitation are administrative conferences with individual employees, meetings on released time, community meetings, voluntary meetings and meetings necessitated by special circumstances or emergencies. Also exempt from this limitation are after-school meetings for newly hired unit members designed to provide mentoring and guidance. In addition, the limitation under this Section does not apply to meetings held during regular work hours, such as those held after the regular instructional day on shortened/minimum days, before the regular instructional day on reverse shortened/minimum days, and/or on pupil free days. Under special circumstances, only one of the above meetings per month may be held during the employee's preparation period.

b. Agendas and Faculty Participation:

i. Agendas, including goals and/or objectives for faculty meetings, are



to be distributed at least seventy-two (72) hours in advance through school email, and employees shall be permitted to propose agenda items. Employees shall be permitted to participate in discussions during the meetings.

ii. Department chairs are responsible to ensure that a draft agenda for each department meeting, including goals and/or objectives, is provided to the administrator responsible for the department at least seventy-two (72) hours in advance of the meeting. The administrator responsible for the department will have at least twenty-four hours to review and revise the agenda (including the possibility of adding items) before returning the agenda to the department chair for distribution to the department members and the administrator through school email no less than twenty-four (24) hours in advance of the meeting.

c. Duration and Closure: These meetings should not, except in special circumstances or emergencies, exceed one hour in duration. If a meeting is scheduled after school, it should be started as soon as practicable after the student day is completed. At the close of each meeting, unit members may complete a survey administered by UTLA that aims to measure the effectiveness and quality of the meeting and gather other feedback.

d. Special WASC Meetings Rules During WASC Renewal Years: The parties recognize that WASC renewal requires an increased level of faculty preparation that in turn may warrant additional after-school meetings, as follows:

i. In preparation for WASC renewal, ECRA may schedule up to five (5) additional after-school meetings during the Spring semester preceding the WASC renewal year, provided there are no more than two (2) after-school meetings per month. These additional meetings shall be solely focused on WASC renewal.

ii. During a WASC renewal year, no employee shall be expected to attend more than fifteen (15) such meetings, at least five (5) of which shall be solely focused on WASC renewal.

13.5.76 Meeting on the Two Pupil-Free Days:

Site administrators shall make a reasonable effort to limit required meeting time on the two pupil-free days in order to provide time for class and room preparation. Such meetings are not to exceed 3 hours each day total unless a majority of the involved faculty consents.

13.5.87 Common ~~Planning~~ Collaboration Time:

- a. ~~On Wednesdays~~ an agreed upon day by both parties, ECRA will continue ~~to employing~~ a “late start” instructional bell schedule to allow for one (1) hour, during the regular work day, of ~~common planning, collaboration, and professional development~~ in compliance with goals and recommendations identified by WASC, Charter Renewal, and self-identified areas. For purposes of this section, collaboration shall consist of the following categories:
  - a. Common Collaboration – Standards-based instructional strategies, curriculum mapping (backwards planning), vertical and/or horizontal alignment, assessment development, rubric development, evidence gathering, data analysis, collective inquiry/reflection, instructional interventions, etc. within the department, level-alike, or PLC.
  - b. Professional Development – Department specific and/or school-wide: unit members receive training on current educational research and the needs identified by department and/or school.
- b. ~~Unit members will use this time to meet in appropriate groups (such as by department, level-alike, or collaborative team~~ or PLC) to analyze data, incorporate current educational research, receive training on and/or collaborate on implementation of CCSS, curriculum mappings, etc.
  - a. At least three (3) days per month shall be exclusively designated for Common Collaboration. For the months that consist of five (5) potential meetings dates, there shall be at least four (4) days designated for Common Collaboration. The agenda and goals of Common Collaboration time are generally considered to be under the purview of the department chair and department members and shall be in accordance with Section 13.5.8a.i. above. At the end of each Common Collaboration time, a draft agenda shall be created for the next meeting and submitted to the administrator responsible for the department for review and feedback. The responsible administrator may choose to join the collaborative meeting to have input on the agenda for the next meeting.
  - b. The remaining days may be dedicated to Professional Development at ECRA’s discretion.
  - c. ECRA shall make every effort to create a semester calendar for Common Collaboration days by the end of the first week of each semester. If there are any changes to the schedule, ECRA must notify the unit members no less than one week in advance.

- c. The length of unit members' minimum daily obligation is unchanged; as such, these meeting do not count toward the permitted number of meetings under Section 13.5.4.
- d. Faculty, department, grade-level, and committee meetings are not to be conducted during this time.

**13.5.98 Required Orientation Inservice for Teachers:**

Pursuant to California Code of Regulations 80026.5, classroom teachers serving on a full-time emergency permit initially issued after January 31, 1994 shall attend two (2) 8-hour days of unpaid orientation inservices prior to the commencement of their first full-time teaching assignment as authorized by the emergency permit. Such employees who cannot attend the required inservice prior to beginning their teaching assignment shall attend the next scheduled UTLA/ECRA sessions for an equivalent amount of time on an unpaid basis. Emergency permits for such employees cannot be renewed unless the above orientation inservice requirements are met. Required topics for the inservice shall incorporate state requirements and ECRA priorities. Training shall be conducted by trained personnel.

**13.6 Duty-Free Lunch:**

Each employee shall, except in emergencies or special situations requiring intensive supervision, be entitled to a duty-free lunch period of not less than thirty (30) minutes, as scheduled by the site administrator.

**13.7 Preparation Period:**

Each regular full-time classroom teacher (including the library media teacher), who teaches four (4) or more class periods per day, shall be assigned five (5) scheduled class periods weekly as preparation periods. (For purposes of this Section, the possible second UTLA duty period will not count to deprive the UTLA Chapter Chair of a conference period.) Preparation periods are to be used for professional duties including preparation for class and conferences with parents, students and staff members; during the preparation period, the employee shall not be expected to perform supervisory or classroom teaching functions except as reasonably needed to provide such services during school related activities, during emergencies, or when replacement or auxiliary pay is received pursuant to this Agreement. In order to provide such preparation time, ECRA shall assign personnel other than classroom teachers to perform regularly scheduled non-classroom supervision duties such as before and after school and nutrition supervision. Preparation periods scheduled during the first period of the instructional day are to be distributed equitably among the staff over a period of time. Teachers in a co-teaching arrangement shall be assigned the same preparation period.

**13.8 Additional Special Education Non-Classroom Time:**

Resource Specialist Teachers and Special Day Class teachers have supervisory responsibility for each student's total instructional program throughout each school day.

The aggregate or composite of the individual IEP's is the primary determinant of such teachers' daily schedules. Consistent with such responsibilities and IEP requirements, ECRA shall make a reasonable effort to provide an expanded period of time, including release time where appropriate, for the purposes of counseling, assisting regular program teachers and preparation/conference for IEPs, as follows:-

13.8.1 RSP Teachers – Will have up to thirty-six (36) hours of release time per year.

13.8.2 SDP Teachers – Will have up to twelve (12) hours of release time per year.

13.8.3 The scheduling of such hours shall be made in collaboration between the unit member and their administrator (or designee), contingent upon the availability of substitute coverage.

### **13.9 Work Year:**

#### 13.9.1 Regular Work Year:

The regular work year for teachers and all unit members at ECRA other than psychologists shall be a total of 182 work days (two of which are non-instructional days and ~~inclusive of~~ 22 paid holidays) for a total of 204 paid days (otherwise known as C Basis).

#### 13.9.2 School Psychologists:

The regular work year for school psychologists shall be total of 197 work days (two (2) of which are non-instructional days and ~~inclusive of~~ 24 paid holidays) for a total of 221 paid days (otherwise known as B Basis).

#### 13.9.3 Mandatory Professional Development Days:

In addition to the normal work year, in its discretion, ECRA may schedule up to three (3) mandatory professional development days, each to be compensated at the regular daily/hourly rate and the placement on the calendar for such days to be determined by the Executive Director and the Chapter Chair.

#### 13.9.4 Special Education Collaborative Time:

ECRA may offer eight (8) hours of on-site collaboration time for all Special Education teachers and general education English and Math teachers that are involved in a co-teaching or collaborative arrangement. The scheduling of such

day(s) shall be between the first teacher workday of the year and the first instructional day of the year, within the two (2) weeks prior to the beginning of the school year. The specific date(s) shall be set by mutual agreement between ECRA and the Chapter Chair. The purpose of this time is for collaboration and consultation between Special Education teachers and general education teachers, to prepare and align curriculum delivery, and for teachers to better familiarize themselves with specific caseloads and individual special education students with special needs. ' needs.

### **13.10 Special Provisions:**

#### **13.10.1 Nurses:**

If a nurse's scheduled duty-free 30-minute lunch break is interrupted for emergencies or special situations (see Section 13.6 above), compensatory time shall be granted or the lunch period extended so that the situation is handled in an equitable manner.

#### **13.10.2 Special Education:**

- a. Resource Specialist teachers shall not be assigned to teach or cover regular or Special Day Classes except in emergency situations of a non-recurring nature or as part of a plan to provide additional non-classroom time pursuant to Section 13.8 of this Article.
- b. ECRA shall, in accordance with applicable statutes, provide staff development training to regular-program teachers who teach Special Education students.

#### **13.10.3 Psychologists:**

Assessment and testing of Special Education students for initial placement, change of placement, and three-year re-evaluation shall be the responsibility of the School Psychologist(s).

#### **13.10.4 Medical Procedures:**

No employee shall be requested or required to perform any medical procedure on a student (such as intermittent catheterization, injections, suctioning or drainage) except for a School Nurse or person otherwise trained and qualified.

#### **13.10.5 Retention of "Novice Teachers":**

To assist with the retention of “novice teachers” (those in their first full school year of service in the career), to the extent practicable, novice teachers shall:

- a. Not be assigned adjunct duties (coordinatorships, coaching, auxiliary periods, activity assignment, etc.),
  - i. This subsection shall not apply to a teacher explicitly hired for a particular assignment (e.g. athletic coach, drama teacher, etc.) from being assigned to the duties commensurate with that assignment, and
  - ii. This subsection shall not be interpreted to prevent a novice teacher from volunteering for adjunct duties or activity assignments where the teacher and the administration believe the teacher is qualified and capable of performing.
- b. Not be assigned adjunct duties (coordinatorships, coaching, auxiliary periods, activity assignments, etc.),
  - i.
  - c. Be exempt from “traveling” assignments, i.e. teachers assigned to teach in more than ~~one~~one (1) classroom per day, and
  - d. Be limited to no more than two (2) preparations ~~in a secondary class assignment.~~

### 13.10.6 Counselors:

13.10.6.1 Hours: Counselors may opt to clock-in and be available to work at their assigned work locations no later than (30) minutes prior to the beginning of the student instructional day (“AM shift”), and/or continue to be available up to thirty (30) minutes following the end of the instructional day (“PM shift), or both.

13.10.6.2 Compensation/Stipend: In consideration for the longer workday, Counselors will receive a stipend in the amount of \$1.250 each semester for the AM shift, and \$1.250 each semester for the PM shift.

13.10.6.3 If the number of volunteers results in fewer than four (4) Counselors working the AM shift and/or fewer than four (4) Counselors working the PM shift, then ECRA shall make mandatory assignments of up to four (4) Counselors per AM shift and up to four (4) Counselors per PM shift.

Such mandatory assignments shall be made in a fair and equitable manner on a rotating basis each semester.



13.10.6.4 Tardiness: Counselors who do not clock in on time in the morning are subject to the same progressive disciplinary procedures that apply to other members of the bargaining unit who arrive after the beginning of their assigned on-site duty time.

13.10.6.5 Duty Free Lunch and Nutrition: While counselors are entitled to a duty-free lunch and nutrition break just like other bargaining unit members, they may be assigned alternate (but reasonably adjacent) times for these breaks so that they are available to students during non-instructional time.

13.10.6.6 The decision to participate in early start, stay late, or both, is completely optional, but a Counselor who chooses to participate must notify ECRA at least two (2) weeks before the first day of each semester.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

Kipner Collins  
UTLA Representative

[Signature]  
ECRA Representative

[Signature]  
UTLA Representative

Date: 10/7/21

Date: Oct 7, 2021

## TENTATIVE AGREEMENT

### ECRA/UTLA

January 29, 2021

#### ARTICLE XIV – EMPLOYMENT CLASSIFICATION

##### 14.1 Probationary Employees:

###### 14.1.1 Probationary Status:

The probationary period for certificated employees at ECRA shall be two (2) years of consecutive and complete service. To begin probationary status at ECRA, an employee must hold a preliminary credential or higher. The Executive Director may offer an employee a third year of probationary status (Probationary 3 status) in lieu of non-reelection if, and only if the employee was evaluated, received at least three (3) “needs improvement” marks, and was issued a Final Evaluation Report in accordance with Article VIII during their second year of consecutive service. A complete year of probationary service is defined as active, full-time service for at least seventy-five percent (75%) of the school days in each year.

###### 14.1.2 Non-reelection of Probationary Employees:

###### a. ~~Probationary 1, Probationary 2 and Probationary 3~~ Employees:

Notice of non-reelection from probationary employment with ECRA must be provided by the Executive Director no later than May 15. A warning notice regarding the possibility of non-reelection will be provided before March 15. Non-reelection may be without cause provided the aforementioned notice requirements are met by ERCA.

###### b. ~~Probationary 1~~ Employees:

~~A Probationary 1 employee subject to non-reelection shall be provided written notice thereof at least twenty-one (21) calendar days prior to such non-reelection. Non-reelection may be without cause provided the aforementioned notice requirements are met by ECRA.~~

###### 14.1.3 Resignation:

Probationary employees who resign from employment at ECRA and return thereafter to employment may be allowed to recommence employment at the same probationary level at the time of resignation. Permanent employees who resign from employment at ECRA and return thereafter to employment within thirty-nine (39) months will retain their years of experience for purposes of the salary table, but return to Probationary 2 status and associated seniority begins with the new hire date.

**14.2 Permanent Employees:**

Following satisfactory service of two (2) consecutive and ~~complete~~ complete school years of service (or three if probation is extended), the employee shall be deemed permanent with all attendant rights. However, an employee who fails to keep a current credential consistent with legal requirements may be subject to the same dismissal procedures used for egregious misconduct under Article IX of this Agreement.

**14.3 University Intern:**

For University Interns serving at ECRA, such employees serve solely pursuant to an employee contract. Time served during the University Intern status shall ~~not~~ not count toward probationary status and any and all rights associated with a University Intern shall be pursuant to the employment contract. Such contract may be non-renewed without cause.

**14.4 Displacements and Voluntary Changes Between Departments**

Employees-Permanent teachers who are interested in an opening outside of their current department shall have the opportunity to apply for that position but seniority rights for purposes of the assignment are limited pursuant to Section 15.1.2.b.

When an out-of-the-classroom educator returns to the classroom, there shall not be displacements/layoffs based on seniority within that department

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

Henry Bui  
UTLA Representative

[Signature]  
ECRA Representative

Date: January 29, 2021

Date: JAN 29, 2021



**ATTACHMENT D**  
**TENTATIVE AGREEMENT**  
**ECRA/UTLA**  
**ARTICLE XV – ASSIGNMENTS**

**June 16, 2021 DRAFT June 22, 2021**

**15.1 Staffing Procedures: Initial Requests and Assignments:**

15.1.1 Creation and Posting of Matrix:

Approximately four weeks prior to the day teachers finish service for the school year or four weeks before classes are selected, the site administrator shall prepare and post a matrix indicating the tentative number of classes for each subject and provide the UTLA Chapter Chair with a seniority list upon request. The parties acknowledge that the matrix is based on projections and therefore subject to change. The ~~ECRCHS~~-ECRA designated site administrator shall specify any special credentials, necessary qualifications and any differentials, along with the requirements to qualify for the differentials. In order to provide adequate planning time, teachers shall be notified of tentative assignments as soon as feasible, but not later than June 1.

15.1.2 Assignments:

a. Requests:

Teachers with the specified credentials and required qualifications (“qualified”) may request assignment to specific class(es) within a department using a teacher preference form or other locally determined method. Submission of this preference form shall serve as a request for the assignment. Teachers on leave who are scheduled to return to service should participate in the selection process.

b. Departments:

The department in which a permanent teacher is considered for assignment purposes shall be the one in which the teacher has taught for the major portion of teaching time during the most recent six (6) semesters of classroom teaching experience. This recent experience provision shall not apply when a teacher applies to a position unfilled after all teachers in the department have had the opportunity to submit requests.

c. Classes:

Classes within a department shall be distributed by the ~~principal~~ Executive Director (or designee) in consultation with the elected department chairs, in a fair and equitable manner, taking into account credentials, qualifications, educational program need, seniority and teacher preference.~~educational program needs.~~

d. Limits on Class Preparations:

Unit members shall have no more than three (3) class preparations per semester. The following classes will not be considered separate preparations for purposes of this limit: Classes designated “Honors” or “College Prep.” and specialty program (such as AVID, Humanitas, STEAM, VAPA, and CTE), Advanced Placement, English Learner (EL) classes electives (defined for this purpose as classes which do not satisfy “A through G” requirements), auxiliary classes, and classes for which the unit member is eligible for a stipend. Moreover, a dual roster or split roster class will be considered a single preparation.

Except in those cases when the unit member requests an assignment which includes more than the above stated limit on preparations, unit members assigned additional preparation over the above stated limit of three (3), shall receive a stipend in the amount of \$500 per semester, per class preparation in excess of three (3).

The administration shall work with Department Chairs to seek volunteers within the Department when program needs require one (1) or more unit members to have more than three (3) preparations.

e. Notification of Co-Taught Classes, Collaboratives, and Caseloads

ECRA shall provide tentative notification to teachers of co-taught classes, collaboratives, and caseloads on or before the first teacher work day of ~~three (3) calendar days~~ before the first instructional day of the work year. Collaboratives and caseloads are subject to change without the adjustment/compensation set forth in Section 15.1.3, below.



### 15.1.3 Changes in Assignment:

Teachers shall also be notified, as soon as feasible, of a change in the tentative assignment. If teacher is notified of a change of assignment within five (5) calendar days prior to the assignment (first student instructional day), upon request, the teacher shall receive up to the equivalent of two (2) days in paid status as preparation time for the assignment. In order to receive the equivalent of two (2) days of preparation time, the change of assignment must ~~affect the majority of courses taught in a secondary assignment~~, and require a preparation for a course not in the previous assignment. ~~In the case of a change of assignment that does not affect the majority of the courses taught, but does require a preparation for a course not in the previous assignment, the teacher, upon request, shall receive the equivalent of up to one (1) day of preparation time.~~ The scheduling and configuration of such time may be in release time and/or additional paid time, and shall be mutually agreed upon between the teacher and the site administrator. In any event, however, the time for the first day must be utilized by the end of the second second-fifth week of student instruction, and the second day must be utilized by the end of the seventh week of student instruction.

### 15.1.4 Dispute Resolution Procedure for Permanent Teachers:

In the case of a dispute as to the assignment of a permanent secondary teacher to classes (but not as the result of the assignment of non-permanent teachers, whose assignments are not subject to any dispute resolution or grievance procedure), the dispute shall be resolved solely pursuant to the following procedures:

- a. Alleged violations of the procedures set forth this Section are subject to an expedited procedure that starts at Level 3 (appeal to Executive Director) of the grievance procedure of this Agreement and ends at Level 4 (Mediation). For purposes of this expedited procedure, mediation is required upon the grievant's request. The parties acknowledge that the mediation may take place during the summer vacation in order for a resolution to be reached prior to the beginning of the upcoming school year, but ECRA will not provide compensation for the time spent to prepare for or attend the mediation.; the substance of the assignment decision is not;
- b. Assignments to leadership classes and all athletic assignments shall not be subject to any dispute resolution procedure.

## 15.2 **Staffing Procedures After Initial Selection:**

### 15.2.1 After Initial Selection Through the Fifth Week of School

The principal-Executive Director (or designee) and department working together shall reasonably determine who will fill the opening or vacancy. In



doing so, they shall utilize the teacher preference forms or locally determined method for identifying teacher preference and shall take into account seniority and educational program needs. If agreement is not reached or if the parties prefer, the openings and vacancies shall be filled by a new hire, ~~transferee~~, substitute, or auxiliary assignment.

15.2.2 After the Fifth Week of School:

If an opening or vacancy occurs in a teaching position, that vacancy shall be filled by a new hire, ~~transferee~~, substitute, or auxiliary assignments (secondary).

15.2.3 Staffing Procedures For Spring Semester:

Any opening or vacancy shall be filled pursuant to Section 15.3.2 of this Article.

**15.3 Department Chairpersons:**

15.3.1 Department Chairpersons shall, if the affected employees desire, be elected annually by the employees in the department, excluding substitute and contract pool teachers. Except in shortage fields as provided below, Chairpersons shall be required to have permanent status and shall be required to possess a regular credential in their subject field unless there are no candidates fitting these qualifications. However, in the shortage fields identified by the Charter School (~~e.g., math and science~~) employees may be candidates for election if they hold contract status, have at least five (5) years of satisfactory high school teaching experience in the subject field, and have provided satisfactory service in the department at ECRA for a minimum of one (1) the two (2) previous year,s and/or at least five (5) years of high school teaching experience in the subject field. The vote shall be weighted by the number of periods taught by each ~~employee-unit member~~ who works in the department ~~in secondary schools~~.

15.3.2 Department Chairs shall, as a minimum, have the right to consult with, and make recommendations to, the site administrator or designee with respect to allocation of the department's budget funds, establishment of the department's class offerings, assignments of department members to specific classes, and balancing department classes pursuant to the Class Size Article of this Agreement.

15.3.3 Department Chair(s) are subject to a recall election which shall be held within five (5) workdays of submission of a petition signed by at least thirty-five percent (35%) of the unit members assigned to the department. The recall election will be jointly supervised by the Chapter Chair and Executive Director (or their respective designees). The vote shall be weighted by the number of

~~periods taught by each unit member in the department, and the Department Chair will be removed if more than fifty percent (50%) vote to support the recall. will be evaluated twice a year (at the end of each semester) by their immediate supervisor. ECRA shall have, at its sole discretion at any time, the right to remove Department Chair(s) if they are not meeting responsibilities; exemplify poor performance, or have exhibited poor leadership skills. If a Department Chair(s) is removed, an election will take place as soon as practicable to elect a new Department Chair(s). Individuals removed as Department Chair(s) shall not be eligible for running or being elected for the position for at least one (1) full academic year.~~

#### 15.4 Full Time Coordinators & Deans:

##### 15.4.1 Determination as to Whether There Shall Be Coordinator or Dean Positions:

- a. Prior to this determination, the coordinator or dean job description and differential (if any) shall be posted at the School.
- b. With respect to dean positions, determination as to whether there shall be such a position shall be made by the school site administrator.
- c. With respect to full-time coordinator positions, determination of whether there shall be such a position shall be made by a majority of the votes cast by bargaining unit members, at the school location, in an election limited to that purpose.

##### 15.4.2 Required Elections of Coordinators and Deans:

Elections for full time coordinators and deans shall be conducted in the late spring prior to the preparation of the matrix of classes pursuant to this Article. Elections are required for coordinator and dean positions in the following circumstances:

- a. The position must be paid on the [Preparation](#) Salary Table;
- b. The position must be full-time. Funding must have been provided for a full-time position or the assignment is for five periods or more. (As an exception, if a position was, during the previous year, funded full time by a single funding source and has now been converted to two or more positions, the resulting part-time coordinators shall also follow the election process in Section 15.4.4, below;
- c. The position does not involve carrying a rollbook; and
- d. The assigned duties of the position do not include providing direct instruction or counseling to pupils on a daily basis.



- e. Elections are not applicable to supplemental or part-time coordinatorships such as coaches, athletic coordinators/coaches, band, drama, or other differential or stipend earning assignments (see Section 15.7).

15.4.3 Job Description and Eligibility for Election of Coordinators and Deans:

- a. Job descriptions for coordinator and dean positions shall be determined by the school site administrator after consultation with the UTLA Chair(s), and notice of the available positions and job description shall be shared with the employees of the site.
- b. The site administrator shall request that any eligible candidate for a dean or coordinator position submit a statement of interest.
- c. To be an eligible candidate, a teacher must have permanent status, must have received “meets standard” performance ratings and, in the immediately preceding four (4) years, must not have received any Notices of Unsatisfactory Service and no more than one Notice of Unsatisfactory Act.

15.4.4 Election Procedures for Coordinators and Deans:

- a. In the Spring, prior to the preparation of the Matrix, bargaining unit members shall annually elect these positions from among the qualified candidates who submitted statements of interest.
- b. Each vote shall be proportionate to the number of hours/days the voter is assigned. Election requires a majority of the votes cast.
- c. These elections are to be supervised jointly by the site administrator and eChapter eChair.

15.4.5 Filling Vacancies After the Fifth Week: If a vacancy occurs in a dean or coordinator position after the end of the fifth week of the semester, the site administrator shall make an interim appointment to fill the vacancy until the end of the semester. Prior to the next semester, the procedures in Section 15.4.4 shall be utilized to fill the position for the next semester. If the vacancy is filled by an interim appointment from the current staff, the interim appointee’s former position shall be filled by a substitute or employee on temporary assignment.

~~15.4.6 Teachers on Special Assignment: Exempt from the above procedures are five (5) Teachers on Special Assignment (“TOSAs”) who are selected and appointed by the administration in order to assist with identifiable administrative duties.~~

building capacity for retaining institutional knowledge, and providing a logical transition for promotion. Areas of responsibility may include: Athletic Director; Diversity, Equity, and Inclusion Director; and Data Testing Director.

### **15.5 Five-Year Out-of-Classroom Assignment Limitations:**

There is a five-year limit on full-time out-of-classroom assignments such as coordinators and deans, but excluding librarians, counselors, nurses, TOSAs, and personnel paid on the Support Services Salary Schedule. Also exempt from the five-year rule are (i) employees whose assignment requires direct instruction to or supervision of students at least 50% of the time, and (ii) an employee who is named in a continuing grant and whose compensation is at least 50% funded by that grant.

15.5.1 Employees who fill the on-site positions that are subject to the five-year rule will be selected pursuant to the above provisions. The five-year rule is an outside limit, and does not establish a minimum term or a right to serve for any given term.

15.5.2 Employees who wish to extend their out of classroom assignment beyond the five-year limit must declare their desire to continue by March 15 of the fifth year, and a qualifying secret ballot election will be held to determine their eligibility to become a candidate. The election will be scheduled and organized by the UTLA Chapter Chair (or designee), and mutually supervised by the UTLA Chapter Chair and Executive Director (or their respective designees). If the incumbent receives the approval of 2/3 of the employees voting, the incumbent will qualify to become a candidate to fill an out-of-classroom position. In the subsequent selection process (whether by secret ballot election or Executive Director appointment) for the position pursuant to any applicable requirements herein, the candidate (including the incumbent if eligible) who receives a simple majority of those voting shall be considered elected and a new five-year maximum limit will run from the effective date of that assignment.

### **15.6 Secondary Counselor Reassignment to Teaching Position:**

Counselors who are reassigned to a teaching position shall receive written reason for this action upon request. Only a failure or refusal to provide the reasons upon request shall be grievable.

### **15.7 Part-Time Adjunct Positions (Coordinators, Academic Coaches)**

15.7.1 The Executive Director, or designee, will create draft job descriptions for all part-time adjunct positions such as Part-Time Coordinators and Academic Coaches reflecting the School's vision for creating the position.



- 15.7.2 The Executive Director or designee shall share the draft job description along with a statement of vision and/or rationale with the Chapter Chair.
- 15.7.3 The Chapter Chair will have two (2) work days to review the draft job description and rationale. Upon the Chapter Chair’s request, the Executive Director or designee will meet with the Chapter Chair within the two (2) work days.
- 15.7.4 Within two (2) work days of receiving the draft job description (or, if a meeting was held, within two (2) work days of the meeting if one was held pursuant to Section 15.7.3) the Chapter Chair will provide written suggestions to the Executive Director or Designee.
- 15.7.5 The Executive Director or designee will consider the Chapter Chair’s suggestions in finalizing the job description. Then, ECRA shall announce the position through ECRA email. The announcement shall include the job description and duties, compensation (stipend amount and/or extra period provided), required and recommended qualifications, and instructions on how to apply.
- 15.7.6 The Executive Director or designee will give full and fair consideration of all qualified applicants. The final selection is within the sole and unreviewable discretion of the Executive Director.
- 15.7.7 Soon after commencement of the academic year (or the semester for an adjunct position in the Spring semester only), the appropriate administrator will schedule a meeting with the unit member serving in such position to establish the employee’s objectives for the year (or semester). The unit member may use this opportunity to request support. This process may be combined with the Establishment of Objectives process as set forth in Article VIII, Section 8.4.
- 15.7.8 Upon request, an employee who is removed from the position will receive a written explanation for the removal.
- 15.7.9 Nothing in this Section should be construed as applying to or being intended to apply to the appointment of athletic coaches - or creation of athletic coach positions.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

Kyma Collins  
 UTLA Representative

[Signature]  
 ECRA Representative

[Signature]  
 UTLA Representative

Date: 10/7/21

Date: OCT 7, 2021

## TENTATIVE AGREEMENT

### ECRA/UTLA

#### ARTICLE XIX – SAFETY

February 8, 2021

#### 19.1 General Principles:

##### 19.1.1 School Emergency Plans:

ECRA shall develop (and annually review) a School Emergency Operations Contingency Plan and current Safe School Plan for distribution to each employee. These plans are expected to cover contingency plans, including the responsibilities of the various employees, for a wide variety of safety risks, including but not limited to fire, earthquake, flood, civil disturbance, and emergency closings. These plans shall also include procedures for the release of employees from the site. When preparing these plans, ECRA shall take into consideration health and safety for persons with disabilities. Within the first three (3) months of each school year, the plans referenced above shall be reviewed and whatever training is required by the plans shall take place.

##### 19.1.2 Safe Working Environment:

It is ECRA's commitment to provide safe working conditions for employees within the operational and financial limitation that may exist within ECRA. ECRA shall make every reasonable effort to provide school facilities that are clean, safe, and maintained in good repair and to otherwise maintain a safe place of employment. Subject to bargaining, if necessary, with the union representing classified employees, ECRA shall establish and implement a maintenance request system to ensure all complaints are tracked and resolved in a timely manner. Pursuant to relevant laws, rules and regulations referenced herein, employees shall not be required to work under unsafe or hazardous conditions or perform tasks which endanger their health and safety.

##### 19.1.3 Compliance with Applicable Requirements:

ECRA shall conform to and comply with all other health, safety, and sanitation requirements (that apply to charter schools) imposed by local, state or federal law or regulations adopted pursuant thereto including the California Occupational Safety and Health Act (CAL-OSHA), as amended (California Labor Code Section 6300, et. seq.) regulations relating thereto (California Administrative Code, Title 8, Sections 330, et. seq.). Recitation of these and



related laws herein is for reference only and not for purposes of incorporation into the Agreement.

**19.1.4 Unsafe Conditions:**

Unit members shall not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health or safety as determined by ECRA, and/or the appropriate state agency.

**19.1.5 Safety Committee**

ECRA shall have a designated standing Safety Committee. The composition of the Committee shall include at least one (1) Dean and one (1) UTLA designee, and shall be open to representatives of all other stakeholder groups. The Safety Committee will meet monthly to make recommendations regarding safety concerns including but not limited to the maintenance reporting system, construction, renovations, additions, and other safety and facilities related issues.

**19.2 Written Report on Unsafe Conditions:**

Employees shall immediately notify the designated site administrator for safety concerns ~~who and site administration~~ shall immediately (as soon as practicable but not later than the end of the next business day) notify employees in writing of any unsafe or hazardous conditions at the site. ~~Such notification shall be in writing.~~ Upon notification, ECRA shall take immediate steps to investigate and correct an unsafe or hazardous condition. In an emergency situation, employees may take reasonable preliminary action to protect students, other employees and themselves.

**19.3 Immediate Report of Assault:**

Unit members shall immediately report cases of assault suffered by them in connection with their employment to the ~~Principal~~ Executive Director or designee who shall immediately report the incident to the police. The ~~Principal~~ Executive Director shall release the employee from duty when ~~he/she~~ is required to make a statement to the police or appear in court in connection with the incident.

**19.4 Personal Safety:**

**19.4.1 Infectious or Contagious Diseases:**

Unit members shall report any suspected infections or contagious disease that the unit member believes endangers their safety. Students suspected of having a contagious disease shall be sent to the ~~school~~ Health office. The unit member shall be notified regarding the nature of the suspected disease and the steps

taken by the ~~Principal~~ Executive Director or designees deemed necessary to protect the safety of the employee and students.

19.4.2 Dangerous Student Action:

Unit members who believe their safety, or the safety of other students, to be endangered by a student's actions should refer such student to the ~~Principal~~ Executive Director or designee. Prior to returning the student to that teacher's class, the ~~Principal~~ Executive Director or designees shall communicate with the teacher what action has been taken regarding the student and/or the rationale for returning the student to class.

19.4.3 Reasonable Physical Control:

In accordance with and as limited by applicable law, a unit member may use reasonable physical control as is necessary to protect oneself from attack to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain a dangerous object from the person without reprisal.

19.4.4 Packing and Moving Assistance:

ECRA shall provide reasonable packing and moving assistance to any employee who is required by OEHS to vacate their ~~his/her~~ classroom or worksite.

19.4.5 Workplace Harassment and Bullying

Unit members who believe they are being harassed or bullied shall notify their supervisor or the appropriate administrator, in writing, using the Harassment/Discrimination/Retaliation Complaint Form in the Employee Handbook (Appendix A) or the Internal Complaint Form (Appendix B) in the Employee Handbook, whichever form is more appropriate. The Executive Director or designee shall acknowledge receipt, in writing, and initiate an investigation of such claims promptly pursuant to applicable law. Appropriate actions shall be taken and a report of such shall be provided to the employee.

**19.5 No Reprisals:**

No employee shall be discriminated or retaliated against as a result of reporting alleged unsafe or hazardous conditions. Allegations of such discrimination/retaliation may be processed according to the Grievance Article herein.

## 19.6 Renovation, Modernization and New Schools:

### 19.6.1 Community Outreach:

ECRA will notify UTLA of community outreach meetings at which potential sites for new schools are to be discussed.

### 19.6.2 UTLA Liaison:

UTLA may, in its discretion, appoint one or more UTLA employees to act as liaisons to ECRA regarding the construction of new schools and remodels of or renovations/new additions to existing schools.

## 19.7 Special Grievance Procedures:

If, after giving notice to the site administration, the employee believes that an unsafe or hazardous condition persists, the employee may file a grievance (see the Step One time limits of Article VI). Within two (2) days of receiving the grievance, the immediate or applicable administrator shall meet with the grievant in an attempt to resolve the matter, and by the end of the next day the administrator shall issue a written response to the grievant. If the response does not resolve the matter, the grievant may within three (3) days file a written appeal with the Executive Director or designee and UTLA Area Chair. Within three (3) days after receipt of the appeal the Executive Director (or designee) shall hold an appeal meeting to discuss the matter and shall announce a decision by the following day. The announcement shall be in person or by telephone, with an immediate confirming letter sent to the employee and representative, if any. Within two days after the Executive Director's appeal decision is announced, UTLA must, if it wishes to arbitrate the matter, notify ECRA of its intention. UTLA and ECRA shall then select an arbitrator and calendar the dispute for ~~immediate~~ expedited arbitration ~~pursuant to Article VI, Sections 6.11 et. seq.~~ In view of ECRA's limited available funds and the need of ECRA to prioritize maintenance and capital improvement projects, it is agreed that the sole issue for arbitration shall be the determination as to whether an unsafe or hazardous condition exists, or whether an employee(s) has/have been required to perform tasks that endanger his/her/their health and safety. The arbitrator shall be authorized to include a remedy in his/her award if in his/her opinion the unsafe etc. condition can be corrected at a cost not to exceed \$25,000 for each case, controversy or issue. If the arbitrator determines that correction would exceed \$25,000, the arbitrator he/she shall not include any remedy in the award which shall be forwarded to the Board of Directors for review.

## 19.8 Emergency Closure:

If a school is closed or evacuated during the school day, employees shall not be paid for any days following the closure unless ECRA requires the performance of work (such as distance learning), suffer no loss of pay or accumulated leave for that day. Should a school closure occur and credit for one or more school days is provided by the State, the unit members will be paid in full for all of the days for which credit was given. If the state requires additional school days to make up for the closure, such days will be added to the

school calendar (beginning with the first week day following the last scheduled work day)  
with unit members receiving full pay and benefits.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

*Henry Bui*

\_\_\_\_\_  
UTLA Representative

Date: 2/8/21

*[Signature]*

\_\_\_\_\_  
ECRA Representative

Date: FEB. 8, 2021

## TENTATIVE AGREEMENT

### ECRA/UTLA

June 16, 2021

#### ARTICLE XX – ACADEMIC FREEDOM AND RESPONSIBILITY

##### 20.1 Lesson Content:

In the investigation, presentation and interpretation of facts and ideas within the prescribed course of study, teachers shall be free to examine, present and responsibly discuss various points of view in an atmosphere of open inquiry, provided that the instruction, material, or discussion:

- 20.1.1 is appropriate to the age and maturity level of the students;
- 20.1.2 is related to and consistent with the prescribed curriculum, course of study, and textbook/materials for the class in question; and
- 20.1.3 is a fair and balanced academic presentation of multiple and competing points of view consistent with accepted standards of professional responsibility, so that students have a ~~complete and full~~ wide ranging understanding of the complexities of controversial issues.

##### 20.2 Determination of Grades:

The grade to be given to any individual student shall be determined in the good faith professional judgment of the teacher and shall not be changed by ECRA except in situations of clerical or mechanical mistake, fraud, bad faith, incompetency, or failure to comply with the then-current ECRA grading policies. A grade shall not be changed for any of the above reasons unless the responsible teacher has, to the extent practical, (a) been given prior notice and an opportunity to explain, verbally and/or in writing, the reasons for which the grade was given; and (b) been included in discussions relating to the change of grade. Claimed violations of this section are subject to the grievance procedures of this Agreement. If ECRA determines that a student's grade will be changed upon the completion of the established process by which grade-change requests are made, and granted, ECRA shall notify the responsible teacher of the outcome within five working (5) days of its decision.

- 20.2.1 The establishment of and/or changes to grading platforms will be subject to collaborative discussion ~~with the UTLA Chair, Co-chair or designees and vote of the entire faculty.~~

**20.3 Ownership of Materials and Publications:**

Unless otherwise provided by a separate contract, ownership of materials and publications developed by the employee in the course of performing regular duties are to be owned by the employee.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

Henry Bui  
UTLA Representative

Date: June 21, 2021

[Signature]  
ECRA Representative

Date: JUNE 21, 2021



**ATTACHMENT G**  
**TENTATIVE AGREEMENT**  
**ECRA/UTLA**

**January 19, 2021**

**ARTICLE XXI – STUDENT DISCIPLINE, PROPERTY LOSS AND LEGAL SUPPORT**

**21.1 Codes of Student Conduct:**

It is the intention of the parties that teachers and administrators work in a mutually supportive manner to maintain proper student discipline.

21.1.1 In order to improve consistency and accountability in student discipline, ECRA shall develop and issue (and may revise from time to time) a Code of Student Conduct. UTLA shall be one of the principal participating stakeholders in that process, and ECRA will be responsible for posting, distributing these rules as well as updates;

21.1.2 A teacher shall also have the right to issue and enforce reasonable rules of classroom conduct applicable to students in the teacher's classes, supplemental to and consistent with the ECRA Code of Student Conduct.

**21.2 Explanation for Student Transfers:**

~~Before~~ ~~Whenever~~ a student is transferred after the fifth week of the semester by the school from a teacher's class for any reason, including disciplinary reasons or due to a parental request, the site administrator or designee shall give to the teacher an explanation for the transfer upon written request. The teacher may attach a written reply for the record, if applicable.

**21.3 Student Suspensions:**

21.3.1 In addition to the normal disciplinary measures such as counseling, parent conferences, and office referrals, the teacher may suspend a student from the teacher's class for that day and the following day for any of the causes set forth in Education Code Section 48900 et seq. In all aspects, all procedures and processes shall be complied with as set forth in said Education Code sections. ~~below~~. Nevertheless, suspension (whether from school or from class) is not to be the sole, or even typical, remedy for such

offenses but should be reserved for only for the most serious offenses or after other remedial measures have been attempted without success. Furthermore, in criminal or other severe situations where the student should not be released from direct supervision, teachers shall contact the site administrator for assistance before taking action. ~~Subject to the foregoing, the offenses which may warrant a teacher-imposed suspension are as follows:~~

~~Disruptive behavior or willful defiance of valid authority;~~

~~Obscenity, habitual vulgarity, profanity or hate language (e.g., slurs based on race, ethnicity, sexual orientation, gender, religion, etc.);~~

~~Causing, attempting or threatening violence or physical injury;~~

~~Theft or damage to school property or personal property;~~

~~Extortion or robbery;~~

~~Possessing, using, offering for sale, furnishing or being under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind;~~

~~Possessing, using, offering for sale or furnishing any drug paraphernalia;~~

~~Offering for sale or furnishing any substitute substance represented as a controlled substance, alcoholic beverage or intoxicant;~~

~~i. Possessing, using, offering for sale, or furnishing any firearm, or imitation firearm, explosive, knife or other dangerous object;~~

~~j. Falsely reporting a fire or bomb;~~

~~k. Possessing, or using tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products;~~

~~Knowingly receiving stolen school property or private property;~~

~~Committing or attempting to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a or 289 of the Penal Code or committing a sexual battery as defined in Section 243.4 of the Penal Code; or~~

~~n. Harassing, threatening, or intimidating a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either~~



~~preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.~~

21.3.2 ~~Pursuant to Education Code Section 48910, a teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900, for the day of the **incident** and the day following. The teacher shall immediately report the suspension to the Executive Director and send the pupil to the Executive Director or designee for appropriate action. If that action requires the continued presence of the pupil at ECRA, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by ECRA's Board. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. If practicable, a school counselor or a school psychologist may attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the Executive Director. Teachers who choose to impose suspensions from their class shall immediately report same to the site administrator and send the student to the office. As soon as possible, the teacher shall ask the parent or guardian of the student to meet with the teacher. During the period of the suspension the student shall not be returned to the teacher's class without the consent of the teacher, or be placed in another regular class. The teacher may require the completion of tests and assignments missed due to the suspension. Apart from or in addition to a teacher-imposed suspension, the teacher may refer a student to the site administrator for consideration of a suspension from school or an expulsion.~~

21.3.3 Prior to or upon the student's return to the classroom, ECRA will provide the unit member with written confirmation of the suspension, including any corrective action taken.

#### **21.4 Student Expulsion:**

ECRA will follow the requirements and procedures set forth in its Charter Petition with respect to matters of student expulsion.

#### **21.5 Notification to Teacher Regarding Past Misconduct by Student:**

When ECRA has knowledge, based upon records ECRA maintains in its ordinary course of business or from a law enforcement agency, of misconduct on the part of a student, occurring within the previous three (3) years, and which would have constituted grounds for suspension, it shall make a good faith effort to inform every teacher to whom that student is regularly assigned. Any such information shall be received

by the teacher in confidence for the limited purpose of alerting the teacher, and shall not be further disseminated by the teacher.

## **21.6 Loss, Destruction, Damage, Theft and Vandalism:**

Employees shall be reimbursed for lost, damaged, destroyed, stolen or vandalized personal property as provided below. The maximum limit for reimbursement shall be \$1000. Claims which are reported to the employee's personal insurance carrier shall be limited to the insurance deductible, if any, plus any other non-insured loss. In no case shall ECRA reimbursement exceed \$1000, except that ECRA may, upon application and in its sole discretion, approve a reimbursement in excess of the normal maximum or a reimbursement which does not otherwise qualify under the provisions below.

21.6.1 ECRA shall pay the cost of replacing or repairing:

- a. An employee's property necessarily worn or carried (such as eyeglasses, hearing aids, dentures, watches or clothing) damaged or stolen in the course of duty without fault of the employee; or
- b. The loss (from theft, damage or destruction by vandalism, burglary or arson) of personal property used at ECRA, when approval for such use was given by the site administrator before the property was put into use and the value of the property was agreed upon in advance (complete the Property Registration Form); or
- c. The loss from damage to, or theft of, an employee's automobile as the result of the malicious act ~~or negligence~~ of another and without fault of the employee, while transporting others on authorized school business, or while the vehicle is parked or driven on or adjacent to school grounds, other ECRA premises, or the site of authorized ECRA activities; or
- d. The damage to an employee's automobile caused by students being transported by the employee on authorized school business.

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

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

21.6.4 Where a claim for loss involves a vehicle or theft of property a report shall be made to the police and the police department report number

included in the claim. If damage is to a vehicle, two estimates of the repair costs shall be provided.

- 21.6.5 A request for reimbursement, co-signed by the immediate administrator, shall be filed by the employee with the Executive Director or designee within 60 calendar days of the loss.
- 21.6.6 In the event the employee receives payment from ECRA pursuant to this section, ECRA shall have the right of subrogation against those who caused the damage or loss, to the extent of its payment.
- 21.6.7 If the Executive Director or designee denies a claim, an employee may file a grievance pursuant to Article VI.

## **21.7 Liability for Employees Whose Duties Require Transportation of Students in the Employee's Own Vehicle:**

- 21.7.1 ECRA shall, to the extent permitted by law, assume primary liability and defend, at its expense, any employee who is required or properly authorized to transport students in the employee's personal vehicle where an accident occurs during such transport which leads to actual or threatened civil liability to a student passenger or the family of a student passenger.
- 21.7.2 In instances where student transportation is not available through routine sources such as parents, ECRA transportation vehicles or emergency vehicles, the site administrator may authorize employees to transport pupils in their personal automobiles, pursuant to ECRA policies.
- 21.7.3 Students transported to home shall be released only to the custody of a responsible adult, the person named on the student's emergency card authorized to accept custody of the student, or a person otherwise authorized by the parent/guardian.
- 21.7.4 The responsibility of ECRA with regard to reimbursement and liability when students are transported in the personal vehicles of employees is described in Section 21.6.1 above.
- 21.7.5 Following the normal procedures, employees using their personal vehicles to transport students shall receive mileage reimbursement at the current IRS rate.

## **21.8 Legal Assistance and Support:**

- 21.8.1 If an altercation, disturbance, student discipline situation or similar circumstance results in a lawsuit against an employee for conduct



occurring within the course and proper scope of the employee's duties, ECRA shall, to the extent permitted by law, provide a defense to the employee and indemnify and hold the employee harmless against any resulting civil liability. The Board of Directors may, in its discretion under Government Code Section 825, indemnify the employee against punitive or exemplary damages.

21.8.2 If an employee's person or property is injured or damaged by the willful misconduct of a student while on school property, or while attending or being transported to or from a school-sponsored activity, or in retaliation for conduct of the employee within the course and proper scope of the employee's duties, the employee may, in addition to any independent remedy the employee may have, request ECRA to pursue legal action against the student and/or the student's parents or guardians. After evaluating the circumstances, ECRA may bring such a legal action to recover damages.

~~21.8.3 ECRA shall end random searches as these practices disrupt instructional time, disproportionately affect students of color, and cause undue public humiliation.~~

**In addition, the following Section will be added to the Article on Professional Development**

ECRA shall request that UTLA train all unit members in de-escalation, conflict resolution, restorative justice, and trauma-informed schools at a professional development session in the 2021-2022 school year.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

Kyma Collins  
UTLA Representative

[Signature]  
ECRA Representative

[Signature]  
UTLA Representative

Date: 10/7/21

Date: OCT 7, 2021



**ATTACHMENT H**  
**TENTATIVE AGREEMENT**

**ECRA/UTLA**

**January 19, 2021**

**ARTICLE XXII – SUMMER SCHOOL ASSIGNMENTS**

**22.1 General:**

ECRA maintains complete discretion as to whether Summer School is offered, in which case this Article determines the criteria for applying and being selected for teaching at Summer School.

22.1.1 Applicants may apply for only one Subject Field and/or program.

22.1.2 “Subject Fields” shall, for purposes of this Article, be reasonably designated by ECRA (e.g., Physical Science and Biological Science have been designated as separate Subject Fields; ESY is designated as one subject field which includes both Resource and Special Education teachers).

22.1.3 Applicants must be available to serve at least 50% of the entire session. An applicant who accepts an assignment in writing and then declines, or begins work and then terminates the assignment, for reasons other than a verified illness shall be considered as having taught for the purpose of establishing priority for the next session.

22.1.4 50% Rule for priority: An applicant who was paid in a status other than substitute for 50% or more of the hours the summer school was in session shall be considered to have taught for the purpose of determining priority rating.

22.1.5 ~~For Math and English course,~~ ECRA shall provide ~~special education students with RSP teachers~~ support in accordance with the students’ IEPs, to ~~students with disabilities~~ the extent practicable.

**22.2 Eligibility:**

At time of application employees must be in permanent or probationary status, must have the appropriate credential, and must have taught as a regular classroom teacher or as a Summer School teacher in the Subject Field for which they apply.

~~22.2.1 — An employee who is on leave from ECRA for the semester prior to the Summer School is not eligible for assignment.~~

~~22.2.2~~ An applicant who has received, within the most recent two (2) school years immediately preceding the Summer School assignment, an overall evaluation or less than "meets or exceeds" or a Notice of Unsatisfactory Service or Act, shall not be assigned to a school without the consent of the principal or program coordinator.

### 22.3 Selection Criteria:

Employees shall be selected on the basis of priority and seniority. Priority 1 applicants shall be assigned before Priority 2 applicants. If there are more eligible applicants within a priority to teach a specific course than there are positions available, ECRA seniority shall determine the selection.

22.3.1 Priority 1 - Employees who have taught the course(s) within the past six (6) semesters and who ~~previously~~ did not teach summer school the previous summer.

22.3.2 Priority 2 - Employees who have taught the course(s) within the past six (6) semesters but who ~~previously~~ taught summer school the previous summer.

22.3.3 Once an employee has taught summer school, he/she becomes Priority 2 and remains Priority 2 unless and until one of the following occurs, in which case every teacher in the Subject Field returns to Priority 1 status:

- a. Every teacher in the Subject Field has taught Summer School and is therefore Priority 2; or
- b. No Priority 1 employee in the Subject Field has applied to teach a session of Summer School in a particular year.

22.3.4 ECRA shall provide the UTLA Chapter Chair with a written record of priority status for all employees applying for summer school.

### 22.4 Displacements:

Where and when a summer school session becomes over-taught, teachers shall be displaced within a program or Subject Field based on ECRA seniority within the priority categories, beginning with the lowest priority. Any teacher so displaced will retain his/her Priority status.

### 22.5 Salary:

22.5.1 Summer School teachers who are paid on a pay period rate during the regular school year shall be paid at a rate equal to ~~1.09224~~ ~~1.5~~ 1.09224 times their scheduled hourly rate.

22.5.2 Employees shall be paid only for the actual days/hours of the Summer School assignment.

**22.6 Hours and Duties:**

Summer School teachers shall report to work each day at least ten (10) minutes before their first class begins. They shall then serve for a full day of instruction, as appropriate, exclusive of nutrition/recess (for those assigned for a four-hour day). They shall remain on site for at least ten (10) minutes after dismissal of their last class. Summer School teachers are also required to perform reasonable pupil supervision duties and other professional obligations, as assigned.

**22.7 Special Grievance Provision:**

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

SUBJECT TO FINAL RATIFICATION BY THE PARTIES.

Kyra Collins  
UTLA Representative

[Signature]  
ECRA Representative

[Signature]  
UTLA Representative

Date: 10/7/21

Date: Oct 7, 2021

## **TENTATIVE AGREEMENT**

### **ECRA/UTLA**

**March 23, 2021**

## **ARTICLE XXIII – PROFESSIONAL DEVELOPMENT**

### **23.1 Purpose and Goals:**

Regular professional development and training is essential to the competence and overall effectiveness of all teachers and support personnel, no matter how experienced they may be. Participation in such continued learning is a required professional duty and part of each teacher's basic personal obligation to the profession and to the students of ECRA. At its best, professional development and continued learning is grounded in the instructional goals and programs of the District and the school, the best practices of successful teachers, and the everyday needs of students and teachers. While no professional development program will accomplish all goals for all participants, it is agreed that all professional development programs and activities should seek to achieve the following goals, as applicable:

- 23.1.1 Be grounded in, or consistent with, the California Standards for the Teaching Profession, and with any applicable State and Charter mandates, standards, initiatives and/or priorities;
- 23.1.2 Be appropriately responsive to the ECRA's needs assessment and/or evaluations of similar programs offered in the past;
- 23.1.3 Deepen and broaden knowledge of subject matter and instructional content; as appropriate, be job-specific and differentiated to meet different experience levels, and designed for cumulative and sustained impact;
- 23.1.4 Provide a strong foundation in the pedagogy of particular disciplines, assignments and instructional programs, knowledge about the teaching and learning processes, and improvement of the environment for student learning;
- 23.1.5 Provide knowledge of applicable standards, the differences between standards- based instruction and other forms of instruction, and how to know when students are meeting or progressing toward a given standard;
- 23.1.6 Be intellectually engaging and reflect the complexity of the teaching and learning processes; and
- 23.1.7 Encourage and enable teachers to work together to provide consistent instruction and reinforce student progress.



## **23.2 Time for Professional Development:**

**ECRA and UTLA shall work together to find methods of providing time for professional development during employee contractual work time obligations while adhering to state mandated instructional minutes, including, where possible, the scheduling of shortened and/or minimum days.**

**23.2.1 ECRA shall differentiate between common collaboration time and professional development.**

**23.2.2 Contingent upon the availability of funding and substitute coverage, course-alike PLCs within a department shall be allowed one (1) pull-out day per semester for collaboration time and professional development in order to advance the goals of the department, and shall be provided with materials, presenters, and substitute coverage as needed, provided the following conditions are met:**

- a. **The Department Chair provides an agenda with goals and objectives at least seventy-two (72) hours in advance to the administrator responsible for the department; and**
- b. **The Department Chair provide a summary report with outcomes and next steps at the end of the meeting, but no later than one (1) week following the meeting, to the administrator responsible for the department.**

## **23.3 Professional Development Advisory Committee:**

**In order to ensure effective input from UTLA and certificated staff in the development and implementation of ECRA's professional development programs, there shall be formed a Professional Development Advisory Committee ("PDAC"). The PDAC shall meet at least once a month to review, discuss, and provide appropriate recommendations to the Executive Director or Designee. The PDAC composition and responsibilities shall be as follows:**

**23.3.1 The UTLA Chapter Chair and ECRA Executive Director may each appoint a co- chair and up to ~~two (2)~~three (3) other members to the PDAC.**

**23.3.2 The PDAC shall have the following responsibilities in its role as advisor to the Executive Director and administration:**

- a. **Review, evaluation and provide recommendations concerning any current or proposed professional development programs and activities;**
- b. **Propose the initiation of new professional development programs and activities, including but not limited to the organization of working committees for that purpose;**

- c. Review and provide recommendations concerning the professional development calendar for the year;
- d. Review and provide recommendations with respect to potential use of categorical resources to fund training and/or reimburse teachers for costs associated with securing statutorily required certifications;
- e. Develop and compile information regarding best practices and successful models for the delivery of professional development programs irrespective of content;
- f. Develop and compile procedures and instruments for the assessment of professional development programs including for individual programs and annual evaluation of such programs.

23.3.3 In addition to the foregoing, the function, purpose, and immediate task of the PDAC shall include designing a collaborative structure for the delivery of effective professional development to include the following concepts:

- a. Professional development shall be grounded in data and the instructional goals, pedagogy, and programs of ECRA; and
- b. The information, procedures, and instruments referred to above are intended to assist with delivering effective professional development according to research and evidence based practices that will be most effective and which will enhance student achievement.

23.3.4 PDAC members shall be paid a flat rate of \$50/hour for every meeting they attend, for up to ten (10) meetings per school year. NBC teachers appointed to the committee may apply such meeting time towards NBC hours/pay rather than receiving the \$50/hour meeting rate.

**23.4 Program Evaluation:**

At the conclusion of each professional development program, activity or session conducted, the opportunity shall be provided for written evaluation by all participants, to assess the quality and effectiveness of the program and of the presentations, and to provide suggestions for improvement. The evaluation forms will be used to improve upon future professional development programs.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

Henry Bui  
UTLA Representative

Date: 8/25/21

[Signature]  
ECRA Representative

Date: Aug 25, 2021



# Coversheet

## Possible Board Approval Vote on AFSCME Compensation

**Section:** VI. Reconvene to Open Session  
**Item:** C. Possible Board Approval Vote on AFSCME Compensation  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2021-2022 Classified Hourly Proposed.pdf

**Staff Compensation**

Classified

**2021-22 ECRCHS Classified Salary Table**

Proposed 4%

Salary Table (effective 7/1/2021)

Posit.	Campus Aide	Campus Aide Senior	Instruct. Aide	Education Aide	Special Ed Asst.	Additional Adult Asst.	B.I.I. Specialist	Buildings /Grounds	Asst. Plant Mngr II	Youth Svcs Coach	Athletic Trainer
Basis	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Ath. Asst	Hourly
1	15.99	17.86	17.59	15.60	21.94	26.03	33.97	15.66	20.05	19.15	30.97
2	16.74	18.70	18.46	15.60	23.09	26.03	33.97	16.41	21.09	19.15	31.85
3	17.59	19.67	19.37	15.99	24.30	26.03	33.97	17.20	22.12	19.15	32.72
4	18.46	20.64	20.41	16.74	25.53	26.03	33.97	18.05	23.30	19.15	32.72
5	19.37	21.68	21.42	17.59	26.87	26.87	33.97	18.96	24.52	19.15	34.46
6	19.37	21.68	21.42	17.59	26.87	26.87	33.97	19.92	24.52	19.15	34.46
7	19.37	21.68	21.42	17.59	26.87	26.87	33.97	20.94	24.52	19.15	34.46
10	19.75	22.11	21.85	17.95	27.40	27.40	33.97	21.35	25.01	19.15	34.46
15	20.15	22.55	22.28	18.31	27.95	27.95	33.97	21.78	25.51	19.15	34.46
AA	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
BA / BS	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
MA / MS											1.00

Posit.	Office Asst. I	Office Asst. II	Office Asst. Senior I	Office Asst. Senior II	Office Asst. Senior I CalPERS	Admin. Asst. I	Admin. Asst. II	Accting. Tech. I	Accting. Tech. II	Accting. Tech. II	Fiscal Specialist
Basis	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly
1	15.60	15.63	18.07	20.95	20.15	24.90	30.64	17.78	20.16	26.14	31.45
2	15.60	16.42	18.98	22.05	21.16	26.19	32.26	18.67	21.18	27.26	33.12
3	15.60	17.21	19.94	23.26	22.24	27.57	33.99	19.62	22.28	28.70	34.84
4	15.60	18.07	20.95	24.90	23.36	29.04	35.82	20.62	23.43	30.24	36.75
5	15.60	18.98	22.05	26.19	24.58	30.58	35.82	21.66	24.63	31.85	38.70
6	15.60	18.98	22.05	26.19	25.07	30.58	35.82	22.81	25.94	31.85	38.70
7	15.60	18.98	22.05	26.19	25.58	30.58	35.82	24.01	27.32	31.85	38.70
10	15.60	19.36	22.49	26.71	25.58	31.19	38.50	24.49	27.86	32.48	38.70
15	15.72	19.75	22.94	27.24	25.58	31.81	39.27	24.98	28.42	33.13	38.70
AA	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25		
BA / BS	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50		
MA / MS								1.00	1.00	1.00	1.00

**Other**

- \$0.40/hour stipend for qualified bi-lingual classified employees
- \$0.25/hour for A.A. for select classified positions
- \$0.50/hour for B.A./ B.S. for select classified positions
- \$1.00/hour for M.A./ M.S. for select classified positions

# Coversheet

## Possible Board Approval Vote on Unrepresented Employees' Compensation

**Section:** VI. Reconvene to Open Session  
**Item:** D. Possible Board Approval Vote on Unrepresented Employees' Compensation  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2021-2024 Salaried Classified Management Proposed (1).pdf  
2021-2024 Administrative Directors Salary Schedule Proposed (1).pdf

**Management Salary Table**

**Proposed**

Table Increase **Proposed**

2021-22 Salary Table effective 7/1/2021

4.0%					
Job Title (Days)	Step 1	Step 2	Step 3	Step 4	Step 5
Manager, Human Resources (249)	68,254.75	72,179.20	76,100.16	80,433.86	84,835.16
Payroll Specialist (260)	71,269.63	75,366.83	79,461.43	83,986.57	88,582.82
Plant Manager, Buildings & Grounds (260)	75,343.20	76,850.05	78,386.37	79,953.24	81,632.77
Manager, Accounting & Finance (260)	80,016.09	84,505.02	89,172.38	94,252.17	99,456.08
Payroll Manager (260)	88,471.08	92,894.63	97,539.36	102,416.33	107,537.15
Manager, Information Systems (260)	88,471.08	92,894.63	97,539.36	102,416.33	107,537.15
Director, Human Resources & Compliance (260)	125,840.00	128,331.84	130,872.56	133,464.24	136,106.88
Director, Accounting & Finance (260)	95,146.86	100,333.95	106,020.11	112,047.60	118,342.71
Director, STEAM and Sustainability (249)	91,121.75	96,089.70	101,535.67	107,308.10	113,337.02
Director, Student & Teacher Technology (260)	101,740.15	107,501.50	113,580.02	120,012.66	126,761.20
Chief Information Officer (260)	115,283.72	121,812.85	128,662.62	135,905.43	143,595.58

Differentials\*

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

Table Increase **Proposed**

2.0%

2022-23 Salary Table effective 7/1/2022

Job Title (Days)	Step 1	Step 2	Step 3	Step 4	Step 5
Manager, Human Resources (249)	69,619.84	73,622.78	77,622.16	82,042.53	86,531.87
Payroll Specialist (260)	72,695.03	76,874.16	81,050.66	85,666.31	90,354.48
Plant Manager, Buildings & Grounds (260)	76,850.07	78,387.05	79,954.10	81,552.30	83,265.43
Manager, Accounting & Finance (260)	81,616.41	86,195.13	90,955.83	96,137.21	101,445.20
Payroll Manager (260)	90,240.50	94,752.52	99,490.15	104,464.66	109,687.89
Manager, Information Systems (260)	90,240.50	94,752.52	99,490.15	104,464.66	109,687.89
Director, Human Resources & Compliance (260)	128,356.80	130,898.48	133,490.01	136,133.52	138,829.02
Director, Accounting & Finance (260)	97,049.79	102,340.63	108,140.52	114,288.56	120,709.57
Director, STEAM and Sustainability (249)	92,944.19	98,011.50	103,566.39	109,454.26	115,603.76
Director, Student & Teacher Technology (260)	103,774.95	109,651.53	115,851.62	122,412.91	129,296.42
Chief Information Officer (260)	117,589.40	124,249.11	131,235.87	138,623.54	146,467.49

Differentials\*

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

Table Increase **Proposed**

2.0%

2023-24 Salary Table effective 7/1/2023

Job Title (Days)	Step 1	Step 2	Step 3	Step 4	Step 5
Manager, Human Resources (249)	71,012.24	75,095.24	79,174.61	83,683.38	88,262.51
Payroll Specialist (260)	74,148.93	78,411.65	82,671.68	87,379.63	92,161.57
Plant Manager, Buildings & Grounds (260)	78,387.07	79,954.79	81,553.18	83,183.35	84,930.74
Manager, Accounting & Finance (260)	83,248.74	87,919.03	92,774.94	98,059.96	103,474.10
Payroll Manager (260)	92,045.31	96,647.57	101,479.95	106,553.95	111,881.65
Manager, Information Systems (260)	92,045.31	96,647.57	101,479.95	106,553.95	111,881.65
Director, Human Resources & Compliance (260)	130,923.94	133,516.45	136,159.81	138,856.20	141,605.60
Director, Accounting & Finance (260)	98,990.79	104,387.45	110,303.33	116,574.33	123,123.76
Director, STEAM and Sustainability (249)	94,803.07	99,971.73	105,637.72	111,643.34	117,915.84
Director, Student & Teacher Technology (260)	105,850.45	111,844.56	118,168.66	124,861.17	131,882.35
Chief Information Officer (260)	119,941.19	126,734.09	133,860.59	141,396.01	149,396.84

Differentials\*

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

**ECRA Administrative Directors Salary Table**

**2020-21**

**Current**

**1.25%**

**Steps**

1	2	3	4	5
---	---	---	---	---

E basis 234 days    104,071    109,929    116,126    122,664    129,818

E+15 basis 249 days    110,742    116,975    123,570    130,527    138,140

**2021-22 Proposed**

**4%**

**Steps**

1	2	3	4	5
---	---	---	---	---

E basis 234 days    108,234    114,326    120,771    127,570    135,011

E+15 basis 249 days    115,172    121,654    128,512    135,748    143,665

**2022-23 Proposed**

**2%**

**Steps**

1	2	3	4	5
---	---	---	---	---

E basis 234 days    110,398    116,612    123,186    130,122    137,711

E+15 basis 249 days    117,475    124,087    131,083    138,463    146,539

**2023-24 Proposed**

**2%**

**Steps**

1	2	3	4	5
---	---	---	---	---

E basis 234 days    112,606    118,944    125,650    132,724    140,465

E+15 basis 249 days    119,825    126,569    133,704    141,232    149,469

**Differentials (All Years)**

Spanish/EL	3,000
Master's	5,000
MBA	8,000
Doctorate	10,000

# Coversheet

## Possible Board Approval Vote on Executive Director, Chief Business Official

**Section:** VI. Reconvene to Open Session  
**Item:** E. Possible Board Approval Vote on Executive Director, Chief Business Official  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2021-2022 Executive Salary Proposed v12.15.21.pdf



### ECRA Executive Salary Table

**CURRENT**

2021-22

	1	2	3	4	5
Executive Director	186,000	193,500	200,000	207,500	215,000

	1	2	3	4	5
Chief Business Officer	168,000	171,360	174,787	178,283	181,849

**Proposed 4%**

2021-22

Executive Director 223,600

Chief Business Officer 189,123

Differentials

Bi-Lingual	3,000
Master's	5,000
MBA	8,000
Doctorate	10,000

Note: The Board determines compensation of Executives.