

El Camino Real Alliance

Board Meeting

Date and Time

Wednesday December 9, 2015 at 5:00 PM

Location

El Camino Real CHS, Library, 5440 Valley Circle Blvd, Woodland Hills, CA 91367

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

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Call the Meeting to Order		Jonathan Wasser	2
B. Pledge of Allegiance		Jonathan Wasser	2
C. Record Attendance and Guests		Terri Keas	2
D. Teacher/Student Presentation		School Guest	10
E. Public Comment on Non-Agenda Items and Agenda Items		Jonathan Wasser	10
F. Committee and Board Updates		Jonathan Wasser	5
G. Discuss and Approve Committee Election Procedures for the Charter Advisory Committee	Vote	Jonathan Wasser	5
II. Consent			
A. Review and Approve November's Regular Board Meeting	Approve Minutes	Jonathan Wasser	5
B. Review and Approve the October Check Register	Vote	Marshall Mayotte	5
III. Governance			
A. Discuss and Vote for Agenda Items Speakers	Vote	Jonathan Wasser	5
B. Discuss and Approve Larry Rubin as a Board Member Representing the Community	Vote	Jackie Keene	5
C. Review and Approve the Charter Expulsion Procedures and Timeline	Vote	School Guest	5
D. Review and Approve the Board Policy on the Creation of Committees	Vote	Jonathan Wasser	5
IV. Policies			
A. Review and Approve the Updated Fiscal Policies	Vote	Marshall Mayotte	5
V. Financial			
A. 2014/15 Audited Financial Statement Presentation from Independent Auditor	FYI	School Guest	10
B. Review and Approval of the First Interim Financials	Vote	Marshall Mayotte	5
C. Update on ECR's Highlander K-8 STEM School	FYI	Melanie Horton	5
D. Financial Update Based on EdTec's Financials of ECRCHS	FYI	Marshall Mayotte	5

VI. Administrators

A. Update from Facilities	FYI	Eric Wilson	10
B. Update from Academic Administrators	FYI		5
C. Update from Executive Director	FYI	David Fehte	5
D. Update from the Charter Oversight Visit	FYI	Marshall Mayotte	5

VII. Other Business

A. Future Agenda Items	Discuss	Jonathan Wasser	5
B. Closed session - Conference with Labor Negotiators	FYI	David Fehte	20

VIII. Closing Items

A. Adjourn Meeting	Vote		
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Cover Sheet

Review and Approve November's Regular Board Meeting

Section: II. Consent
Item: A. Review and Approve November's Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on November 18, 2015



El Camino Charter High School

Minutes

Board Meeting

Date and Time

Wednesday November 18, 2015 at 5:00 PM

Location

ECRCHS Library, 5440 Valley Circle Blvd, Woodland Hills, CA 91357

Directors Present

Jackie Keene, Jonathan Wasser, Obie Slamon, Odus Caldwell, Peter Vastenhold

Directors Absent

Dennis Thompson

Guests Present

Cameron Maury, Carlos Monroy, Chang Patel, David Fehte, Duc Quach, Fernando Delgado, Gail Turner-Graham, Marlene Widawer, Marshall Mayotte, Melanie Horton, Melissa Charters, Richard Scheinberg, Samantha Spencer, Shelley Marshall, Terri Keas

I. Opening Items**A. Call the Meeting to Order**

Jonathan Wasser called a meeting of the board of directors of El Camino Charter High School to order on Wednesday Nov 18, 2015 @ 5:07 PM at ECRCHS Library, 5440 Valley Circle Blvd, Woodland Hills, CA 91357.

B. Pledge of Allegiance

Obie Slamon led the Pledge of Allegiance.

C. Record Attendance and Guests**D. Teacher/Student Presentation**

ECRCHS French teacher Caroline Jones and three of her students gave a presentation on a class project she has done for the past 12 years whereby the students communicate with pen pal students in France by letter and video. The students translated a video they made in French to introduce their school to the French students.

E. Public Comment on Non-Agenda Items and Agenda Items

Four ECRCHS teachers and an ECRCHS parent made public comments.

F. Discuss Charter Oversight Committee - Roles and Election committee

Odus Caldwell made a motion to form an ad hoc committee consisting of Board members Obie Slamon, Jackie Keene and Odus Caldwell, to review, digest and receive recommendations and feedback from stakeholders to create an Oversight Committee that is in accordance with the ECRCHS Charter.

Jackie Keene seconded the motion.

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

G. Committee and Board Updates

Jackie Keene reported that the sub-committee has two candidates to fill the vacant position left by Jeff Falgien. The committee will have a recommendation to the Board at the next meeting and the Board will vote on the new member.

II. Governance

A. Review and Approve October 26, 2015 Special Board Meeting Minutes

Odus Caldwell made a motion to approve minutes from the Special Board Meeting on 10-26-15.

Obie Slamon seconded the motion.

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

B. Discuss and Vote for Supplemental Items to Post Before and After Board Meetings

Whenever possible and within reason, documents pertaining to supplemental materials to be voted on by the Board, will be posted 48 hours prior to Board meetings, so that stakeholders can review the information prior to making public comments at the Board meetings.

C. Discuss and Vote to Move the December 9th Regular Meeting to December 16th.

The vote to move the December 9th meeting to December 16th was tabled and the December meeting will take place on December 9, 2015.

III. Policies

A. Fiscal Policies Update Request from LAUSD

LAUSD is requesting ECRCHS to update the fiscal policies pertaining to the back office and to require more substantiation and documentation of purchases and pre-approval for employee reimbursements. The official policies will be ready for the December 9, 2015 Board meeting.

IV. Financial

A. Educator Effectiveness Funding Update

Committees will be formed after Winter Break to create a plan how to spend the one-time Educator Effectiveness funds of approximately \$228,000 to create a better educational product.

B. Review and Approval of the 2015-16 EPA Resolution and Expenditure Plant

Obie Slamon made a motion to approve the use of the one-time Prop 30 EPA funds of \$5.6MM for the 2015-16 school year for teacher salaries, to be spent by June 2016.

Peter Vastenhold seconded the motion.

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

C. Review and Approval of an RFP for continuous project/repair management on the ECRCHS campus

Marshall is writing an RFP to hire an outside vendor to assist with the approval process with LAUSD to assist with new projects, manage projects, build new buildings, minimize cost overruns and oversee repairs and maintenance.

Odus Caldwell made a motion to to approve an RFP to bring in an outside vendor to assist with the approval process with LAUSD to assist with new projects, manage projects, build new buildings, minimize cost overruns and oversee repairs and maintenance.

Peter Vastenhold seconded the motion.

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

D. Review and Approval of the September Check Register

Jackie Keene made a motion to approve the September check register.

Obie Slamon seconded the motion.

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

E. Review and Approval of the Material Revision to Recognize Enrollment and Preference Changes

Obie Slamon made a motion to approval of the Material Revision document to recognize enrollment in the Alternative school and independent study, and to include enrollment at the new Shoup property.

Peter Vastenhold seconded the motion.

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

F. Review and Approval of the 2014/15 Audited Financial Statements

Peter Vastenhold made a motion to approve the 2014-2015 Audited Financial Statements.

Jackie Keene seconded the motion.

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

G. Update on ECR's Highlander K-8 STEM School

Mr. Fehte reported that at the LAUSD Board meeting, Steve Zimmer proposed a Special Ed school for gifted autistic students at the Oso site, seconded by Scott Schmerlson. Three members voted for ECR's proposal for Oso, two board members abstained from voting which moved ECR's proposal off the table.

H. Update on the Financial and Operational Impact of Losing Oso

Marshall reported that LAUSD announced plans to place a special education school on the Oso property after ECR's petition to open a K-8 school on the property had been approved, which complicates what ECR does with Highlander and Platt Ranch and will affect cash flow.

I. Financial Update Based on EdTec's Financials of ECRCHS

Marshall presented the balance statements prepared by EdTec for the months of July, August and September.

V. Administrators

A. Update from Business and Operations

Included in other Agenda topics by Marshall Mayotte and Dave Fehte.

B. Update from Academic Administrators

None

C. Update from Executive Director

Scott Schmerleson announced he has a plan for Highlander but did not share his plan so the Board asked that until he comes up with his plan, to give them a month to hear and review his plan. The LAUSD voted to renew ECRCHS' Charter for renewal for 5 years. Come see the school play, Greensboro. The Drama department has done a great job with the play. The new gym will be completed by mid December. Escrow closes on the Shoup property on December 1, 2015.

VI. Other Business

A. Future Agenda Items

Jon Wasser requested that the Board open a discussion at the next meeting on allowing house speakers to speak on agenda items when the item is being discussed rather than all speakers speaking at the beginning of the meetings, limiting the number of speakers on each subject so that meetings do not run exceedingly long.

B. Closed session - Conference with Labor Negotiators

The Board adjourned into Closed Session at 6:55pm

VII. Closing Items

A. Adjourn Meeting

Peter Vastenhold made a motion to adjourn the meeting to Closed Session.

Jackie Keene seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:55 PM.

Respectfully Submitted,
Terri Keas

Cover Sheet

Review and Approve the October Check Register

Section: II. Consent
Item: B. Review and Approve the October Check Register
Purpose: Vote
Submitted by:
Related Material: El Camino - October Check Register.pdf

Check Register



El Camino Real High School
October 2015

Grand Total 1,148,418.88

Vendor	Check Number	Date	Description	Check Amount
Ian Lee	10521	10/1/2015	07/14 Instruction Girls Volleyball	800.00
Pacific Lodge Youth Services	10522	10/1/2015	09/10 -09/18 Gym Rental Fees Boys Basketball	750.00
Sandy Klein	10523	10/1/2015	Refund - PE Shorts, Shirt, black beanie	33.00
Pacific Lodge Youth Services	10524	10/1/2015	09/21 - 09/25 Gym Rental Boys Basketball	600.00
Pyro Spectaculars	10536	10/1/2015	10/09/15 - Homecoming Fireworks Display Balance	1,862.00
Advanced Office Automation, Inc.	10537	10/1/2015	Excess Copies	244.21
Advanced Office Automation, Inc.	10538	10/1/2015	Excess Copies	132.45
Brooks Transportation Inc.	10814	10/1/2015	09/18/15 - Buses for Getty Museum	350.00
Board of Equalization	10815	10/1/2015	04/01/15 - 06/30/15 Sales and Use Tax	4,834.04
Vista Paint Corporation	10816	10/1/2015	Paint, Sanding Sponge, Covers	355.83
Ronnie Watson	10539	10/2/2015	10/15 Manual Check	400.26
American Express	10540	10/2/2015	California Newspaper - Ad	4,284.51
ASCD	10541	10/2/2015	Rethinking Grading: Meaningful Assessment for Standards-Based	71.85
Harvey Inouye	10542	10/5/2015	10/05 Umpire-Girls Volleyball Varsity vs Chatsworth	58.00
Garrett R. Emerson	10543	10/5/2015	10/05 FS Girls Volleyball vs Chatsworth	58.00
Jim Russell	10544	10/5/2015	10/05 JV, Varsity Referee Girls Volleyball vs Chatsworth	126.00
Brooks Transportation Inc.	10545	10/5/2015	09/28/15 - Buses for UC Riverside	585.00
Brooks Transportation Inc.	10546	10/5/2015	10/01/15 - Buses for LA Zoo	1,050.00
Educational Theatre Association	10547	10/5/2015	08/02/15 - Troupe Renewal Dues (Trust)	75.00
Tuff Shed	10548	10/5/2015	Snack Shack Shed	5,380.24
Revolution Foods, Inc.	10549	10/5/2015	08/15 - Meals	22,609.98
Brooks Transportation Inc.	10550	10/5/2015	09/21-09/25 - Buses for Girls Volleyball	4,485.00
Canon Solutions America, Inc	10551	10/5/2015	09/01/14-08/31/15 Copier Usage	8,887.98
Modesto Christian High School	10552	10/5/2015	12/26/15 15th Annual Modesto Christian Holiday Hoop Var Boys Basketball Tournament Fee	500.00
Ares Sportswear	10553	10/5/2015	Sport Polos with Embroidery	253.73
AT&T	10554	10/5/2015	08/15 - 10/15 Alarm System Student Store	266.82
Advanced Office Automation, Inc.	10555	10/5/2015	Excess Copies	573.31
Jacques, Elizabeth	10556	10/5/2015	09/15 Tuition Reimbursement for Special Ed Hannah Jacques	4,865.00
Sportwide	10557	10/5/2015	Adidas Volleyball Package	6,540.00
Sportwide	10558	10/5/2015	Adidas Shorts	250.00
Redondo Union High School	10559	10/5/2015	11/23/15 64th Pacific Shores Boys Basketball Tournament Entry Fee	500.00
San Diego Lions Welfare Foundation	10560	10/5/2015	03/21/16 Lions Invitational Tournament Entry Fee	400.00
American Heritage Life Insurance Company	10561	10/5/2015	10/15 - Supplemental Health Insurance Premium	1,391.90
Kelly Services, Inc.	10562	10/5/2015	Substitute Teachers Through 09/20/15	5,325.62
SJM Industrial Radio	10563	10/5/2015	(6) Motorola Portable Radios	2,299.92
HR Mix Design	10564	10/5/2015	Custom Airbrush Cheer Designs for Cheer Boxes	800.00

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Vendor	Check Number	Date	Description	Check Amount
AT&T	10565	10/5/2015	08/15 - 10/15 Communication Services Student Store	241.76
E.T.E Extreme Training Equipment	10566	10/5/2015	(10) Power Cages	7,990.00
Marquette Commercial Finance	10567	10/5/2015	09/02/15 - Hazardous Waste Disposal	6,102.02
Eastbay Team Sales	10568	10/5/2015	(2) Ball Locker	731.30
Li, Lang	10569	10/5/2015	Robodox Challenge 2015 Competition Fees	250.00
Webinopoly	10570	10/5/2015	Web Design	625.00
American Foothill Publishing Co.	10571	10/5/2015	The Kings Courier issue September 25th, 2015 Vol. 46, Issue 2	730.00
Garvey Equipment Company	10572	10/5/2015	(2) STIHL Backpack Blowers	828.29
Pacific Charter School Development	10573	10/5/2015	09/15 -Feasibility Study Fee	5,500.00
Sportwide	10574	10/6/2015	Adidas Shorts	24.26
Los Angeles Unified School District	10575	10/6/2015	11/14-11/21/14 - RSP Inclusion Prog S. Hulugal Le	190.95
Los Angeles Unified School District	10576	10/6/2015	11/07-11/21/14 - RSP Inclusion Prog S. Plansky	477.38
School Services of California, Inc.	10577	10/6/2015	Unraveling the Mystery of School Finance Workshop Material	85.00
Ward's Science	10578	10/6/2015	Science Materials	1,780.36
Flinn Scientific Inc.	10579	10/6/2015	Chemistry Lab Supplies	73.76
Sylmar High School	10580	10/6/2015	10/10/15 JV Girls Volleyball Tournament Entry Fee	550.00
Tina's Flower & Gifts	10581	10/6/2015	10/09/15 Homecoming JV Var Cheerleaders' Flowers	388.00
Three Ninety Branding	10582	10/7/2015	Hanes Mesh T-Shirts With Logo (Trust)	3,486.65
Accurate Reprographics, Inc.	10583	10/7/2015	Band Work Shirts "ECR Band Logo"	366.24
Foremost Insurance Company	10584	10/7/2015	10/21/15-10/21/16 - Insurance for Mobile Trailer (Trust)	69.00
The Help Group-North Hills Prep School	10585	10/7/2015	08/15 Special Ed Services	2,273.81
The Help Group-Summit View	10586	10/7/2015	08/15 Special Ed Services	1,215.74
Turnitin, LLC	10587	10/7/2015	07/01/16-06/30/17 - Originality Checker	10,584.60
LAUSD - Maintenance & Operations	10588	10/7/2015	2015-16 Maintenance Services	60,000.00
Fan Cloth	10589	10/8/2015	Apparel for Fundraiser	1,821.00
FACT	10590	10/8/2015	08/15 - Special Ed Services	3,422.90
Staples	10591	10/8/2015	Composition Books	168.08
School Food Solutions L3C	10592	10/8/2015	08/15 - Food Service Support, Postage & Mailing	863.61
Rogue Fitness	10593	10/8/2015	3 Tier Mass Storage	3,539.48
First American Title Company	10594	10/8/2015	Escrow Deposit - New School for Child Development	100,000.00
Steven Beardsley	10595	10/8/2015	10/09/15 Referee Var Football vs Granada	80.00
Vynell Henderson	10596	10/8/2015	10/09/15 Umpire JV & Var Football vs Granada	150.00
Enrique Velarde	10597	10/8/2015	10/09/15 Linesman JV & Var Football vs Granada	148.00
Rosalyn Hights	10598	10/8/2015	10/09/15 JV & Var Line Judge Football vs Granada	148.00
Tory Toyama	10599	10/8/2015	10/09/15 Back Judge Var Football vs Granada	78.00
			10/09/15 Referee Boys Water Polo vs Van	
Steve Bagumyan	10600	10/8/2015	Nuys@Birmingham Pool	72.00
Gina Harapetian	10601	10/8/2015	10/09/15 Timer JV Var Football Game vs Granada	85.00

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Vendor	Check Number	Date	Description	Check Amount
NJROTC	10602	10/8/2015	10/09/15 Supervision Football vs Granada(Chain Crew)	500.00
Susan Moran	10603	10/8/2015	10/09/15 Ticket Seller Football vs Granada	90.00
Yoshi Odama	10604	10/8/2015	10/09/15 Ticket Seller Football vs Granada	90.00
Cory Wiener	10605	10/8/2015	10/09/15 Supervision Football vs Granada	71.50
Alison Galliher	10606	10/9/2015	2016 WGI Sport of the Arts EventsVar Registration Fee	1,025.00
Angel Lerma	10608	10/9/2015	9/29/15 Food for ELAC/Latino Literacy Meeting	78.40
Guillermo Rios	10609	10/9/2015	10/09/15 Security LAPD Football vs Granada	249.75
Andy Azodi	10610	10/9/2015	10/09/15 LAPD Security Football vs Granada	249.75
Christopher Ruiz	10611	10/9/2015	10/09/15 LAPD Security Football vs Granada	222.00
Brent Rygh	10612	10/9/2015	10/09/15 LAPD Security Football vs Granada	222.00
Doug Taylor	10613	10/12/2015	Cable, cable ends, padlock	17.07
L.A. Hydro-Jet & Rooter Service, Inc.	10614	10/12/2015	Plumbing and Rooter Service	58.00
L.A. Hydro-Jet & Rooter Service, Inc.	10615	10/12/2015	Plumbing and Rooter Service	169.00
Lisa Sharp	10616	10/12/2015	Home Depot - Locks & Keys for Trailers & Lockers (Trust)	89.95
Michael Freed	10617	10/12/2015	Home Depot - Tape for Grid	76.94
Brooks Transportation Inc.	10618	10/12/2015	09/09-09/11 - Buses for Girls Volleyball	3,580.00
Brooks Transportation Inc.	10619	10/12/2015	08/31-09/03 - Buses for Girls Volleyball Practices	2,100.00
Pacific Lodge Youth Services	10620	10/12/2015	09/28 - 10/02 Gym Rental Boys Basketball	450.00
Eric Choi	10621	10/12/2015	Nike Jerseys-Girls Soccer Trust	2,646.30
Shelly Marshall	10622	10/12/2015	West Coast Percussion Alliance-Drumline Registration	1,345.75
Shelly Marshall	10623	10/12/2015	06/15 Drill Team Banquet Awards for Team	763.97
Shelly Marshall	10624	10/12/2015	Cables and cords for Music System-Dance	78.25
Billy Ramirez	10625	10/12/2015	10/05/15 Girls Golf Match-Green Fees, Cart	112.00
Kent Kirkland	10626	10/12/2015	10/12/15 Referee-Boys Water Polo vs Granada	72.00
Vista Paint Corporation	10627	10/13/2015	Roof Coating, Paint, Bucket, Frame, Gloves	201.87
Buddy's All Stars	10628	10/13/2015	Helmet Paint	120.10
Buddy's All Stars	10629	10/13/2015	Nike Polos (Security Staff)	1,651.97
Buddy's All Stars	10630	10/13/2015	Helmet Paint	35.00
Buddy's All Stars	10631	10/13/2015	Adidas Polos	314.92
Buddy's All Stars	10632	10/13/2015	Soccer Balls	705.02
Buddy's All Stars	10633	10/13/2015	Adidas Polos	358.37
Tara Kim, MA, OTR/L	10634	10/13/2015	08/14-09/15/15 - Occupational Therapy	661.25
Eriks R. Teteris	10635	10/13/2015	10/13/15 Referee JV & Var Girls Volleyball vs Taft	126.00
L.J. Dolan	10636	10/13/2015	10/13/15 Var Umpire, FS Referee Girls Volleyball vs Taft	116.00
APEX Low Voltage Services	10637	10/14/2015	(4) 2TB Hard Drive Installation	771.88
The CLM Group Inc.	10638	10/14/2015	Query to Replace Student ID's with Alternate ID's	250.00
Piece of Mind Care Services	10639	10/14/2015	09/15 Special Ed Services	2,055.30
EDD (Employment Development Dept.)	10640	10/14/2015	04/01/15 - 06/30/15 SEF LEC Penalty & Interest	31.72
PCM-G	10641	10/14/2015	Hard Disk Manager	3,998.42
PCM-G	10642	10/14/2015	(250) Computrace Complete 5 Yrs License	32,700.00
Ward's Science	10643	10/14/2015	Plants	31.59
Maxim Staffing Solutions	10644	10/14/2015	09/15-09/18/15 - LVN One on One for SPED	840.00
Maxim Staffing Solutions	10645	10/14/2015	08/31-09/03/15 - LVN One on One for SPED	840.00

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Vista Paint Corporation	10646	10/14/2015	Paint, Gloss	269.70
Vista Paint Corporation	10647	10/14/2015	Paint, Cover, Tape, Frame, Spray Shield	145.93
McGraw-Hill Education, Inc.	10648	10/14/2015	Fashion/Fabrics/Construction Textbooks	2,702.02
Child and Family Guidance Center/Northpoint School	10649	10/14/2015	07/15 - Special Ed Services S Diamond	2,641.79
Smart & Final	10650	10/14/2015	Cooking Supplies	390.64
Flinn Scientific Inc.	10651	10/14/2015	Chemistry Lab Supplies	763.03
Jones School Supply Co., Inc.	10652	10/14/2015	Awards	149.94
Alan Grant	10653	10/14/2015	09/11-09/25/15 - Supervision & Assist VEX Robotics Club	475.00
The Cruz Center	10654	10/14/2015	09/30 - Special Ed Services (PT)	1,485.00
			Fall Tournament Off Season Conejo Quakes Fee (Trust Account)	250.00
Conejo Quakes Basketball Program	10655	10/14/2015	09/28-10/02 - Buses for Girls Volleyball	3,750.00
Brooks Transportation Inc.	10656	10/14/2015	10/10/15 - Buses for Royal High School	1,100.00
Brooks Transportation Inc.	10657	10/14/2015	10/09/15 - Buses for Great Park	2,100.00
LAUSD Civic Center Permit Office	10659	10/14/2015	11/09-11/17/15 - Permit for Use of Small Gymnasium	268.48
LAUSD Civic Center Permit Office	10660	10/14/2015	11/04-11/21/15 - Permit for Use of Large Gymnasium	550.48
FACT	10661	10/14/2015	09/15 - Special Ed Services	5,432.31
FACT	10662	10/14/2015	09/15 - Special Ed Services	1,034.86
Apperson	10663	10/14/2015	Scantrons	269.92
CompuClaim	10664	10/14/2015	09/15 - MeduClaim Procedure "LEA" Billing Option	27.17
Buddy's All Stars	10665	10/14/2015	Nike Polos (Trust)	12.36
Staples	10666	10/14/2015	Toner	1,202.35
Baikida Carroll	10667	10/14/2015	Music License Fall Play-Greensboro: A Requiem	300.00
Sylvia Yi	2141	10/14/2015	Flex plan liability	416.66
Department of Justice (State of CA)	10668	10/16/2015	09/15 - Fingerprint Apps	348.00
Cartridge	10669	10/16/2015	Printer	32.65
Transit Systems Unlimited, Inc.	10670	10/16/2015	10/02/15 - NJROTC Bus for Miramar Air Station	1,175.00
Kelly Services, Inc.	10671	10/16/2015	Substitute Teachers Through 09/13/15	6,709.31
Kelly Services, Inc.	10672	10/16/2015	Substitute Teachers Through 10/04/15	6,744.44
Regional TAP Service Center	10673	10/16/2015	07/15 Metro 30 Day Passes	576.00
Susan Shin Consulting	10674	10/16/2015	09/15 Consulting Services-Website Revamp	775.00
Craig Becker	10675	10/16/2015	10/16/15 JV & Var Referee - Football vs Taft	152.00
Micheal Reynolds	10676	10/16/2015	10/16/15 Umpire Var Football vs Taft	78.00
Joe Rice	10677	10/16/2015	10/16/15 Linesman Var Football vs Taft	78.00
Mark Clayton	10678	10/16/2015	10/16/15 Line Judge Var Football vs Taft	78.00
Karina Tovar	10679	10/16/2015	10/16/15 Back Judge Var Football vs Taft	78.00
Muideen Afolabi	10680	10/16/2015	10/16/15 Linesman JV Football vs Taft	70.00
William Rodriguez	10681	10/16/2015	10/15/15 Line Judge JV Football vs Taft	70.00
Scholastic	10682	10/16/2015	Magazine Subscription	88.00
PCM-G	10683	10/16/2015	(250) 4 Yr Warranty for Surface 3	77,662.50

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Vendor	Check Number	Date	Description	Check Amount
PCM-G	10684	10/16/2015	(250) Deep Freeze License	6,997.50
Pacific Lodge Youth Services	10685	10/16/2015	10/05 - 10/09 Gym Rental Boys Basketball	675.00
Truitt, Christopher	10686	10/16/2015	09/16-10/12/15 Band Instruction	1,933.75
Ares Sportswear	10687	10/16/2015	Wrestling Shorts, Tees & Hoodies(Trust)	990.56
JW Pepper & Son, Inc	10688	10/16/2015	Sheet Music	64.32
Vista Paint Corporation	10689	10/16/2015	Paint, Fluid Pump Protector	298.27
Susan Moran	10690	10/16/2015	10/16/15 Ticket Seller Football vs Taft	85.00
Yoshi Odama	10691	10/16/2015	10/16/15 Ticket Seller vs Taft	90.00
Cory Wiener	10692	10/16/2015	10/16/15 Supervision Football vs Taft	71.50
Gina Harapetian	10693	10/16/2015	10/16/15 Timer Football vs Taft	85.00
NJROTC	10694	10/16/2015	10/16/16 Security Chain Crew NJROTC	500.00
Andy Azodi	10695	10/16/2015	10/16/15 LAPD Security Football vs Taft	249.75
Christopher Ruiz	10696	10/16/2015	10/16/15 LAPD Security vs Taft	222.00
Guillermo Rios	10697	10/16/2015	10/16/15 LAPD Security vs Taft	222.00
Sheila Gutierrez	10698	10/16/2015	10/16/15 LAPD Security Football vs Taft	222.00
Todd Holmberg	10699	10/16/2015	10/16/15 LAPD Security Football vs Taft	222.00
Educatus International	10700	10/16/2015	2014 Tuition Refund-Zheng, Lin, Exchange Program, Visa Denied	9,200.00
Marshall Mayotte	10701	10/16/2015	Travel Reimbursement-Conference Fees, Mileage, Parking	1,481.00
Xochitl Gilkeson	10702	10/16/2015	B TSA Reimbursement	2,735.00
Barbara Stanoff	10703	10/16/2015	10/01/15 LA Zoo Admission Tickets	327.00
Terrence Fischer	10704	10/16/2015	Membership Fee Wrestling Team USA (Trust)	300.00
Stephanie Franklin	10705	10/16/2015	AP English Literature, Guide, Elements of Drama, Books, AP Unit	188.91
Lori Pratt	10706	10/16/2015	Travel Reimbursement: Miles 9/24/15 AVID Conference	41.84
David Chae	10707	10/16/2015	Reimbursement for Volley Banner paid by B. Barbera (Trust) 9/14 - 4/15 Travel Reimbursement-Miles Work Experience	228.58
Suki Dhillon	10708	10/16/2015	Site Visits 9/14 - 10/8/15 Travel Reimbursement Mileage- Supervision	176.82
Ronnie Watson	10709	10/16/2015	for Athletic Games	189.70
Tom Nassraway	10710	10/19/2015	10/19/15 JV & Var Referee Girls Volleyball vs Birmingham 10/19/15 Var Umpire, F/S Referee Girls Volleyball vs Birmingham	126.00
Juan P. Soto	10711	10/19/2015	Birmingham	116.00
Jeffrey Craig	10712	10/19/2015	Doughnuts, Water for 10/14/15 Senior Breakfast	166.90
Hillary Mix	10713	10/20/2015	Custom Airbrush Cheer Designs for Cheer Boxes	800.00
Levi Belcher	1739	10/20/2015	10/15 Manual Payroll Check	237.69
AP Exams	10714	10/21/2015	Balance for Free Response Books for AP Exams	300.00
Deny Sportswear	10715	10/21/2015	T-shirts for Softball (Trust)	593.75
Deny Sportswear	10716	10/21/2015	T-shirts & Shorts for Softball (Trust)	1,133.30

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Vendor	Check Number	Date	Description	Check Amount
EdTec Inc.	10717	10/21/2015	10/15 - EdTec Monthly Services	16,815.00
Law Offices of Young, Minney & Corr, LLP	10718	10/21/2015	09/15 - Legal Services	22,427.92
Dimitri Allende	10719	10/21/2015	Refund -Deposit for Camerata Orlando Trip	50.00
Jenna Moynier	10720	10/21/2015	Refund -Deposit for Camerata Orlando Trip	50.00
Gillian Sieker	10721	10/21/2015	Refund -Deposit for Camerata Orlando Trip	50.00
Denise Whitcomb	10722	10/21/2015	Refund -Deposit for Camerata Orlando Trip	50.00
Unum Life Insurance Company of America	10723	10/21/2015	11/15 - Premium Life Insurance	4,014.82
Mutual of Omaha	10724	10/21/2015	10/15 - Voluntary Disability Insurance	2,050.00
World Unispec	10725	10/21/2015	ECR Blue Hooded Sweatshirts	1,587.00
Jules Seltzer Associates	10726	10/21/2015	Cabinets, Tables, Table Tops, Screens	2,326.67
Brooks Transportation Inc.	10727	10/21/2015	10/16/15 - Buses for Cal Lutheran University	350.00
Brooks Transportation Inc.	10728	10/21/2015	10/05-10/09 - Buses for Girls Volleyball	3,150.00
Kelly Services, Inc.	10729	10/21/2015	Substitute Teachers Through 10/11/15	13,294.72
Marlene Santoyo Rosales	10730	10/21/2015	09/30/15 Life Guard Boys Water Polo vs Van Nuys	40.00
Silva Ayrapetyan	10731	10/21/2015	09/30/15 Scorekeeper Boys Water Polo vs Van Nuys	40.00
			11/15/15 Registration Delegate Fees(Model United Nations)	
UCLA (Model United Nations)	10732	10/21/2015	Trust	830.00
School Services of California, Inc.	10733	10/21/2015	08/01/15-07/31/16 - Fiscal Budget Services	2,760.00
Gopher	10734	10/21/2015	FitPro Mesh Vests, Rainbow Half Cone, Cone Caddy, Paddle Racquets for Girls PE	1,046.89
Gopher	10735	10/21/2015	Foam Balls, Basketballs, Playground Balls, Volleyballs for Boys PE	1,248.97
AGP/above gravity promotions	10736	10/21/2015	Stadium Seat -Customized El Camino Real	1,601.03
Lenovo (United States) Inc.	10737	10/21/2015	(40) Monitors, Cable Locks, Display Port Cable Kits	11,539.60
Levon Dermendjian	10738	10/22/2015	10/23/15 Referee Boys Water Polo	72.00
PARS	10739	10/22/2015	08/15 - PARS Admin Fees	312.12
Pacific Charter School Development	10740	10/22/2015	10/15 -Feasibility Study Fee	5,500.00
Maxim Staffing Solutions	10741	10/22/2015	09/21-09/22/15 - LVN One on One for SPED	376.25
Maxim Staffing Solutions	10742	10/22/2015	09/29-10/02/15 - LVN One on One for SPED	840.00
Silva Ayrapetyan	10743	10/22/2015	10/23/15 Scorekeeper Boys Water Polo vs Cleveland	40.00
Cavalier Printing	10744	10/22/2015	2015 ECR Football Program Copies (Fundraiser)	1,530.00
Jessie Sanchez	10745	10/22/2015	10/23/15 Life Guard Boys Water Polo vs Cleveland	40.00
Victory Plaza Travel	10746	10/22/2015	12/28/15 Honolulu HI Tour Deposit, Rental Cars	9,475.00
David Hussey	10747	10/22/2015	12/15 Deposit Honolulu HI Boys Soccer Trip (Trust)	9,475.00
			10/14/15 Mental Health First Aid LAUSD Beaudry,	
Susan Niven	10748	10/22/2015	Mileage,Meals	53.75
			10/9-10/15 Chandler Memorial Girls Volleyball Tournament	
David Chae	10749	10/23/2015	Hotel, Mileage and Meals	301.55

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Vendor	Check Number	Date	Description	Check Amount
Billy Ramirez	10750	10/23/2015	10/15/15 Girls Golf Match vs North Hollywood Green and Cart Fees	41.00
Samantha Spencer	10751	10/23/2015	Office Chair	143.87
Vanessa Cordero	10752	10/23/2015	Computer Accessories for MacOS	39.95
Pacific Lodge Youth Services	10753	10/23/2015	10/12 - 10/16 Gym Rental Boys Basketball Conference Fees - Conquering District Budgets in a New World of School Finances	487.50
School Services of California, Inc.	10754	10/23/2015	World of School Finances	560.00
FedEx	10755	10/23/2015	09/15 - Shipping	580.59
CCSA Employee Welfare Benefit Trust	10756	10/23/2015	11/15 - Health Benefits	277,847.17
Benefit and Risk Management Services	10757	10/23/2015	11/15 - FSA Admin Fees	217.00
Revolution Foods, Inc.	10758	10/23/2015	09/15 - Meals	30,252.70
The Shredders	10759	10/23/2015	09/15 -Shredding	49.00
Lisa Sharp	10760	10/23/2015	Rent It - Truck Rental	535.81
Ward's Science	10761	10/23/2015	Slides, Scales, Soil Analyzers, Conductivity Meters	2,022.67
School Food Solutions L3C	10762	10/23/2015	09/15 - Food Service Support, Postage & Mailing	963.74
DJ Valentino Entertainment	10763	10/23/2015	12/05/15 Deposit DJ-Winter Formal Dance	1,200.00
Advanced Office Automation, Inc.	10764	10/23/2015	Excess Copies	143.48
Chargepoint, Inc.	10765	10/23/2015	Dual Port Charging Stations	2,820.00
Houghton Mifflin Harcourt	10766	10/23/2015	(100) Geometry Textbooks	11,476.61
SJM Industrial Radio	10767	10/23/2015	CP SERIES Li-Ion 2250mAh BATTERY	82.84
Lance Delgado	10768	10/23/2015	06/17 - 8/31/15 Summer, Band Camp Full and Half Day, Regular Monday Evening Rehearsals	2,295.00
West Valley-Warner Center Chamber of Commerce	10769	10/23/2015	11/01/15 - 11/01/16 Membership Dues	99.00
Charles Green	10770	10/26/2015	Refund Book Fine - US Govt Democracy in Action (Student Joseph Green)	93.00
Lilly Heller	10771	10/26/2015	10/01/15 Event Cream Cheese, Utensils, Plates, Catering Pans	74.74
Aurora Eagles	10772	10/26/2015	Student Count Pink Out Pep Rally -Pink Hats, Steamers, Tapes, Erasers	61.26
Keira Hanks	10773	10/26/2015	Senior Class 2016 Breakfast-Plastic cups, Covers paid by Charter	45.71
Liah Bykov	10774	10/26/2015	Pink Out Pep Rally-Ribbons	19.35
Hanon Awad	10775	10/26/2015	Refund Textbook to Parent Algebra 2 Book returned (Student Brianna Hanna)	73.00
Verizon Wireless	10776	10/26/2015	09/15 - Communication Services	2,976.51
Birmingham Community Charter High School	10777	10/26/2015	Tournament Entry Fee 2016 Alvarado Classic F/S Baseball	750.00
Centennial High School	10778	10/26/2015	2016 Spring Jamboree 03/24-03/26/15 Centennial HS Tournament Entry Fee	500.00
Fairfax High School	10779	10/26/2015	01/04-01/09/16 JV Girls Basketball Fairfax HS Tournament Entry Fee	275.00
PSST, LLC	10780	10/26/2015	50% Down Payment-IRS Electronic Reporting, Fulfillment Services(1095 Forms)	1,645.00
Merit Oil Company	10781	10/27/2015	10/15 Delivery -Gasoline	414.84

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Vendor	Check Number	Date	Description	Check Amount
			Fiscal Year: 2015/2016	
City of Los Angeles Fire Dept. - CUPA	10782	10/27/2015	Fire Permit Renewal	1,208.00
Hess & Associates	10783	10/27/2015	Q1/FY 15-16 - STRS/PERS REPORTING	2,050.00
Ubatuba Acai Bowls	10784	10/27/2015	Sr 2016 Breakfast - Acai Cups	1,250.00
Taylor, Howard	10785	10/27/2015	10/27/15 F/S Ref, Var Umpire Girls Volleyball vs Cleveland	116.00
Joe Oliveri	10786	10/27/2015	10/27/15 JV Var Referee Girls Volleyball vs Cleveland	126.00
West Valley Rubber Stamp	10787	10/27/2015	Custom Stamp	19.57
Webinopoly	10788	10/27/2015	Web Design	1,000.00
School Health Corporation	10789	10/27/2015	Health Office Supplies	529.95
Lenovo (United States) Inc.	10790	10/27/2015	(40) I/O Expansion Boxes	1,395.20
Lenovo (United States) Inc.	10791	10/27/2015	(40) Desktop PCs	26,596.00
Total Education Solutions	10792	10/27/2015	09/15 - RSP Program	5,385.00
Herff Jones Inc.	10793	10/27/2015	2016 Yearbook Deposit	30,906.00
Brooks Transportation Inc.	10794	10/27/2015	10/12-10/16 - Buses for Girls Volleyball	3,150.00
SJM Industrial Radio	10795	10/27/2015	CP SERIES Li-Ion 2250mAh BATTERY	82.84
West Valley Rubber Stamp	10796	10/27/2015	Custom Stamp	81.48
EDD (Employment Development Dept.)	10797	10/28/2015	Q3/2015 - SUI ACCT #942-0005-2	2,011.18
Board of Equalization	10798	10/29/2015	7/01/2015 - 09/30/15 Sales and Use Tax	3,802.00
Catherine Davis	10799	10/29/2015	Kingdom Sewing & Vacuum-Sewing Machines Parts and Labor	1,167.86
Melanie Horton	10800	10/29/2015	FedEx - Clipboards, printing Charter Renewal Reimbursement 6/30/15 - 10/6/15 Mileage SSC Workshop	146.52
Melanie Horton	10801	10/29/2015	LACOE, Meetings	39.47
Michael Consoletti	10802	10/30/2015	Staples - Label Maker, Labels	501.50
Rosalinda Montague	10803	10/30/2015	Brown Builder's Paper, Pens, Scotch tape, label, ink 10/15 Travel Reimbursement Mileage Wrestling	79.18
Terrence Fischer	10804	10/30/2015	Tournaments	125.35
Brandon Stephens	10805	10/30/2015	10/5,10/13 Professional Development to LAUSD Beaudry	26.46
Billy Ramirez	10806	10/30/2015	09/15 Mileage -Coaching, Supervision Girls Golf	177.91
American Express	10807	10/30/2015	Woodland Warner Flowers - Flowers	3,514.65
American Express	10808	10/30/2015	Tuition Jenny Doo UCLA Extension Class	13,891.66
Monia Kamoun	10809	10/30/2015	Homecoming Parade Supplies	64.09
Babak Kohanfars	10810	10/30/2015	Giant Confetti Cannon, Baby Powder for Football Game vs Taft 10/16/15 purchased by Student B. Kohanfars	95.58
American Express	10811	10/30/2015	Home Depot - Water Coolers	1,093.39
American Express	10812	10/30/2015	Ready Refresh - 09/15 Water	365.83
American Express	10813	10/30/2015	McCalla - Extractor Rental	35,103.71
	DB100115			42,904.25
	DB101415			857.20
	DB100915			300.00
	DB101615			430.53
	DB100215			34.95
	DB101915			571.88
	DB100215-2			10.00
	2138			1,521.00
	2140			1,030.00
	2139			1,049.00
	1738			2,452.50

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Cover Sheet

Review and Approve the Charter Expulsion Procedures and Timeline

Section: III. Governance
Item: C. Review and Approve the Charter Expulsion Procedures and Timeline
Purpose: Vote
Submitted by:
Related Material: Charter Expulsion Procedures and Timeline.docx

Charter Expulsion Procedures and Timeline

Governing Boards Responsibilities for Expulsions

. The Charter School's Board will appoint an Administrative Panel.

Authority to Expel A student may be expelled following a hearing before an Administrative Panel following a hearing before it, and preceded by recommendation from the Dean. The Administrative Panel will consist of at least three members who are certificated employees and neither a teacher of the pupil nor a member of the ECRA Governing Board The Administrative Panel may expel a student found to have committed an expellable offense.

Charter School shall be responsible for the appropriate interim placement of students during and pending the completion of Charter School's student expulsion process and shall facilitate the post-expulsion placement of expelled students.

REHABILITATION PLANS

Pupils who are expelled from Charter School shall be given a rehabilitation plan upon expulsion as developed by Charter School's governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. Terms of expulsion should be reasonable and fair with the weight of the expelling offense taken into consideration when determining the length of expulsion. Therefore, the rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the pupil may apply to Charter School for readmission. Charter School shall inform parents in writing of its processes for reinstatement and applying for expungement of the expulsion record.

READMISSION

Charter School's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, Charter School's governing board shall EL CAMINO REAL CHARTER HIGH SCHOOL RENEWAL PETITION 151 readmit the pupil, unless Charter School's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered and the decision of the governing board, including any related findings, must be provided to the pupil and the pupil's parent/guardian within a reasonable time. REINSTATEMENT Charter School's governing board shall adopt rules establishing a procedure for processing reinstatements, including the review of documents regarding the rehabilitation plan. Charter School is responsible for reinstating the student upon the conclusion of the expulsion period in a timely manner

Cover Sheet

Review and Approve the Board Policy on the Creation of Committees

Section: III. Governance
Item: D. Review and Approve the Board Policy on the Creation of Committees
Purpose: Vote
Submitted by:
Related Material: Policy re Creation of Committees.doc

EL CAMINO REAL ALLIANCE

Board Policy No. _____

BOARD POLICY REGARDING CREATION OF COMMITTEES

The Board of Directors (“Board”) of El Camino Real Alliance (“ECRA”), a nonprofit public benefit corporation, may establish committees on matters within its jurisdiction. The Board shall define the duties, responsibilities, authority, and term of a committee at the time of the committee’s establishment. Unless specifically authorized by the Board to act on its behalf, committees shall act in an advisory capacity only.

CREATION OF COMMITTEES

No Committee may be created unless the following requirements are met:

- The authority of the Committee is clearly defined by the Board or its designee.
- The purpose of the Committee is clearly defined by the Board or its designee.
- The members of the Committee, or an articulation of the positions/roles to be filled, are clearly defined by the Board or its designee (unless otherwise identified in the charter petition or another corporate document).
- The terms for Committee members and the selection process is clearly defined by the Board or its designee.
- The frequency of Committee meetings is clearly defined by the Board or its designee.
- The Board approves a specific statement defining the Committee’s final work product (unless otherwise identified in the charter petition or another corporate document).
- The Board defines whether the Committee’s meetings must be held in compliance with the Ralph M. Brown Act (Government Code Section 54950 *et seq.*).

COMMITTEES OF THE BOARD

The Board, by resolution, may create one or more committees to serve as committees of the Board, each consisting of two or more Board members. A committee exercising the authority of the Board shall not include as members persons who are not Board directors.

Appointments to committees of the Board shall be made by majority vote of the directors then in office. The Board may appoint one or more directors as alternate members of any such committee, who may replace any absent member at any meeting.

Any such committee shall have the authority of the Board only to the extent specifically provided in the Board resolution, except that no committee may:

- (a) Take any final action on any matter that, under the California Nonprofit Public Benefit Corporation Law also requires approval of the members or approval of a majority of all members;
- (b) Fill vacancies on the Board of Directors or any committee of the Board;
- (c) Amend or repeal bylaws or adopt new bylaws;
- (d) Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or subject to repeal;

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- (e) Create any other committees of the Board of Directors or appoint the members of committees of the Board;
- (f) Expend corporate funds to support a nominee for director if more people have been nominated for director than can be elected; or
- (g) Approve any contract or transaction to which the corporation is a party and in which one or more of its directors has a material financial interest.

ADVISORY COMMITTEES

The Board may also create Advisory Committees. It is the intent of the Board to encourage the participation and involvement of faculty, staff, parents, students and administrators through attending and participating in open committee meetings. Membership on Advisory Committees is an important means of insuring such participation.

The Board may establish, by resolution adopted by a majority of the directors then in office, Advisory Committees to serve at the pleasure of the Board.

SCHOOL COMMITTEES

The ECRA Board welcomes the existence of School Committees as one means for the ECRA community to become more involved in its school(s).

School Committees are committees that are not created by the Board, but that instead are created by the Executive Director or designee, or are established in the charter petition(s). School Committees do not have authority to act on behalf of, or represent the opinions or sentiments of, the Board. As School Committees are not Board Committees, they are not subject to the requirements of the Brown Act. School Committees are subject to Board authority as an entity within ECRA; that is, they do not operate wholly independently and outside of the Board's jurisdiction.

School Committees may report to the Board, but generally operate outside of the Board's direct involvement. School Committees operate under the purview and discretion of the Executive Director or designee.

School Committees Identified in Charter Petitions

1. Initial El Camino Real Charter High School ("ECRCHS") Charter (effective July 1, 2011 through June 30, 2016)
 - a. Oversight Committee
 - b. Curriculum Committee
 - c. Testing and Performance
 - d. Finance/Budget
 - e. Employment
 - f. Staff Discipline, Review, and Grievance
 - g. Technology
 - h. Student Affairs

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- i. Athletics
- j. Operations
- k. Community Relations and Media
2. ECRCHS Renewal Charter (effective July 1, 2016 through June 30, 2021)
 - a. Charter Advisory Committee
 - b. Instructional Committee
 - i. Professional Development Subcommittee
 - c. Budget & Finance Committee
 - d. LCAP Committee
 - e. Testing and Performance
 - f. Sustainability/STEAM
 - g. Student Discipline
 - h. Technology
 - i. Student Affairs
 - j. Athletics
 - k. Operations
 - l. School Food
 - m. Community Relations and Media
3. ECR K-8 Charters
 - a. To be determined

School Committee Membership

1. Initial ECRCHS Charter
 - a. As the initial ECRCHS charter was silent as to committee membership, the Board hereby establishes its preference that the membership of each committee identified in the charter, when activated, be reflective of all stakeholder groups.
 - b. If representation from all stakeholder groups cannot be secured, then the advice and work of the committee will be viewed through a lens of understanding its limited representation.
 - c. The Board hereby establishes its preference for diversity in experience in School Committee membership within stakeholder groups. For example, student members are from different grade levels, different athletic teams, and different school involvement areas; parent members children from different grade levels; and teachers and staff are from different departments.
2. Renewal ECRCHS Charter (italics represent charter petition content)
 - a. *All teachers will be strongly encouraged to participate in at least one committee each year. An Assistant Principal will provide a sign-up sheet for all committees at the first faculty meeting. All departments will be encouraged to have one department representative on each committee, as this will ensure that information is disseminated throughout the faculty. Department chairs and program leaders may be asked to participate in certain committees.*
 - b. *In addition, the ECRCHS administration team will reach out to classified staff, parents, and Student Council to encourage membership from these groups.*
 - c. *Each committee will be led by at least one administrator. The administrator may provide the Board of Directors with committee updates at board meetings.*

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- d. If representation from all stakeholder groups cannot be secured, then the advice and work of the committee will be viewed through a lens of understanding its limited representation.
 - e. The Board hereby establishes its preference for diversity in School Committee membership within stakeholder groups. For example, student members are from different grade levels, different athletic status, and different school involvement areas; parent members are from different grade levels; and teachers and staff are from different departments.
3. ECR K-8 Charters
- a. To be determined

The Executive Director or designee shall have final authority to determine the membership of each School Committee.

School Committee Meetings

All School Committee meetings shall be open to any interested member of the ECRA community. Meeting times and locations shall be published in the [Assistant Principal's office] and posted to the online school calendar at least 48 hours in advance of the meeting.

All School Committee meetings will allow for participation during the meeting for any interested member of the ECRA community.

School Committee Reports

Typically, reports from School Committees will be made to the relevant lead administrator. However, School Committees may make reports to the Board by securing an agenda item in advance, or by speaking during public comment on non-agenda items.

ECRCHS Oversight Committee

Regarding the Oversight Committee, the initial charter petition states:

ECRCHS will have an Oversight Committee that will be elected from a pool of interested stake-holders, and will be elected for a term to be determined by the Board of Directors at the initial meeting, and to remain the same thereafter.

The Oversight Committee will have the duties of reviewing all policies and decisions made by or voted upon by the Governing Board to ensure the decisions conform with the guidelines and policies outlined within the charter and to ensure that subsequent policies established are legally and lawfully established for this charter. This committee will report to the Principal and is solely advisory in nature.

The Board draws the following conclusions from this description:

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1. The members of the Oversight Committee must be elected to their position
 - a. The Board delegates to the Executive Director or designee the responsibility of publicizing and holding an election among interested stakeholders
2. The Board must determine the term length for individual members of the Oversight Committee.
 - a. At the time of adoption of this Policy, the Board determines that the term length for individual members of the Oversight Committee is for the remainder of the fiscal year (i.e., up to and including June 30, 2016).
3. The reference to the Oversight Committee reporting to the Principal is interpreted to mean reporting to the Executive Director.
4. The role of the Oversight Committee is to review policies adopted by, and decisions made by the ECRA Board for the purpose of ensuring conformance with the letter and spirit of the initial ECRCHS charter petition, which is effective until June 30, 2016.
 - a. In the event the Oversight Committee finds that a policy or Board decision is not in conformance with the letter and spirit of the initial ECRCHS charter petition, the Oversight Committee will bring its findings to the Executive Director.
 - b. The Executive Director will determine the next step.
5. The Oversight Committee may make monthly reports to the Board of Directors during Board meetings, limited to 5 minutes per Board meeting, unless the time is extended by a vote of a majority of directors present in the meeting.

ECRCHS Charter Advisory Committee

Regarding the Charter Advisory Committee, the renewal charter petition states:

This committee will serve as the liaison between all stakeholders (teachers, students, staff, parents, administrators) and the ECRA Board of Directors. Committee members will be responsible for monitoring the Charter School's adherence to the plan set forth in the charter renewal petition. The Charter Advisory Committee will also have the duties of reviewing all policies and decisions made by or voted upon by the Governing Board to ensure the decisions conform with the guidelines and policies outlined within the charter and to ensure that any subsequent policies established are aligned with this charter. In addition, this committee will participate in the next charter renewal process. This committee will report to the Executive Director and is solely advisory in nature.

The Board draws the following conclusions from this description:

1. The Charter Advisory Committee becomes effective on July 1, 2016.
2. The ECRCHS renewal charter does not mandate the operation of the Charter Advisory Committee. If there is interest among the ECRCHS community, the Charter Advisory Committee will be operated.
3. The members of the Charter Advisory Committee may be elected, appointed, or volunteer to their position.

EL CAMINO REAL ALLIANCE

Board Policy No. _____

- a. The Executive Director or designee is responsible for securing membership by any of those means, if there is interest among the ECRCHS community to utilize this committee.
4. The Executive Director or designee has the authority to determine the term length for individual members of the Charter Advisory Committee
 - a. The Board recommends term length of at least one school year.
5. The role of the Charter Advisory Committee is to:
 - a. Be a liaison between the Board and all stakeholders (teachers, students, staff, parents, and administrators), which means soliciting and organizing input from stakeholders to present to the Board, and assisting with the communication of Board actions or decisions to stakeholders.
 - b. Monitor ECRCHS's adherence to the plan set forth in its renewal charter petition, which means identifying situations or occurrences when ECRCHS does something expressly against the provisions of its approved charter renewal petition.
 - c. Monitor the Board's adherence to the plan set forth in the ECRCHS renewal charter petition, which means identifying situations or occurrences when ECRA does something expressly against the provisions of ECRCHS's approved charter renewal petition.
 - d. Participate in the next charter renewal process, which means actively assisting the Executive Director or designee in reviewing and updating the charter petition to reflect ECRCHS's then-current and planned educational program and other aspects of operation.
 - e. In the event the Charter Advisory Committee finds that an occurrence at ECRCHS or an ECRA policy or Board decision is not in conformance with the letter and spirit of the ECRCHS charter renewal petition, the Charter Advisory Committee will bring its findings to the Executive Director.
 - i. The Executive Director will determine the next step.
6. The Charter Advisory Committee may make monthly reports to the Board of Directors during Board meetings, limited to 5 minutes per Board meeting, unless the time is extended by a vote of a majority of directors present in the meeting.

MEETINGS AND ACTION OF COMMITTEES

Meetings and actions of committees shall be governed by, held, and taken under the provisions of the corporate bylaws concerning meetings and other Board actions, except that the time for general meetings and the calling of special meetings may be set either by Board resolution or, if none, by resolution of the committee.

If applicable, the provisions of the open meeting requirements under the Brown Act shall be followed for committee meetings. Committees, whether permanent or temporary, decision-making or advisory, if created by resolution or formal action of the Board are subject to the notice and agenda requirements of the Brown Act.

The Board may adopt rules for the governance of any committee as long as the rules are consistent with the corporate bylaws. If the Board has not adopted rules, the committee may.

EL CAMINO REAL ALLIANCE

Board Policy No. _____

Minutes of each meeting shall be kept and shall be filed with the corporate records.

REPORT OF ACTIVITIES

All Board committees, whether a Board Committee or Advisory Committee, shall report their activities and/or recommendations to the Board at an open meeting of the Board, except in matters on which a closed session is required by law. School committees will report to the Executive Director or designee, and to the Board, if invited by the Board.

Adopted: [DATE]

Cover Sheet

Review and Approve the Updated Fiscal Policies

Section: IV. Policies
Item: A. Review and Approve the Updated Fiscal Policies
Purpose: Vote
Submitted by:
Related Material: Fiscal Policy Handbook v120915.pdf



EL CAMINO REAL ALLIANCE

Fiscal Policies and Procedures Handbook

**Revision Board Approved: December 9, 2015
Effective: January 1, 2016**

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ECRA FISCAL CONTROL POLICIES AND PROCEDURES

OVERVIEW

The Governing Board of EL CAMINO REAL ALLIANCE (“ECRA”), a charter management organization (“CMO”) has reviewed and adopted the following policies and procedures to ensure the funds of the CMO are appropriately budgeted, accounted for, expended, and maintained.

1. The Governing Board formulates financial policies and procedures, and delegates administration of the policies and procedures to the Chief Business Officer (“CBO”).
2. The CBO has responsibility for all operational and financial activities.
3. The CBO will work with his/her staff to enforce the financial policies and procedures.
4. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
5. All administrative employees are required to take annual vacations of at least five (5) consecutive days.
6. All documentation related to financial matters must be completed by computer, word processor, typewriter, or ink.
7. The Governing Board will commission an annual financial audit by an independent third party auditor who will report directly to the Governing Board. The Governing Board will approve the final audit report, and a copy will be provided to the charter-granting agency. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Governing Board and the charter-granting agency.
8. The Governing Board will commission a Back Office Provider (i.e. EdTec, ExED) who will report to both the administration and the Governing Board. The financial compilations presented to the Board will be compiled by EdTec, and may also include input from the ECRA staff.
9. The Governing Board may appoint someone else to perform the CBO's responsibilities in the case of absence.

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

Safeguarding of Financial Assets

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

1. Charter School Authorizer (i.e. LAUSD's Charter Schools Division) reviews financials annually
2. Independent Certified Public Accountant conducts annual audits
3. Back Office Provider (e.g. EdTec, ExED) ensures segregation of duties and fiscal compliance

In addition, ECRA does the following:

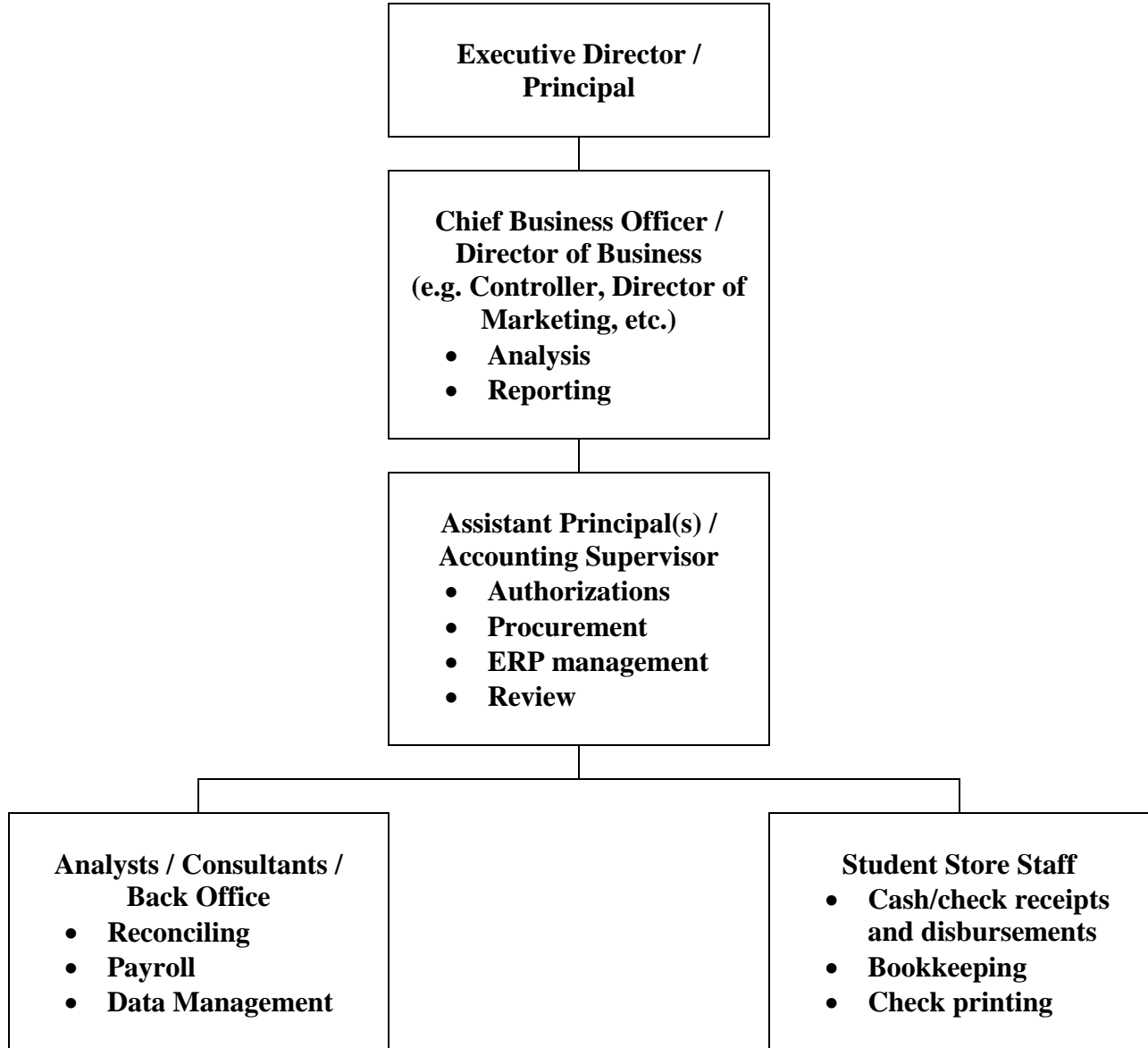
1. Presents monthly financial updates at board meetings
2. Seeks board approval of check registers and all major financial documents (e.g. financial audit, budget, etc.)
3. Reports staff compensation to the State of California
4. Provides financial information to the staff
5. Posts major financial documents on ECRA's website

Annual Financial Audit

1. The Governing Board will annually appoint an Audit Committee by the January board meeting; this committee is tasked with selecting an auditor by the March board meeting.
 - a. The Audit Committee will automatically include the Board Treasurer.
2. Audit Committee members must be fiscally independent of ECRA.
3. The CBO or a Director of Business will assist Audit Committee members.
4. The committee will contract annually for the services of an independent certified public accountant to perform an annual fiscal audit.
5. The audit shall include, but will not be limited to:
 - a. An audit of the accuracy of the financial statements
 - b. An audit of the attendance accounting and revenue accuracy practices
 - c. An audit of the internal control practices

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

Financial Personnel Organizational Chart w/General Functions



ECRA FISCAL CONTROL POLICIES AND PROCEDURES

Financial Instruments

1. Debit Cards
 - a. Use is not permitted

2. Credit Cards
 - a. Held by board-approved personnel
 - b. Chief Business Officer's card is kept in the school's safe for staff use

3. Types of credit cards:
 - a. American Express

4. Bank Check Signers
 - a. Board-approved personnel

5. Check Stock
 - a. Held in student store and with the back office provider

6. Accounting / ERP System(s)
 - a. Overseen by Chief Information Officer and Accounting Supervisor

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

REIMBURSEMENT POLICIES

ECRA employees should receive pre-approval for all purchases. Pre-approvals can be received through the school's ERP system, to which all employees have access. Any items purchased without pre-approval should be kept in new condition so that item(s) can be returned to the vendor in the event the approving administrator denies the purchase.

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

1. Staff should not spend significant time to save the school a de minimis amount. For example, s/he should not incur reimbursable mileage expenses from driving around to different stores to save the school a few dollars on school supplies.
2. Staff should look beyond quantitative factors, such as cost, and evaluate the qualitative factors such as reliability, warranty, reputation, durability, environmental impact, maintenance costs, etc. For example, LED products may be more expensive, but they require less maintenance and have a lower environmental impact.

Receipts / Substantiation

1. All purchases made by an employee must be accompanied by an original receipt. There are certain reasonable exceptions. Below are a few examples:
 - a. Internet purchases may only provide PDF receipts.
 - b. Parking meters and valets may not provide receipts.
2. When receipts are lost, employees must make every effort to retrieve a copy of the receipt or a document with comparable detail. There are a few exceptions for which credit card receipts or cancelled checks will be considered sufficient, as itemized descriptions of these expenses would likely not show personal use. Below are a few examples:
 - a. Taxi fares on conference days
 - b. Parking fees incurred the day employee attended workshops or other work events

Gratuity

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

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

Expense Reports

1. Employees will be reimbursed for expenditures within fifteen (15) days of presentation of appropriate documentation.
 - a. Whenever possible, original receipts should be provided.
 - b. Electronic receipts are considered original receipts.
2. Employees must complete expense reports at least semi-annually, as necessary, and must submit these reports to Accounting Staff.
 - a. Any expenses in excess of \$100 should be submitted within 30 days
 - b. Any small expenses may be collected until the threshold \$100 is met
3. Receipts or other appropriate documentation will be required for the reimbursement of all expenses.
 - a. Missing receipts will require proof of transaction and approval from the approving administrator. For example, if an original receipt is lost, the transaction may be referenced in an email, credit card statement, cancelled check, etc.
 - b. Missing receipts without proof of transaction will not be reimbursed.
4. The employee must sign expense report to certify the expenditures.
5. Authorizing personnel must sign expense report for reimbursement.
6. A copy of the School Director's expense and reimbursement report will be provided to the Board Treasurer. Payment will be reviewed and authorized by the approving administrator.

Personal Use of School Items

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

Supplies

1. All ECRA employees are allowed to spend the following without pre-approval for items deemed essential to carry out assigned duties or related to curriculum.:
 - a. \$50 limit for non-classroom staff

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

- b. \$100 limit for classroom staff

Note, for higher thresholds, teacher/staff must submit a purchase requisition in the ERP system. **In reference to the 1st paragraph on page 8 - Any items purchased without pre-approval** should be kept in new condition so that item(s) can be returned to the vendor in the event the approving administrator denies the purchase.

Meals

1. School-related meals occur on a regular basis. If the meal is not pre-approved, the employee runs the risk of bearing the full cost of the meal if it is ultimately denied. For non-travel meals to be reimbursable, the ECRA employee must provide the following information:
 - a. An itemized receipt
 - b. The people at the meal
 - c. The business purpose (e.g. working meals, meetings with vendors/donors/school officials, etc).

Mileage

1. Employees will be reimbursed for mileage when the event is school-related and requires employees to travel outside of their normal commute. Mileage will be reimbursed at the IRS-approved rate for the distance traveled. Reimbursable travel starting from or ending at a residence cannot include the normal commute miles to/from work. Below are some examples:
 - a. Home to/from school is not deductible.
 - b. Home to/from school event/meeting is partially deductible.
 - i. If the mileage to/from home to school-related event/meeting exceeds the regular commute to/from school, then employee can claim the incremental difference.
 - c. School to/from school event/meeting is 100% deductible.
 - d. Home to/from non-school event/meeting is not deductible. For example, driving around to purchase non-essential supplies, driving around to purchase essential supplies on a non-school day, or commuting to a non-school sponsored staff meeting.

Out of Town Travel

1. The Authorizing Personnel must pre-approve all out-of-town travel for an event or meeting.
2. ECRA does not allow daily per diem rates.

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

3. Reimbursable Expenditures:
 - a. Flights are not to exceed \$200 more than an economy/coach ticket, in either direction.
 - i. Administrator approval is required if the ticket exceeds \$200. Possible reasons for a higher-class seat include health concerns (e.g. spinal injury).
 - b. Hotels/motels are allowable when the event is more than 50 miles from either the employee's residence or the school site. If there are school-related networking events in the evening, then that distance is reduced to 10 miles. Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate, if offered.¹
 - i. Hotel rates exceeding an average of \$200/night, not including taxes and fees, must be accompanied with an explanation as to why the specific hotel was chosen. If the reason is denied by the Authorizing Personnel, then employee will be responsible for the incremental cost over \$200/night plus the taxes and fees.
 - c. Meals are reimbursed at the following rates:
 - i. \$80/day average during the event if meals are not provided
 - ii. \$50/day average during the event if meals are provided
 - iii. \$50/day average on non-event travel days
 - iv. If average is not maintained, employee will be responsible for the excess cost unless the meal(s) receives administrator approval. Possible reasons for exceeding the average include travel to high cost cities.
 - d. Other reasonable expenses, such as Internet, special cell phone service, cab fares, rental car, mileage, gasoline, etc. are reimbursable.
4. Travel advances, before the actual travel, are permissible, but employee must show travel actually occurred.
 - a. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check.
 - b. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report.
5. After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Authorizing Personnel for approval.

¹ Lowest rate available must factor in all expected costs like the cost of meals, rental car, other transportation, internet, parking, etc. For example, if an employee is working at the room and needs internet, some hotels offer special packages where a savings can be generated by taking the more expensive rate than purchasing each item individually.

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

Governing Board Expenses

1. The individual incurring authorized expenses while carrying out the duties of the school will complete and sign an expense report.
2. The School Director will review the expense report, and if s/he approves the report, will submit it to the Accounting Staff or Back Office Provider for payment.

Tuition Costs for Non-Teaching Staff

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

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

Classes/Conferences/Workshops/Seminars ("Course") for All Staff

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

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

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

Tuition Costs for BTSA

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

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

Professional Dues and Costs

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

Credit Cards

1. Employees may request a school credit card from the administration.
2. A credit card must be board approved before it can be given to an employee. Below is a list of outstanding credit cards, by departments, as of December 1, 2015:
 - a. Home Depot for Woodshop and Drama
 - b. Smart and Final for Home Economics
3. ECRA uses American Express as its credit card vendor because of the company's flexibility with spending limits.
4. Credit card points accrued by ECRA employees using the CMO's credit cards are the property of the ECRA.
 - a. Credit card points can be converted with the permission of the Executive Director.
 - b. Records of how the converted credit card points were used must be disclosed.
5. Personal or disallowed uses of the CMO's credit cards are discouraged and should be minimized as it creates the appearance of possible fraud. The employee must reimburse the school for the personal/disallowed use before payment of the credit card is made by the school. Below are some reasons why personal/disallowed uses may occur:
 - a. Purchase of alcohol may occur at meals with potential donors. Those charges related to the alcohol are the responsibility of the employee. However, corkage fee is an allowable expense.

ECRA
FISCAL CONTROL POLICIES AND PROCEDURES

- b. Employee may bring additional bags on a plane for personal reasons, or may upgrade his/her plane ticket at his/her own expense.
- 6. Employee is responsible for maintaining all receipts. If a receipt is missing, then the employee must request copies of the receipt from the credit card company at his/her expense. See "Receipts/Substantiation" for exceptions to the receipts requirement.
- 7. Before any credit card is issued, the employee must provide written acknowledgement that s/he has read the "Reimbursement Policies" of ECRA's Fiscal Control Policies and Procedures.

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

ACCOUNTING

Key Accounting Thresholds

1. Checks over \$10K require two signatures.
 - a. Note, credit card transactions over \$10K do not require two signers since paying the monthly statement will require two check signatures.
2. Non-budgeted contracts that exceed \$100K during a calendar year and last beyond an academic year require Governing Board approval.
3. Request for Proposals are required for projects that will be financed with bond funds that are subject to Public Contract Code 20111(a) and (b).

Purchasing in the Enterprise Resource Planning System (ERP)

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

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

expected cost² for comparable goods or services. If the purchase does not represent the lowest cost option, a business purpose must be provided.

5. If the purchase order is approved, the purchase can be made by the employee through the reimbursement process or by the school on behalf of the employee.
6. When the supplier/vendor submits to ECRA the final invoice, or when an employee submits an expense report, the school will make the payment by requesting a check or by paying by credit card.
7. Since goods and services are sometimes received after payment, the employee making the purchase or shipping and receiving staff must certify that the product has been received, or that service has been provided, before closing the purchase in the ERP.
8. Some payments may be delayed if the vendor is a sole proprietor or a partnership, and it has not provided the school with a valid W-9 form.
9. The board approved credit card holders may authorize an individual to use a school credit card to make an authorized purchase on behalf of the school, consistent with guidelines provided by the School Director, Chief Business Officer and/or Governing Board.
 - a. The school's business personnel will keep the CBO's credit card in the school's safe. Anyone who uses this credit card must return it to the school's safe within three (3) hours of use, unless authorized otherwise by the School Director.
 - b. The other school cards will be kept under supervision of the board approved credit card holders
 - c. If receipts are not available or are "missing", the individual making the charge can be held responsible for payment.
 - d. Credit cards will bear the names of both EL CAMINO REAL ALLIANCE and the board approved credit card holder(s).

Petty Cash

1. The Accounting Staff will manage the petty cash fund from the student store.
2. The petty cash fund will be capped at \$1,000 at the school site, but it will typically hold \$500. This does not include cash held for school events.
3. All petty cash will be kept in the school's safe. Only the Accounting Staff will have access to the petty cash box.

² Expected cost considers the product's price, quality, life, future maintenance costs, salvage value, environmental impact, school's mission, source and materials.

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

4. All disbursements will require a completed and signed petty cash slip. A register receipt for all purchases must be attached to the petty cash slip.
5. The Accounting Staff will insure that the petty cash slip is properly completed and that a proper receipt is attached.
6. At all times the petty cash box will contain receipts and cash totaling \$500. A register receipt must support the petty cash slip. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the Accounting Staff within 48 hours of withdrawing the petty cash.
7. When expenditures total \$300 (when cash balance is reduced to \$200), the Accounting Staff will total the disbursements, complete a petty cash reimbursement form, and obtain the approval of the Assistant Principal. This should be done on at least a quarterly basis. The petty cash slips and supporting receipts will be attached to the reimbursement request form and forwarded to the Accounting Staff.
8. Petty cash fund reimbursement checks will be made payable to the Director of Business.
9. Any irregularities in the petty cash fund will be immediately reported in writing to the Chief Business Officer.
10. Loans will not be made from the petty cash fund.
11. The Director of Business will conduct surprise counts of the petty cash fund.

Contracts

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

- Authorizing Personnel

The Governing Board must also approve the following contracts:

- Non-Public Contracts - \$100,000 or more for construction, equipment, materials, supplies, non-professional services and repairs
 - Public Contracts (i.e. public bonds):
 - Bid limit under Public Contract Code 20111(a) of \$50,000 or more for equipment, materials, supplies, services and repairs.
 - Bid limit under Public Contract Code 20111(b) of \$15,000 or more for construction contracts.
2. Consideration will be made of in-house capabilities before contracting for outside services.

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

3. The Accounting Staff will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$100,000.
4. Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).
 - a. Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The Director of Business may also require that contract service providers list the school as an additional insured.
5. If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the Accounting Staff will obtain a W-9 from the contract service provider prior to submitting any requests for payment.
6. The School Director, Director of Business, or Chief Business Officer will approve proposed contracts and modifications in writing.
7. Contract service providers will be paid in accordance with approved contracts as work is performed.
8. The Chief Business Officer and/or Assistant Principal will be responsible for ensuring the terms of the contracts are fulfilled.
9. Potential conflicts of interest will be disclosed upfront, and the School Director, Chief Business Officer, Assistant Principal(s) and/or Member(s) of the Governing Board with the conflict will excuse themselves from related discussions and from voting on the contract.

CHARTER SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

ACCOUNTS PAYABLE

Bank Check Authorization

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

Bank Checks

1. The Governing Board will approve, in advance, the list of authorized signers on the school account. The School Director, and any other employee/board member authorized by the Governing Board, may sign bank checks within established limitations.
2. The Governing Board will be authorized to open and close bank accounts.
3. The student store personnel will be responsible for all blank checks and will keep them under lock and key.
4. When there is a need to generate a bank check, the Authorized Personnel will send appropriate approved documentation to the Accounting Staff.
5. Once approved by the Authorizing Personnel, Accounting Staff processes the check for signatures.

CHARTER SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

- a. Two authorized check signers will co-sign checks in excess of \$10,000 for all non-recurring items. All checks less than \$10,000 require only the signature of one authorized check signer.
 - b. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
6. Accounting Staff will record the check transaction(s) into the ERP system.
7. Accounting Staff will distribute the checks and vouchers as follows:
- a. Original – mailed or delivered to payee
 - b. Duplicate or voucher – attached to the invoice and filed by vendor name by Accounting Staff
 - c. Cancelled Checks – filed numerically with bank statements by the Back Office Provider
 - d. Voided checks will have VOID written in ink.

Bank Reconciliation

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

CHARTER SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

ACCOUNTS RECEIVABLE

1. Documentation will be maintained for accounts receivable and forwarded to the Back Office Personnel.
2. Accounts receivable will be recorded by the Back Office Personnel in the general ledger and collected on a timely basis.

Cash Receipts (Cash and Checks)

1. For each fundraising or other event in which cash or checks will be collected, a coordinator will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
 - a. The Accounting Staff will record each transaction in a receipt book at the time the transaction is made, with a copy of the receipt provided to the donor.
 - b. The cash, checks, receipt book, and deposit summary must be given to the school Accounting Staff, who will immediately put the funds in a secure, locked location.
 - c. Both the Event Coordinator and either the Accounting Staff(s), volunteer, or Assistant Principal will count the deposit and verify the amount of the funds in writing.
2. Cash/checks dropped off at the school office will be placed directly into the student store safe by the person dropping off the cash/checks.
 - a. All funds are deposited into the safe in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.
 - b. The Accounting Staff(s) or Assistant Principal and School Director will open the safe to verify the cash/check amounts, and sign off on the amounts received.
 - c. The safe will be emptied at least two times per week when school is in session, corresponding to days when deposits are made. When school is not in session, the safe will be emptied within 48 hours when cash and checks exceed \$5K.
3. Cash/checks dropped off in the classroom will utilize the classroom envelopes. Each morning, the homeroom teacher assigned to that classroom will collect all forms, payments, etc. that have been brought in by students that day and place them in a large envelope. Before lunchtime, an office staff member and a second staff member (who may be an office staff member or an aide) shall collect all envelopes from each classroom and bring them to the student store, where they will be processed following the guidelines used for cash receipts, above.

CHARTER SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

4. Mail (including anything official such as governmental notices, invoices and checks) received at the school must be opened and converted into an electronic document for the Back Office Personnel.
 - a. For any cash or checks received in the mail, the funds will be deposited into the Student Store. The personnel there will follow the guidelines used for cash receipts.
5. All checks will be immediately endorsed with the school deposit stamp, containing the following information: "For Deposit Only; El Camino Real Alliance; Bank Name; Bank Account Number."
6. A deposit slip will be completed by the Accounting Staff and initialed by the Assistant Principal for approval to deposit. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.
7. The deposit receipt will be attached to the deposit documentation and forwarded to the Back Office Personnel.

Returned Check Policy

1. A returned-check processing fee will be charged for checks returned due to non-sufficient funds (NSF). Unless otherwise pre-approved by Authorizing Personnel, payment of the NSF check and processing fee must be made by money order or certified check.
2. In the event that a second NSF check is received by any individual, the school will no longer accept checks from that individual. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.
3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the School Director and/or Governing Board.
4. If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action at the discretion of the School Director and/or Governing Board.

CHARTER SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

PAYROLL

Personnel Information

1. The business personnel will maintain all employee information in the school's ERP system.
2. An employee's hiring is not effective until the employment application, form W-4, and I-9 form have been completed.
3. An employee's hiring date is the first day the employee works, not when s/he has been offered the position.
4. The Accounting Staff will maintain a position control list and notify the Governing Board of any variances to the position control throughout the year.

Stipend Volunteers

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

Timesheets

1. All employees will be responsible for completing a timesheet including vacation, sick, and holiday time (if applicable). The employee and the appropriate supervisor will sign the completed timesheet.
2. The completed timesheets will be submitted to the Accounting Staff by the payroll period deadline designated by the Back Office Provider.
3. Incomplete timesheets will be returned to the signatory supervisor and late timesheets may delay payroll into the next period. No employee will be paid until a correctly completed timesheet is submitted.
4. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or turning in the timesheet (such as an employee calling in sick), the employee is responsible for notifying the signatory supervisor or for making other

CHARTER SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

arrangements for the timesheet to be submitted. However, the employee must still complete and submit the timesheet upon return.

Overtime

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

Payroll Processing

1. Hourly employees must sign timesheets to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. The authorized supervisor will approve these timesheets. No overtime hours should be listed on timesheets without proper authorization or explanations as to why they occurred. The signatory supervisor will submit a summary report of timesheets to Back Office Provider who will verify the calculations for accuracy.
2. Salaried employees, must sign into time clock system or use timesheets to verify working days for accuracy. The Human Resource Manager will provide the designated school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.
3. The Accounting Staff will notify Back Office Provider of all authorizations for approved stipends and the hourly or daily rate.
4. Back Office Provider will prepare the payroll worksheet based on the summary report from the designated school employee.
5. The payroll checks (if applicable) will be delivered to the school. Accounting Staff will document receipt of the paychecks and review the payroll checks prior to distribution.

Payroll Taxes and Filings

1. Back Office Provider will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries.

CHARTER SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

2. Back Office Provider will prepare the state and federal quarterly and annual payroll tax forms, review the forms with the Chief Business Officer or School Director, and submit the forms to the respective agencies.

Record Keeping

1. The designated school employee will maintain written records of all full time employees' use of sick leave, vacation pay, and any other unpaid time.
 - a. The designated school employee will immediately notify the authorized supervisor if an employee exceeds the accrued sick leave or vacation pay, or has any other unpaid absences.
 - b. Records will be reconciled when requested by the employee. Every employee must maintain personal contemporaneous records.

CHARTER SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

FINANCE/RESERVES/INSURANCE/LIABILITIES/ASSETS

Financial Reporting

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

Financial Institutions

1. All funds will be maintained at high quality financial institution(s).
2. For CD accounts, at least 80% of funds will be maintained in CDs with a maturity of less than five (5) years. The remaining 20% can be held in high quality CDs with between five (5) years to ten (10) years to maturity.
3. Physical evidence will be maintained on-site for all financial institution transactions.

Loans

1. The School Director and the Governing Board will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.
2. Once approved, a promissory note will be prepared and signed by the School Director before funds are borrowed.
3. Employee loans, including salary advances, are not allowed.

Retention of Records

1. Financial records will be maintained indefinitely in original or electronic format.

CHARTER SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

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

Funds Balance Reserve

1. The following minimum fund balance reserve must be maintained:
 - a. Economic Uncertainties - At least 5% of the total unrestricted General Funds, which is ~\$1,700,000.
 - b. LAUSD Insurance Deductible - \$1,000,000
2. The CBO may also set aside additional reserves for other reasons, such as:
 - a. Capital Expenditures
 - i. The national average is ~10% of the entire annual budget each year is spent on capital outlay and interest on school debt (http://www.nea.org/assets/docs/NEA_Rankings_And_Estimates-2015-03-11a.pdf)
 - b. Retiree Benefits
 - i. ECRA is setting aside funds to meet its ~\$47MM unfunded liability.
 - c. State Revenue Deferrals
 - i. As of December 1, 2015, the state revenue is not significant.
3. Back Office Provider will provide the CBO with balance sheets on a monthly basis. It is the responsibility of the CBO and the Governing Board to understand the school's cash situation. It is the responsibility of the Authorizing Personnel to prioritize payments as needed. The School Director and CBO have responsibility for all operations and activities related to financial management.

Insurance

1. Back Office Provider will work with the Chief Business Officer to ensure that appropriate insurance is maintained at all times with high quality insurance providers.
2. The Accounting Staff will maintain the files of insurance policies, certificates of insurance, insurance policies and procedures, and related claim forms.
3. The Chief Business Officer and Back Office Provider will carefully review insurance policies on an annual basis, prior to renewal. A request for proposal must be done at least every five years.

CHARTER SCHOOL FISCAL CONTROL POLICIES AND PROCEDURES

4. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the school's approved charter petition.

Asset Inventory

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

Parking Lot Liability

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

Cover Sheet

Review and Approval of the First Interim Financials

Section: V. Financial
Item: B. Review and Approval of the First Interim Financials
Purpose: Vote
Submitted by:
Related Material: 2015-16 ECRA 1st Interim Financials.pdf

EL CAMINO REAL CHARTER HS					0.00	THIS SHOULD BE ZERO, PLS ZERO OUT BEFORE SUBMISSION
FY16 1ST INTERIM REPORT						
FI CHARTER SCHOOL - FUND 62						
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION			Object Codes	Function Codes		
					June 30, 2016 Estimates (12 months)	Oct 31, 2015 Actuals (4 months)
A. REVENUES (Summary- -See details below)						
1)	Revenue Limit Sources		8010-8099		29,491,430.00	6,926,422.09
2)	Federal Revenues		8100-8299		1,041,972.00	293,102.54
3)	Other State Revenues		8300-8599		4,900,613.16	999,055.00
4)	Other Local Revenues		8600-8799		1,312,523.00	105,093.00
5)	TOTAL REVENUES				36,746,538.16	8,323,672.63
B. EXPENSES						
1)	Certificated Salaries		1000-1999		15,732,882.58	4,441,164.00
2)	Classified Salaries		2000-2999		3,956,692.49	995,001.80
3)	Employee Benefits		3000-3999		7,692,846.19	2,280,076.52
4)	Books & Supplies		4000-4999		2,562,021.00	722,526.00
5)	Services and Other Operating Expenses		5000-5999		4,515,383.32	1,531,436.17
6)	Depreciation		6000-6999		282,342.00	-
			7100-7299, 7400-7499		-	-
7)	Other Outgo (excluding Transfers of indirect Costs)				-	-
8)	Other Outgo - Transfers of Indirect Costs		7300-7399		294,914.00	92,350.00
9)	TOTAL EXPENSES				35,037,081.57	10,062,554.49
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES & USES					1,709,456.59	(1,738,881.86)
D. OTHER FINANCING SOURCES/USES						
1)	Interfund Transfers					
	a) Transfers In		8900-8929			
	b) Transfers Out		7600-7629			
2)	Other Sources/Uses					
	a) Sources		8930-8979		-	-
	b) Uses		7630-7699		-	-
3)	Contributions		8980-8999		-	-
4)	TOTAL OTHER FINANCING SOURCES/USES				-	-
E. NET INCREASE (DECREASE) IN NET POSITION					1,709,456.59	(1,738,881.86)
F. NET POSITION						
1)	Beginning Net Position					
	a) As of June 30, 2015, unaudited (for 1P, unaudited; for 2P & UAR, use audited amount)		9791		13,768,487.52	13,768,487.52
	b) Audit Adjustments		9793		589,189.00	589,189.00
	d) Other Restatements		9795		-	-
	e) Adjusted Beginning Net Position				14,357,676.52	14,357,676.52
2)	Ending Net Position, June 30, 2016				16,067,133.11	12,618,794.66
	a) Net Investment in Capital Assets		9796		-	-
	b) Restricted Net Position		9797		-	-
	c) Unrestricted Net Position		9790		16,067,133.11	12,618,794.66

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FI CHARTER SCHOOL - FUND 62							
				June 30, 2016 Estimates	Oct 31, 2015 Actuals		
				(12 months)	(4 months)		
Revenues (DETAILS)				SACS Object	Resource Code		
1)	Revenue Limit Sources						
	Principal Apportionment						
		General Purpose Entitlement-Net State Aid		8011	0000	18,139,271.00	3,539,768.00
		State Aid - PY adjustments		8019	0000		
		Education Protection Account (EPA)		8012	1400	5,587,980.00	1,386,754.00
	Revenue Limit Transfers						
		Unrestricted Revenue Limit Transfers - Current Year		8091	0000		
		All Other Revenue Limit Transfer- Current Year		8091	0000		
		Transfers to Charter Schools in lieu of Property Taxes		8096	0000	5,764,179.00	1,999,900.09
		In Lieu of PropTax - PY adjustments		8096	0000	-	
		Property Taxes Transfers		8097	0000	-	
		Revenue Limit Transfers - Prior Years		8099	0000	-	
	TOTAL REVENUE LIMIT SOURCES					29,491,430.00	6,926,422.09
2)	Federal Revenue						
		Special Ed: IDEA Basic Local Assistance - CY		8181	3310	674,170.00	233,905.54
		Special Ed: IDEA Basic Local Assistance - PY adjustments		8181	3310	-	
		Special Education Discretionary Grants		8182	3310	-	
		Lactating Students		8220	5310	148,092.00	
		NCLB: T1,Part A Basic Grts Low-Inc & Neglected		8290	3010	207,600.00	55,944.00
		NCLB: T1,Part A Basic School Support		8290	3020	-	
		NCLB: Title I, Part D, Local Delinquent Programs		8290	3025	-	
		Carl D. Perkins Career & Technical Education :Secondary		8290	3550	-	
		NCLB:TII, Part A, Teacher Quality		8290	4035	8,857.00	
		NCLB:TII, Part A, Administrator Training		8290	4036		
		NCLB:TII, Part D, Enhancing Education Through Technology, Formula Grants		8290	4045		
		NCLB:TII, Part D, Enhancing Education Through Technology, Competitive Grants		8290	4046		
		NCLB:TIII,Immigrant Education Program		8290	4201		
		NCLB:TIII, Limited English Proficient (LEP) Student Program		8290	4203	-	
		NCLB:TitleV, Part B, Public Charter Schools Grant Program (PCSGP)		8290	4610	-	
		Other Federal Revenues:		8290	5810	3,253.00	3,253.00
		Others (please insert description below)					
		PY Federal Not Accrued		8297		3,253.00	3,253.00
	TOTAL FEDERAL REVENUE					1,041,972.00	293,102.54
3)	Other State Revenue						
	Other State Apportionments						
		Special Education Master Plan					
		Special Education AB602 - CY		8311	6500	1,986,238.76	689,132.00
		Special Education AB602 - PY adjustments		8311	6500	-	
		All Special Ed Apportionments-Current Year		8311	6500	-	
		Year Round School Incentive		8425	0000	-	
		Child Nutrition: School Program		8520	5310	12,976.00	
		Mandated Costs Reimbursement		8550	0000	2,038,296.85	
		State Lottery:Unrestricted CY		8560	1100	490,332.10	121,920.66
		State Lottery:Unrestricted PY adjustments		8560	1100	-	
		Lottery- Instructional Materials		8560	6300	143,991.45	35,705.34
		After School Education and Safety (ASES)		8590	6010	-	
		Charter School Facility Grant		8590	6030	-	
		Quality Education Investment Act		8590	7400	-	
		Common Core Standards		8590	7405	-	
		All other State Revenues:		8590	7810	228,778.00	152,297.00
		Others (please insert description below)				-	
		Prior Year					904.00
		All other State Revenues:				228,778.00	151,393.00
	TOTAL OTHER STATE REVENUE					4,900,613.16	999,055.00

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4)	Other Local Revenues				
	Sales				
	Sale of Equipment/Supplies	8631	0000	-	
	Sale of Publications	8632	0000	-	
	Food Service Sales	8634	5310	112,523.00	20,551.00
	Other Sales	8639	0000	-	
	Leases & Rentals	8650	0000		
	Interest	8660	0000	-	
	Net Increase (Decrease) in the Fair Value of Investments	8662	0000		
	Fees and Contracts				
	Child Development Parent Fees	8673	0000		
	Transportation Fees from Individuals	8689	0000		
	Interagency Services	8677	0000		
	All Other Fees & Contracts	8689	0000		
	Other Local Revenues	8689	0000	1,200,000.00	84,542.00
	Grants/Donations				
	Fund Raising/Others			200,000.00	
	All Other Local			1,000,000.00	84,542.00
	Prior Year			-	
	Tuition	8710	0000		
	All Other Transfers In	8781-8783	0000		
	Transfers of Apportionments				
	Special Education SELPA Transfers				
	From Districts or Charter Schools	8791	6500	-	
	From County Offices	8792	6500		
	From JPAs	8793	6500		
	Other Transfers of Apportionments				
	From Districts or Charter Schools	8791	0000		
	From County Offices	8792	0000		
	From JPAs	8793	0000		
	All Other Transfers in from All Others	8799	0000		
	TOTAL OTHER LOCAL REVENUE			1,312,523.00	105,093.00
	TOTAL REVENUES			36,746,538.16	8,323,672.63
Exposes by Sub-object					
		SACS Object	FUNC	June 30, 2016 Estimates (12 months)	Oct 31, 2015 Actuals (4 months)
1)	Certificated Salaries				
	Teachers' Salaries	1100	1000	12,269,409.46	3,389,385.00
	Pupil Support Salaries	1200	3140	1,665,092.01	485,626.00
	Librarians	1200	2420	-	
	Supervisors' and Administrators' Salaries	1300	2700	948,545.59	301,166.00
	Guidance, Welfare, & Counseling Services	1200	3110	-	
	Physical/Mental, Health Services	1200	3140	-	
	Other Certificated Salaries	1900	2100	849,835.52	264,987.00
	TOTAL CERTIFICATED SALARIES			15,732,882.58	4,441,164.00
2)	Classified Salaries				
	Classified Instructional Salaries	2100	1000	1,008,677.99	224,157.00
	Classified Supervisors' and Administrators' Salaries	2300	2100	556,399.96	170,909.40
	Clerical, Technical and Office Salaries	2400	2700	1,003,068.67	260,274.40
	Classified Transportation Salaries	2200	3600	-	
	Classified Food Services Salaries	2200	3700	-	
	Classified Maintenance & Operations	2200	8100	838,003.00	238,786.00
	Other Classified	2900	2100	550,542.86	100,875.00
	TOTAL CLASSIFIED SALARIES			3,956,692.49	995,001.80
3)	Employee Benefits				
	EE Ben - STRS - Certificated			1,684,663.82	460,840.00
	EE Ben - STRS - Certificated - Instruction	3101	1000	1,684,663.82	460,840.00
	EE Ben - STRS - Certificated - Instructional Supv and Adm	3101	2100	-	
	EE Ben - STRS - Certificated - Instructional Library, Media, & Techno	3101	2420	-	
	EE Ben - STRS - Certificated - School Administration	3101	2700	-	
	EE Ben - STRS - Certificated - Guidance & Counseling Services	3101	3110	-	
	EE Ben - STRS - Certificated - Health Services	3101	3140	-	
	EE Ben - STRS - Certificated - Other General Admin	3101	2100	-	
	EE Ben - STRS - Classified			-	-
	EE Ben - STRS - Classified - Instruction	3102	1000	-	
	EE Ben - STRS - Classified - Instructional Supv and Adm	3102	2100	-	

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FI CHARTER SCHOOL - FUND 62					
	EE Ben - STRS - Classified - School Administration	3102	2700	-	
	EE Ben - STRS - Classified - Pupil Transportation	3102	3600	-	
	EE Ben - STRS - Classified - Food Services	3102	3700	-	
	EE Ben - STRS - Classified - Plant Maintenance & Operation	3102	8100	-	
	EE Ben - STRS - Classified - Other General Admin	3102	2100	-	
	EE Ben - PERS - Certificated			-	-
	EE Ben - PERS - Certificated - Instruction	3201	1000	-	
	EE Ben - PERS - Certificated - Instructional Supv and Adm	3201	2100	-	
	EE Ben - PERS - Certificated - Instructional Library, Media, & Techno	3201	2420	-	
	EE Ben - PERS - Certificated - School Administration	3201	2700	-	
	EE Ben - PERS - Certificated - Guidance & Counseling Services	3201	3110	-	
	EE Ben - PERS - Certificated - Health Services	3201	3140	-	
	EE Ben - PERS - Certificated - Other General Admin	3201	2100	-	
	EE Ben - PERS - Classified			399,029.07	102,628.00
	EE Ben - PERS - Classified - Instruction	3202	1000	399,029.07	102,628.00
	EE Ben - PERS - Classified - Instructional Supv and Adm	3202	2100	-	
	EE Ben - PERS - Classified - School Administration	3202	2700	-	
	EE Ben - PERS - Classified - Pupil Transportation	3202	3600	-	
	EE Ben - PERS - Classified - Food Services	3202	3700	-	
	EE Ben - PERS - Classified - Plant Maintenance & Operation	3202	8100	-	
	EE Ben - PERS - Classified - Other General Administration	3202	2100	-	
	EE Ben - OASDI Reg - Certificated			-	-
	EE Ben - OASDI Reg - Certificated - Instruction	3301	1000	-	
	EE Ben - OASDI Reg - Certificated - Instructional Supv and Adm	3301	2100	-	
	EE Ben - OASDI Reg - Certificated - Instructional Library, Media, & Techno	3301	2420	-	
	EE Ben - OASDI Reg - Certificated - School Administration	3301	2700	-	
	EE Ben - OASDI Reg - Certificated - Guidance & Counseling Services	3301	3110	-	
	EE Ben - OASDI Reg - Certificated - Health Services	3301	3140	-	
	EE Ben - OASDI Reg - Certificated - Other General Admin	3301	2100	-	
	EE Ben - OASDI Reg - Classified			212,949.20	57,731.61
	EE Ben - OASDI Reg - Classified - Instruction	3302	1000	212,949.20	57,731.61
	EE Ben - OASDI Reg - Classified - Instructional Supervision and Adm	3302	2100	-	
	EE Ben - OASDI Reg - Classified - School Administration	3302	2700	-	
	EE Ben - OASDI Reg - Classified - Pupil Transportation	3302	3600	-	
	EE Ben - OASDI Reg - Classified - Food Services	3302	3700	-	
	EE Ben - OASDI Reg - Classified - Plant Maintenance & Operation	3302	8100	-	
	EE Ben - OASDI Reg - Classified - Other General Administration	3302	2100	-	
	EE Ben - OASDI Medicare - Certificated			228,113.57	64,396.88
	EE Ben - OASDI Medicare - Certificated - Instruction	3301	1000	228,113.57	64,396.88
	EE Ben - OASDI Medicare - Certificated - Instructional Supv and Adm	3301	2100	-	
	EE Ben - OASDI Medicare - Certificated - Instructional Library, Media, & Techno	3301	2420	-	
	EE Ben - OASDI Medicare - Certificated - School Administration	3301	2700	-	
	EE Ben - OASDI Medicare - Certificated - Guidance & Counseling Services	3301	3110	-	
	EE Ben - OASDI Medicare - Certificated - Health Services	3301	3140	-	
	EE Ben - OASDI Medicare - Certificated - Other General Admin	3301	2100	-	
	EE Ben - OASDI Medicare - Classified			57,385.27	14,427.51
	EE Ben - OASDI Medicare - Classified - Instruction	3302	1000	57,385.27	14,427.51
	EE Ben - OASDI Medicare - Classified - Instructional Supervision and Adm	3302	2100	-	
	EE Ben - OASDI Medicare - Classified - School Administration	3302	2700	-	
	EE Ben - OASDI Medicare - Classified - Pupil Transportation	3302	3600	-	
	EE Ben - OASDI Medicare - Classified - Food Services	3302	3700	-	
	EE Ben - OASDI Medicare - Classified - Plant Maintenance & Operation	3302	8100	-	
	EE Ben - OASDI Medicare - Classified - Other General Administration	3302	2100	-	
	EE Ben - Retirement in Lieu of OASDI - Cert			-	-
	EE Ben - Retirement in Lieu of OASDI - Cert - Instruction	3301	1000	-	
	EE Ben - Retirement in Lieu of OASDI - Cert - Instructional Supv and Adm	3301	2100	-	
	EE Ben - Retirement in Lieu of OASDI - Cert - Instructional Library, Media, & Techno	3301	2420	-	
	EE Ben - Retirement in Lieu of OASDI - Cert - School Administration	3301	2700	-	
	EE Ben - Retirement in Lieu of OASDI - Cert - Guidance & Counseling Services	3301	3110	-	
	EE Ben - Retirement in Lieu of OASDI - Cert - Health Services	3301	3140	-	
	EE Ben - Retirement in Lieu of OASDI - Cert - Other General Admin	3301	2100	-	
	EE Ben - Retirement in Lieu of OASDI - Classified			-	-
	EE Ben - Retirement in Lieu of OASDI - Class - Instruction	3302	1000	-	
	EE Ben - Retirement in Lieu of OASDI - Class - Instructional Supv and Adm	3302	2100	-	
	EE Ben - Retirement in Lieu of OASDI - Class - School Administration	3302	2700	-	
	EE Ben - Retirement in Lieu of OASDI - Class - Pupil Transportation	3302	3600	-	
	EE Ben - Retirement in Lieu of OASDI - Class - Food Services	3302	3700	-	
	EE Ben - Retirement in Lieu of OASDI - Class - Plant Maintenance & Operation	3302	8100	-	
	EE Ben - Retirement in Lieu of OASDI - Class - Other General Administration	3302	2100	-	
	EE Ben - Health & Welfare Benefits - Certificated			2,784,515.00	1,144,060.72
	EE Ben - Health & Welfare Benefits - Cert - Instruction	3401	1000	2,784,515.00	1,144,060.72
	EE Ben - Health & Welfare Benefits - Cert - Instructional Supv and Adm	3401	2100	-	
	EE Ben - Health & Welfare Benefits - Cert - Instructional Library, Media, & Techno	3401	2420	-	
	EE Ben - Health & Welfare Benefits - Cert - School Administration	3401	2700	-	
	EE Ben - Health & Welfare Benefits - Cert - Guidance & Counseling Services	3401	3110	-	
	EE Ben - Health & Welfare Benefits - Cert - Health Services	3401	3140	-	
	EE Ben - Health & Welfare Benefits - Cert - Other General Admin	3401	2100	-	
	EE Ben - Health & Welfare Benefits - Classified			700,485.00	251,135.28
	EE Ben - Health & Welfare Benefits - Class - Instruction	3402	1000	700,485.00	251,135.28
	EE Ben - Health & Welfare Benefits - Class - Instructional Supv and Adm	3402	2100	-	
	EE Ben - Health & Welfare Benefits - Class - School Administration	3402	2700	-	

EL CAMINO REAL CHARTER HS				0.00	THIS SHOULD BE ZERO, PLS ZERO OUT BEFORE SUBMISSION
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	EE Ben - Health & Welfare Benefits - Class - Pupil Transportation	3402	3600	-	
	EE Ben - Health & Welfare Benefits - Class - Food Services	3402	3700	-	
	EE Ben - Health & Welfare Benefits - Class - Plant Maintenance & Operation	3402	8100	-	
	EE Ben - Health & Welfare Benefits - Class - Other General Administration	3402	2100	-	
	EE Ben - Unemployment Insurance - Certificated			7,865.99	1,272.00
	EE Ben - Unemployment Insurance - Cert - Instruction	3501	1000	7,865.99	1,272.00
	EE Ben - Unemployment Insurance - Cert - Instructional Supv and Adm	3501	2100	-	
	EE Ben - Unemployment Insurance - Cert - Instructional Library, Media, & Techno	3501	2420	-	
	EE Ben - Unemployment Insurance - Cert - School Administration	3501	2700	-	
	EE Ben - Unemployment Insurance - Cert - Guidance & Counseling Services	3501	3110	-	
	EE Ben - Unemployment Insurance - Cert - Health Services	3501	3140	-	
	EE Ben - Unemployment Insurance - Cert - Other General Admin	3501	2100	-	
	EE Ben - Unemployment Insurance - Classified			1,978.80	279.18
	EE Ben - Unemployment Insurance - Class - Instruction	3502	1000	1,978.80	279.18
	EE Ben - Unemployment Insurance - Class - Instructional Supv and Adm	3502	2100	-	
	EE Ben - Unemployment Insurance - Class - School Administration	3502	2700	-	
	EE Ben - Unemployment Insurance - Class - Pupil Transportation	3502	3600	-	
	EE Ben - Unemployment Insurance - Class - Food Services	3502	3700	-	
	EE Ben - Unemployment Insurance - Class - Plant Maintenance & Operation	3502	8100	-	
	EE Ben - Unemployment Insurance - Class - Other General Administration	3502	2100	-	
	EE Ben - Workers' Compensation - Certificated			314,639.41	148,121.00
	EE Ben - Workers' Compensation - Cert - Instruction	3601	1000	314,639.41	148,121.00
	EE Ben - Workers' Compensation - Cert - Instructional Supv and Adm	3601	2100	-	
	EE Ben - Workers' Compensation - Cert - Instructional Library, Media, & Techno	3601	2420	-	
	EE Ben - Workers' Compensation - Cert - School Administration	3601	2700	-	
	EE Ben - Workers' Compensation - Cert - Guidance & Counseling Services	3601	3110	-	
	EE Ben - Workers' Compensation - Cert - Health Services	3601	3140	-	
	EE Ben - Workers' Compensation - Cert - Other General Admin	3601	2100	-	
	EE Ben - Workers' Compensation - Classified			79,152.09	32,514.30
	EE Ben - Workers' Compensation - Class - Instruction	3602	1000	79,152.09	32,514.30
	EE Ben - Workers' Compensation - Class - Instructional Supervision and Adm	3602	2100	-	
	EE Ben - Workers' Compensation - Class - School Administration	3602	2700	-	
	EE Ben - Workers' Compensation - Class - Pupil Transportation	3602	3600	-	
	EE Ben - Workers' Compensation - Class - Food Services	3602	3700	-	
	EE Ben - Workers' Compensation - Class - Plant Maintenance & Operation	3602	8100	-	
	EE Ben - Workers' Compensation - Class - Other General Administration	3602	2100	-	
	EE Ben - OPEB, Allocated			-	-
	EE Ben - OPEB, Allocated - Instruction	3701	1000	-	
	EE Ben - OPEB, Allocated - Instructional Supervision and Adm	3701	2100	-	
	EE Ben - OPEB, Allocated - School Administration	3701	2700	-	
	EE Ben - OPEB, Allocated - Pupil Transportation	3701	3600	-	
	EE Ben - OPEB, Allocated - Food Services	3701	3700	-	
	EE Ben - OPEB, Allocated - Plant Maintenance & Operation	3701	8100	-	
	EE Ben - OPEB, Allocated - Other General Administration	3701	2100	-	
	EE Ben - OPEB, Active Employees			-	-
	EE Ben - OPEB, Active Emp - Instruction	3702	1000	-	
	EE Ben - OPEB, Active Emp - Instructional Supervision and Adm	3702	2100	-	
	EE Ben - OPEB, Active Emp - School Administration	3702	2700	-	
	EE Ben - OPEB, Active Emp - Pupil Transportation	3702	3600	-	
	EE Ben - OPEB, Active Emp - Food Services	3702	3700	-	
	EE Ben - OPEB, Active Emp - Plant Maintenance & Operation	3702	8100	-	
	EE Ben - OPEB, Active Emp - Other General Administration	3702	2100	-	
	EE Ben - Other Employment Benefits - Certificated			958,800.00	1,171.00
	EE Ben - Other Emp Benefits - Cert - Instruction	3901	1000	958,800.00	1,171.00
	EE Ben - Other Emp Benefits - Cert - Instructional Supervision and Adm	3901	2100	-	
	EE Ben - Other Emp Benefits - Cert - Instructional Library, Media, & Techno	3901	2420	-	
	EE Ben - Other Emp Benefits - Cert - School Administration	3901	2700	-	
	EE Ben - Other Emp Benefits - Cert - Guidance & Counseling Services	3901	3110	-	
	EE Ben - Other Emp Benefits - Cert - Health Services	3901	3140	-	
	EE Ben - Other Emp Benefits - Cert - Other General Administration	3901	2100	-	
	EE Ben - Other Employment Benefits - Classified			263,268.97	1,499.04
	EE Ben - Other Emp Benefits - Class - Instruction	3902	1000	263,268.97	1,499.04
	EE Ben - Other Emp Benefits - Class - Instructional Supervision and Adm	3902	2100	-	
	EE Ben - Other Emp Benefits - Class - School Administration	3902	2700	-	
	EE Ben - Other Emp Benefits - Class - Pupil Transportation	3902	3600	-	
	EE Ben - Other Emp Benefits - Class - Food Services	3902	3700	-	
	EE Ben - Other Emp Benefits - Class - Plant Maintenance & Operation	3902	8100	-	
	EE Ben - Other Emp Benefits - Class - Other General Administration	3902	2100	-	
	TOTAL EMPLOYEE BENEFITS			7,692,846.19	2,280,076.52
4)	Books & Supplies				
	Approved Textbooks and Core Curricula Materials	4100	1000	400,000.00	51,752.00
	Books and Other Reference Materials	4200	1000	27,254.00	2,793.00
	Materials and Supplies	4300	1000	750,000.00	319,273.00
	Noncapitalized Equipment	4400	1000	753,894.00	263,294.00
	Other Supplies	4300	2700	250,873.00	27,089.00
	Pupil Transportation	4300	3600	-	
	Food Service Supplies	4700	3700	380,000.00	58,325.00
	TOTAL BOOKS AND SUPPLIES			2,562,021.00	722,526.00
5)	Services and Other Operating Expenses				

EL CAMINO REAL CHARTER HS					0.00	THIS SHOULD BE ZERO, PLS ZERO OUT BEFORE SUBMISSION
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		Personal Services	5800	2700	-	
		Travel and Conference	5200	2700	190,000.00	22,211.13
		Due and Memberships	5300	7200	150,000.00	111,625.41
		Insurance	5400	7200	188,089.71	188,089.71
		Operation and Housekeeping Services	5500	8100	615,036.61	163,971.00
		Rentals/Leases/Repairs&Noncapitalized Improvements	5600	8100	667,178.00	149,101.15
		Transfers of Direct Cost	5800	8100	-	
		Transfer of Direct Costs - Interfund	5800	8100	-	
		Professional Consulting Services& Operating Exp	5800	8100	2,655,079.00	849,701.34
		Communications	5900	8100	50,000.00	46,736.43
		TOTAL SERVICES AND OTHER OPERATING EXPENSES			4,515,383.32	1,531,436.17
	6)	Depreciation				
		Depreciation Expense	6900	8100	282,342.00	-
		TOTAL DEPRECIATION			282,342.00	-
	7)	Other Outgo (excluding Transfers of Indirect Costs)				
		Tuition				
		Tuition for Intruction Under Interdistrict Attendance Agreements	7110			-
		Tuition, Excess Costs, and/or Deficit Payments				-
		Payments to Districts or Charter School	7141			
		Payments to County Offices	7142			
		Payments to JPAs	7143			
		Other Transfers Out				
		All Other Transfers	7281-7283			
		All Other Transfers Out to All Others	7299			
		Debt Service				
		Debt Service-Interest	7438	9100		-
		TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			-	-
		OTHER OUTGO-TRANSFERS OF INDIRECT COSTS				
		Transfers of Indirect Cost	7310		-	-
		Transfers of Indirect Cost-Interfund	7350		-	-
		TOTAL, OTHER OUTGO-TRANSFERS OF INDIRECT COSTS			-	-
	8)	Direct Support/Indirect Costs/All Other Financing Uses				
		Indirect Cost (total charter school supervisorial oversight fees only)	5800	8100	294,914.00	92,350.00
		All Other Financing Uses	7699	9100	-	-
		TOTAL EXPENSES			35,037,081.57	10,062,554.49
		CHECK: DETAILS OF REVENUE = TOTAL REVENUE- SUMMARY; SHOULD BE ZERO			-	-
		CHECK: DETAILS OF EXPESSES = TOTAL EXPENSES - SUMMARY; SHOULD BE ZERO ; OR \$ IN OTHER FINANCING USES			-	-